

Position (Query and Navigate) User Guide

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User Guide Purpose: Illustrate how to query and navigate the Position screens.

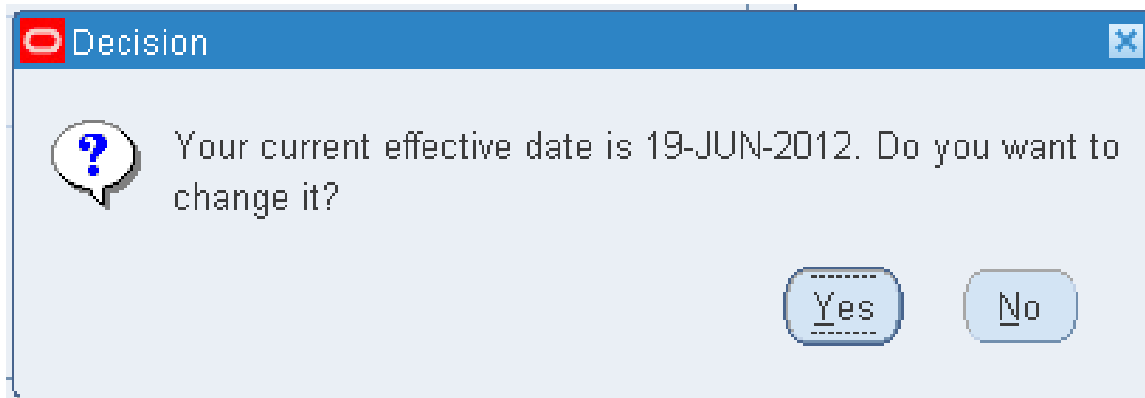
Navigating to the Position Screen

Step 1 – Go to the CHRIS homepage gsa.gov/chris and logon.

Step 2 – From the Navigator window, click on the “**???** WMT Personnelist (Read Only)” responsibility, then click on “**View**” under Position




A “**Decision**” window appears.

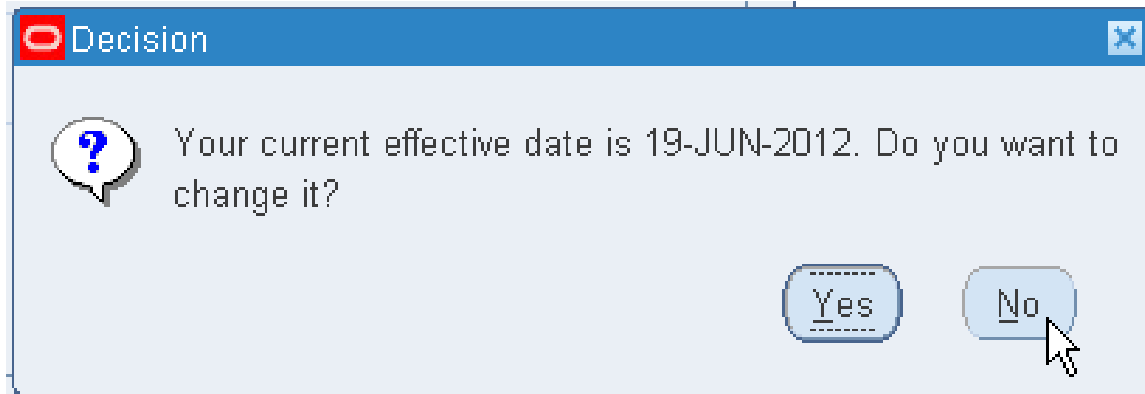


Step 3 - You have to make a decision.

Do you want to stay on the date shown in the “**Decision**” window, which is normally the system date (current date), or do you want to date track to a past or future date?

NOTE: See “**Date Information and Date Tracking**” User Guide.

Step 4 - To stay on the current date, click the “**No**”  button.



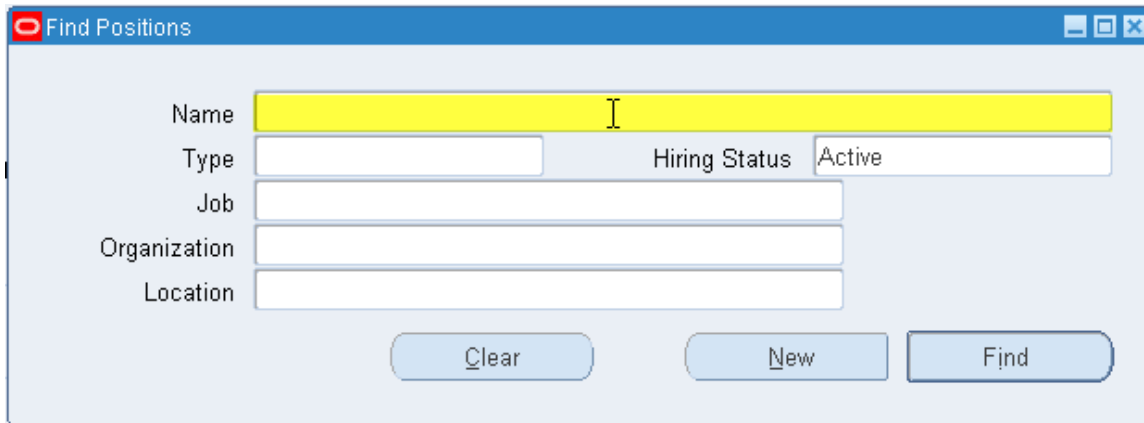
The “**Find Positions**” window opens.



Querying a Position

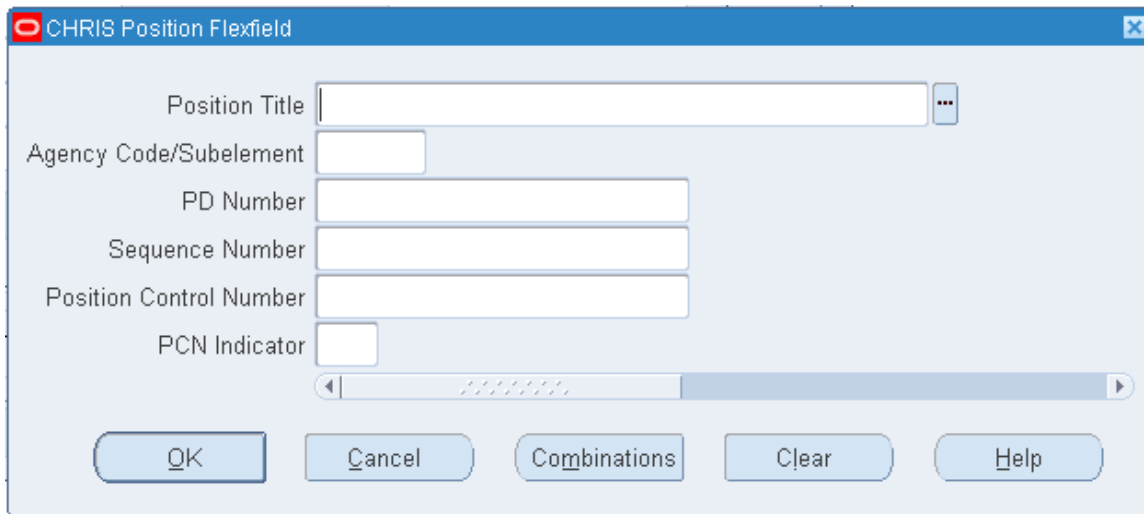
Position Query by Position Control Number (PCN)

Step 1 - Click in the “Name” field.

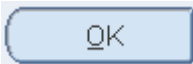


The screenshot shows a window titled "Find Positions" with a blue header bar. The main area contains several input fields: "Name" (highlighted in yellow with a cursor), "Type", "Job", "Organization", and "Location". To the right of the "Type" field is a "Hiring Status" dropdown menu currently set to "Active". At the bottom of the window are three buttons: "Clear", "New", and "Find".

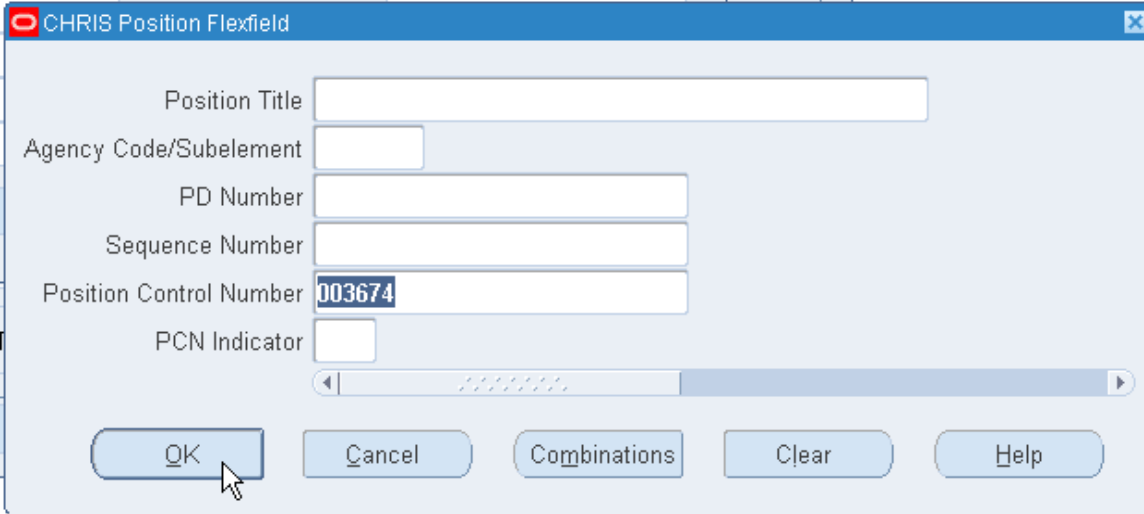
The “CHRIS Position Flexfield” window opens.



The screenshot shows a window titled "CHRIS Position Flexfield" with a blue header bar. The main area contains several input fields: "Position Title" (with a dropdown arrow), "Agency Code/Subelement", "PD Number", "Sequence Number", "Position Control Number", and "PCN Indicator". Below the "PCN Indicator" field is a horizontal scroll bar with a pattern of asterisks. At the bottom of the window are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help".

Step 2 - Click in the **“Position Control Number”** field and enter the unique PCN of the position you want to view, and then click the **“OK”**  button.

NOTE: You can find a position’s PCN by querying the **“Hierarchy”** screen and using specific search criteria to narrow down the query output. Refer to the **“User Guide – Position Hierarchy Navigation”** for more details.




The image shows a dialog box titled "CHRIS Position Flexfield". It contains several input fields: "Position Title", "Agency Code/Subelement", "PD Number", "Sequence Number", "Position Control Number" (with the value "003674" entered and highlighted), and "PCN Indicator". Below the fields is a scroll bar. At the bottom, there are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help". A mouse cursor is pointing at the "OK" button.

The **“Find Positions”** window populates with your query criteria.



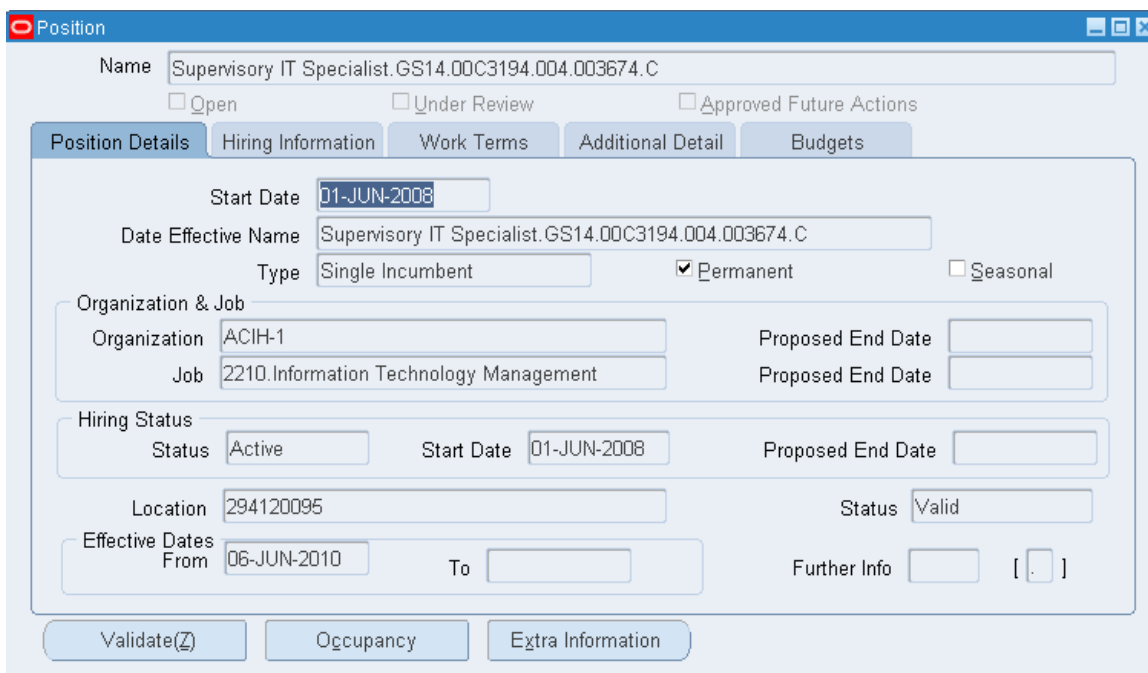
The image shows a dialog box titled "Find Positions". It contains several input fields: "Name" (with the value "...003674." entered), "Type" (with a dropdown arrow), "Hiring Status" (with the value "Active" entered), "Job", "Organization", and "Location". At the bottom, there are three buttons: "Clear", "New", and "Find".

Step 3 - Click the “Find”  button.



The "Find Positions" window contains several input fields and buttons. The "Name" field is populated with "...003674.". The "Hiring Status" dropdown is set to "Active". Other fields for "Type", "Job", "Organization", and "Location" are empty. At the bottom, there are three buttons: "Clear", "New", and "Find". A mouse cursor is pointing at the "Find" button.

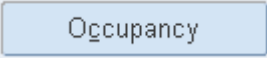
The “Position” window populates and the position you want to review, based on the PCN you used in your query, is viewable.

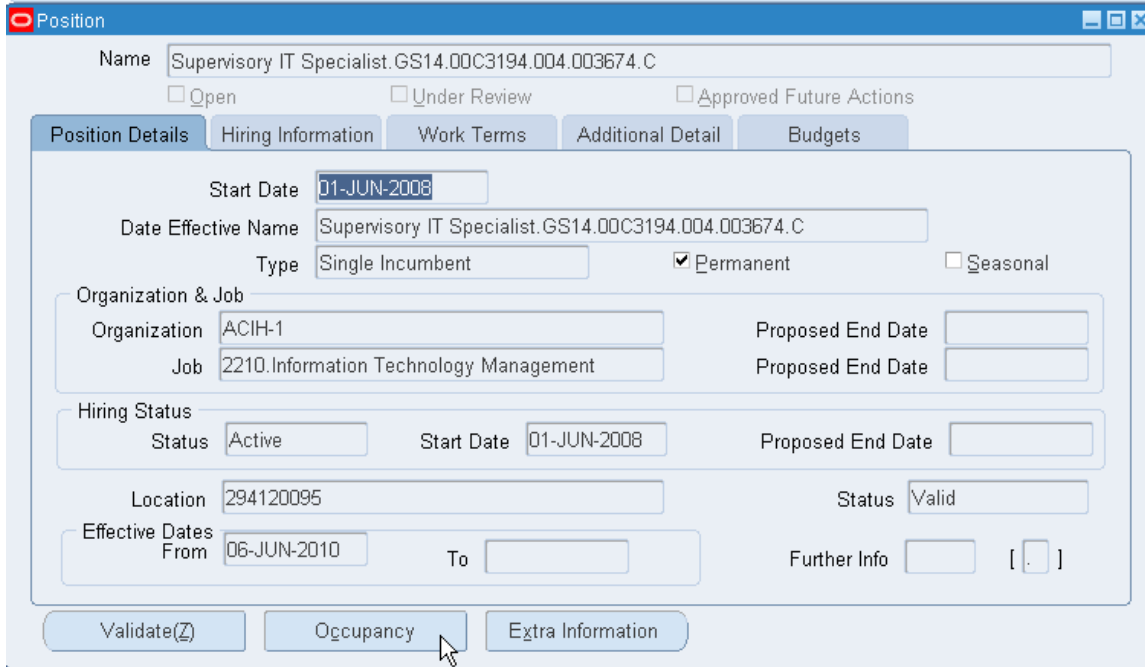


The "Position" window displays detailed information for a specific position. The "Name" field shows "Supervisory IT Specialist.GS14.00C3194.004.003674.C". There are checkboxes for "Open", "Under Review", and "Approved Future Actions". Below are tabs for "Position Details", "Hiring Information", "Work Terms", "Additional Detail", and "Budgets". The "Position Details" tab is active, showing fields for "Start Date" (01-JUN-2008), "Date Effective Name" (Supervisory IT Specialist.GS14.00C3194.004.003674.C), "Type" (Single Incumbent), and checkboxes for "Permanent" (checked) and "Seasonal". The "Organization & Job" section includes "Organization" (ACIH-1), "Job" (2210.Information Technology Management), and "Proposed End Date" fields. The "Hiring Status" section shows "Status" (Active), "Start Date" (01-JUN-2008), and "Proposed End Date". The "Location" is 294120095 and "Status" is Valid. The "Effective Dates" section shows "From" (06-JUN-2010) and "To" fields. At the bottom, there are buttons for "Validate(Z)", "Occupancy", and "Extra Information".

Navigating the Position Screens

Position Occupancy

Step 1 - To see if the position is occupied, and if so who occupies it, click on the “Occupancy”  button.

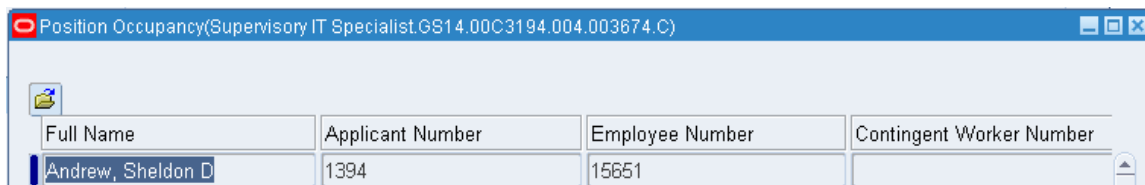


The screenshot shows a web application window titled "Position". The main content area contains several tabs: "Position Details", "Hiring Information", "Work Terms", "Additional Detail", and "Budgets". The "Position Details" tab is active, displaying the following information:

- Name: Supervisory IT Specialist.GS14.00C3194.004.003674.C
- Start Date: 01-JUN-2008
- Date Effective Name: Supervisory IT Specialist.GS14.00C3194.004.003674.C
- Type: Single Incumbent
- Permanent: Permanent, Seasonal
- Organization & Job: Organization: ACIH-1, Job: 2210.Information Technology Management
- Hiring Status: Status: Active, Start Date: 01-JUN-2008, Proposed End Date: [empty]
- Location: 294120095, Status: Valid
- Effective Dates: From: 06-JUN-2010, To: [empty]
- Further Info: [empty] [.]

At the bottom of the form, there are three buttons: "Validate(Z)", "Occupancy" (with a mouse cursor over it), and "Extra Information".

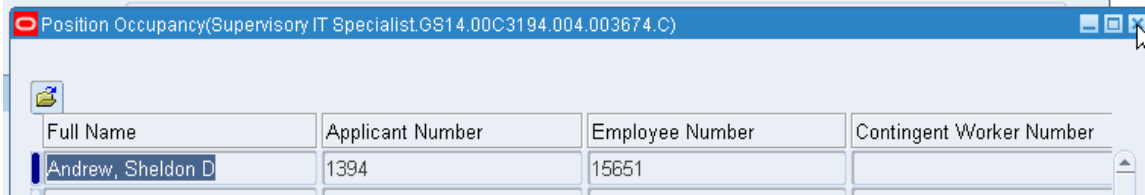
If the position is occupied, the occupants Full Name, Applicant Number and Employee Number appear.



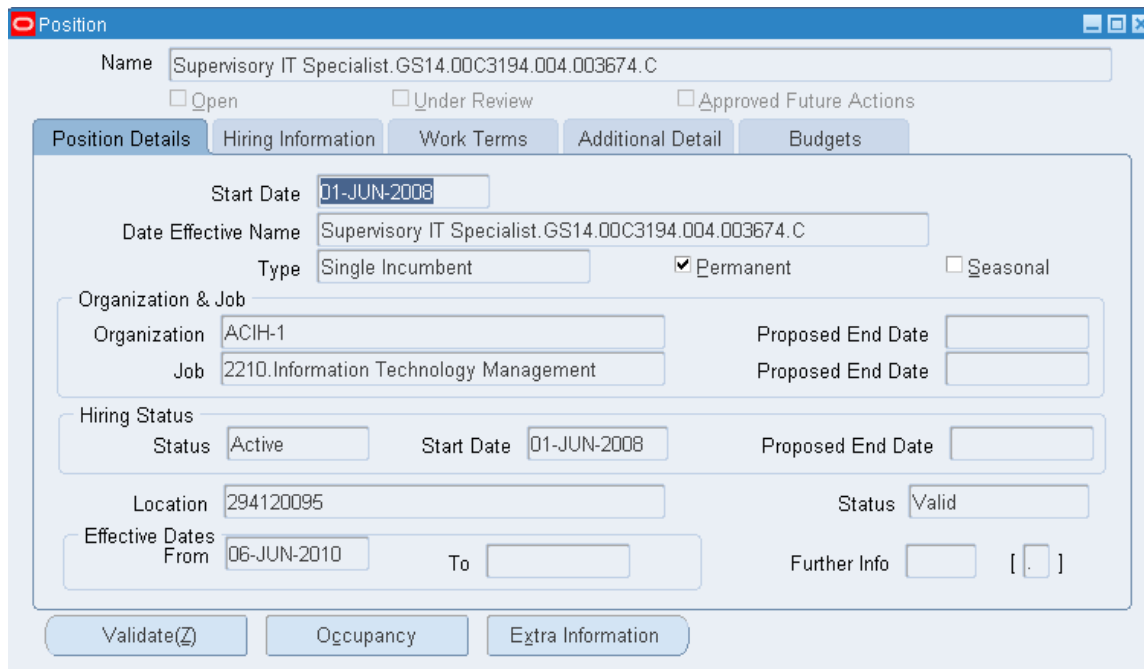
The screenshot shows a web application window titled "Position Occupancy(Supervisory IT Specialist.GS14.00C3194.004.003674.C)". The main content area displays a table with the following data:

Full Name	Applicant Number	Employee Number	Contingent Worker Number
Andrew, Sheldon D	1394	15651	

Step 2 - To close the “**Position Occupancy**” window, click on the  in the upper right hand corner of the window.



It returns you to the “**Position**” window.



Position Attributes

Step 1 - To see the position attributes, click on the “**Extra Information**”

Extra Information

button.

The screenshot shows a window titled "Position" with a blue header. The main content area contains several sections of data entry fields:

- Name:** Supervisory IT Specialist.GS14.00C3194.004.003674.C
- Buttons:** Open, Under Review, Approved Future Actions
- Tabs:** Position Details (selected), Hiring Information, Work Terms, Additional Detail, Budgets
- Start Date:** 01-JUN-2008
- Date Effective Name:** Supervisory IT Specialist.GS14.00C3194.004.003674.C
- Type:** Single Incumbent, Permanent, Seasonal
- Organization & Job:**
 - Organization: ACIH-1
 - Job: 2210.Information Technology Management
 - Proposed End Date: (empty)
- Hiring Status:**
 - Status: Active
 - Start Date: 01-JUN-2008
 - Proposed End Date: (empty)
- Location:** 294120095
- Status:** Valid
- Effective Dates:** From 06-JUN-2010 To (empty)
- Further Info:** (empty) [.]

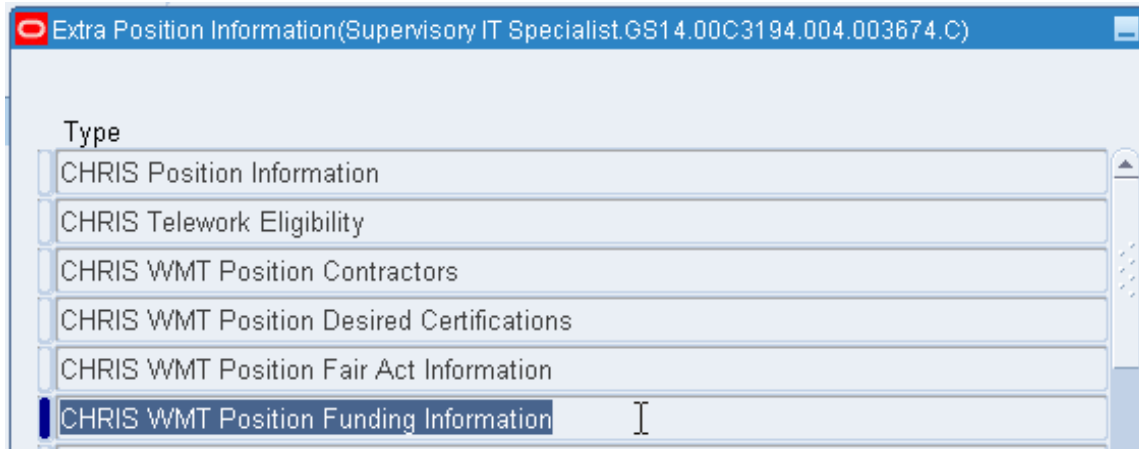
At the bottom, there are three buttons: "Validate(Z)", "Occupancy", and "Extra Information". A mouse cursor is pointing at the "Extra Information" button.

The “**Extra Position Information**” window opens.

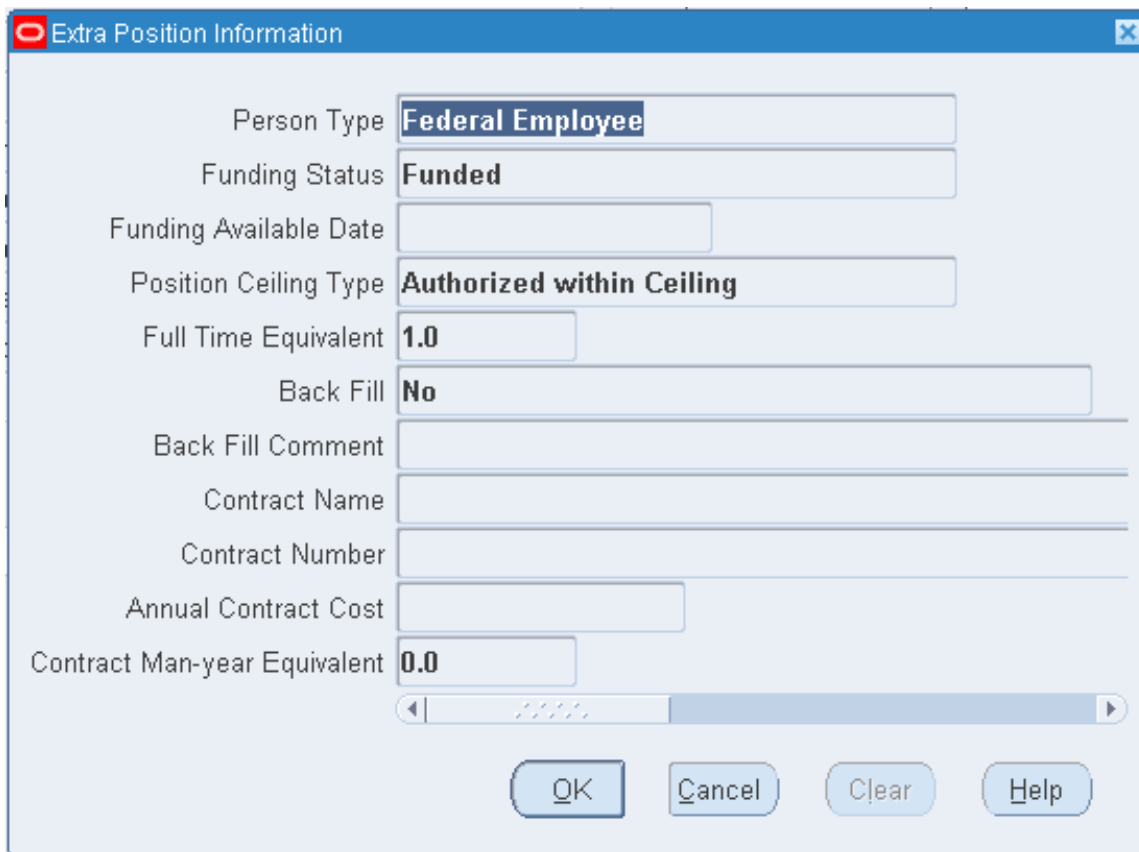
The screenshot shows a window titled "Extra Position Information(Supervisory IT Specialist.GS14.00C3194.004.003674.C)" with a blue header. The main content area contains:

- Type:** A list box with the following items:
 - CHRIS Position Information (selected)
 - CHRIS Telework Eligibility
 - CHRIS WMT Position Contractors
 - CHRIS WMT Position Desired Certifications
 - CHRIS WMT Position Fair Act Information
 - CHRIS WMT Position Funding Information
 - CHRIS WMT Position Other Requirements
 - CHRIS WMT Position Required Certifications
 - US Federal EDP/HDP Hazard Type
- Details:** A text field containing ".1.01352" and a button [.]
- Validate(Z)** button at the bottom right.

Step 2 - To see the position attributes associated with each of the “**Extra Position Information Types**” (i.e., CHRIS Position Information, CHRIS Telework Eligibility, CHRIS WMT Position Contractors, etc.), click in the “Type” you have an interest in viewing.



The “**Extra Position Information**” window, specific to the “**Extra Position Information Type**” selected (i.e., CHRIS WMT Position Funding Information) opens.



Step 3 - To close the “Extra Position Information” window, click the “OK” button.

Extra Position Information

Person Type **Federal Employee**

Funding Status **Funded**

Funding Available Date

Position Ceiling Type **Authorized within Ceiling**

Full Time Equivalent **1.0**

Back Fill **No**

Back Fill Comment

Contract Name

Contract Number

Annual Contract Cost

Contract Man-year Equivalent **0.0**

OK Cancel Clear Help

The “**Extra Position Information**” window closes and you’re returned to the “**Extra Position Information Type**” window.


Extra Position Information(Supervisory IT Specialist.GS14.00C3194.004.003674.C)

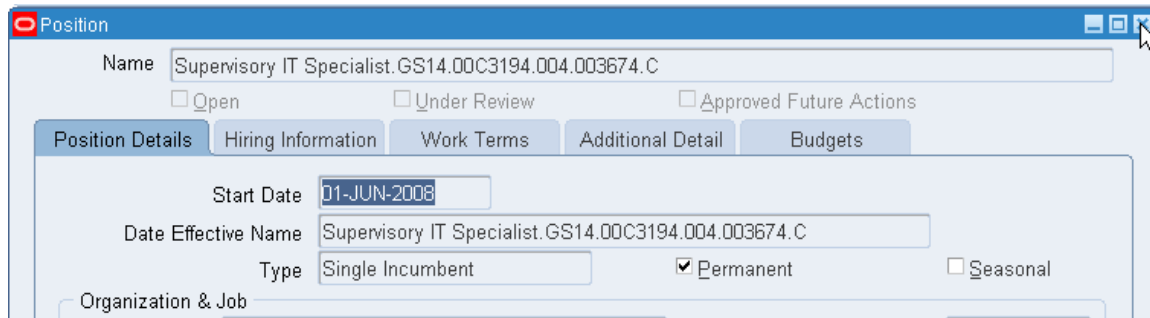
Type

- CHRIS Position Information
- CHRIS Telework Eligibility
- CHRIS WMT Position Contractors
- CHRIS WMT Position Desired Certifications
- CHRIS WMT Position Fair Act Information
- CHRIS WMT Position Funding Information
- CHRIS WMT Position Other Requirements
- CHRIS WMT Position Required Certifications
- US Federal EDP/HDP Hazard Type

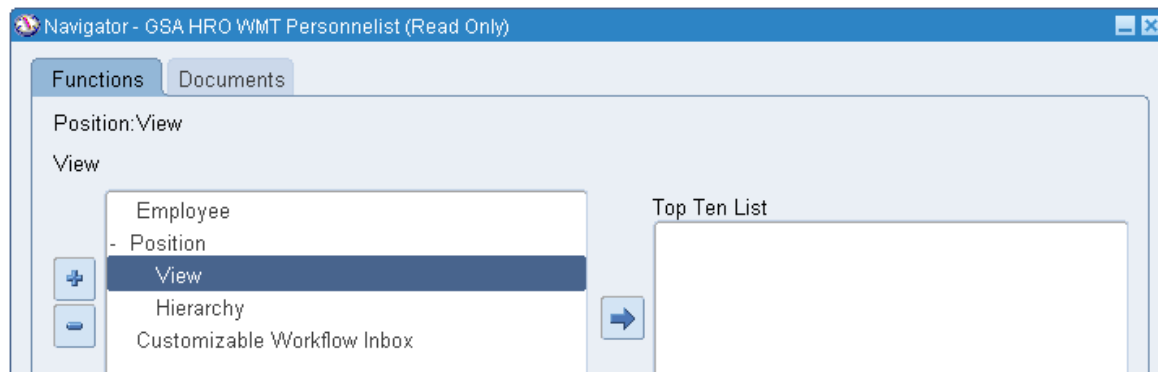
Step 4 - To view the position attributes associated with each of the “**Extra Position Information Types**”, repeat steps 1 to 3.


Closing the Position Window and Logging Out of CHRIS

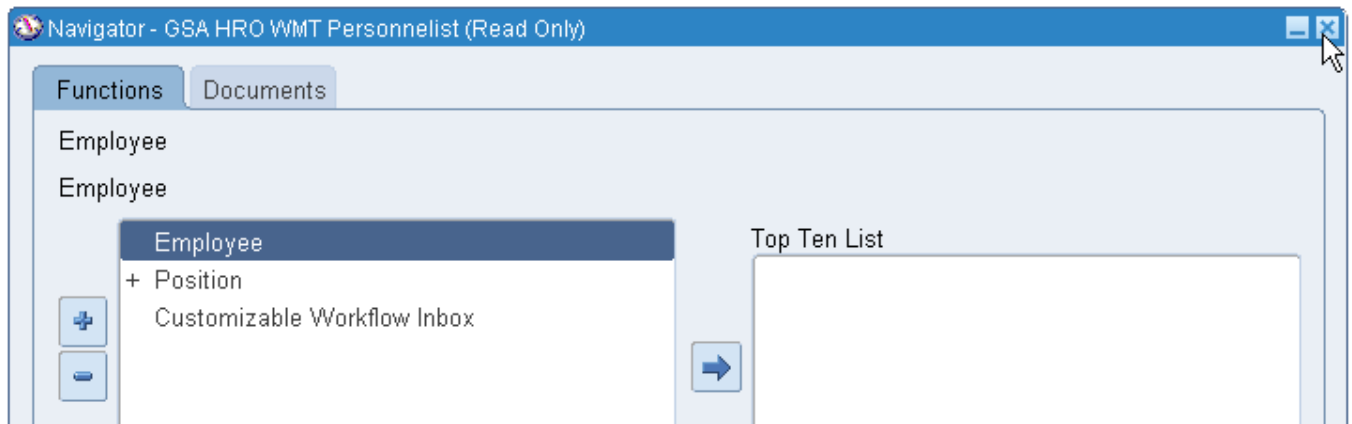
Step 1- To close the “Position” window, click on the “x”  in the upper right corner of the window.



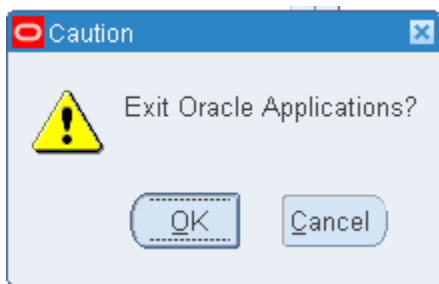
It will return you to the “Navigator” window.



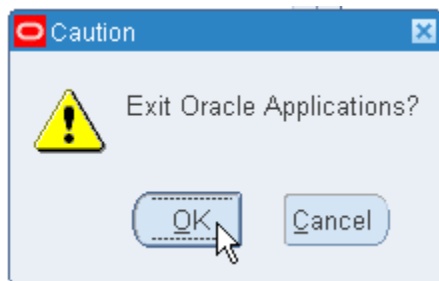
Step 2 - To close the “Navigator” window, click on the “x”  in the upper right corner of the window.



A “Caution” window will appear.




Step 3 - Click the “OK”  button.



The “Navigator” window will close.



Step 4 – To close the remaining Oracle windows, click on the “x”  in the upper right corner of each window.



Step 5 – Click “Logout” to logout of CHRIS.

