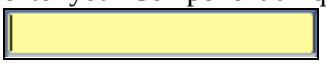
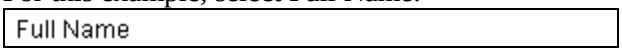
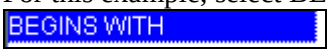
Position Hierarchy Maintenance

Step	Action
1.	After selecting the Civ Pos Hier Maint SPAFI1L secure view responsibility, select the Civ Hierarchy Maintenance Final link. **Important!** 1. Since the only difference between the Civ Hierarchy Maintenance Preview and Civ Hierarchy Maintenance Final forms is the execute functionality, this User Guide will include instructions for utilizing the Civ Hierarchy Maintenance Final function form. 2. Novice users should use the CIV Hierarchy Maintenance Preview function which will only allow users to create a preview. More advance users should use the CIV Hierarchy Maintenance Final function to create and execute previews. Executing a preview is the function that updates positions into a Self Service Hierarchy. 3. Due to Privacy Act mandates this simulation DOES NOT display Names or New Reporting To Supervisor information. The tool does display this information in the live system. Civ Hierarchy Maintenance Final
2.	The Position Hierarchy Maintenance form displays. The form contains 3 regions: A. Position Hierarchy Maintenance B. Selection Criteria C. Multiple Selection Criteria The Name field is mandatory and you must enter at least one Selection Criteria and one Multiple Selection Criteria.
3.	The Name field is a unique name assigned by the user to identify a preview. In this example, type Enter a Unique Name.
4.	The Description field further describes the unique Name. This is an optional field, however in this example, type Further Describes Name **Important!** Access the complete Users Guide located at the start and close of this training simulation to learn more about this form.

Step	Action
5.	Enter at least ONE Selection Criteria for your preview. The available Selection Criteria data elements include: • Owning Agency • Servicing Office ID • Personnel Office ID In this example, select the Owning Agency LOV (...). **Important!** Ensure your Component unique data is entered into these fields in the live system. If your data is not listed for selection, contact your Human Resources Office.
6.	In this example, select Agency AF - Description Department of the Air Force.
7.	Select OK.
8.	Click in the Data Elements data field. **Important!** You must enter at least ONE Multiple Selection Criteria. Again, ensure you enter your Component unique data into these fields. 
9.	To view a list of Data Elements, select the Data Elements LOV (...)
10.	For this example, select Full Name. 
11.	Select OK.
12.	Select the Relational Operator LOV (...). **Important!** To review definitions for Relational Operators, select the Rel Operator Help button before clicking into the Data Elements data field. Rel. Operator Help button will only display if Data Elements, Relational Operator, and Code fields are all null (i.e., before you click into the Data Elements field) or all three fields contain information.
13.	For this example, select BEGINS WITH. 
14.	Select OK.

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15.	For this example, type A in the Code data field. This preview will search owning agency AF for Full Name beginning with the letter A.
16.	To submit this preview, select Preview. Preview
17.	The Concurrent Process ID number, request number assigned by system to process action, will be reflected in the Note box. Select OK. **Important!** Once the preview has been submitted, any changes made to the selection criteria or multiple selection criteria will need to be deleted via the Delete Preview button. This button deletes any previous selected records (not the preview itself) therefore allowing for submission of new preview selection criteria. To delete a preview from your database (only those previews that have not been executed), select the Red X from the tool bar. OK
18.	Select Refresh until Preview Ready displays in the Status data field (this may take several tries/Refreshes). Refresh
19.	Since the Status data field reads Preview Ready, select Preview to view your information. Preview
20.	After selecting Preview, the Preview Records Decision form displays. **Important!** • Keep Existing – Displays original or previously saved preview. • Rebuild – If you make changes to the Selection Criteria or Multiple Selection Criteria after pulling the original Preview, such as changing the Code data field from 'A' to 'ANDER' you would select 'Rebuild' to pull a Preview with the changes. Do not use 'Rebuild' with Delete Preview. • Cancel – Returns to previous form Select Keep Existing. Keep Existing

Step	Action
21.	The Position Hierarchy Maintenance (FINAL) form appears. To add, change or remove records within the hierarchies, find the appropriate employee record and scroll across the form to the New Reporting To Position column. The New Reporting To Position field allows you to connect the appropriate supervisor to a specific employee record in the Self Service Hierarchy. Supervisors, contained in the New Reporting To Position LOV, are generated with the following logic: 1. All supervisors from the Multiple Selection criteria, and 2. All supervisors in the current Organization as the selected employee record, and 3. All supervisors in the Organization above (one level) the selected employee.
22.	**Preview Folder Instructions** To assist users in accessing the New Reporting To Position input field and other key fields from the beginning of the form, folders are available from within the Position Hierarchy Maintenance form. To access the default folders, select the Folder Icon.
23.	Once the folder icon is selected, • Air Force users will select the PAS folder. Note: New Reporting to Position, New Reporting To Supervisor data fields move to the beginning of the form. • All other users will select the UIC folder. Again, note: New Reporting to Position, New Reporting To Supervisor data fields move to the beginning of the form. In this example, select PAS.
24.	Select OK.
25.	Select the Continuous button to view data fields. **Important!** Due to Privacy Act mandates this simulation DOES NOT display Names or New Reporting To Supervisor information. The tool does display this information in the live system.

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26.	To manually move columns from within the Preview form, click in the row (under the column) requiring moving. In this example, click in the first POA row, under the POA column. **Important!** POA column is currently after the Supervisory column. 5I1LF9RNFM
27.	Click Folders Tool icon.
28.	To move the POA column to the right, select the right arrow. To move the POA column to the left, select the left arrow. In this example, select the left arrow to move the POA column to the left. **Important!** Folder Tools allows users to further manage their views, such as increasing/decreasing width of columns, etc...
29.	Preview Folder Sorting: Ascending and Descending The first three columns following the Employee ID column can be further sorted. In this example, Employee Name, POA and Employee Position Name can be sorted in ascending or descending order. To sort, navigate to the tool bar, select Folder. Folder
30.	Select Sort Data... Sort Data...
31.	In this example, POA is selected for ascending order. Note: Any of the three data fields listed in this form can be sorted in ascending or descending order. Ascending
32.	Select OK. OK
33.	POA is now sorted in ascending order! Click in the highlighted POA data field or Press Enter to continue. 5I1LF9RPCC

Step	Action
34.	Now that the columns are in the desired order, assigning a supervisory position is the next step. The New Reporting To Position field is the field used to assign supervisors positions to the selected employee record(s). This field contains an LOV which contains all supervisors from within your secure view. To connect/change a specific employee record to/from a supervisor select the supervisor position from the LOV (…). To disconnect/remove a specific employee from a supervisor just highlight the information in the data field and press Delete on keyboard. Click in the highlighted Reporting To Position data field.
35.	In this example, click the highlighted position. The New Reporting To Supervisor data field will populate with the Supervisor Name selected from the list. Select OK. 9S502.SUPERVISORY COMMUNITY SERV...
36.	The position autopopulates into the New Reporting To Position data field. Click in highlighted field or Press Enter to continue. 9GA12.BOWLING FACILITY MANAGER.4122
37.	To copy and paste this position into other employee records, simply use the right click, copy command functionality. Select Copy. **Important!** Repeat this step to Paste your copied position. Copy
38.	In this example, the previous supervisory position is pasted, via the paste command functionality, into this employee record. Click in highlighted field or Press Enter to continue.

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39.	The New Reporting To Position and New Reporting To Supervisor data fields autopopulate. Select Save when you've completed your changes. Note that you should also save your changes periodically as you work through updates, especially if you are working with a large preview.
40.	When you've completed your updates and selected Save, select the "X" to close the form.
41.	To connect these employee records to their supervisory positions, select Execute. Execute
42.	Select OK to execute the preview immediately. OK
43.	A Warning Page displays with the execute concurrent request number. Select OK. OK
44.	After selecting Execute, the Status data field displays Submitted. Select Refresh until the Status field changes to Processed (this may take several tries/Refreshes). Refresh
45.	To view the processed records, select Processed Records. Processed Records
46.	Review the New Reporting To Supervisor column to ensure processed records contain the correct supervisory name(s). Select Enter. New Reporting To Supervisor
47.	Congratulations, you've successfully completed the simulation for the Position Hierarchy Maintenance tool. Review the complete **Position Hierarchy Maintenance Users Guide** for additional information. Use **ICE MyBiz (**https://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=855**)** to submit simulation training comments and suggestions for this simulation. Comments must include specific details, i.e., the screen you are addressing in your comments. **End of Procedure.**