



Positions at a Department Report

Introduction This guide provides the procedures for how to view all the positions at a department in Direct Access (DA).

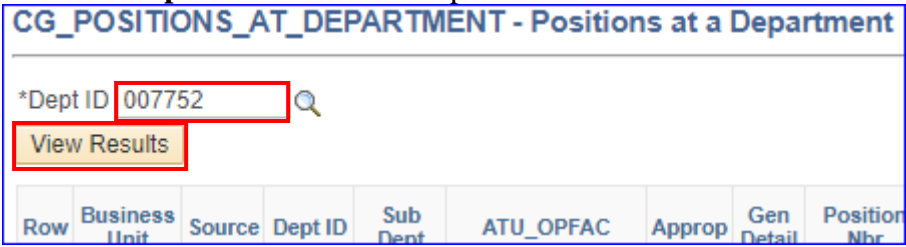
Procedures See below.

Step	Action
<p>1</p>	<p>Click the Self Service for Commands tile.</p> 
<p>2</p>	<p>Select the Positions at a Department option.</p> 

Continued on next page

Positions at a Department Report, Continued

Procedures,
continued

Step	Action
3	<p>Enter the Dept ID or use the lookup icon. Click View Results.</p> 
4	<p>All positions at that department will display. The report may be downloaded into several formats for viewing/sorting.</p> 