



# Complete Job Description



Use this report to display a list of all qualifications set on a Job.

- 1- From the main screen, type transaction code: S\_AHR\_61016501
- 2- Click the **Enter** button  or press Enter to Continue.
- 3- Job – Leave blank to run the report on all jobs or **Enter** the 20 million job number.  
(Notice that you can enter a range of jobs for example 20000001 to 20000125)
- 4- Reporting period- Defaults to All or you could choose Today to bring back all current job.
- 5- Click **Execute** .

The Complete Job Description report displays.

- 6- Click the Print Button  or Export to Excel
  - Click System  List  Save  Local File

- Choose Text with Tabs
- Choose the file location and type the file name
- Click 

- 7- Click the Back button to return to the

Object Description	Essential Req	Proficiency
Counseling	X	Yes
D-Employment & Social Services	X	Yes
Disabled	X	Yes
Education	X	Yes
Masters	X	Yes
No Experience Required	X	Yes
Orientation & Mobility	X	Yes
Probationary Period	X	6 Six Months
Psychology	X	Yes
Rehabilitation	X	Yes
Social Work	X	Yes
Sociology	X	Yes
Special Education	X	Yes
Substitution Clause	X	Yes
Teaching	X	Yes
Unemployment Insurance Indicator	X	Yes
Vocational Counseling	X	Yes
Vocational Rehabilitation	X	Yes



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previous screen. 