

PPOSE Quick Reference Guide

OM Basic Information

OM Object Relationship Types		KHRIS Icons																						
Relationship Type	Relationship Description	Use the following icon legend to identify organizational objects displayed in KHRIS: <table border="1"> <tr> <td></td> <td>Job</td> </tr> <tr> <td></td> <td>Organizational unit</td> </tr> <tr> <td></td> <td>Person</td> </tr> <tr> <td></td> <td>Position</td> </tr> <tr> <td></td> <td>Task</td> </tr> <tr> <td></td> <td>User</td> </tr> <tr> <td></td> <td>Chief</td> </tr> <tr> <td></td> <td>Vacant position</td> </tr> <tr> <td></td> <td>Unoccupied position</td> </tr> <tr> <td></td> <td>Obsolete Position</td> </tr> <tr> <td></td> <td>Position with several holders</td> </tr> </table>		Job		Organizational unit		Person		Position		Task		User		Chief		Vacant position		Unoccupied position		Obsolete Position		Position with several holders
	Job																							
	Organizational unit																							
	Person																							
	Position																							
	Task																							
	User																							
	Chief																							
	Vacant position																							
	Unoccupied position																							
	Obsolete Position																							
	Position with several holders																							
Reports (line) to (A/002)	Org Unit to Org Unit																							
Is line supervisor of (B/002)	Org Unit to Org Unit																							
Cost Center (A/011)	Org Unit to Cost Center																							
Incorporates (B/003)	Org Unit to Position																							
Is Managed by (B/012)	Org Unit to (Chief) Position																							
Describes (A/007)	Job to Position																							
Belongs to (A/003)	Position to Org Unit																							
Is described by (B/007)	Position to Job																							
Holder	Person to position																							

Hide/Show Object Manager

The screenshot displays the PPOSE software interface. The 'Organization and Staffing' menu is open, and the 'Hide Object Manager' option is highlighted. A callout box labeled '1' points to the 'Settings' menu. Another callout box labeled '2' points to the 'Column Configuration' button. The 'Object Manager' is visible on the left side of the screen. The 'Column Configuration' dialog box is open, showing a list of columns to be displayed, including Code, ID, Relationship text, Chief, Validity period, Relationship Period, Percentage, and Workflow. The 'Object Manager' is also visible in the background, showing a tree view of organizational units and a table of staff assignments.

Object Manager

Name	Code
Office of Transportation Delivery	35619
Department of Highways	35625
Engineer Training and Scholarship	35625
Office of Project Development	35625
Off of Project Delivery & Preservation	35625
Office of Highway Safety	35625
District 1	35625
District 2	35625
District 3	35625
District 4	35625
District 5	35625
District 6	35625
District 7	35625
District 8	35625
District 9	35625
District 10	35625
District 11	35625
District 12	35625
Division of Planning	35625
Division of Structural Design	35625

Column Configuration

Displayed columns

- Code
- ID
- Relationship text
- Chief
- Validity period
- Relationship Period
- Percentage
- Workflow

Staff Assignments (Structure)

- ADMINISTRATIVE SPECIALIST III
- ACCOUNTANT III
- MAINTENANCE WORKER II
- OFFICE SUPPORT ASSISTANT I
- MAINTENANCE WORKER II
- FISCAL OFFICER
- ADMINISTRATIVE SPECIALIST III
- MAINTENANCE SUPERINTENDENT
- DISTRICT FACILITIES TECHNICIAN
- ENGINEER-IN-TRAINING I
- GRADUATE ENGINEERING ASSIST
- ENGINEER-IN-TRAINING I
- Project Development Branch
- Project Delivery & Preservation Br I
- Project Delivery & Preservation Br II
- Engineering Support Branch

Details for Organizational unit District 1

Basic data | Account assignment | Cost distribution | Address | Work schedule | Quota Planning

Organizational unit: 35625 | District 1

Valid On: 11/16/2010

No periods

Staff

Icon	Holder	Percentage	Assigned as	Assic
	Perry Varela	100.00	05/02/2010	Unlin
	Kelley Gallow	100.00	05/02/2010	Unlin
	Rowena Majc	100.00	05/02/2010	Unlin
	Minnie McGra	100.00	05/02/2010	Unlin
	Brianna Hens	100.00	05/02/2010	Unlin

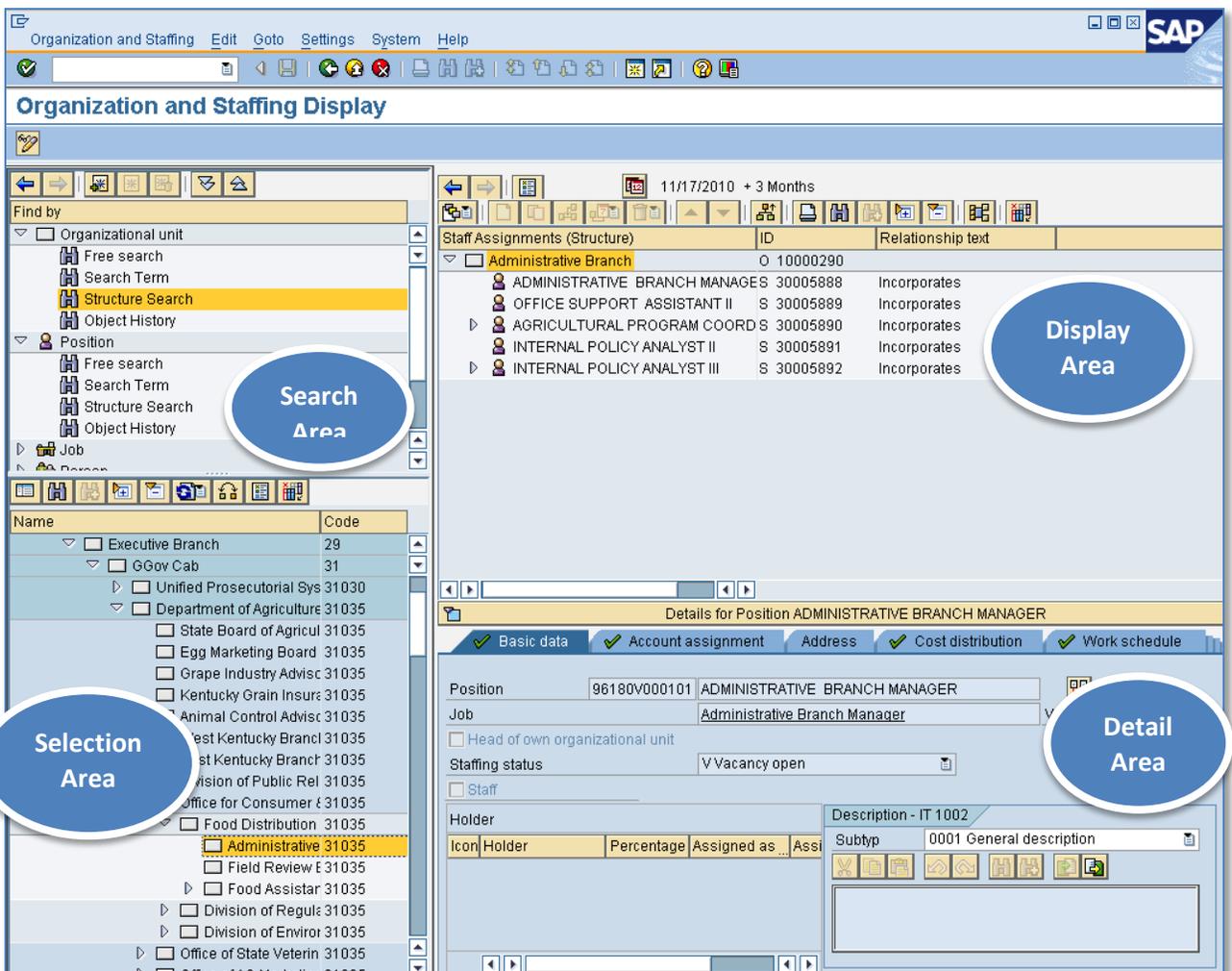
Description - IT 1002

Subtyp: 0001 General description

1. To hide or show the Object Manager, select the Settings Menu.
2. To select the columns to be displayed, click the Column Configuration button.

PPOSE Screen Layout

- **Search area** – The top left portion of the screen, which is used to search for individual organizational objects according to your search criteria.
- **Selection area** – The bottom left portion of screen is the selection area (search results area), where the organizational objects appropriate to your search appear. By double-clicking on an object in this area, you can transfer the object to the top right portion of the screen, which is the overview area.
- **Display area** – In the overview area, you can view the object within its appropriate organizational environment.
- **Detail area** – The bottom area of the screen, referred to as the detail area, is where you can view the object in more detail.

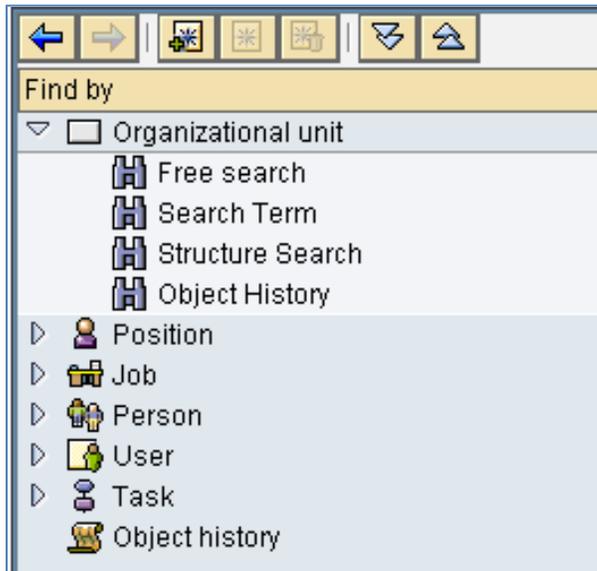


PPOSE Screen Buttons

BUTTON	DESCRIPTION
	<p>The “Goto” button allows you to view the organizational structure in different ways. For example, by selecting Organizational structure you can view only the organizational units without any position information. By selecting Staff assignments (structure), you can view both the organizational units and the positions attached to them.</p>
	<p>The “One level up” button allows you to view the structure one level above the point you are currently viewing.</p>
	<p>The “Column Configuration” button allows you to select the columns you would like to view for example, Object ID Number or Validity Period.</p>
	<p>The “Icon legend” button allows you to view a legend of what various icons represent within the organizational structure.</p>
	<p>The “Large/small results list” button allows you to maximize or minimize the view of the search area.</p>
	<p>The “Date and preview period” button allows you to view the organizational and reporting structure as of a specified past, present, or future date.</p>
	<p>This button minimizes the detail area of the screen to expand the overview area.</p>
	<p>This button maximizes the detail area of the screen to view the detailed information pertaining to an object.</p>

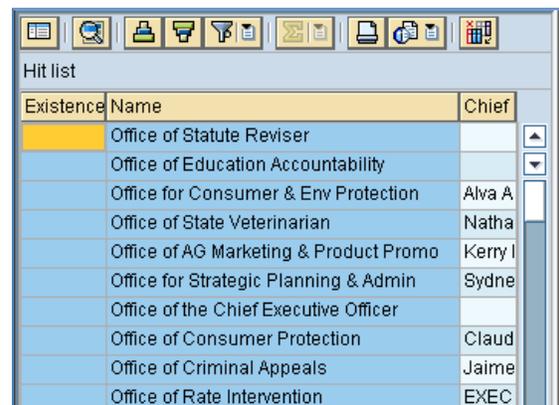
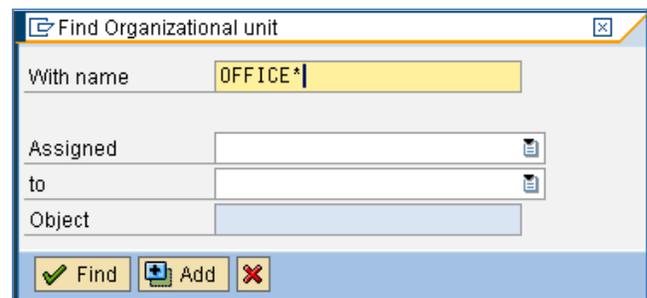
To Change the Organization You are Viewing

Ensure you have the Object Manager window displayed on the left side of the screen. It looks like this:



If the Object Manager does not appear on your screen, use the menu path Settings > Show Object Manager (this same menu path allows you to hide the Object Manager if you do not need to search for other organization units.) Click on  Search Term in the top panel to open a search window.

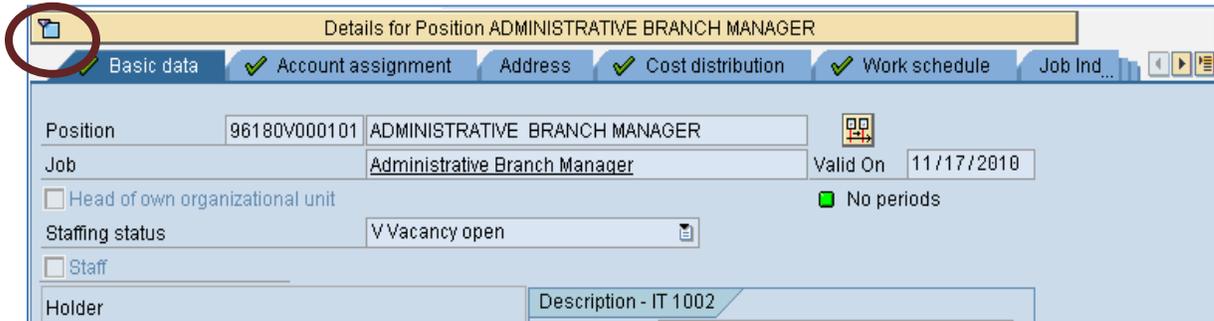
1. From the search window, enter the text name of the org unit you are searching for, or alternatively, enter the 8-digit org unit number.
2. Click the  button to generate a list of org units matching your search criteria.
3. Look in the results pane (the bottom portion of the Object Manager) and double click on the organization unit for which you wish to display the organizational structure.

The screenshot shows the 'Hit list' results pane. It has a toolbar at the top with various icons. Below the toolbar is a table with three columns: 'Existence', 'Name', and 'Chief'. The table contains the following data:

Existence	Name	Chief
	Office of Statute Reviser	
	Office of Education Accountability	
	Office for Consumer & Env Protection	Alva A
	Office of State Veterinarian	Natha
	Office of AG Marketing & Product Promo	Kerry I
	Office for Strategic Planning & Admin	Sydne
	Office of the Chief Executive Officer	
	Office of Consumer Protection	Claud
	Office of Criminal Appeals	Jaime
	Office of Rate Intervention	EXEC

To Hide/Open the Details Section of the Screen

1. The details section of PPOSE contains additional information for each org unit, position, or person selected. Sometimes you need more room to view additional items in the Display area. You can close the Details section by clicking the Close Detail Area  icon.

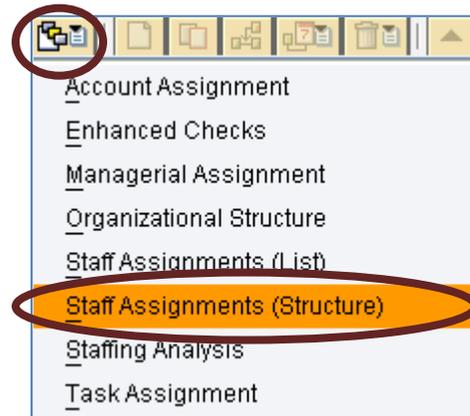


2. To open the Details section, click the Open Details Area  icon.



To View the Organizational Structure

1. There are several different types of views available from the Organization and Staffing Display screen. To show org units, positions (including the “chief” designation), and people, click the Goto  button (located in the menu bar above the Display section of the window) and select Staff Assignments (Structure).



To View the Organizational Structure cont.

2. You can view different parts of the organization using the key below:

Icon	Description
	This icon denotes an organizational unit. The long text description is noted immediately to the right of the icon, and the short text description is available in the Code column. The name of the person holding the Chief position for this organizational unit is listed in the Chief column.
	This icon denotes a position and is listed under the appropriate organizational unit. The long text description is noted immediately to the right of the icon, and the short text description is available in the Code column.
	This icon denotes the Chief position for an organizational unit. A position becomes a chief position when the relationship Manages... is established between the position and org unit to signify the org unit manager.
	This icon denotes a person. People are listed under the positions that they are holding.

To view other options:

To view other options, click the Column configuration button  on the toolbar. This lets you view other information about the organization such as relationship description, the ID numbers for each organizational object.

