

# HowTo Set Position in HRIS

In order for an person record to be listed on the Master List Report, he/she must have a position.

Thus, without setting position, records entered will not be listed on the Master List report.

# Step 1: Select Position by Facility

Go to  
Configure  
System →  
Administer  
Database →  
Position by  
Facility

The screenshot shows a web application interface with a green header bar containing four tabs: Home, Manage People, Search Records, and View Reports. Below the header is a left sidebar menu and a main content area. The sidebar menu includes: Manage People, Search Records, View Reports, Configure System, Administer Database (highlighted), Configure Modules, Form Relationships, Reports, Report Views, Browse Magic Data, Manage Locales, Background Processes, Cached Forms, Administer Users, and Change Password. The main content area is titled 'Administer Database' and contains several sections: 'Administer Positions' (in red), 'Create Job Structure' (in blue), a list of links (Cadres, Job Classifications, Salary Grades, Jobs), 'Manage Positions' (in blue), another list of links (Salary Sources, Position Types, Positions (by Facility), Positions (by Status), Confirmation Types), and 'Administer Other Lists' (in red). A red circle highlights the 'Positions (by Facility)' link, and a red arrow points from the text 'Step 1: Click Position by Facility' to this link.

Home Manage People Search Records View Reports

Manage People

Search Records

View Reports

Configure System

▸ Administer Database

▸ Configure Modules

▸ Form Relationships

▸ Reports

▸ Report Views

▸ Browse Magic Data

▸ Manage Locales

▸ Background Processes

▸ Cached Forms

▸ Administer Users

Change Password

Administer Database

Administer Positions

Create Job Structure

- [Cadres](#)
- [Job Classifications](#)
- [Salary Grades](#)
- [Jobs](#)

Step 1: Click Position by Facility

Manage Positions

- [Salary Sources](#)
- [Position Types](#)
- [Positions \(by Facility\)](#)
- [Positions \(by Status\)](#)
- [Confirmation Types](#)

Administer Other Lists

# Step 2: Add New Position

Click Add  
New  
Position

The screenshot shows a web application interface with a green navigation bar at the top containing five tabs: Home, Manage People, Search Records, View Reports, and Configure System. On the left side, there is a vertical sidebar menu with the following items: Manage People, Search Records, View Reports, Configure System, Administer Database (highlighted), Configure Modules, Form Relationships, Reports, Report Views, Browse Magic Data, and Manage Locales. The main content area is titled "Administer Database: Position" and contains the following elements: a heading "Step 2: Click Add New Position", a label "Select Facility:" followed by the instruction "Select the Facility to limit the displayed values of Position." and a "view" button; an empty text input field; a blue link "Select Value"; a blue link "Add new Position" with a mouse cursor hovering over it; a dark grey bar with the text "Select Position to edit"; and a "return" button.

# Step 3: Enter Position Code and Facility

You Must Enter (4 boxes) Job, Position Title, Position Code and Facility

Administer Database: Position

Step 3: You must enter data for all the 4 boxes.

**Position**

Job\* (Add New...)  
Pharmacist

Position Title  
Pharmacist

Position Description

Proposed Salary  
SLL Le

Source  
DEFID  
Global Fund  
Government Programmes

Date Posted

Position Code  
128130

Supervisor  
[Select Value](#)

Facility\*  
PMO  
[Select Value](#)  
PMO  
Ross Road Health Centre  
Kenema District, Eastern Region, Sierra Leone  
Bombali Distict, Northern Region, Sierra Leone

Department  
Select One

Position Type  
Select One

If a position code get duplicated, it means that position is already created.  
Go to Next Step

# Step 4: Set Position of a Person

**Search the Person, then Set Position**

Home Manage People Search Records View Reports Conf

**View Record**

- Individual Information
- Contact Information
- Position Information**
- Qualifications
- Disciplinary Actions
- Workplace Accidents
- Application
- Employment History
- Education History
- Notes

**View Person: Jusufu, Kadiatu**

**Step 4: Click Set Position**

**Individual Information**

Home | **Set Position** | Add Passport Photo | Add Resume | Add Identification

**Edit This Information**

- Update this Information
- View Name History

**Name / Nationality**

Surname:

First Name:

Other Names:

Nationality:

Residence:

# Step 5: Search Position by Code

While setting the Position of a Person, just Enter the Position Code (PIN Code), the position will pop-up automatically

Home Manage People Search Records View Reports Configu

View Record

Manage People

Search Records

View Reports

Configure System

Change Password

Make a Job Offer

Step 5: Type in the Position Code (PIN Code)

New Position

Position\* (Add New...)

128130: Pharmacist (Connaught Hospital, )

128130: Pharmacist (Connaught Hospital, )

July 10, 2012

Salary\*

SLL Le

Do not waster time by locating the Position by clicking on **Position Tree**. Just type in the Position Code (PIN Code), the Position will pop-up automatically. Click the position then continue to other fields.

# How to Discontinuing Position

- ◆ Click View Report
- ◆ Click 'Open Position List' report. All open position report will be displayed.
- ◆ Click the Title of a position in order to display its detail information.

# Click 'Discontinue this Position' once

**Search Records**

**View Reports**


**Configure System**

- Administer Database
- Configure Modules
- Form Relationships
- Reports
- Report Views
- Browse Magic Data
- Tasks Roles
- Background Processes
- Cached Forms
- Administer Users

**Change Password**

**Position Information**

▼Hide

 **Edit This Information**

- [Update this Information](#)
- [Select another Position](#)
- [Discontinue this Position](#)

**Position**

Designation:	<a href="#">Accountant I</a>
Position Title:	Accountant I
Proposed Salary:	TZS 400000
Source:	Central Government
Position Code:	PF.4678
Supervisor:	<a href="#">Eliza Sebastian</a>
Office/Work Station:	UDSM
Department:	Education-Administration
Terms of Employment:	Permanent
Proposed Recruitment Date:	16 July 2010
Proposed End Date (For Contract Employees Only):	
Status:	Open
Date Posted:	27 June 2012





# Check position Status, to ensure it read Discontinued

<b>Search Records</b>
<b>View Reports</b>
<b>Configure System</b>
▸ <b>Administer Database</b>
▸ <b>Configure Modules</b>
▸ <b>Form Relationships</b>
▸ <b>Reports</b>
▸ <b>Report Views</b>
▸ <b>Browse Magic Data</b>
▸ <b>Tasks Roles</b>
▸ <b>Background Processes</b>
▸ <b>Cached Forms</b>
▸ <b>Administer Users</b>
<b>Change Password</b>

### Position Information

▼Hide

 <b>Edit This Information</b>	<b>Position</b>																										
<ul style="list-style-type: none"><li>• <a href="#">Update this Information</a></li><li>• <a href="#">Select another Position</a></li><li>• <a href="#">Open this Position</a></li></ul>	<table><tr><td>Designation:</td><td><a href="#">Accountant I</a></td></tr><tr><td>Position Title:</td><td>Accountant I</td></tr><tr><td>Proposed Salary:</td><td>TZS 400000</td></tr><tr><td>Source:</td><td>Central Government</td></tr><tr><td>Position Code:</td><td>PF.4678</td></tr><tr><td>Supervisor:</td><td><a href="#">Eliza Sebastian</a></td></tr><tr><td>Office/Work Station:</td><td>UDSM</td></tr><tr><td>Department:</td><td>Education-Administration</td></tr><tr><td>Terms of Employment:</td><td>Permanent</td></tr><tr><td>Proposed Start Date:</td><td>10 July 2010</td></tr><tr><td>Proposed End Date (For Contract Employees Only):</td><td></td></tr><tr><td>Status:</td><td><b>Discontinued</b></td></tr><tr><td>Date Posted:</td><td>27 June 2012</td></tr></table>	Designation:	<a href="#">Accountant I</a>	Position Title:	Accountant I	Proposed Salary:	TZS 400000	Source:	Central Government	Position Code:	PF.4678	Supervisor:	<a href="#">Eliza Sebastian</a>	Office/Work Station:	UDSM	Department:	Education-Administration	Terms of Employment:	Permanent	Proposed Start Date:	10 July 2010	Proposed End Date (For Contract Employees Only):		Status:	<b>Discontinued</b>	Date Posted:	27 June 2012
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The End

Good lucky

and welcome for questions: