

Admin09 – Assignments Popup

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Purpose

The Assignments Popup allows department administrators to assign users to provisions and COPs. A sample view of the Assignments Popup is shown below:



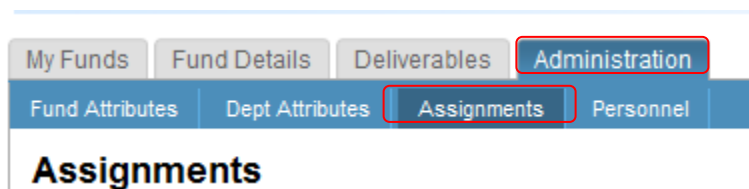
The screenshot shows a form with the following fields:

- Preparer: [Dropdown menu]
- Reviewer: [Dropdown menu]
- Reviewer: [Dropdown menu]
- Reviewer: [Dropdown menu]

At the bottom of the form are two buttons: "Save Changes" and "Cancel".

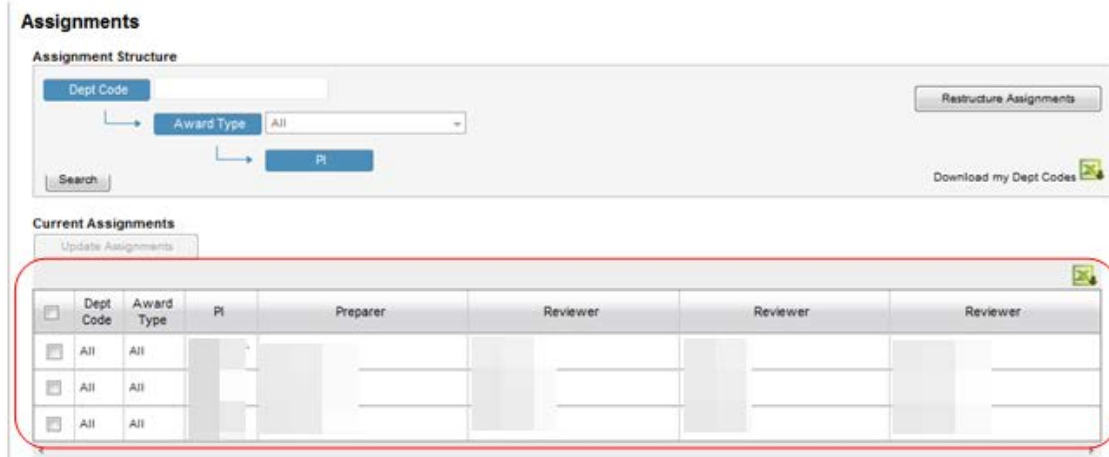
Screen Group

The Assignments Popup is accessed from the Assignments page, which is under the Administration Tab in the top menu in PAMS:



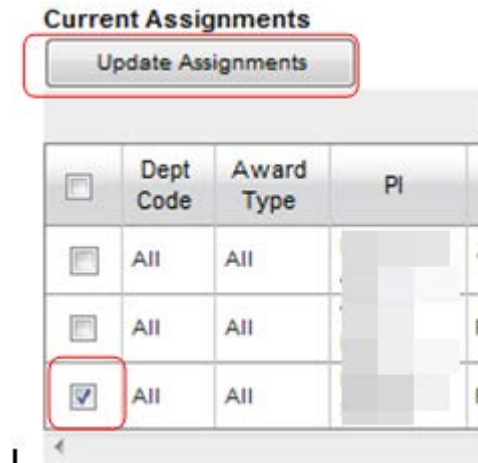
Screen View

The Assignments Main Page is visible to all users, but can only be edited by the EFM Director/AD, EFM Supervisor, and Department Administrator. The Assignments Popup is accessible from the Current Assignments results grid (red box):



Assignments Popup

Clicking the Search Button will display the Current Assignments Grid. The grid displays the Preparer, and up to three Reviewers currently assigned to that structure. Only the Preparer field is required. If the user would like to change the current assignments displayed in the grid results, they can click the checkbox to the left of the assignment line, then click the Update Assignments Button to be taken to the Update Assignments Pop-up:



Users will update all assignments via this popup:

A screenshot of a web application popup form. The form has a light green background and a thin black border. It contains four dropdown menus: one labeled 'Preparer' and three labeled 'Reviewer'. Each dropdown menu has a small blue arrow on the right side. Below the dropdowns are two buttons: 'Save Changes' and 'Cancel', both with rounded corners and a light blue gradient.

The popup contains the following features:

Dropdowns: All users assigned to that dept structure will appear in the drop-down for both Preparer and Reviewer. If there is no value entered for the Preparer, the default department assignment will be entered.

Save Changes: If the user clicks Save Changes, they will navigate back to the Assignment main page, and the assignments will be updated.

Cancel: If the user clicks the Cancel button, they will navigate back to the Assignments main page, and the assignments will not be updated.

Report Generation

No reports can be generated from the popup.

Page Access

The Assignments Main Page is visible to all, but only editable by those users allowed to modify assignment personnel. These users are the EFM Director/AD, EFM Supervisor, and Department Administrator.