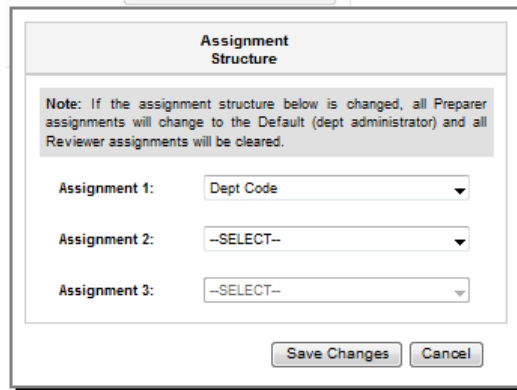


## Admin11 – Update Assignment Structure Popup

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### Purpose

The purpose of the Update Assignment Structure Popup is to allow users to update their department assignment structure. The popup is accessed via the Assignments Main Page, which is viewable to all but only editable for Department Administrators and certain EFM users. Below is a sample view of the Update Assignment Structure Popup:



**Assignment Structure**

Note: If the assignment structure below is changed, all Preparer assignments will change to the Default (dept administrator) and all Reviewer assignments will be cleared.

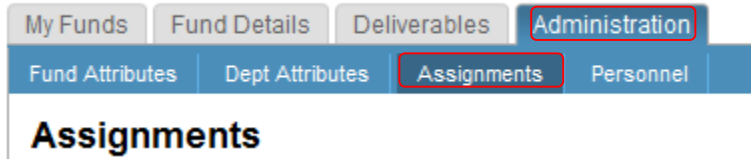
Assignment 1:

Assignment 2:

Assignment 3:

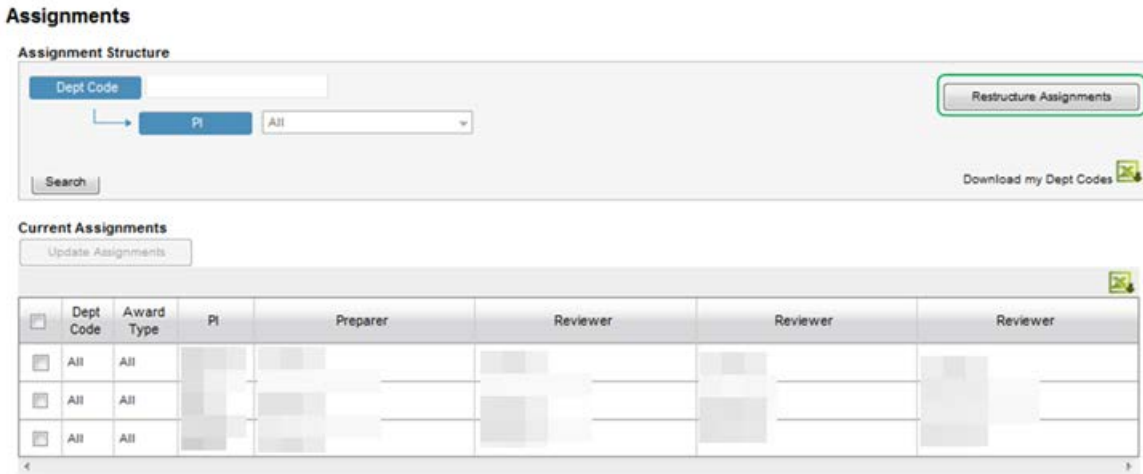
### Screen Group

The popup is accessed via the Assignments Main Page, which is located in the Administration Tab in the top menu in PAMS:



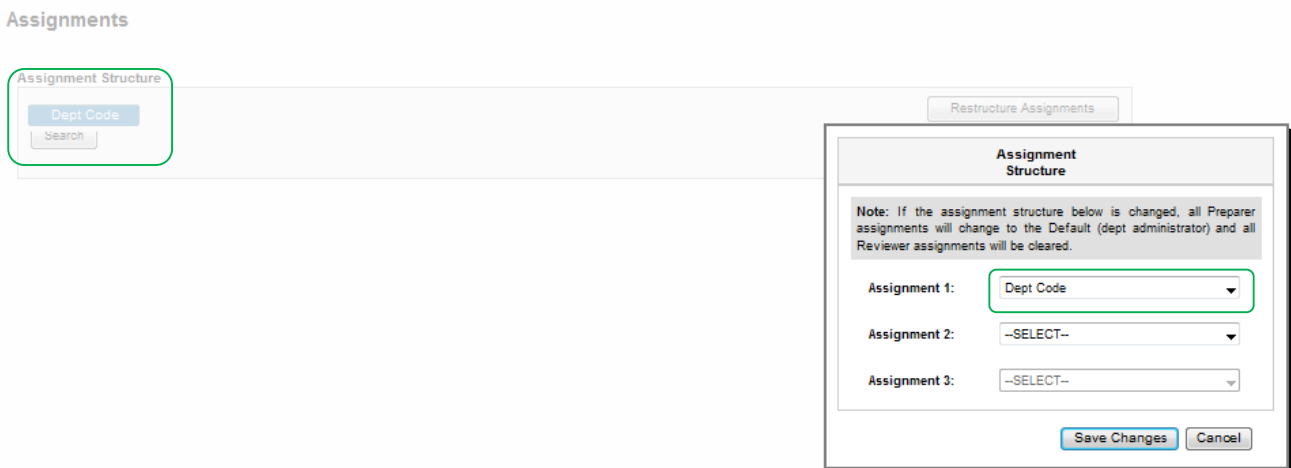
## Screen View

The Update Assignment Structure Popup is accessed by clicking the Restructure Assignments Button located on the top right of the Assignments Main Page:



## Update Assignment Structure Popup

When the popup is opened, the dropdown fields will be selected to reflect the current Assignment Structure that is currently listed on the Assignments Main Page:



By altering the dropdown selections, the user can alter the structure of workload assignments. The values that can be selected in the drop-down are as follows: PI and Dept. Code

**Assignment Structure**

**Note:** If the assignment structure below is changed, all Preparer assignments will change to the Default (dept administrator) and all Reviewer assignments will be cleared.

**Assignment 1:**

**Assignment 2:**

Users cannot pick the same criteria twice (i.e. once the user selects an Assignment for level 1, they cannot chose this same assignment for level 2). Only Assignment 1 is required, picking values for Assignment 2 is optional. If the user has not created their assignments for Assignment 1, Dept Code will be the default value.

Once the dropdown values have been set, the user clicks **Save Changes** to close the popup. The options chosen from the Assignments drop-down will update the values listed in the Assignment Structure filters in the Assignments Main page:

**Assignment Structure**

**Note:** If the assignment structure below is changed, all Preparer assignments will change to the Default (dept administrator) and all Reviewer assignments will be cleared.

**Assignment 1:**

**Assignment 2:**





Assignment 1 is always the highest in the hierarchy, then Assignment 2.

If the user clicks the **Cancel** button, they will navigate back to the Assignments page without changing the Assignment Structure.

## Report Generation

No reports can be generated directly 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. These are the only users that can make changes to the Update Assignment Structure Popup.