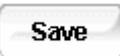


3 Changing Post Title

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select Posts and search for the required Post
4. Select Post details

Post details: Chief Clerk	
Post	Chief Clerk
Start date	01/01/1900
End date change?	<input type="checkbox"/>
End date	
Post reference	44389
Current status	Live
Job share	<input type="checkbox"/>
Suspend from	<input type="text"/> 
Suspend to	<input type="text"/> 
Probationary period	<input type="text"/> <input type="text"/>  II
Location	<input type="text"/> II
Structure group 1	School of the Humanities and Social Sciences  II
Structure group 2	<input type="text"/> 
Third party return details	
Teacher	<input type="checkbox"/>

5. Amend the Post title in the first field of the form
6. Click the  button

3.1 Changing Position Title

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select People and search for the person whose position title is being changed
4. Choose Employment, positions



5. Select Position details

Position details: Chief Clerk (Divisional Administrator)

Job title	Chief Clerk (Divisional Administrator)
Start date	11/11/1911
End date change?	<input type="checkbox"/>
End date	
Position reference	40824
Probationary period	<input type="text"/> <input type="text"/> <input type="text"/> II
Location	<input type="text"/> II
Occupant	Mrs Patricia A Bentley
Reporting unit	Department of Engineering
Reports to	Head of Department <input type="text"/> <input type="text"/>
	Professor Keith Glover (01/01/1900 -)
Expected position end date	<input type="text"/> <input type="text"/>
Expected position end reason	<input type="text"/>
Structure group 1	School of Technology II
Structure group 2	<input type="text"/>
Position status	
Position status	No permission status

6. Amend the job title in the first field of the form (note that you can type more characters than the display allows you to view)
7. Click the  button