

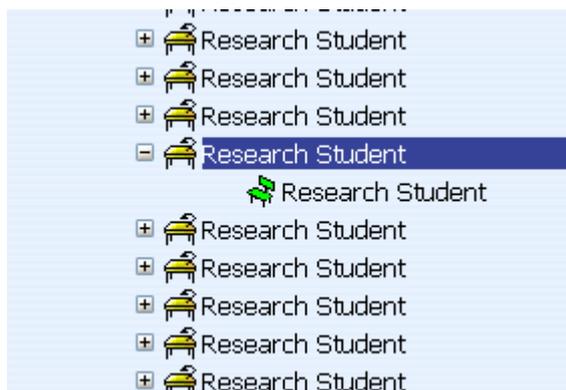
3 Creating a student position

1. With the research post selected open the mini explorer and choose the Create Position option in the Action Pane. Trent opens the Create linked item page in the display menu.

Create linked item:

Name	<input style="width: 90%;" type="text" value="Research Student"/>
Quantity	<input style="width: 90%;" type="text" value="1"/>

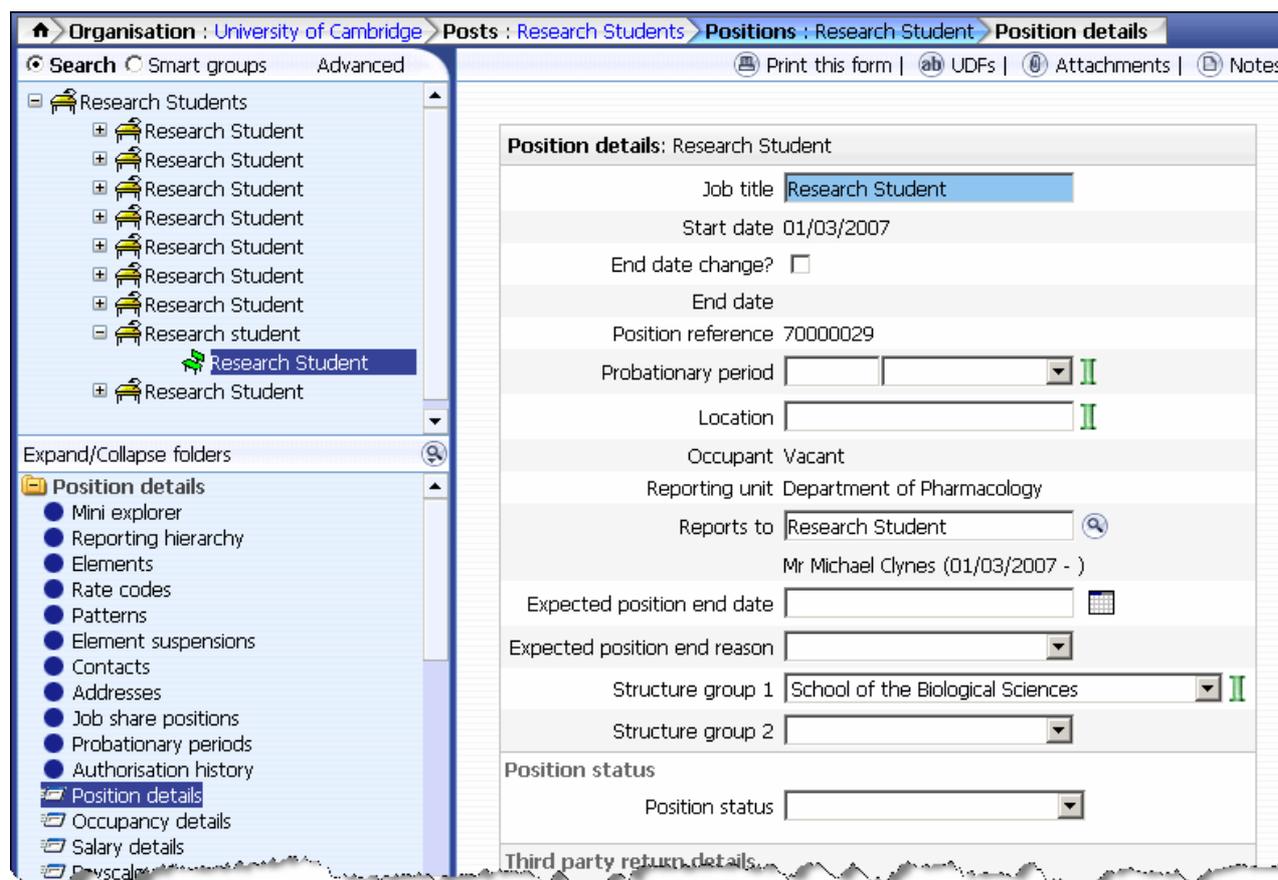
2. Enter name of Research Student and quantity of 1
3. Click the button on the create linked item page to save your changes.
Trent adds the new Position to the Organisation Structure and the explorer diagram is updated accordingly.



3.1 Position reference number

A position reference number is automatically generated by Trent when a position is created. To enable you to easily identify this position when attaching a person it is advised that you make a note of the position number once you have created it.

1. Select the position created from the mini explorer.
2. Select position details from the action pane

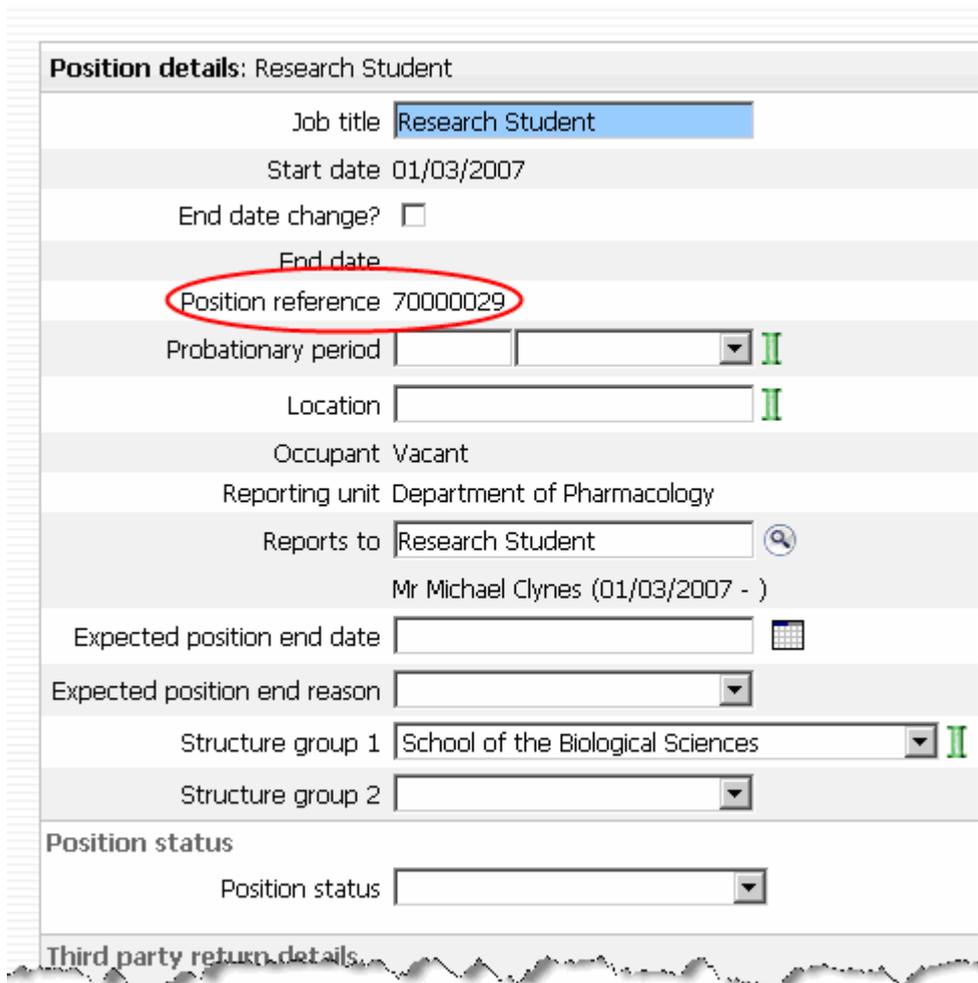


The screenshot shows the CHRIS system interface for a 'Position details' page. The breadcrumb trail at the top reads: Organisation : University of Cambridge > Posts : Research Students > Positions : Research Student > Position details. The left-hand navigation pane shows a tree view under 'Research Students' with multiple 'Research Student' entries, and a 'Position details' folder expanded to show various options like 'Mini explorer', 'Reporting hierarchy', and 'Position details' (which is selected). The main content area displays the following details for the 'Research Student' position:

- Job title:** Research Student
- Start date:** 01/03/2007
- End date change?:**
- End date:**
- Position reference:** 70000029
- Probationary period:** [] [] II
- Location:** [] II
- Occupant:** Vacant
- Reporting unit:** Department of Pharmacology
- Reports to:** Research Student (with search icon)
 - Mr Michael Clynes (01/03/2007 -)
- Expected position end date:** [] []
- Expected position end reason:** []
- Structure group 1:** School of the Biological Sciences II
- Structure group 2:** []
- Position status:** []

At the bottom of the form, there is a section for 'Third party return details'.

3. View and record the position reference number



Position details: Research Student

Job title

Start date 01/03/2007

End date change?

End date

Position reference

Probationary period II

Location II

Occupant Vacant

Reporting unit Department of Pharmacology

Reports to 

Mr Michael Clynes (01/03/2007 -)

Expected position end date 

Expected position end reason

Structure group 1 II

Structure group 2

Position status

Position status

Third party return details

4. Enter the expected position end date.



Expected position end date 

5. Click the  button.