



PPOSE NAVIGATION TIPS

JOB AID OM-21

OM

The purpose of this job aid is to provide navigation tips for PPOSE in Org Management.

OM Navigation

OM Object Relationship Types

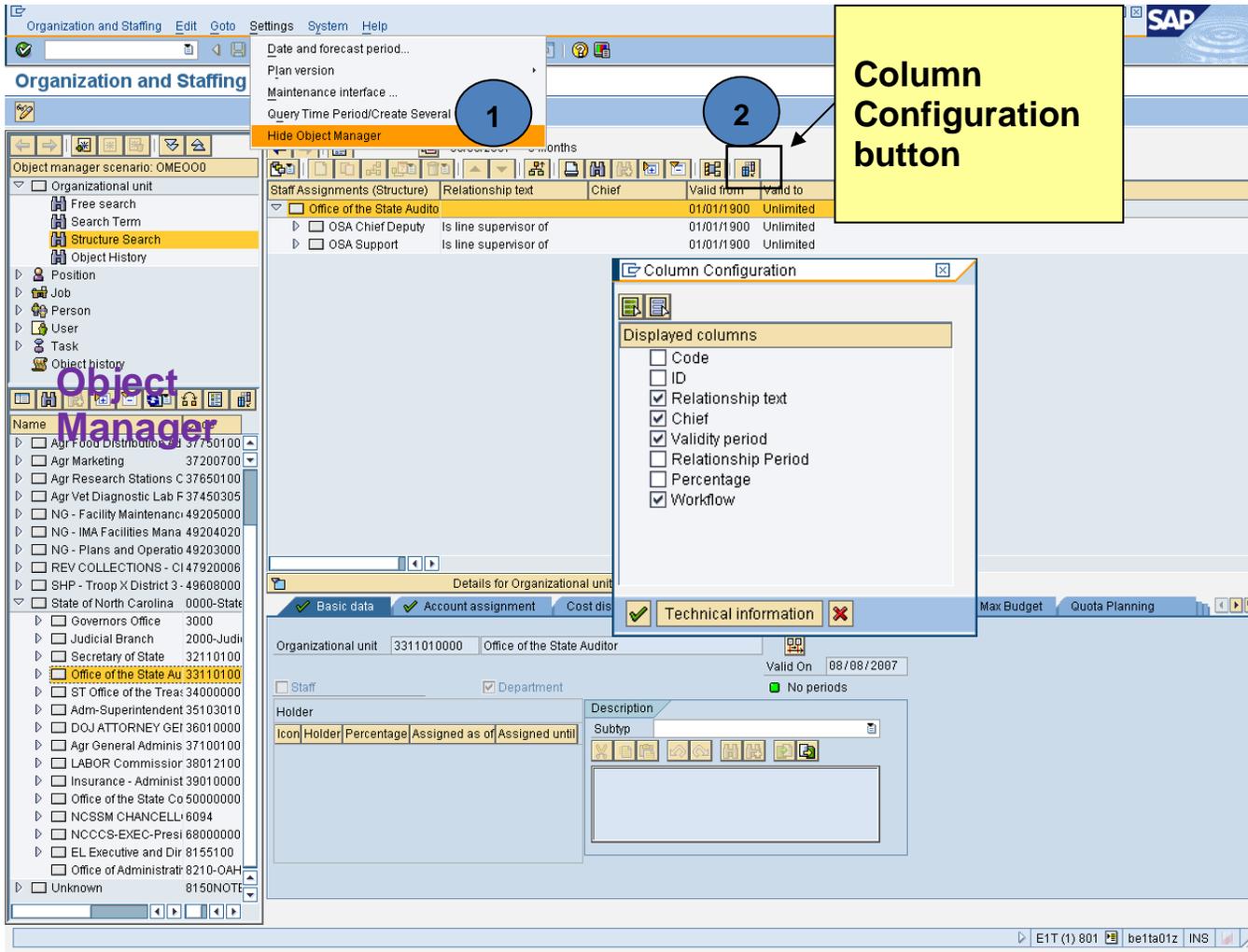
Relationship Type	Relationship Description
Reports (line) to (A/002)	Org Unit to Org Unit
Is line supervisor of (B/002)	Org Unit to Org Unit
Cost Center (A/011)	Org Unit to Cost Center
Incorporates (B/003)	Org Unit to Position
Is Managed by (B/012)	Org Unit to (Chief) Position
Describes (A/007)	Job to Position
Belongs to (A/003)	Position to Org Unit
Is described by (B/007)	Position to Job
Holder	Person to position

SAP Icons

Use the following icon legend to identify organizational objects displayed in SAP:

	Job
	Organizational unit
	Person
	Position
	Task
	User
	Chief
	Vacant position
	Unoccupied position
	Obsolete Position
	Position with several holders

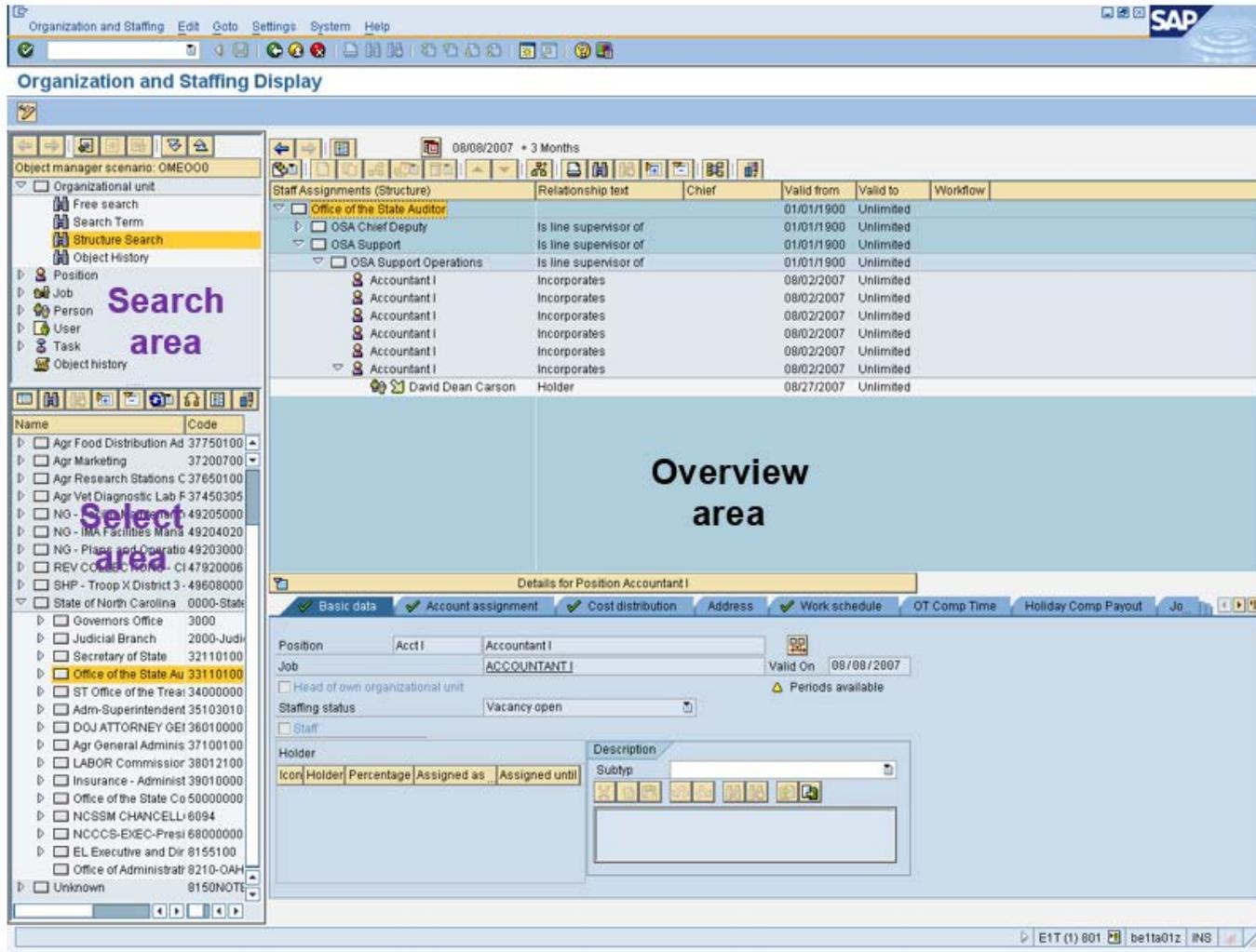
OM Navigation (Continued)



Hide/Show Object Manager

1. To hide or show the Object Manager, select the Settings menu.
2. To select the columns to be displayed click the Column Configuration button.

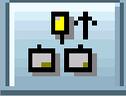
PPOSE Screen Layout



This is the initial screen for displaying the organization and staffing structure.

- **Search area** – The top left portion of the screen, which is used to search for individual organizational objects according to the search criteria.
- **Select area** - The bottom left portion of screen is the Selection area (search results area), where the organizational objects appropriate to the search appear. By double-clicking on an object in this area, the object can be transferred to the top right portion of the screen, which is the Overview area.
- **Overview area** - In the overview area, the object is visible within its appropriate organizational environment.
- **Detail area** - The bottom area of the screen, referred to as the Detail area, is where the object in more detail.

PPOSE Screen Buttons

Button	Description
	<p>The “Goto” button shows the organizational structure in different ways. For example, by selecting Organizational structure the view shows only the organizational units without any position information. By selecting Staff assignments (structure), the view shows both the organizational units and the positions attached to them.</p>
	<p>The “One level up” button shows the structure one level above the point currently being viewed.</p>
	<p>The “Column Configuration” button allows selection of the columns the user wishes to view; for example, Object ID Number or Validity Period.</p>
	<p>The “Icon legend” button shows a view of a legend of what various icons represent within the organizational structure.</p>
	<p>The “Large/small results list” button allows the user to maximize or minimize the view of the search area.</p>
	<p>The “Date and preview period” button allows the user to view the organizational and reporting structure as of a specified past, present, or future date.</p>
	<p>This button minimizes the Detail area of the screen to expand the Overview area.</p>
	<p>This button maximizes the Detail area of the screen to view the detailed information pertaining to an object.</p>

PPOSE Procedure

To change the organization being viewed:

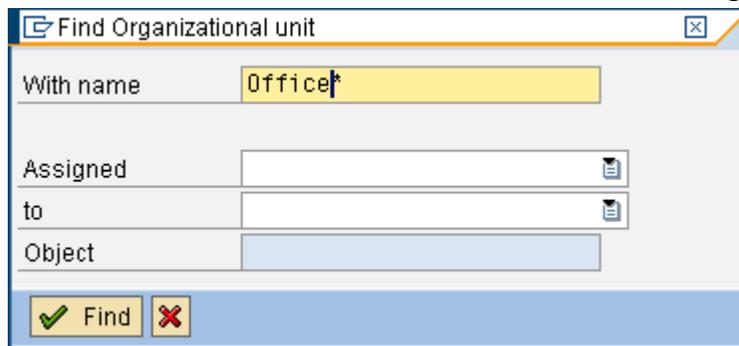
1. Ensure that the Object Manager window displayed on the left side of the screen. It looks like this:



If the Object Manager does not appear on the screen, use the menu path Settings > Show Object Manager (this same menu path allows the user to hide the Object Manager if they do not need to search for other organization units).

Click on  Search Term in the top panel to open a search window.

2. From the search window, enter the text name of the org unit, or alternatively, enter the 8-digit org unit number.



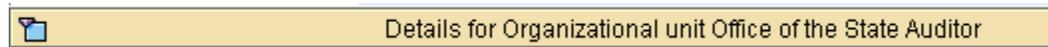
3. Click the  button to generate a list of org units matching the search criteria.

- Look in the results pane (the bottom portion of the Object Manager) and double click on the organizational unit for which the user wishes to display the organizational structure.



To hide the details section of the screen:

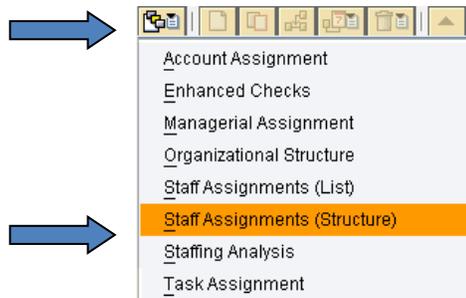
- To toggle the details of the screen contains some additional details for each org unit, position, or person selected, but can be hidden to make it easier to view the org structure.



The details section of the screen contains some additional details for each org unit, position, or person selected, but can be hidden to make it easier to view the org structure.

To view the organizational structure:

- There are several different types of views available from the Organization and staffing Display screen. To show org units, positions (including the “chief” designation), and people, click the Goto  button (located in the menu bar above the main section of the window) and select *Staff assignments (structure)*



To view the organizational structure (Continued):

2. Different parts of the organization can be viewed using the key below:

Icon	Description
	This icon denotes an organizational unit. The long text description is noted immediately to the right of the icon, and the short text description is available in the “Code” column. The name of the person holding the “chief” position for this organizational unit is listed in the “Chief” column.
	This icon denotes a position and is listed under the appropriate organizational unit. The long text description is noted immediately to the right of the icon, and the short text description is available in the “Code” column.
	This icon denotes the “chief” position for an organizational unit. A position becomes a “chief” position when the relationship “Manages...” is established between the position and org unit to signify the org unit manager.
	This icon denotes a person. People are listed under the positions that they are holding.

To view other options

1. To view other options, click the Column configuration button on the toolbar. This shows other information about the organization being viewed (such as relationship description, the ID numbers for each organizational object).

