

JOB SHEET 1-2-3-1

(U) APPROVING AND CREATING A NEW VERSION IN THE JOB DUTY TASK ANALYSIS (JDTA) TAB

A. INTRODUCTION

This sheet will walk you through the steps to approve, create a new version of, and copy and paste JDTA items.

B. EQUIPMENT

1. Software
  - a. (U) CPM Training Website

C. REFERENCES

None

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

None.

- F. JOB STEPS      NOTE: Regarding first 3 steps, if you cannot submit the task due to a known data issue, then select the approve option from the Bulk Action icon. Once the tasks are approved, the option to submit the duty then the job, are available.

Step	Action	Remarks
<b>Approving the JDTA</b>		
<b>1</b>	Under your Superhero Occupation and <i>Respond to Crime Scenes</i> Job, <b>select</b> the Task <i>Create barrier</i> , <b>click</b> the Submit button, and <b>click</b> 'OK' to the message "Are you sure you want to submit?"	This task is now submitted for review
<b>2</b>	<b>Select</b> the Accept button to submit the Task for review to the second-level reviewer.	Notice the folder changes color from yellow to blue to indicate status change
<b>3</b>	<b>Select</b> the Approve button to change the status to approved.	Notice the folder changes color from blue to green to indicate status change
<b>4</b>	Highlight the Job <i>Respond to Crime Scenes</i> , and then <b>click</b> the blue-green Bulk Actions icon.	In addition to submitting, accepting, and approving items separately, the

		bulk action icon may be used to do any of these actions for multiple items at once under an Occupation
<b>5</b>	<b>Select</b> Approve from the drop-down list, then <b>click</b> next to the Job, Duty, and Task so they each have a checked box. Save.	The Job, Duty, and Task have all been approved at the same time
<b>Creating a New Version of the JDTA</b>		
<b>6</b>	<b>Select</b> the <i>Respond to Crime Scenes</i> Job under your JDTA Occupation	The Job is highlighted in blue. You will notice a new icon has appeared now that the JDTA items are approved, it looks like a document with a + sign on the front. This is the new version icon
<b>7</b>	<b>Select</b> the Create New Version icon, and <b>click</b> 'OK' to the message, "Are you sure you want to create new version for this skill item?"	A pop-up window will appear asking, "Do you want to create a new version of all approved parents?"
<b>8</b>	<b>Click</b> 'OK' to create a new version of all approved parents.	A new version of the job over this duty will be created