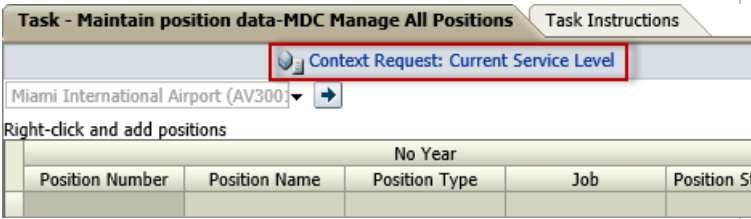
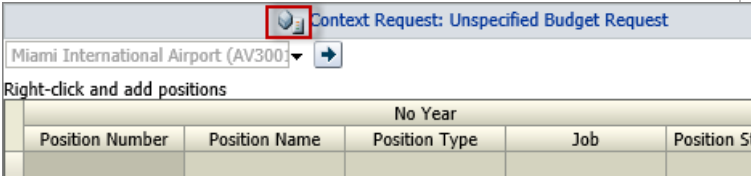


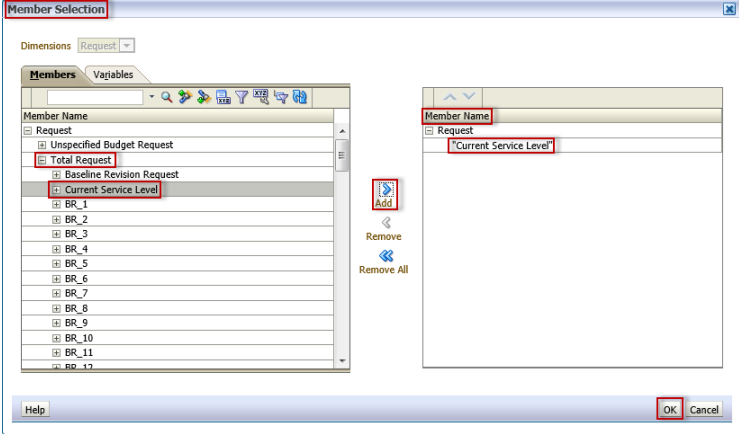
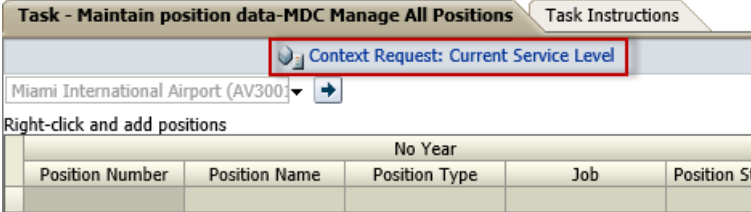
Job Aide: Confirming Point of View Set To: Context Request: Current Service Level

This job aide will assist users to confirm that they are using the correct **Context Request** when working with **Human Capital Planning** forms. Also, instruction below will illustrate how to change the request if request is not set to **Current Service Level**.

Please be sure that the Context Variable (located at the top of the HCP Forms) is set to **Current Service Level**.

***Context Request = Current Service Level**

Step	Action	Notes
1.	<p>When working with any Human Capital Planning forms, confirm that Context Request is set to Current Service Level on the Point of View bar.</p> 	<p>The Context Request POV member is located at the top of the HCP Forms.</p> <p>It is essential that the Context Request be set to Current Service Level.</p>
2.	<p>If the Context Request member at the top of the form is set to anything <u>other than</u> Current Service Level, follow the steps below to change the value:</p> <p>Click on the List of Values button to display member selection.</p> 	

Step	Action	Notes																				
3.	<p>Expand Total Request then select Current Service Level. Click the Right Arrow to move it to the Member Name area. Click OK.</p> 																					
4.	<p>The Request has been changed to Current Service Level.</p>  <table border="1" data-bbox="370 1171 1117 1245"> <thead> <tr> <th colspan="5">Right-click and add positions</th> </tr> <tr> <th colspan="5">No Year</th> </tr> <tr> <th>Position Number</th> <th>Position Name</th> <th>Position Type</th> <th>Job</th> <th>Position St</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Right-click and add positions					No Year					Position Number	Position Name	Position Type	Job	Position St						
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