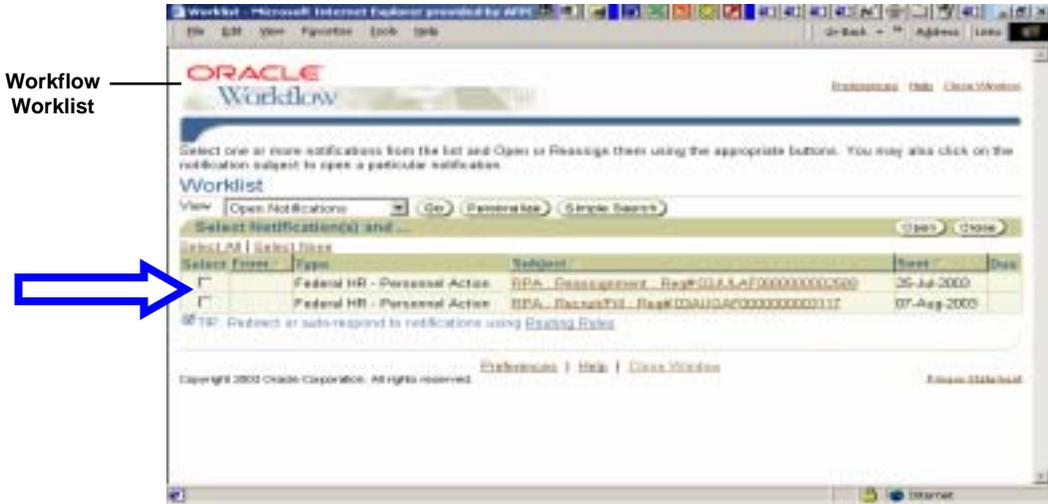


Chapter 1 - Sending the RPA to Resumix

Send a fill/recruit “Request for Personnel Action (RPA)” from DCPDS to Resumix to create a requisition.

Step #	Action
1	<p>Locate the RPA in your Workflow Worklist and Click on the RPA link or check the Select button then click <OPEN> to access the RPA.</p>  <p>The screenshot shows the Oracle Workflow Worklist page. A blue arrow points to the 'Select' checkbox in the first row of the table. The table has columns: Select, Type, Subject, Start, End. The first row is: <input type="checkbox"/> Federal HR - Personnel Action, RPA_ReassignReq#03JULAF000000002589, 25-Jul-2003. The second row is: <input type="checkbox"/> Federal HR - Personnel Action, RPA_RecruitReq#03AUG04000000000117, 07-Aug-2005.</p>
2	<p>Click the <Response Icon> at the bottom of the Notification Details page to display the RPA.</p>  <p>The screenshot shows the Notification Details page for 'RPA : Reassignment : Req# 03JULAF000000002589'. It includes fields for From (Malone, Margaret), Sent (25-Jul-2003 13:32:51), Notification ID (26811), and History (MALONEMA). At the bottom, there is a 'Response' icon with a black arrow pointing to it. There are also 'Reassign' and 'Request Information' buttons.</p>

3

Click the **<Others>** task flow button at the bottom of Page 1 of the RPA to display the Navigation Options window.

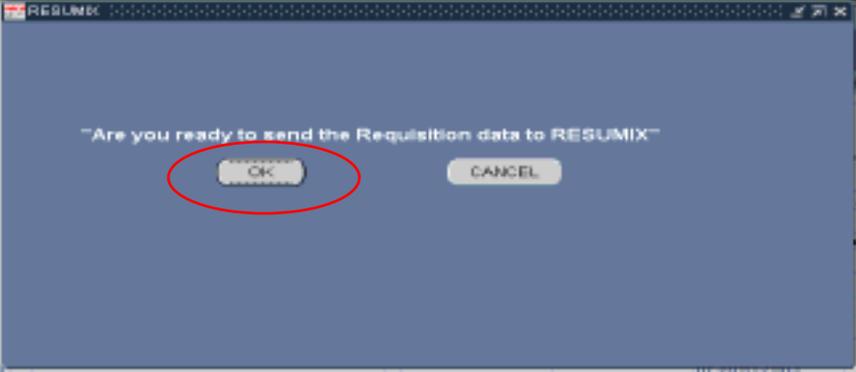
RPA

The screenshot shows the Oracle RPA form. The 'Others' button at the bottom right is highlighted with a red arrow. The form includes fields for '1 Actions Requested', '2 Request Number', '3 For Additional Information Call (Full Name)', '4 Prop. Eff. Date - ASAP', '5 Action Requested By (Full Name)', '6 Action Authorized By (Full Name)', '1 Last Name', '2 Social Security Number', '3 Date of Birth', '4 Effective Date', and sections for 'FIRST ACTION' and 'SECOND ACTION' with sub-fields for codes and legal authority.

4

Select **Resumix-Requisition** and click **<OK>**

The screenshot shows the 'Navigation Options' window. The 'Resumix-Requisition' option is highlighted with a red arrow. The 'OK' button at the bottom is circled in red. The window also includes a search field with the text 'Find %' and a list of other navigation options.

<p>5</p>	<p>The following window will display. Click <OK></p> <p>Note: Approximately <u>29-33</u> data fields will flow from the RPA to the requisition in Resumix. The number of fields that flow to build the requisition depends on the type of position that is being filled. Examples of the fields that will not flow are Acquisition Career Level, Acquisition Program Type, Language Required Code, and Obligated Employee SSAN. A complete list of the 33 fields can be found in the next chapter.</p>  <p>The screenshot shows a blue dialog box with the title 'REGLINK'. The main text reads 'Are you ready to send the Requisition data to RESUMIX?'. Below the text are two buttons: 'OK' and 'CANCEL'. The 'OK' button is highlighted with a red circle.</p>
<p>6</p>	<p>Once the data has been sent to Resumix, the system will display the following notice:</p>  <p>The screenshot shows a grey dialog box with a blue title bar that says 'Forms'. On the left is a red circle with a white 'X'. To the right of the icon is the text 'Sucessfully stored data into tables'. Below this text is a black arrow pointing to the right, which points to an 'OK' button.</p> <p>Click <OK>. The import process takes a few minutes and then the requisition can be found in Resumix based on the RPA number.</p> <p>Note: Once you receive the above notice, do not manually create a Resumix requisition with the same number as it will be overwritten once the data refreshes from DCPDS.</p>