

RESUMIX/CPDSS USERS GUIDE
SUMMARY OF CHANGES
JUNE 2004

PAGE	CHANGES
<i>ALL CHAPTERS</i>	Revised Date of Issuance to Read: "Revised June 2004"
<i>COVERSHEET</i>	Deleted: Palace Compass Logo Added: HQ AFPC Organization Information Replaced: Screenshot - Resumix 6 Login Screen
<i>CHAPTER ONE</i>	
1-1	Replaced: Screenshot of Resumix 6 Login Screen
1-2	Replaced: Screenshot of Recruiter's Desktop Main Menu
<i>CHAPTER TWO</i>	No Changes
<i>CHAPTER THREE</i>	
3-1	Replaced: Screenshot of Recruiter's Desktop Main Menu
3-2	Replaced: Screenshot of Title Tab and Tool Bar
3-3	Replaced: Screenshot of Tool Bar
3-4	Replaced: Screenshot of Recruiter's Desktop Main Menu
3-6	Replaced: Screenshot of Administrative Tab
3-7	Replaced: Screenshot of Job Tab Added: Explanation of New Spell Check feature in Job Description Area
3-9	Replaced: Screenshot of Detail Job Tab Added: New Screenshot showing location of FULL TITLE
3-10	Replaced: Screenshot of Department Tab Added (Under salary): Note: Calculation for computing annual salary for Wage Schedule positions.
3-11	Replaced: Screenshots of Tracking Tab and sub tabs (Candidate Activity, Offer, Activity) Added: Explanation of the new Candidate Activity Tab.
3-12	Replaced: Screenshot of the Overview of Tracking Activity Window
3-13	Replaced: Screenshot of the Custom Tab
3-14	Replaced: Screenshot of Group Field
3-15	Replaced: Screenshots of Adding/Deleting Custom Fields and Multiple Value Custom Fields
3-16	Replaced: Screenshot of Sample Custom Fields w/General Information Selection
3-17	Replaced: Screenshot of Notes Tab Added: Explanation of the new Spell Check feature.
3-18	Replaced: Screenshot of Resume Search Tab
3-20	Replaced: Screenshot of Requisition Overview Tab
3-21	Replaced: Screenshot of Requisition
3-22	Replaced: Screenshots of Recruiter's Desktop Main Menu and Requisition Summary Window
3-23	Replaced: Screenshot of Requisition Summary window

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CHAPTER FOUR	
4-2	Replaced: Screenshot of CPDSS Job Analysis Promotion Plan Template window showing new OPT 16 template
4-2	Replaced: Screenshot of CPDSS Main Menu Bar showing new feature: “Close Job Analysis Promotion Plan Template”
4-3	Added (New Feature): File > Close Job Analysis on table
4-4	Added: Standardized Template Naming Convention
4-4	Replaced: Screenshot of JA template window showing addition of OPT 16 template
4-6	Replaced: Screenshot of JA template window showing addition of OPT 16 template
4-7	Replaced: Screenshot on template filtering window Added: Explanation on how the new filtering feature works
4-8	Replaced: Screenshot on Change Status of Template
4-13	Replaced: Screenshot of JA template window showing new OPT 16 template
4-25	Replaced: Screenshot of JA template window showing new OPT 16 template
4-31 thru 4-34	Replaced: Archiving & Restoring JA template
4-35	Replaced: Screenshot of JA template window showing new OPT 16 template
4-42 (Attachment 1)	Added: Definition of Career Program Element OPT 16. Realigned: APPR, INTERNAL and VET to place them in alphabetical order
4-43	Deleted: Internal AND/OR Logic Options: Demo Broadband and Demo Pay Plan Added: External AND/OR Logic Options: Skills
CHAPTER FIVE	
5-1	Replaced: Screenshot of Recruiter’s Desktop Main Menu
5-2	Replaced: Screenshot of Recruiter’s Desktop Main Menu; Title Tab and Tool Bar
5-3	Replaced: Screenshot of Tool Bar
5-4	Replaced: Screenshot of Resume Search window; Resume Rename window and Resume Search Requisition Summary folder tabs
5-5	Replaced: Screenshot of Resume Qualifications Added: verbiage “Locating Skills” Added: Explanation of the new Spell Check Feature available for the Job Description area
5-6	Replaced: Screenshots of Requisition Summary tab showing results of locating skills and identifying them as “Required” or “Desired”

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	Added: Instructions on “how to” identify “Required” and “Desired” skills
5-7	Replaced: Screenshots of Resume Search General Tab; Custom Tab and Self Nomination function
5-8	Replaced: Screenshot of Resume Search Custom Tab identifying the requisition number for self-nomination
5-9	Replaced: Screenshot of Resume Search Overview
CHAPTER SIX	
6-3	Realigned: information (without icons) into alphabetic order in table based on menu commands Added (New Feature): Help > “Restore Archived Roster”
6-4	Added: Menu Commands Help > Demo Help > Error Code Listing
6-4	Added: Screenshot - Partial Listing of Demo Pay Plan and Grade Equivalencies
6-5	Added: Screenshot - Partial Listing of Error Codes on a Candidate Referral Roster (CRR)
6-7	Added (Enhanced Feature): Explanation of the enhanced filtering feature for CRR’s
6-8	Added (New Feature): Screenshots - Requirement to provide “Reason for Deletion of a CRR” Added: Verbiage stating this is a mandatory input and cannot be bypassed
6-9 thru 6-13	Replaced: Archiving and Restoring CRR
6-9, 6-10	Added (New Feature): Screenshots - Requirement to provide “Reason for Archival of a CRR” Added: Verbiage stating this is a mandatory input and cannot be bypassed
6-10	Relocated & Changed: Screenshot and verbiage to read: “REMINDER: A case file can only be archived if the Job Analysis Promotion Plan Template is approved.
6-24	Replaced: Screenshot showing AF Special Placement Consideration Codes Added: Link to AFPC Standard Operating Procedure for Clearing Local Priorities
6-28	Added: Comment that Batch Processing is explained in more detail on Pages 33-34
6-29	Added: Comment: “system defaults to Internal CRR for Error Processing if the External CRR error processing button is not selected
6-31	Added: Comment: “If errors are received, they must be reviewed;

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	validated and/or corrected and the candidates must be re-imported”
6-32	Added: Screenshots showing Pending and Completed Batch processes
6-33	Added: Screenshot showing “Light Bulb” in right hand corner of CRR informing specialist that batch processing has completed. Added: Screenshot and verbiage explaining the requirement to “accept ownership” of completed batch jobs
6-36	Added: Additional information regarding errors in CPDSS which may affect the rating and ranking of candidates or preclude the import of data
6-47	Added: Additional information regarding the Error column on the CRR
CHAPTER SEVEN	
7-3	Added: Additional information regarding the CONUS AEP attachment.
7-6, 7-7	Replaced: Screenshot of Civilian Referral Brief showing Acquisition Certifications are now located at the end of the brief
7-11	Replaced: Screenshots - Hiring the Applicant - Tracking Activity
7-12	Replaced: Screenshots - Tracking Activity - Add Added: Verbiage regarding the new Comments area of the Tracking Activity - Add window
7-13	Added: Decision Logic table entry to include procedures for accepting those applicants which are currently Federal employees, with DCPDS records, and the appointment actions was processed utilizing the Interagency Transfer procedures Added: Additional verbiage to Decision/Accept area - “failure to follow the proper decision/accept procedures will result in employee’s having duplicate DCPDS records”
7-14, 7-15	Replaced: Screenshots Added: Examples - Candidate Activity showing the difference in Decision/Accept versus Decision/Internal Accept
7-17	Replaced: Screenshot Added: Example of Candidate Activity window showing various types of activity. Replaced: Screenshot of the Resume Summary Custom Tab “General Group”
7-18	Replaced: Screenshot of the Resume Summary History Tab
7-19	Replaced: Screenshots of the Requisition Summary Notes and Detail/ Administrative Tabs
APPENDIX A	
A-3	Replaced: Screenshot showing new CPDSS codes NRRI and NRRE
APPENDIX B	
B-1	Replaced: Screenshot of Resume Summary Custom Tab, identifying

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	Self-Nomination Group name
B-2	Replaced: Screenshot of Resume Search Contact Tab
B-3	Deleted: Reference to obtaining Special Placement candidates utilizing Business Objects: Added: Link to AFPC Standard Operating Procedure for Clearing Local Priorities Replaced: Screenshot of Resume Search Custom Tab identifying Spec Placement Cons Reas Group
APPENDIX C	
C-2	Replaced: Screenshot of Recruiter's Desktop Navigation Bar Icons to show new feature (MY PENDING REQUISITIONS) Added: Explanation of new feature
C-3	Replaced: Screenshot of Host Menu Bar
C-4	Replaced: Screenshot of Recruiter's Desktop Navigation Bar Icons and drop down menu
C-5	Replaced: Screenshot of Recruiter's Desktop Navigation Bar Icons
C-6	Replaced: Screenshot of Recruiter's Desktop Navigation Bar Icons Added: Screenshot of MY FOLDERS showing new tool bar options
C-7	Replaced: Screenshot of Recruiter's Desktop Navigation Bar Added: Screenshot of MY FOLDERS showing new tool bar options
C-8 thru C-11	Replaced: Screenshot of Recruiter's Desktop Navigation Bar showing new tool bar options
C-13	Replaced: Screenshot of Requisition Summary Overview
APPENDIX D	
D-2	Replaced: Screenshot of Experience History Maintenance Search option; Added: Verbiage on the new feature - applicant/employee status now visible

ADDITIONAL INFORMATION:

The workaround for screening candidates for twelve months of experience issued in December 2003 is still in effect. A fix to CPDSS is forthcoming

APPROVED WORKAROUND: When screening for twelve months of experience using the "and" logic data field of "total months experience", the user should enter a value of less than 12 months. The appropriate logical operator (such as 'greater than or equal to') should be selected. (NOTE: 11.97 months equals 364 days)

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