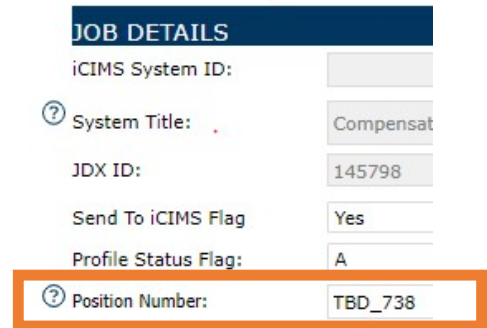
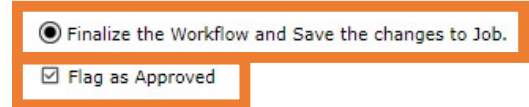





UPDATE POSITION NUMBER IN JDX & UPDATE UCPATH (POSITION UPDATER)

Step #	Directions	Visual Example
1	<p>Position Updater will need to update position number in JDX.</p> <p>! If any position information has changed, Position Updater will need to make those changes in UCPATH.</p>	 <p>The screenshot shows a 'JOB DETAILS' form with several fields: iCIMS System ID, System Title, JDX ID (145798), Send To iCIMS Flag (Yes), Profile Status Flag (A), and Position Number (TBD_738). The Position Number field is highlighted with an orange box.</p>
2	<p>After the Position Updater accepts changes in the current workflow step, ensure that finalize the Workflow and Save the changes to the job is checked.</p> <p>"Flag as approved is auto check-marketed. Ensure to uncheck if the job description was not approved.</p> <p>Once that is checked, the data will be sent to iCIMS the next day automatically.</p>	 <p>The screenshot shows the 'Finalize Workflow for Compensation Analyst 3' step. Two options are visible: 'Finalize the Workflow and Save the changes to Job.' (selected with a radio button) and 'Flag as Approved' (checked with a checkbox). Both options are highlighted with orange boxes.</p>
3	<p>Click Finalize Workflow. The process is now complete.</p>	 <p>The screenshot shows a blue button labeled 'Finalize Workflow' highlighted with an orange box.</p>