

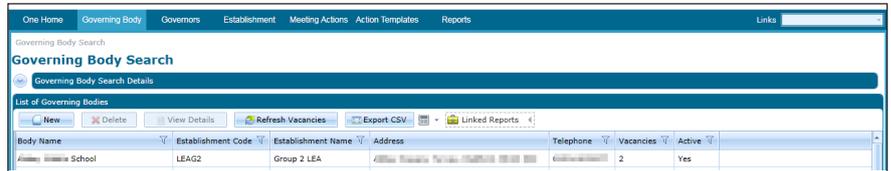


Governors

Creating an Appointment

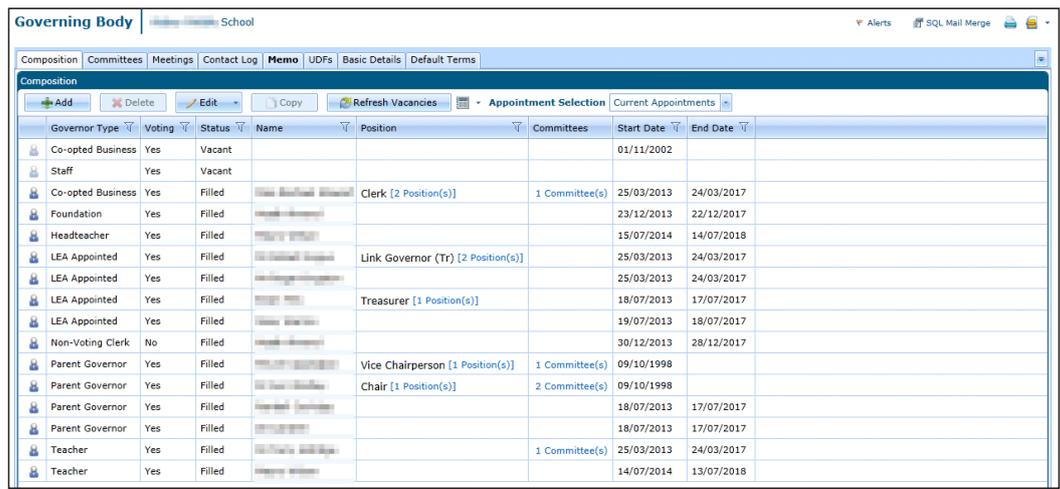
Creating an Appointment

1. On the **Governing Body Search** page, search for the required governing body.
2. Double-click the required governing body to display the **Governing Body** page.



The **Composition** tab displays the posts for this governing body. Posts are created with a **Status** of **Vacant** when a new governing body is saved.

3. To add a new vacant post, click the **Add** button to display the **Appointment Details** dialog.



To fill an existing vacant post, double-click the post to display the **Appointment Details** dialog.

4. Enter the new **Appointment Details**:
 - Click the browse button adjacent to **Name** to open the **Person Search**.
 - **Type** is read-only if the post exists. If adding a new post, select **Type** from the drop-down (*Table id 0118*).
 - **Employee** check box is read-only.
 - **Start Date** defaults to current system date.
 - **End Date** defaults according to **Type**.
 - Select **Political Affiliation** from the drop-down (*Table id 0710*).
 - Select **Address Type** from the drop-down (*Table id 0087*).
 - **Address** is automatically completed.
5. Click the **Save** button.

