



Team Structure

Setting up a Post

The **Posts** area enables you to create posts for roles that are available for inclusion in an establishment hierarchy. A person can be a member of more than one post, but a post can only be in one establishment. The post must contain at least one member with a current or future start date to make it available for selection in the establishment.

After the post has been included in an establishment, the establishment is then linked to a service team. Specific service teams own One records, such as activities, involvements and provisions etc.

Creating a Post

To create a post:

1. Select **Tools | Team Structure | Posts** to display the **Post Definition Enquiry** page.

Click the **Search** button to display the browse list of posts that have already been created.

2. Click the **New** button to display the **Post Definition** page.

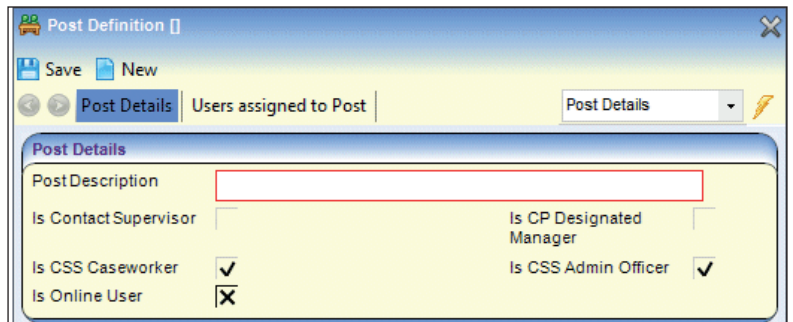
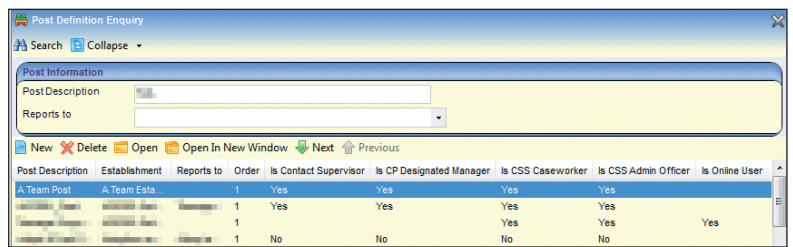
3. On the **Post Details** panel, enter a **Post Description**.

4. Select the required check boxes:

- **Is Contact Supervisor** - used for ChSC.
- **Is CP Designated Manager** - used for ContactPoint.
- **Is CSS Caseworker** - used for involvements.
- **Is CSS Admin Officer** - used for involvements.
- **Is Online User** - used for One v4 Online.

5. Click the **Save** button.

A post can be saved before assigning users.



Assigning Users to a Post

To assign a user to a post:

1. On the **Users assigned to Post** panel, click the **Add** button.

2. Click the **User** browse to display the **User Browser** dialog. Select a user.

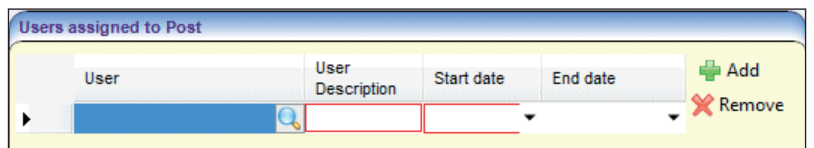
The **User Description** is auto-populated.

3. Select a **Start Date**. The start date can be past, current or future. The start date makes the user active.

4. If the user is being added to the post for a fixed term, select an **End Date**.

When an end date is applied to a user, the user becomes inactive. All permissions assigned to that post are revoked for that user on that date.

5. Click the **Save** button at the top of the page. Multiple users can be assigned to the post before saving the record.



Related Reference Guides:

- RG_Services_Setting up a Service Team
- RG_Team Structure_Setting up an Establishment