Archiving a Job Description in OACIS

Getting Started
1. First, log on using your employee ID and personal password. If you don’t yet have an account, contact HR at x3166.

Begin a New Action
2. Go to the left side of the screen and click on the Begin New Action link.

3. Select Start Action under the Archive Job Description action type.

Search the JD Library
4. Search for the job description by entering data into one or more of the search fields. (You do not have to enter data into every search field.)

After you click Search, your search results will appear. You can sort the search results by clicking on the arrow to the left of the column header. For instance, if you are looking for a job description by employee name, click on the arrow next to Employee Last Name and it will alphabetize the list.
Choose the Job Description to be the Archive Action on:

5. When you have found the job description you would like to archive, click **Start Action** underneath the employee’s last name.

6. This will open the dialogue box to complete the Archive action:

![Job Description To Be Archived Dialogue Box]

- Complete the form; all boxes with an * require information before you are able to proceed.
- Select “Continue to Next Page.”

7. The Action Status Dialogue box will open. Select **Archive Job Description** and **Continue**. **Confirm** the Archive action.

![Action Status Dialogue Box]

8. You will receive the following notification when the Job Description is successfully archived.

- The status of Action has successfully been changed to **Job Description Archived**.