



A Quick Start Guide to Avue's Position Classification and Management Module for Cyber Excepted Service (CES) Positions

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The screenshot shows the Avue Digital Services interface. At the top, there is a header with the Avue logo and 'DIGITAL SERVICES'. Below this is a navigation bar with links for 'Main Menu', 'Tutorial', 'Concierge Service', and 'Log Off'. The user is identified as 'Cindy Summer, U.S. Marine Corps'. The main content area is titled 'Navigator' and features a large image of a fountain pen tip. To the left of the image are three icons: 'My Organization', 'Recent Documents', and 'Show Me'. To the right of the image is a 'Module Menu' with several options: 'Archive of Legacy PDs', 'My Action Items', 'Initiate a Classification Action', 'Create or Copy PDs', 'Manage Personnel Actions', 'Incumbent Only PDs', and 'Legacy Interdisciplinary PD Archive'. A 'Live Chat' button is located on the right side of the interface. The footer contains copyright information and links to 'Avue Technologies, Patent Pending' and 'Privacy Policy'.

Click here to initiate a new classification action.

Click to view short video tutorials for this screen.

Click here to request Concierge Services for assistance in designing, developing, and documenting positions.

Click here to view any actions you need to take to support processing a classification action.

Click here to create a new position (PD); or copy, view, or edit one.

Click here for LiveChat help or to leave a help message.

Click here to view an archive of legacy (pre-Avue) PDs.

My Organization shows you an online organizational chart for your business unit.

Click to go to a list of what you have worked on recently.

A library of video tutorials is located here.



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As you select duties, the classification of your position will appear here.

Click to view short video tutorials for this screen.

Click here to request Concierge Services for assistance in designing, developing, and documenting positions.

Click here to save. There are also save buttons at the bottom of every work screen.

Click here to flip to the document view and see all the documents created for your position.

Click here for LiveChat help or to leave a help message.

As you build your position, you will see the text of your documents developing in these tabs – just click on the tab to open and close. To edit the text, click on the text and a pop-up box will display that will allow you to edit.

As you select titles and duties for your position, related information will appear here in the Position Filters.

Select the GG pay plan to start creating the CES position.

When you pick a job title, you will also select major duty areas and tasks associated with that title.

These tabs lead you to special features or types of positions such as for creating CES and Supervisory positions.