

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 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.

My Command Center is a dashboard showing actions inflight, proposed, and the status of actions.

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

A library of video tutorials is located here.

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

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

Click these icons to move up or down a grade in a career ladder.

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.

These tabs lead you to special features such as for creating career ladders and supervisory jobs.

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

Percentages of time for each major duty area can be adjusted here.

The screenshot shows the Avue Digital Services interface for Position Management. At the top, it displays the job title 'Management and Program Analyst' and classification 'GS-0343-13'. Below this, there are navigation icons and a 'Position Filters' sidebar on the left. The main content area is titled 'Instructions' and provides a four-step process for building a position. Below the instructions is a 'Summary of Duties' section with tabs for 'Summary of Duties', 'Career Ladder', 'Supervisory', 'Leader', 'Research', and 'Senior Level'. A 'Save Information' button is visible above a table of duties. The table lists 'Organizational Analysis Studies' with a 33% percentage and a description of the duty. A 'Add Task' button is located below the table. On the right side of the interface, there is a vertical navigation bar with tabs for 'Performance', 'Career', 'Research', 'Workforce', and 'Retention'. At the bottom right, there is a 'Leave a message' button.