SOPHTLOGIC*i*

PRC - Service History
User Manual

Table Content

Service History

The Service History sub-option shows every position a person has held within the service. Any change to a person's current service history should be done with a 'Posting Amendment', rather than by amending the last line of Service History. This then keeps a history of any changes e.g. a change to a person's watch.

The only time when it is acceptable to amend a person's Service History is when historical or imported data is incorrect.

The PRC window will appear

- Search for a person

In the Sub- menu option

- Select Service History
- Click onto the Show button
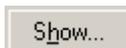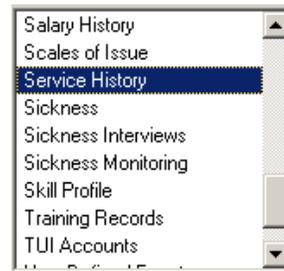
All 'Service History' records will be displayed in the Service History window – as shown -

The only time when it is acceptable to amend a person's Service History is when historical or imported data is incorrect.

New lines of Service History should <u>NOT</u> be created via this window <u>MUST</u> be done within Posting Amendments.

Only circumstances you would use the Service History 'Add' button is if historical Posting records have not been entered correctly or been missed out when Postings were entered via the Posting Amendment option.

Add an Historical Service History Record

The **ONLY** time you **Add Postings** via the **Service History** option is for **Historical Record ONLY**…. this could be of a person who has come from another Brigade, Forces: Navy, Army etc or maybe it's to keep track of Pension, what ever the reason you can enter the **Historical** record within **Service History**.

When entering Past Service History it may be a good idea to have a set up in Rank, Post, Watch and Location as Previous Organisation this way it will be easily recognised as a Historical Posting. Some Brigades have set these up as Historical or Archived.

For this example I will set my Rank, Post, Watch and Location up as Previous Organisation / PRVOG

To do this…

- Click onto Service History

- Click onto the Show button
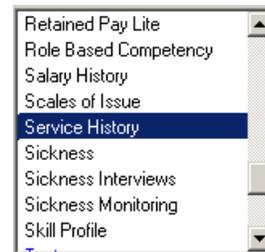
The 'Service History' window will proceed to display.

As you can see the Active Post the Person is in is showing in the Service History window.

Even if there were many postings within this window the Active Posting is the one without a Finish Date.

If you have not already set up the system to enter a Historical Service History follow the instruction on the next page

Setting up Historical Posting

To make it easier to recognise a Historical Posting, set up a Description to make it recognisable throughout the system that the Posting is Historic in Rank, Post, Watch and Location as '**Previous Organisation**' this way it will be easier to recognise throughout the system. Some Brigades have set these up as **Historical, Old** or **Archived**.

From Rotas & Availability - Set up

- Duty System
- Duty System Type
- Rota Configuration

From Personnel Configuration - Set up

- Brigades & Organisations
- Locations
- Ranks
- Functions
- Post Category
- Zones
- Post

- As this example shows here -

Don't forget to link the Post to Rank

Entering the Historical Service History

Once they system is set up

- Click onto the 'Add' button.   Add

The Service History ALT window will appear

- Enter a Transition Type

- Enter the Effective From Date
- Enter the Effective To Date
- Enter the details for the Posting

In my example above, I have created an Alter Posting, entered the dates the Historical Service History Posting took place and entered the Pervious Organisation through out the Posting.

On the left hand side of the Service History window is 'Alterations'

For Pension Reasons and so this Posting does not show up in any Availability Report / window.

- Tick into **Zero 'Days'** and **Zero 'SVC Days'**

- Click onto the OK button

As you can see the Historical Service History Record has now been entered into the Service History Window

You may get a dialogue box pop up saying the finish date is not concurrent with the subsequent posting

This is because you are entering a Historical Posting Record and the dates are not following the last record entered.
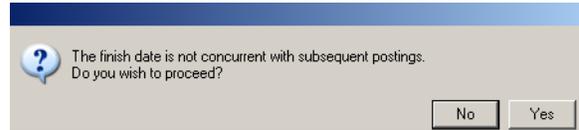
- Click onto the Yes button

How to Revise a Service History Record

If a Service History record requires modification, it is possible to amend the Effective To date or any information within the Service History.

- Select and highlight 'Service History' from the sub menu options

- Click the 'Show' button.

- Select and highlight the 'Service History' record requiring modification.

- Click the 'Revise' button.