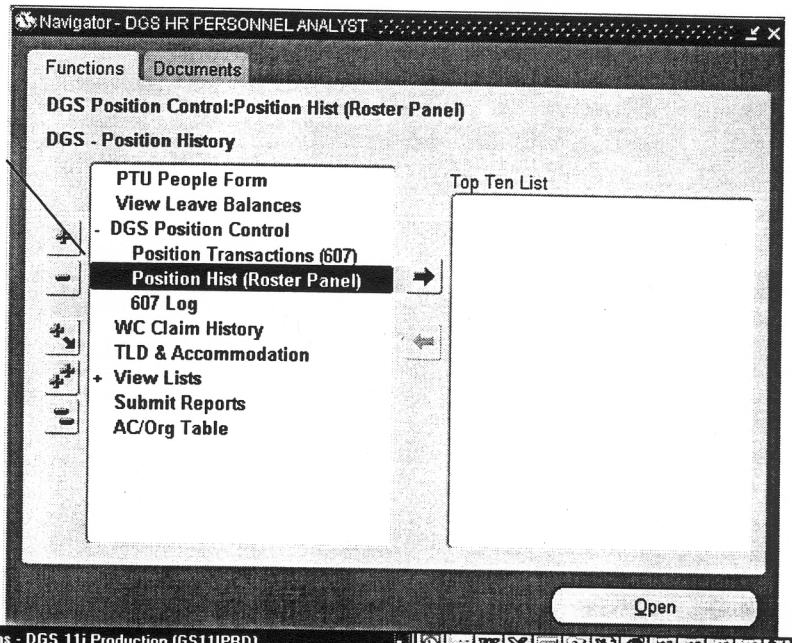
Logging RPA Number on ABMS Position

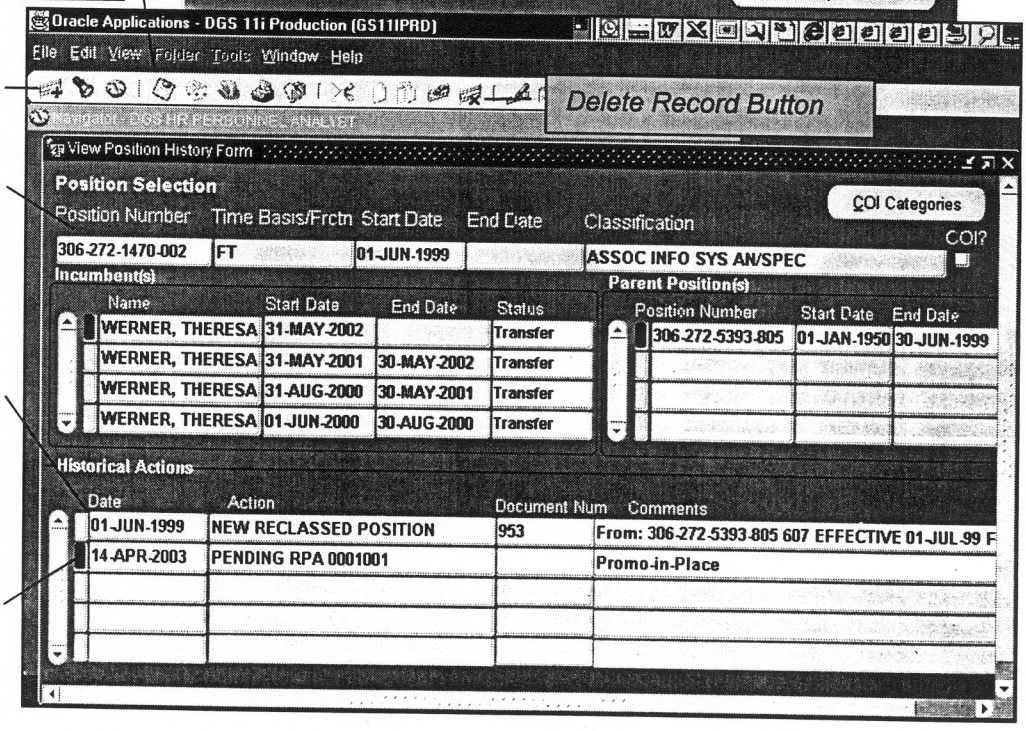
1. Double-Click on **+DGS Position Control** and open **Position Hist**.



Save Button

New Record Button

Delete Record Button



2 Enter the 13-digit position number in the Position Number field and press the Tab key on your keyboard.

3 Place your curser in the Historical Actions Date field and press the New Record toolbutton.

4 When the new yellow row opens,
- enter today's date,
- tab to the Action field
- enter Pending RPA & #
- Enter comments
- Press the Save button.

NOTES:

The Historical Actions section displays the rows in descending date order (most recent date on top). Your new entry will display out order until the position screen is refreshed (close and re-find the position).

Once the RPA is complete, the RPA Number should be removed so it does not cause confusion at a later date. To do this, place your curser in the row to be deleted, press the Delete Record toolbutton at the top of the screen, and press the Save key.