## PD Express What's New?

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### As of April 17<sup>th</sup>, 2014 the following functionality is available:

#### System Updates

- ***Updates to PD Express Search Capabilities***

  New PD Express search capabilities include the following:

  **Search Screen Changes:**
  1. Provide visibility into who created a PD on the Search results screen
  2. PD Express search results are now sortable
  3. Users now have the ability to modify the number of search results displayed per page
  4. Users have the ability to search by Region via advanced search functionality

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### As of November 4<sup>th</sup>, 2013 the following functionality is available:

#### System Updates

- ***Updates to PD Express Duty Screen to integrate with Job Announcement Express (JAX)***

  As part of the deployment of the new JAX system, PD Express has been enhanced to help streamline the creation of a Job Announcement – by doing some of the legwork as part of the PD creation process.  Going forward, users will see the following new changes in PD Express:

  **Duty Screen Changes:**
  1. Every Major Duty must have at least one Duty KSA – which users will add using a standard KSA library or by copying and pasting KSAs directly from their duty description
  2. The KSAs associated to each Major Duty in PD Express will be the KSAs on the Job Analysis and Job Questionnaire in JAX
  3. There will no longer be Overall KSAs in new PDs, all KSAs (including Selective Factors, Quality Ranking Factors, and regular KSAs) must be associated to a Major Duty

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### As of October 1<sup>st</sup>, 2012 the following functionality is available:

#### System Updates

## PD Express What's New?

- ***Update to Organization Code Structure to reflect new FBMS Format***

  Five digit org codes have been translated to reflect the new 10 digit FBMS org code structure.

  Areas affected by this change:
  4. My Tracker
  5. Search / Advanced Search
  6. Occupation Screen
  7. PDF Documents (i.e., PD, Evaluation Statement, Job Analysis, etc.)

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## As of May 1$^{st}$, 2012 the following functionality is available:

### System Updates

- ***Enhanced Duties & Factors Screen***

  Wider Duties and Factor language screens for improved data entry, and viewing capabilities.  Duty Qualifications now visible on the same screen as major duties.

- ***Introduction Statement displayed on Occupation Screen***

  Users can now view Organization Code-specific Introduction Statements on the Occupation Screen instead of the Duty Screen.

- ***Spell Check Functionality in Duties & Factors Screen***

  Users can now run spell check to locate spelling mistakes on the Duties and Factors screen.

- ***Service Field Option "Both" in Characteristics Screen***

  HR Specialists now have a "Both" option in the Service field drop-down on the Characteristics screen.

- ***Auto-activation of New FPPS Users***

  New FPPS users with a Supervisory Status Code of 2, 4, 5, 6 or 7 will be automatically activated with the appropriate role.

- ***OPM series GS-86, GS-306, GS-999, GS-1699, GS-2199***

  Series above are now available for selection on the Occupation screen.

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## As of February 22$^{nd}$, 2012 the following functionality is available:

# PD Express What's New?

## System Updates

- ***Ability to Permanently Delete Draft PDs***

  Hiring Managers and HR Specialists can now permanently delete Draft PDs from the action drop-down on the My Tracker Dashboard

- ***Duty Percentage Total***

  Duty percentage total displayed at the top of the grid on the duty screen

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## *As of September 20<sup>th</sup>, 2011 the following functionality is available:*

## System Updates

- ***Keyword Search***

  Hiring Managers and HR Specialists can now search for a PD using keywords captured in the Major / Other Duties within the PD

- ***Consolidated OF-8 and PD PDF***

  The OF-8 document in PD Express has been consolidated into the PD PDF.  Printing the PD PDF now prints both documents, together

- ***HR Specialists can remove factor standards in Review status***

  HR specialist can de-select incorrectly selected Factor Standards during Review

- ***Comments Document Consolidation***

  Only show the Comments PDF if notes have been added to a PD by HR or the Hiring Manager

- ***Major Duties Print in the same order as they appear in PD Express***

  Major Duties print out on the PD PDF in the same order that they appear on the Duty Screen in PD Express

- ***Show message if user removes the HR pre-selected Factor standard***

  On the Factor screen, a pop-up message displays if a user attempts to remove the pre-selected Factor standard, asking them to confirm that they want to proceed with this action

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## PD Express What's New?

### As of August 1st, 2011 the following functionality is available:

#### System Updates

- **HR can directly edit PDs in Review Status in PD Express**

  HR Specialists can now edit every field of a PD in Review Status

  Hiring Managers are presented with a summary of the changes made by HR in Revise Status and must accept or reject HR's edits

- **Enhanced Career Ladder Bundling**

  Career Ladder bundles can now be copied in PD Express

  New Career Ladder bundles will alternate between Full PDs and SOD PDs

  Career Ladder search results are now bundled so that one bundle is one result (row); associated PDF documents are also bundled

- **Human Capital Officer Signature no longer required for High Grade PDs**

  Human Capital Officer (HCO) does not need to sign off on high grade PDs in PD Express

#### Who's set up and using PD Express?

- **NEW!  Regions 6 & 7 Hiring Managers and Human Capital Specialists**
- **Regions 1, 2, 3, 4, 5, 8 & 9 Hiring Managers and Human Capital Specialists**

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### As of April 25th, 2011 the following functionality is available:

#### System Updates

- **No time limit for Draft PDs**

  Draft status PDs are no longer timed via the workflow

- **Revise status PDs remain active**

  Revise status PDs exceeding established timelines will remain Escalated, but will no longer be marked Inactive by the tool

#### Who's set up and using PD Express?

## PD Express What's New?

- *NEW! Regions 1, 2 & 8 Hiring Managers and Human Capital Specialists*

- *Regions 3, 4, 5 & 9 Hiring Managers and Human Capital Specialists*

### Who's coming up next on PD Express?

- *July 2011: Regions 6 & 7*

  Hiring Managers and Human Capital Specialists

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## As of March 9<sup>th</sup>, 2011 the following functionality is available:

### System Updates

- *Enhanced Create PD Screen*

  Screen layout modification to simplify selection options and enhance usability

- *Ability to search for SODs and CLPD*

  Statement of Difference and Career Ladder PDs can be easily searched via the Search screen

- *Human Capital Officer Signature for High Grade PDs*

  Human Capital Officer (HCO) can now sign off on high grade PDs in PD Express

### Who's set up and using PD Express?

- *Regions 3, 4, 5 & 9 Hiring Managers and Human Capital Specialists*

### Who's coming up next on PD Express?

- *April 2011: Regions 1, 2 & 8*

  Hiring Managers and Human Capital Specialists

- *July 2011: Regions 6 & 7*

  Hiring Managers and Human Capital Specialists