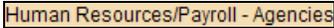
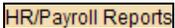
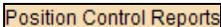
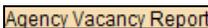


Agency Vacancy Report Lesson

1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the HR/Payroll Reports link. 
5.	Click the Position Control Reports link. 
6.	Click the Agency Vacancy Report link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	Click the drop down list of the Right Operand column. 
10.	Click the Literal list item. 
11.	Enter the Agency number in the Literal Value field.
12.	Click the OK button. 
13.	Click the OK button. 
14.	Enter the fiscal year you are running the report for in the Fiscal Year field.

15.	Click the OK button. 
16.	Click the OK button. 
17.	To view the report you will need to go to View Submitted Jobs . For more information see the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. End of Procedure.