

OM-21 PPOSE Navigation Tips

Purpose

The purpose of this job aid is to provide navigation tips for PPOSE in Org Management.

Introduction to PPOSE

The Organization and Staffing Display transaction (PPOSE) can be used to view the existing organizational structure. It can display the State's organizational structure and all the elements included in the structure, including org units, positions, jobs, and people. Also, you can use this transaction to find a position number, which is required to complete personnel actions such as new hire.

An organizational plan can be made with many object types, although these four basic object types are the building blocks:

- Persons
- Positions
- Organizational Units
- Jobs

Though your colleagues will most likely use the technical term '**PPOSE**', the transaction name - Organization and Staffing Display - has a very important word embedded.

PPOSE is a **display** transaction only. You cannot affect any employee or position records in PPOSE, so you should feel free to explore everything it can do. You may try right-clicking on different objects to see what options you

are given.

PPOSE Layout

The PPOSE screen is divided into four main sections. On the left side of the screen is the **Object Manager**, which consists of the **Search Area** on top and the **Selection Area** directly below it. The search area is used to locate objects, while the selection area displays the results of the search and allows an object to be selected.

On the right side of the screen, the **Overview Area** is located on top and displays the relationships associated with the selected object. The **Detail Area**, located on the bottom right, displays detailed information for an item selected in the overview area.

Each section will be explored in more detail individually.

Image

Organization and Staffing Display

Menu



Object manager



Object manager scenario: OME000

- ☐ Organizational unit
 - Free search
 - Search Term
 - Structure Search
 - Object History
- ☐ Position
- ☐ Job
- ☐ Person
- ☐ User
- ☐ Task
- Object history

Staff assignments (structure)	ID	Chief
☐ Office of the State Controller	O 20000027	Kitty Mcalister
State Controller	S 60087074	
Deputy Secretary/Com	S 60087075	
Executive Assistant I	S 60087077	
Executive Assistant I	S 60087078	
Program Coordinator I	S 60087082	
Administrative Officer I	S 60087087	
Administrative Special	S 60087096	
Public Information Dire	S 60087100	
Deputy Secretary/Com	S 60087101	

Name	Code	E
☐ Health Human Serv	440000000000	
☐ Correction	450000000000	
☐ Commerce	460000000000	
☐ Employment Securi	460300000000	
☐ Revenue	470000000000	
☐ Cultural Resources	480000000000	
☐ Crime Control & Pu	490000000000	
☐ State Budget & Mar	300000000000	
☐ State Controller	500000000000	
☐ Office of the State	500000000000	
☐ Information Technol	510000000000	
☐ Community College	680000000000	

Details for Organizational unit Office of the State Controller

☒ Basic data
 ☒ Account assignment
 ☐ Address
 ☐ Cost distribution
 ☒ Work schedule
 ☐ Job Index

Organizational unit: 500000000000 Office of the State Controller

Valid On: 07/21/2025

☐ Staff ☒ Department

☒ Periods exist

Holder

Icon	Holder	Percentage	Assigned as
	Kitty Mcalister	100.00	01/01/2008
	Lindsay Cintron	100.00	01/01/2008
	Kevin Lindsey	100.00	01/01/2008
	Brandon Berg	100.00	01/01/2008
	Gertrude Bradley	100.00	01/01/2008

Description

Subtyp



Search Area

The **Search Area** is the only section that is populated when the **PPOSE** transaction is first executed. It allows users to search for organizational information based on:

- Org Unit
- Position
- Job
- Person

Each of these organizational management objects is listed in the search area and has a node (triangle) next to it. Clicking on the node gives various search options, though this help document will only cover **Search Term** and **Structure Search**.

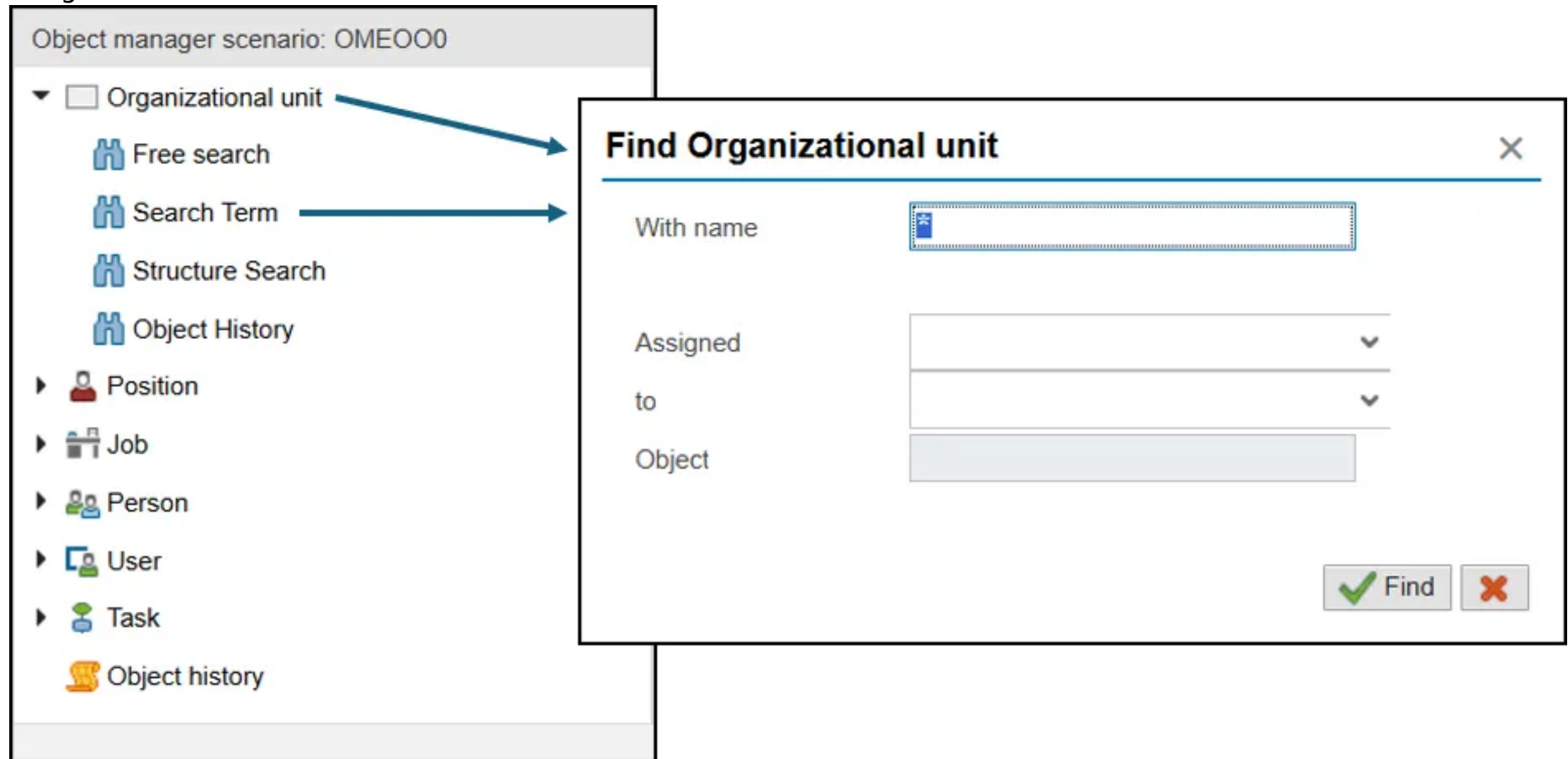
- Clicking on the **Search Term** option will produce a pop-up window. To find an OM object, input its object number into the **With name** field and press the **Find** button. Alternatively, search by OM object name by entering its title into the **With name** field. When using this option, the wildcard character (*) can be used to search for objects with similar text in their titles. Once the search is performed, the results show up in the **Selection Area**.

NOTE: Clicking on the object name, such as Org Unit or Position, instead of clicking the node first is the same as using the **Search Term** option.

- Clicking on **Structure Search** will always result in a search for Organizational Units even if it is clicked underneath the **Position** or **Person** options. The **Selection Area** will populate with the top-level org unit the user has access to.

NOTE: Structure Search does not appear within the **Job** options.

Image

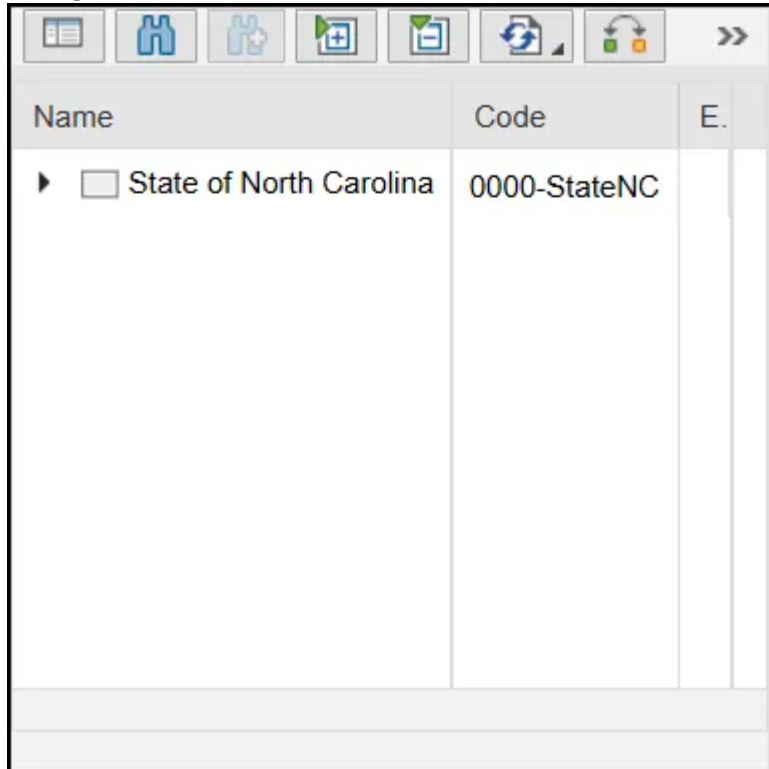


Selection Area

The results of searches performed in the search area are displayed directly below, in the **Selection Area**. You can modify the search results by sorting or filtering. You can add and delete columns to easily find the object. Once an item is selected from the Selection Area by double clicking it, more information is displayed in the Overview and Details Areas.

If the **Search Term** option was used, any item that meets the search criteria will be displayed. Using **Structure Search** displays the top-level org unit based on access. Expand the structure to find the required organizational unit.

Image



Object Manager

The **Search Area** and **Selection Area** are collectively known as the **Object Manager**. This area of your screen can be resized with two splitter bars.

One is a horizontal bar between the Search and Selection areas. It allows the size of one area to increase at the expense of the other.

The other splitter bar is vertical and separates the Object Manager from the **Overview** and **Detail** areas. It can be dragged left and right to best suit the user's needs.

The whole thing can also be toggled on and off with the Object Manager button.

Image

Organization and Staffing Display

Menu



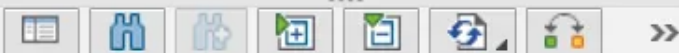
Object manager



01/12/2026 + 3 Months

Object manager scenario: OME000

- ▶ ☐ Organizational unit
- ▶ Position
- ▶ Job
- ▶ Person
- ▶ User
- ▶ Task
- Object history



Name	Code	E.
------	------	----

▶ ☐ State of North Carolina	0000-StateNC	
--	--------------	--

Overview Area

The **Overview Area** provides a hierarchical view of OM objects and enables navigation within the organizational structure.

Once an item is selected from the Selection Area it is displayed in the Overview Area in a tree structure. Items can be expanded and collapsed using the nodes (triangles) next to each object.

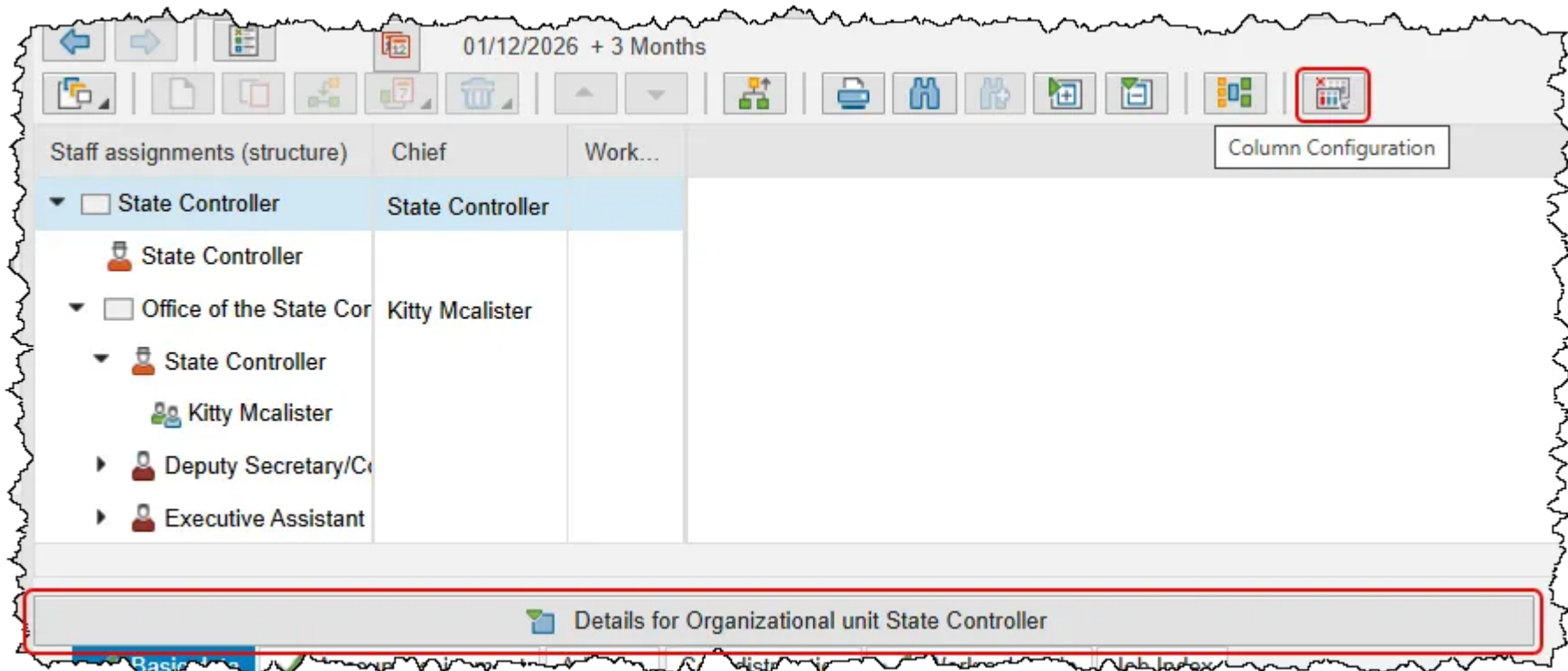
The columns that are displayed or available for display are determined by the type of object selected. Use the **Column Configuration** button to personalize the display based on user needs.

Double clicking an item in the Overview Area will display its specific data in the **Detail Area**.

As shown in the screen shot below, there is a gray bar beneath the Overview Area with text reading: Details for <object type><object name>. This bar separates the Overview Area from the Detail Area below it. It also serves as a toggle to minimize/maximize the Detail Area.

The bar will turn blue when you position your cursor over it.

Image



Detail Area

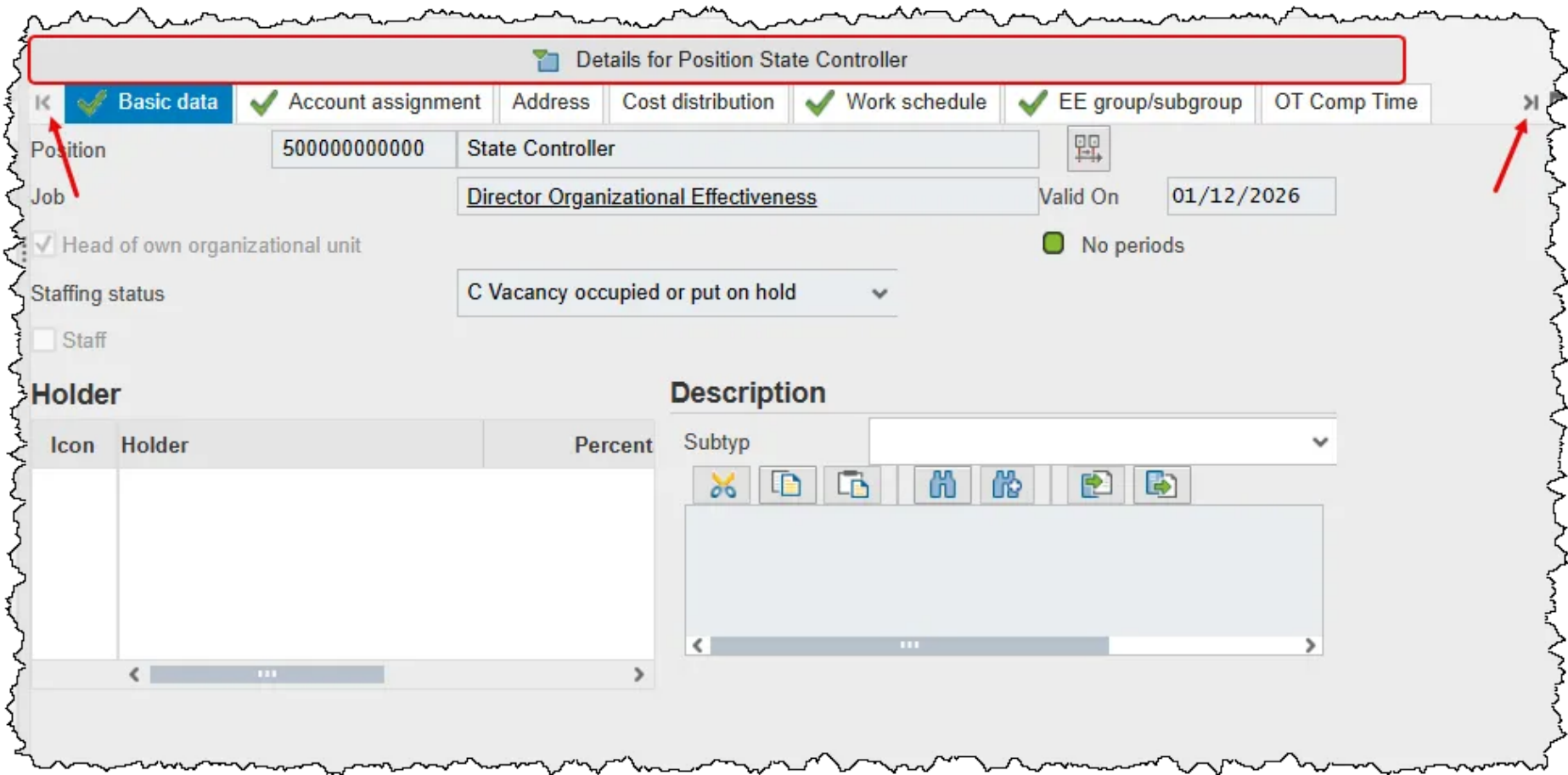
The **Detail Area** displays more information about the object selected in the Overview Area and will have different tabs depending on the type of OM object that you are viewing. The tabs with check marks will contain data that is specific to the object. Click a tab to see the data assigned to the object you are viewing.

For positions, not all the tabs can be displayed on the screen at once. Use the chevron buttons at either end of the tab row to view tabs that are not currently displayed.

Some of the tabs exist for multiple object types. Ensure that you are looking at the data for the correct object by reading the gray bar above the area. If it is not displaying correctly, find the object that you wish to view in the

Overview Area and double click it.

Image



First Published

Thu, 07/25/2013

Last Updated

Mon, 02/16/2026

[View PDF](#)