

**DEPARTMENT OF THE INTERIOR
HUMAN RESOURCES MANAGEMENT HANDBOOK**

THE AUTOMATED VACANCY ANNOUNCEMENT SYSTEM (AVADS)

is a system which enables you to check vacancy announcements within the Department of the Interior.

NOTE: This system allows you to check and print out vacancy announcements. You may not submit an application electronically. Please follow application instructions as they appear on the vacancy announcement.

How Do I Begin Using AVADS?

To begin this session, place the mouse pointer over the AVADS icon and double click.

NOTE: AVADS comes to us over Air Mosaic. Please do not change any settings using the Air Mosaic toolbar.

How Do I Move Around in AVADS?

As with other Windows applications you may scroll through the text by clicking once with the mouse pointer over the down arrow in the bottom right corner of the window (on the scroll bar). Each click moves the text incrementally.

AVADS is set to open directly to the list of vacancy announcements. The announcements are listed in numerical order by series. As you scroll through, you will note that the position title appears in blue. To view the individual announcement, click once.

To print an announcement, press **Control + P** or select **Print** from the file menu. When you are finished with each announcement, move your mouse pointer to the icon box marked **Back** on the tool bar and click once to return to the list.

When you have finished your AVADS session, close the application by double clicking on the grey box in the upper left corner of the window to return to the main window.