

GENERAL PROFILE SET UP FOR NOTIFICATION

In order to utilize the notification button on the budget journal header page, you will need to supply an email address on your General Profile Information page. Following are instructions on how to accomplish this task.

Choose My System Profile from your menu. Click on the Edit Email Addresses link.

The screenshot shows the PeopleSoft interface for 'General Profile Information'. The page title is 'General Profile Information' and the user is 'sec role import test 1'. The page is divided into several sections: Password, Personalizations, Email, and Alternate User. The 'Email' section is circled in red, and the 'Edit Email Addresses' link is also circled in red. The 'Alternate User' section includes fields for 'Alternate User ID', 'From Date', and 'To Date'. The 'Workflow Attributes' section is at the bottom of the page.

Note: The Workflow Attributes at the bottom of the General Profile Information page default to checked. If you use workflow, these must remain checked.

The close-up shows the 'Workflow Attributes' section. It contains two checked checkboxes: 'Email User' and 'Worklist User'. Below these is the 'Miscellaneous User Links' section, which includes a 'Save' button.

The Email Address page appears. Select the Email Type using the drop-down box and enter your Email Address. Multiple Email Addresses may be established but only one can be designated as the Primary Email Account. The Primary Email Account is where the notifications will be directed.

Email Addresses

User ID: TRAINING_CLC

Primary Email Account	Email Type	Email Address
<input type="checkbox"/>		

OK Cancel

After you have entered your information, click OK.

Email Addresses

User ID: TRAINING_CLC

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Work	DUARTE@UH.EDU
<input type="checkbox"/>	Blackberry	DUARTEBL@UH.EDU

OK Cancel

Click the Save button on the main General Profile Information page.

Email

[Edit Email Addresses](#)

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: 

From Date:  (example: 12/31/2000)

To Date:  (example: 12/31/2000)

Workflow Attributes

Email User **Worklist User**

[Miscellaneous User Links](#)

