


Use this task to create a **Person ID** and a Person of Interest instance in UCPATH for someone who is not currently in UCPATH.

Use this task after you confirm on the **Person Organizational Summary** page that the person is not in UCPATH.


Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Person of Interest - Add**

Step	Action
1.	A person of interest (POI) is someone who is tracked by Locations for various reasons, such as a potential hire or potential external resource.
2.	Click the Add a New Value tab. 

The screenshot shows the Oracle UCPath interface for adding a Person of Interest. The breadcrumb trail is: Favorites > Main Menu > UC Customizations > UC Extensions > Person of Interest - Add. The Oracle logo is in the top left, and navigation links (Home, Worklist, MultiChannel Console, Add to Favorites, Sign out) are in the top right. Below the breadcrumb, there are tabs for 'Biographical Details', 'Contact Information', and 'POI Data'. The 'Biographical Information' section has a search bar and a list of 1 item. The 'Biographical History' section also has a search bar and a list of 1 item. A 'Comment' field is located below the history section. At the bottom, there are links for 'Biographical Details', 'Contact Information', and 'POI Data'.

Step	Action
3.	<p>The Effective Date defaults to the current system date. The date can be modified.</p> <p>Click the Choose a date button.</p>

Step	Action
4.	Click in the First Name field. <input type="text"/>
5.	Enter the desired information into the First Name field.
6.	Click in the Last Name field. <input type="text"/>
7.	Enter the desired information into the Last Name field.
8.	The Middle Name field is optional. Required fields are identified with an asterisk (*).
9.	The Alternate ID field is an optional field. Data entered in this field appears on the Modify a Person page.
10.	Click the button to the right of the Gender field. <input type="button" value="v"/>

Step	Action
11.	The Comment field is an optional field. Click in the Comment field.
12.	Enter the desired information into the Comment field.
13.	Click the Contact Information tab. 

Step	Action
14.	An address is required for the POI. The Address Information section is formatted for US addresses only.
15.	Enter the home address for the person. Click in the Address 1 field.
16.	Enter the desired information into the Address 1 field.

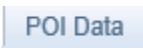
Step	Action
17.	Click in the City field. <input type="text"/>
18.	Enter the desired information into the City field.
19.	Click in the State field. <input type="text"/>
20.	Enter the desired information into the State field.
21.	Click in the Postal field. <input type="text"/>
22.	Enter the desired information into the Postal field.
23.	The County field is an optional field. Click in the County field.
24.	Enter the desired information into the County field.
25.	Note that the Address 2 and the Address 3 fields are extra fields for long addresses. The Address 2 and Address 3 fields are not used to enter a second or third address for the POI.


The screenshot shows the Oracle UCPATH interface for adding a Person of Interest. The breadcrumb trail is: Favorites > Main Menu > UC Customizations > UC Extensions > Person of Interest - Add. The page title is 'Person of Interest - Add'. The Oracle logo is in the top left. Navigation links include Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. There are also links for New Window, Help, and Personalize Page. The 'Contact Information' tab is selected, showing three sub-sections: 'Address Information', 'Phone Information', and 'Email Addresses'. The 'Address Information' section includes fields for Address Type (Home), As Of Date (07/03/2017), Status (Active), Address 1 (15 Main St), Address 2, Address 3, City (Redlands), State (CA), Postal (92373), and County (San Bernardino). The 'Phone Information' section has a table with columns for Phone Type, Telephone, Extension, and Preferred. The 'Email Addresses' section has a table with columns for Email Type and Email Address. At the bottom, there are links for Biographical Details, Contact Information, and POI Data.

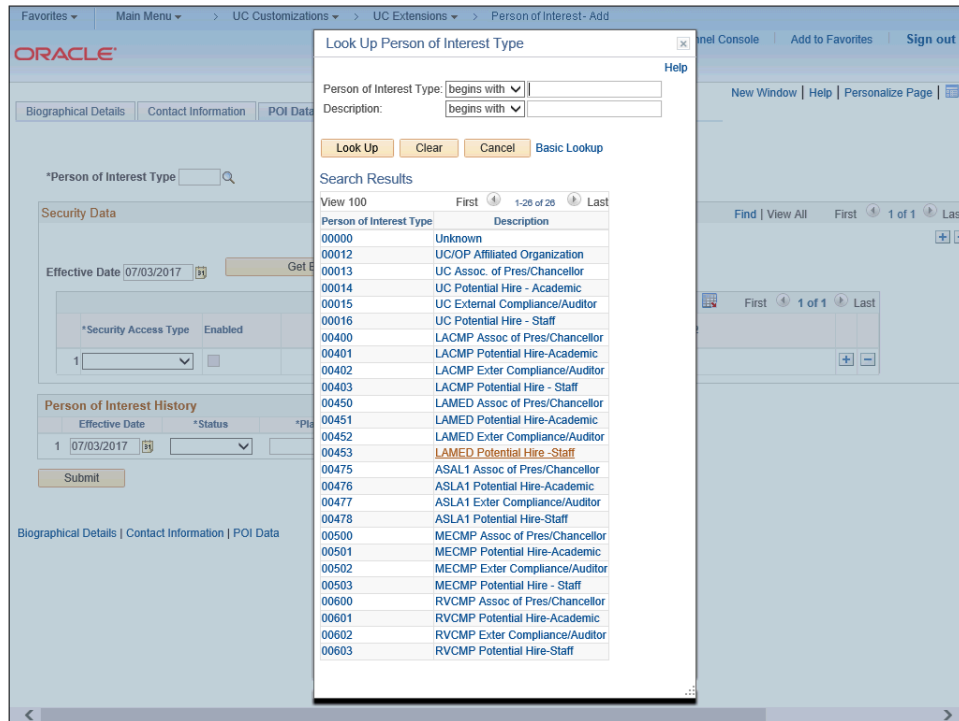
Step	Action
26.	Click the Add a New Row button to add an additional address for the person of interest.
27.	Phone Information is required for a person of interest. Click the button to the right of the Phone Type field.

The screenshot shows the Oracle UCPath interface for adding a person of interest. The 'Contact Information' tab is selected, and the 'Phone Information' section is expanded. The 'Phone Type' dropdown menu is open, showing options: Business, Home, Mbl Per (selected), Mbl Work, and Work Other. The 'Telephone' field is empty, and the 'Preferred' checkbox is unchecked. The 'Address Information' section above shows a home address for 15 Main St, Redlands, CA 92373.


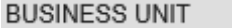

Step	Action
28.	Enter at least one phone number for the person of interest. For this example, click the Mbl Per list item.
29.	Click in the Telephone field. <input type="text"/>
30.	Enter the desired information into the Telephone field.
31.	Select the Preferred option. <input type="checkbox"/>
32.	If necessary, click the Add a New Row button to insert an additional Phone Number .

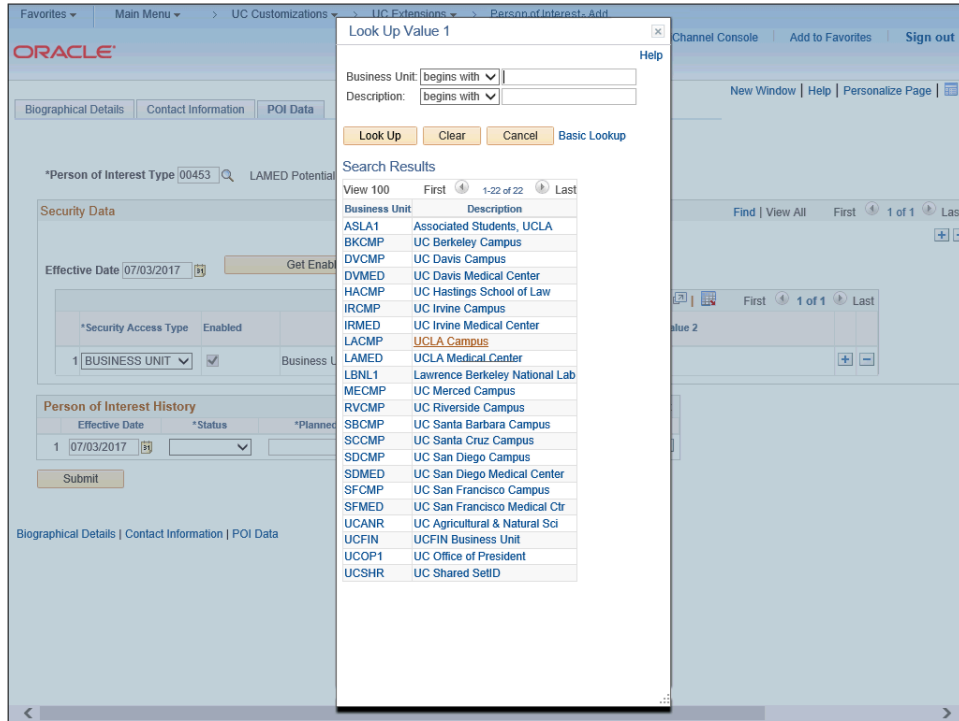
Step	Action
33.	Email addresses are optional for persons of interest.
34.	Click the POI Data tab. 


Step	Action
35.	Click the Look up Person of Interest Type button. 




Step	Action
36.	<p>Select the POI type for your UC Location.</p> <p>For this example, click the LAMED Potential Hire -Staff list item.</p> <p><u>LAMED Potential Hire -Staff</u></p>

Step	Action
37.	POI Department is optional. If used at your Location, select a department from the list of values.
38.	Click the button to the right of the Security Access Type field. 
39.	Click the BUSINESS UNIT list item. 
40.	Click the Look up Value 1 button. 



Step	Action
41.	Select your UC Location.
42.	<p>The Status field is a required field.</p> <p>Click the button to the right of the Status field.</p> 

Step	Action
43.	The Planned Exit date is a required field. Click in the Planned Exit field.
44.	Enter the desired information into the Planned Exit field.
45.	The More Information field is an optional field for additional comments specific to the current row. For this example, do not enter anything in this field.
46.	Submit the request for approval. The Person ID and the POI instance are not created until the POI request is approved. Click the Submit button. <div style="text-align: center;">  </div>

[Favorites](#) > [Main Menu](#) > [UC Customizations](#) > [UC Extensions](#) > [Person of Interest - Add](#)

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

[Biographical Details](#) | [Contact Information](#) | [POI Data](#)

Transaction ID: 31 Workflow Status: Submitted
 Person of Interest Type: 00453 LAMED Potential Hire - Staff POI Department

Security Data [Find](#) | [View All](#) First 1 of 1 Last

Effective Date: 07/03/2017 [Get Enabled Security Types](#)

Security Access Type	Enabled	Value 1	Value 2
1 BUSINESS UNIT	<input checked="" type="checkbox"/>	Business Unit	LACMP

Person of Interest History [Personalize](#) | [Find](#) First 1 of 1 Last

Effective Date	Status	Planned Exit	More Information
1 07/03/2017	Active	11/06/2017	

POI Stage

WL Tran ID: 31:Pending

POI Path

Pending

- Multiple Approvers
- POI - UCOP1 - Approver 1

[Biographical Details](#) | [Contact Information](#) | [POI Data](#)

Step	Action
47.	You have created a Person ID and a person of interest instance in UCPath for someone who is not currently in UCPath. End of Procedure.