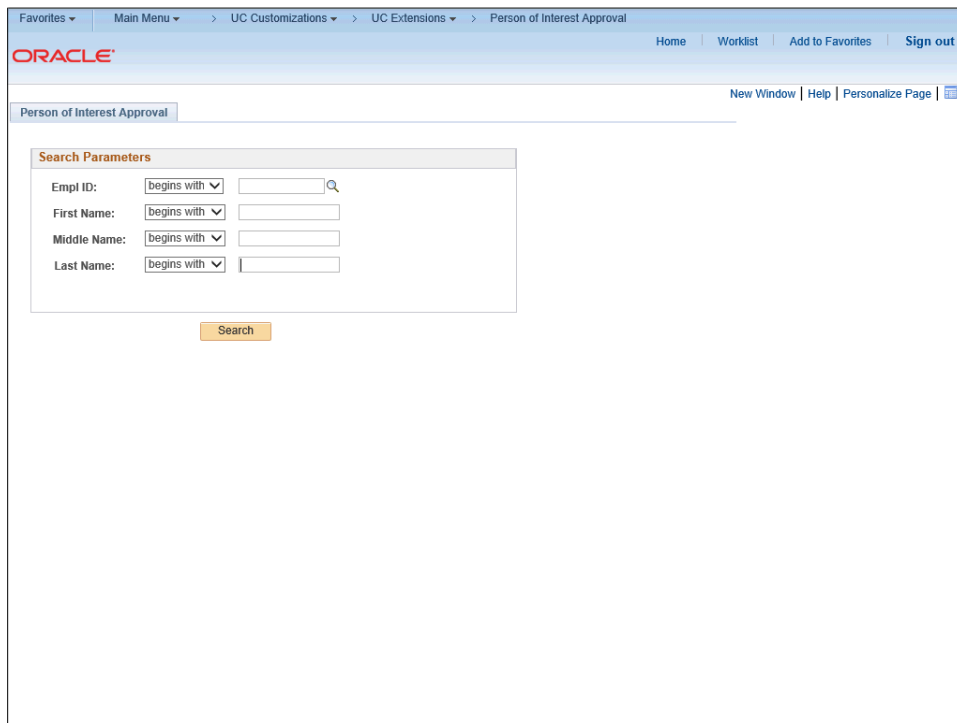


Use this task to review and approve (or deny) a person of interest (POI) request.

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

Step	Action
1.	Search for the person of interest to review and approve. Use the Empl ID , First Name or Last Name fields to search for the POI, or click the Search button to see all approvals.

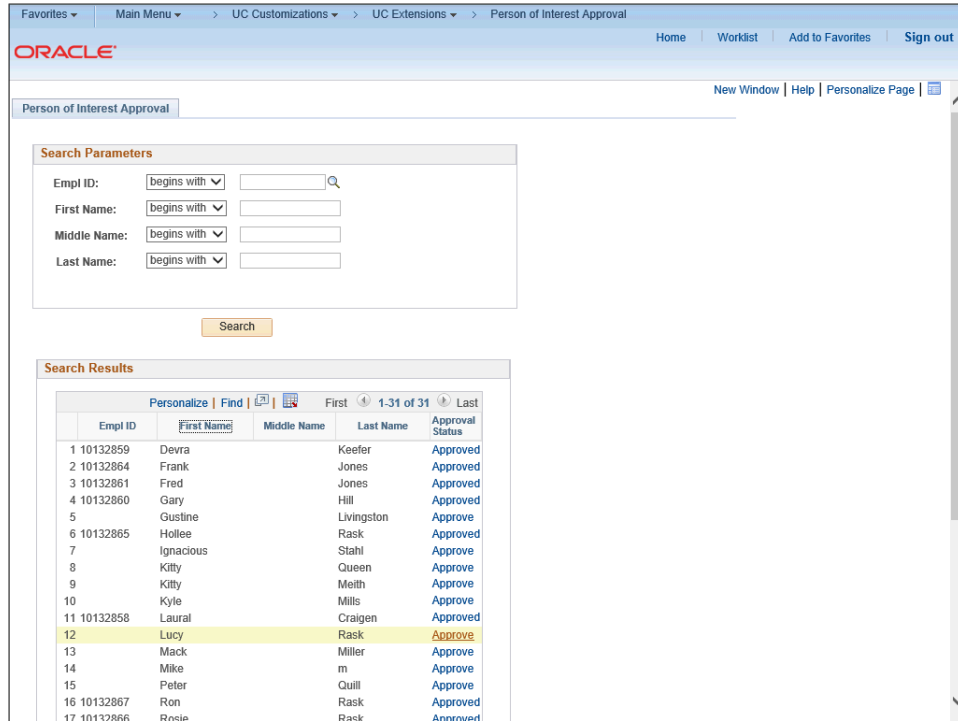


Step	Action
2.	For this example, search for all approvals. Click the Search button.

The screenshot shows the Oracle UCPATH PILOT interface for 'Person of Interest Approval'. It includes a search section with dropdown menus for 'begins with' and input fields for Empl ID, First Name, Middle Name, and Last Name. Below the search section is a 'Search Results' table with the following data:

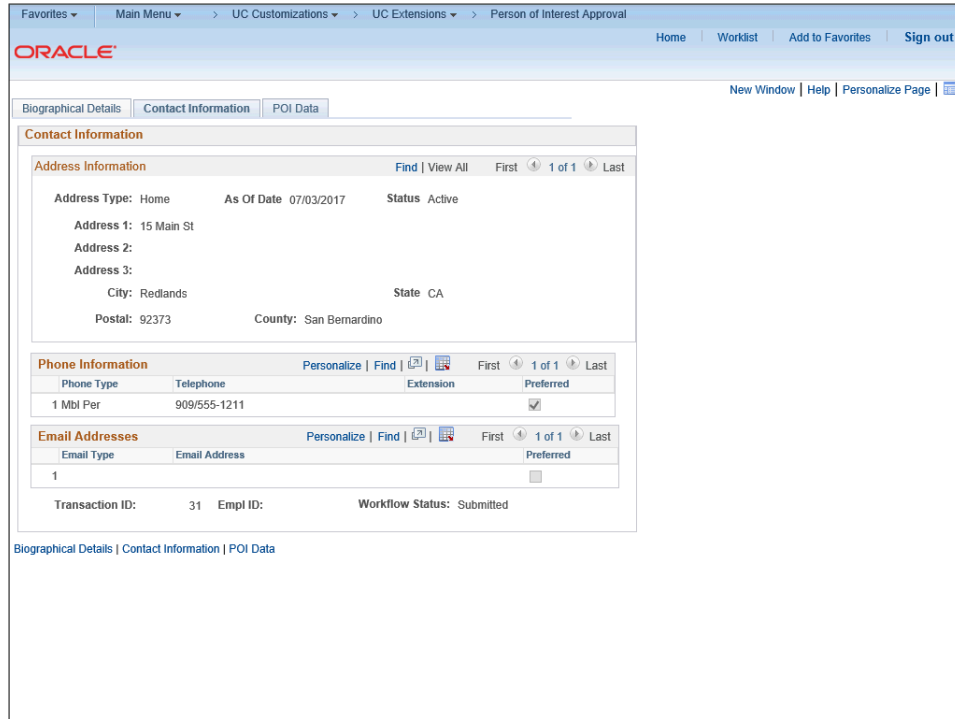
Empl ID	First Name	Middle Name	Last Name	Approval Status
1	Kitty		Meith	Approve
2	10132857	Sammy	Tester	Approved
3	10132867	Ron	Rask	Approved
4	Mack		Miller	Approve
5	Rowdy		Stahl	Approve
6	10132858	Laural	Craiglen	Approved
7	Mike		m	Approve
8	Tom		T	Approve
9	Trent		Volta	Approve
10	Peter		Quill	Approve
11	Yondu		Udonta	Approve
12	10132855	Sammy	Tester	Approved
13	10132856	Sammy	Test	Approved
14	Tyler		M	Approve
15	Kyle		Mills	Approve
16	10132859	Devra	Keefler	Approved
17	10132860	Gary	Hill	Approved

Step	Action
3.	<p>The Search Results list appears. This list contains POIs that await your approval or have been approved. You can sort this list using the column headings.</p> <p>Click the First Name column header.</p> <p><u>First Name</u></p>



Step	Action
4.	<p>The list is now sorted by First Name. Locate the POI that you need to approve.</p> <p>Click the Approve link.</p> <p>Approve</p>

Step	Action
5.	The Biographical Details page appears. Review the information on the page.
6.	Click the Contact Information tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Contact Information</div>



Step	Action
7.	Review the information on the Contact Information page. Click the POI Data tab.

Step	Action
8.	Review the information on the POI Data page.
9.	Return to the first tab to perform the approval. Click the Biographical Details tab.

Person of Interest Approval

ORACLE

Home | Worklist | Add to Favorites | Sign out

Biographical Details | Contact Information | POI Data

New Window | Help | Personalize Page

Biographical Information

Name Find | View All First 1 of 1 Last

Effective Date: 07/03/2017

First Name: Lucy

Middle Name:

Last Name: Rask

Name Suffix:

Biographical History

Effective Date: 07/03/2017

Alternate ID:

Gender: Female

Approve Deny Return

Transaction ID: 31 Empl ID: Workflow Status: Submitted

Comment: these are example comments. Comment

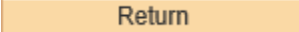
Requester ID: UC_SMEITH

Requested: 07/24/17 11:03:07.000000AM

POI Stage

Step	Action
10.	<p>Click the Approve button to approve the POI request. Click the Deny button to deny the POI request. For this example, approve the request.</p> <p>Click the Approve button.</p> <p>Approve</p>
11.	<p>The POI request is approved, and the Person ID is assigned to the POI.</p> <p>Click the scroll bar.</p>

The screenshot displays the Oracle UCPATH PILOT interface for a Person of Interest Approval. At the top, there are navigation menus: Favorites, Main Menu, UC Customizations, UC Extensions, and Person of Interest Approval. The Oracle logo is on the left, and Home, Worklist, Add to Favorites, and Sign out are on the right. The main content area includes a user profile for Lucy Rask, a Biographical History section with fields for Effective Date (07/03/2017), Alternate ID, and Gender (Female), and a Return button. Below this, transaction details are shown: Transaction ID: 31, Empl ID: 10132868, and Workflow Status: Apprvl Prc. A comment field contains the text 'these are example comments.' and a Requester ID of UC_SMEITH. The POI Stage section shows a green 'Approved' status with a checkmark and details: Test - AWE Approver 1, POI - UCOP1 - Approver 1, 07/24/17 - 11:06 AM.

Step	Action
12.	Note that the workflow shows Approved .
13.	Click the Return button to return to the Search page. 
14.	You have reviewed and approved a person of interest request. End of Procedure.