

Use this task to approve a Person of Interest (POI) transaction.

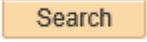
Navigation:

To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link.

or

Click the transaction link in the system-generated email notification.

The screenshot shows the Oracle UCPath interface for adding a person of interest. The breadcrumb trail is: Favorites > Main Menu > Worklist > Worklist > Add Person of Interest. The page title is 'ORACLE' and the user is logged in as 'Home | Worklist | Add to Favorites | Sign out'. Below the title, there are links for 'New Window' and 'Help'. The main heading is 'Add Person of Interest' with a sub-heading: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below this is a 'Search Criteria' section with a dropdown arrow. The search criteria include: Transaction ID (operator: =, input:), Empl ID (operator: begins with, input:), First Name (operator: begins with, input:), Middle Name (operator: begins with, input:), Last Name (operator: begins with, input:), and Workflow Status (operator: =, input:). There is a checkbox for 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria section are links for 'Find an Existing Value' and 'Add a New Value'.

| Step | Action |
|------|--|
| 1. | Click the Search button.  |

The screenshot displays the 'Add Person of Interest' transaction page in UCPath. The page is titled 'ORACLE' and includes navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is divided into sections: 'Biographical Information' and 'Biographical History'. The 'Biographical Information' section shows the following details: Effective Date: 05/08/2017, First Name: Remington, Middle Name, Last Name: Stahl, and Name Suffix. The 'Biographical History' section shows: Effective Date: 05/08/2017, Alternate ID, and Gender: Male. Below these sections are 'Approve' and 'Deny' buttons. At the bottom, there are fields for Transaction ID (3), Empl ID, Workflow Status (Submitted), and a Comment field. The page also shows the Requester ID and the time the request was made (05/08/17 6:08:31.000000PM).

| Step | Action |
|------|---|
| 2. | The Add Person of Interest component is comprised of three pages. As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines. |
| 3. | Below the transaction data entry fields, the system displays the employee ID and name of the user who submitted the transaction for approval, and the date and time the request was submitted. The system also displays the system-generated transaction ID number and the workflow status. |
| 4. | Be sure to review any detail listed in the Comment field before you begin your review. The transaction initiator uses this field to include information that is useful during the approval process. For this example, there are no initiator comments. |
| 5. | The Biographical Details page displays the individual's name, Alternate ID, and gender. |
| 6. | If necessary, scroll down to display additional fields and page options. Click the scroll bar. |

[Favorites](#) > [Main Menu](#) > [Worklist](#) > [Worklist](#) > [Add Person of Interest](#)

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

ORACLE

middle name:
 Last Name: Stahl
 Name Suffix:

Biographical History [Find](#) | [View All](#) | First 1 of 1 Last

Effective Date: 05/08/2017
 Alternate ID:
 Gender: Male

Transaction ID: 3 Empl ID: Workflow Status: Submitted

Comment:

Requester ID: Requested: 05/08/17 6:08:31.000000PM

Person of Interest

WL Tran ID: 3:Pending
 Person of Interest
 Pending
 Multiple Approvers
 POI - LACMP - Approver 1

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

| Step | Action |
|------|---|
| 7. | Click the Contact Information link. Contact Information |

[Favorites](#) > [Main Menu](#) > [Worklist](#) > [Worklist](#) > [Add Person of Interest](#)

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

ORACLE

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

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

Contact Information

Address Information [Find](#) | [View All](#) | First 1 of 1 Last

Address Type: Home As Of Date 05/08/2017 Status Active

Address 1: 1234 Main Street
 Address 2:
 Address 3:
 City: Riverside State CA
 Postal: 92502 County:

Phone Information [Personalize](#) | [Find](#) | First 1 of 1 Last

| Phone Type | *Telephone | Extension | Preferred |
|------------|--------------|-----------|-------------------------------------|
| 1 Mbl Per | 951/555-5555 | | <input checked="" type="checkbox"/> |

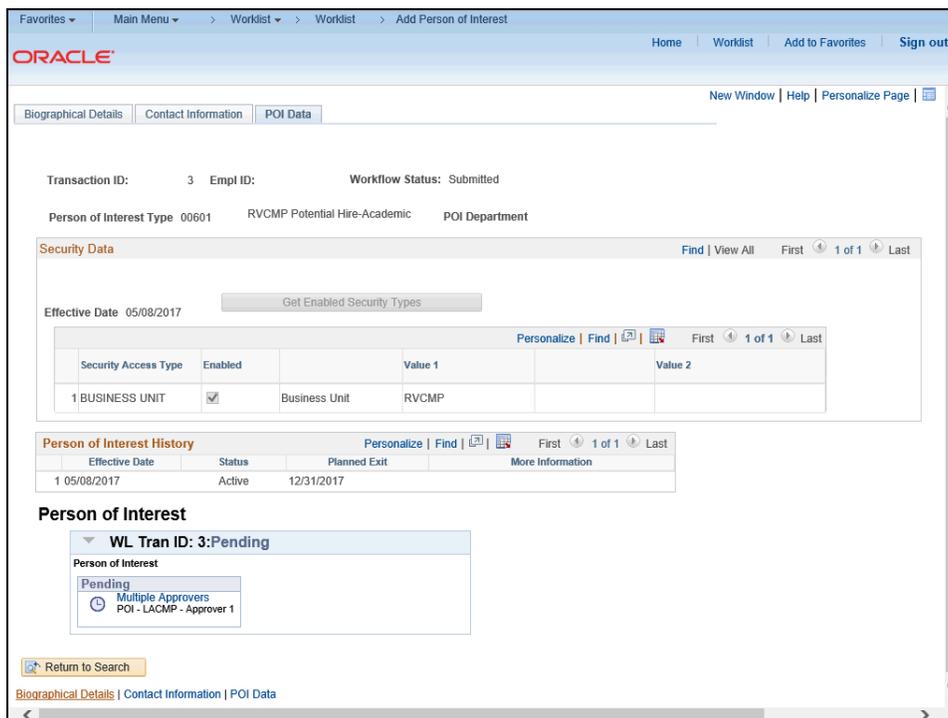
Email Addresses [Personalize](#) | [Find](#) | First 1 of 1 Last

| Email Type | Email Address | Preferred |
|------------|---------------------|--------------------------|
| 1 Home | remistahl@gmail.com | <input type="checkbox"/> |

Transaction ID: 3 Empl ID: Workflow Status: Submitted

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

| Step | Action |
|------|---|
| 8. | The Contact Information page displays the individual's address, phone and email address details. |
| 9. | Click the POI Data tab.  |



| Step | Action |
|------|--|
| 10. | The POI Data page displays the individual's person of interest type and the specific department (if applicable) to which they are associated. Each location has their own Person of Interest Type values. For example, Potential Hire-Academic, Potential Hire-Staff, External Compliance/Auditor, and so forth. |
| 11. | The Security Data section displays the business unit to which the individual can be granted security access (potentially building access, system access, or both). |
| 12. | The Person of Interest History section displays the individual's planned exit date. |
| 13. | Navigate to the Biographical Details page (the first page of the component) to access the approval action options. Click the Biographical Details link. Biographical Details |

Favorites ▾ Main Menu ▾ > Worklist ▾ > Worklist > Add Person of Interest
 ORACLE Home Worklist Add to Favorites Sign out
 New Window | Help | Personalize Page |

Biographical Details Contact Information POI Data

Biographical Information
 Name Find | View All First 1 of 1 Last
 Effective Date: 05/08/2017
 First Name: Remington
 Middle Name:
 Last Name: Stahl
 Name Suffix:

Biographical History
 Find | View All First 1 of 1 Last
 Effective Date: 05/08/2017
 Alternate ID:
 Gender: Male

Approve Deny

Transaction ID: 3 Empl ID: Workflow Status: Submitted
 Comment: Comment
 Requester ID: Requested: 05/08/17 6:08:31.000000PM

Person of Interest

| Step | Action |
|------|--|
| 14. | After you review the transactions details, you can approve or deny the transaction. Comments are required when you deny a transaction. Click the Approve button. <div style="text-align: center; margin-top: 10px;">  </div> |

Effective Date: 05/08/2017
 First Name: Remington
 Middle Name:
 Last Name: Stahl
 Name Suffix:

Biographical History Find | View All First 1 of 1 Last

Effective Date: 05/08/2017
 Alternate ID:
 Gender: Male

Transaction ID: 3 Empl ID: 10132853 Workflow Status: Apprvl Prc

Comment:

Requester ID:

Requested: 05/08/17 6:08:31.000000PM

Person of Interest

WL Tran ID: 11:Approved

Person of Interest

Approved
 ✓ POI - LACMP - Approver 1
 05/10/17 - 5:02 PM

Return to Search Previous in List Next in List

Biographical Details | Contact Information | POI Data

| Step | Action |
|------|---|
| 15. | After you approve the request, the system assigns the individual a unique system ID and sends a notification to the location initiator. |
| 16. | You have approved a POI transaction. End of Procedure. |