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PeopleSoft 9.1: Investor Portal

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Contents

Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

Note: Only the most current release of hosted documentation is updated regularly. After a new release is posted, previous releases remain available but are no longer updated.

Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	***Description***
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.

Typographical Convention	***Description***
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Access to Oracle Support

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Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What’s new in the PeopleSoft Online Help.
- PeopleSoft Online Help acessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

About PeopleSoft Interaction Hub

This section discusses:

- PeopleSoft Portal Solutions product family.
- PeopleSoft Interaction Hub and PeopleTools.

PeopleSoft Portal Solutions Product Family

This section discusses the products that are part of the PeopleSoft Portal Solutions product family:

- PeopleSoft Interaction Hub.
- PeopleSoft Internal Controls Enforcer.

PeopleSoft Interaction Hub

Oracle's PeopleSoft Interaction Hub is a world-class portal solution with many robust content and collaborative features. The PeopleSoft Interaction Hub is ideal for customers wishing to deploy an unlimited number of communities across an enterprise that focusses on PeopleSoft application business processes.

PeopleSoft Interaction Hub 9.1 contains a rich set of Web 2.0 features. For instance, collaborative workspaces and related content services can be keyed to PeopleSoft application transactions providing contextually relevant collaboration.

Two key characteristics distinguish PeopleSoft Interaction Hub as a rich Web 2.0 platform:

- First, PeopleSoft Interaction Hub is a traditional portal framework that can be used for aggregating and managing content from multiple applications and sources. With unified navigation, it is now simple to configure PeopleSoft Interaction Hub to federate multiple PeopleSoft application systems.
- Second, its collaborative capabilities make PeopleSoft Interaction Hub a functional application that complements the features found in PeopleSoft applications.

PeopleSoft Internal Controls Enforcer

Oracle's PeopleSoft Internal Controls Enforcer is designed to automate and enforce internal controls required under Section 404 of the Sarbanes-Oxley Act. Using the product's monitoring and diagnostic capabilities, you can reduce the cost of complying with the new regulations and the risk of unforeseen changes in internal controls. PeopleSoft Internal Controls Enforcer will work in conjunction with other PeopleSoft corporate governance solutions to make the entire compliance process repeatable and auditable, allowing you to focus on running your business.

In addition, the product enables you to continuously track and monitor controls, and, optionally, certify their effectiveness at interim times throughout the year to support certifications that are required for Section 302 of Sarbanes-Oxley.

See the product documentation for Internal Controls Enforcer.

PeopleSoft Interaction Hub and PeopleTools Portal Technology

To understand the functionality of PeopleSoft Interaction Hub, Oracle recommends that you familiarize yourself with PeopleTools, focusing especially on the subject areas and sections that are devoted to portal functionality. Because PeopleSoft Interaction Hub builds upon the basic internet architecture that is delivered with PeopleTools, this information gives you an excellent foundation of knowledge upon which the PeopleSoft Interaction Hub suite of documentation builds.

PeopleTools portal technology is built on top of PeopleSoft Pure Internet Architecture and enables you to easily access and administer multiple content providers, including PeopleSoft databases such as Oracle's PeopleSoft HRMS or Oracle's PeopleSoft CRM, as well as non-PeopleSoft content. It enables you to combine content from these multiple sources and deliver the result to users in a unified, simple-to-use interface.

The main elements of the PeopleTools portal technology are a portal servlet and an application server. These two elements work together to provide common portal processing features such as page assembly, search, content management, navigation, and homepage personalization.

Product documentation for PeopleTools covers the PeopleSoft Pure Internet Architecture and PeopleTools portal technology in detail.

See *PeopleTools: Portal Technology*.

Related Documentation

This section discusses:

- PeopleSoft Interaction Hub documentation.
- PeopleTools documentation.

PeopleSoft Interaction Hub Documentation

PeopleSoft Interaction Hub documentation includes:

- *PeopleSoft Interaction Hub: Branding*

  This subject covers PeopleSoft Interaction Hub’s branding feature, which is built on the PeopleTools branding framework. Branding enables you to create branding definitions and apply branding themes to portals, sites, and workspaces allowing you to create a differentiated appearance for specific user audiences.

- *PeopleSoft Interaction Hub: Collaborative Workspaces*

  This subject covers setup, administration, and use of collaborative workspaces, which are virtual team rooms that facilitate collaboration on a variety collaborative projects and processes.

- *PeopleSoft Interaction Hub: Content Management System*

  This subject describes the content management system, which includes features to help you manage, create, and organize content. The resulting content is ready and available for placement in various portal pagelets and news publications; reuse in workspaces, calendars, and other portal features; or available just for browsing.

- *PeopleSoft Interaction Hub: Portal and Site Administration*

  This subject covers tasks for administering portals and sites including product configuration, system-wide setup and administration, integration with third-party systems, and so on.

- *PeopleSoft Interaction Hub: Resource Finder*

  This subject describes how to setup and use Resource Finder, a highly flexible repository that describes any organizational resource, along with links that relate these resources to each other.

- *PeopleSoft Interaction Hub: Using Portal Features*

  This subject covers setup and usage of items such as blogs, calendars, discussion forums, feeds, tagging, searching, related content services, and other features of PeopleSoft Interaction Hub.

PeopleTools Documentation

PeopleSoft Online Help for PeopleTools contains the complete set of subject areas covering PeopleTools 8.53. In particular, several of these subjects are useful to the setup, administration, and use of PeopleSoft Interaction Hub including:

- *PeopleTools: Feed Publishing Framework*

  The PeopleTools Feed Publishing Framework supports the publication of PeopleSoft Interaction Hub data as feeds. In addition, the framework can be used to develop custom feed types.

- *PeopleTools: Integration Broker*

  PeopleSoft Integration Broker facilitates the exposure of PeopleSoft business logic as services and the consumption of external web services. Integration Broker also supports synchronous and asynchronous messaging between PeopleSoft applications and with third-party systems.

- *PeopleTools: Portal Technology*

  PeopleTools portal technology is the foundation of the PeopleSoft Interaction Hub product. This subject covers critical portal technologies such as portal implementation, PeopleSoft Pure Internet Architecture, Pagelet Wizard, the PeopleSoft Related Content Framework, and others.

- *PeopleTools: Security Administration*

  This subject covers important security-related topics including PeopleTools user profiles, roles, permission lists, single sign-on (SSO), and others.

- *PeopleTools: Applications User's Guide*

  This subject provides general information about PeopleSoft applications useful to all users of PeopleSoft systems. Topics include an introduction to the PeopleSoft Pure Internet Architecture, explanation of how to navigate through the system, how to perform searches, elements of application pages, and so on.

Note: These subjects and others in the PeopleSoft Online Help are referenced as needed.

PeopleSoft Portal Solutions Related Links

PeopleSoft Interaction Hub 9.1 Documentation Home Page [ID 887960.1]

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

Contact Us

Send us your suggestions Please include release numbers for the PeopleTools and applications that you are using.

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Follow PeopleSoft on Twitter@PeopleSoft_Info.

Chapter 1

Getting Started with PeopleSoft Investor Portal

PeopleSoft Investor Portal Overview

The PeopleSoft Investor Portal is a solution that enables your corporation to drive shareholder value through improved corporate performance management.

PeopleSoft Investor Portal helps your corporation to:

- Meet current SEC timing and reporting requirements efficiently and accurately.
- Disclose information to your investors to improve visibility into your company. This also enables your employees, management, and directors to improve accountability.
- Create an environment of good corporate governance including the management of corporate policies and procedures and the provision of a single source of information for transparency.
- Support proactive management within your company.

PeopleSoft Investor Portal

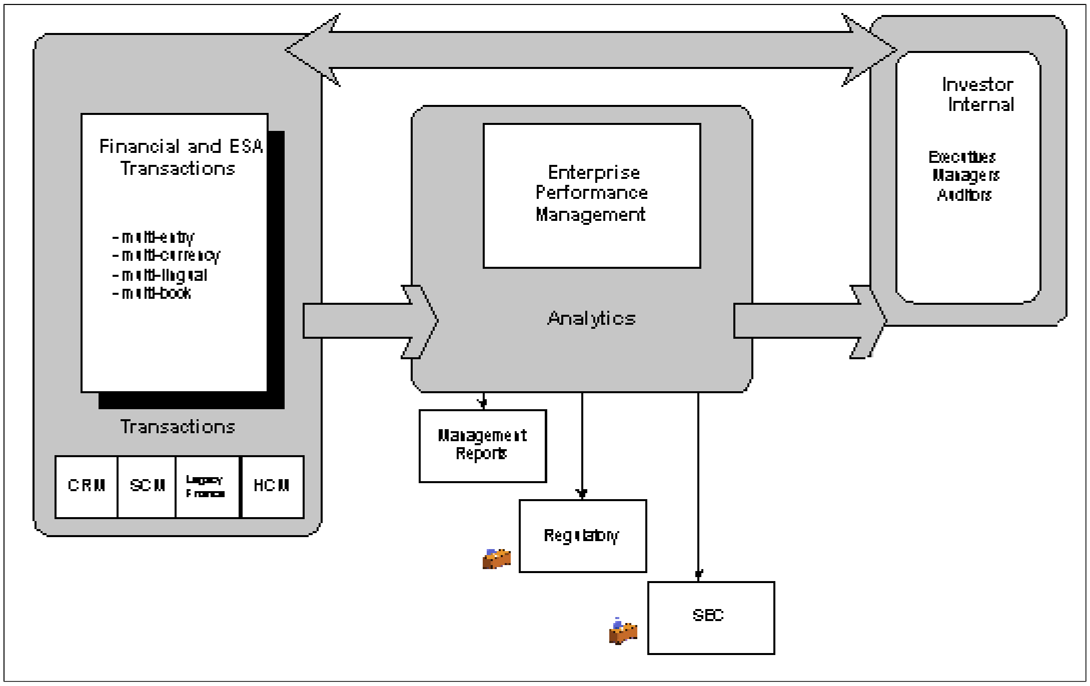
The PeopleSoft Investor Portal comprises a series of products that address corporate governance and corporate disclosures. These are:

- PeopleSoft Investor Portal Pack. This provides much of the functionality around your investor Website and the internal management of the relevant content including pagelets, workflow, report generation capabilities, and content management libraries.
- PeopleSoft Interaction Hub. This provides a customizable, single gateway to information from PeopleSoft and non-PeopleSoft applications as well as a powerful content management module with check in and check out capabilities.
- PeopleSoft EPM Portal Pack. This provides pagelets and KPIs providing your managers with insight into key performance areas and enabling them to stay informed about progress toward the achievement of corporate goals.

- PeopleSoft Scorecard. This ensures a single source of data for your Key Performance Indicators (KPIs) and supports the visualization of KPI data. The KPI pagelets enable your managers to drill directly into this application to review data in greater detail.

Image: PeopleSoft Investor Portal — the big picture

Components of PeopleSoft Investor Portal



Most of the documentation in this PeopleBook discusses the features and functionality of the PeopleSoft Investor Portal Pack.

For more information on the PeopleSoft EPM Portal Pack, PeopleSoft Key Performance Indicators (KPIs) for the CFO and government portals, PeopleSoft Scorecard, and PeopleSoft Interaction Hub, refer to the applicable PeopleBooks delivered on the PeopleBooks CDs for those applications.

PeopleSoft Investor Portal Pack

The PeopleSoft Investor Portal Pack is comprised of the Internal Investor Portal:

The Internal Investor Portal delivers:

- Content management and approval workflow to support the generation, approval, and communication of public disclosures and corporate policies.

- Report generation to support the creation of financial reports.

- Capability to aid in the filing of reports to the SEC, such as the 10Q, 10K, 8K, and 20F.

- Single access point to manage and communicate your corporate performance. In many cases the business information, reports, and metrics your company uses internally to mange ongoing business can also be made available externally for your investors. This ensures data consistency and more accurate reporting.

PeopleSoft Investor Portal Business Processes

PeopleSoft Investor Portal provides the following business processes for managing your corporate performance:

- Corporate Governance. Generate and disseminate corporate policies and procedures to increase corporate accountability.
- Corporate Reporting. Generate reports for SEC reporting and audits using report templates and workflow.
- Corporate Communication. Generate and publish press releases and public disclosures for your investors.

PeopleSoft Investor Portal Implementation

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and the PeopleBooks for other products in this solution.

Setting Up PeopleSoft Investor Portal

This section lists how to set up PeopleSoft Investor Portal

Step	***Reference***
Complete setup of the Scorecard.	See *PeopleSoft Scorecard 9.1 PeopleBook*.
Complete setup of the PeopleSoft Interaction Hub.	See Portal and Site Administration.
Complete configuration of the Investor Portal content folders and configure links to Investor Insights and Tools.	See Understanding PeopleSoft Investor Portal Content Management.
Configure the location for assembled reports.	See Configuring the Location for Assembled Reports.
Create content folders	See Creating Content Folders.
Create report templates.	See Creating Report Templates.
Establish multi-level approval process.	See Setting Up and Managing Multi-Level Approval.
Assemble reports	See Assembling Reports.
Send content	See Sending Content.

Chapter 2

PeopleSoft Investor Portal Pagelet

Understanding PeopleSoft Investor Portal Pagelet

The pagelet delivered with the PeopleSoft Investor Portal provides your users within your company with at-a-glance access to data. The portal pagelet is an internet page on which you can configure the content.

This pagelet is specific for the Internal Investor Portal. In this pagelet internal users will be able to personalize the data displayed.

The following table lists the pagelet we deliver.

Pagelet	***External Investor Portal***	***Internal Investor Portal***
Investor Insights and Tools	No	Yes

PeopleSoft EPM Portal Pack Pagelets

In addition to the pagelet listed above, you will have access to the PeopleSoft EPM Portal Pack Key Performance Indicator (KPI) pagelets as part of the PeopleSoft Investor Portal.

These pagelets enable managers within your organization to have quick access to information regarding the performance of the company. They can quickly review pre-mapped Key Performance Indicator (KPI) results; see assessment results for key scorecard components and KPI; see how successfully you are achieving your goals within each balanced scorecard perspective; and see KPI dimension ranking, comparisons, and details.

These pagelets are described in the *PeopleSoft EPM: Portal Pack*. To configure these pagelets for use with the Interaction Hub, refer to *PeopleSoft Performance Management Installation Guide* and *PeopleSoft Portal Installation Guide*, “Creating Content Provider Navigation Collections (Recommended).”

Note: As part of the PeopleSoft Investor Portal we deliver all the CFO and government portal KPIs as well as Investor Portal-specific KPI for use with the PeopleSoft EPM Portal Pack.

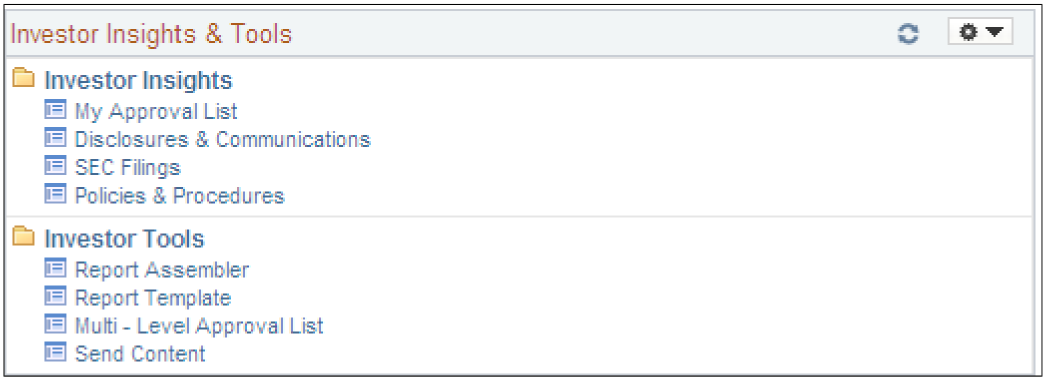
Viewing Data Through the PeopleSoft Investor Portal Pack Pagelet

This section discusses the Investor Insights and Tools pagelet

Investor Insights and Tools Pagelet

Image: Investor Insights & Tools pagelet

This pagelet displays links to Investor Insights and Tools that support the PeopleSoft Investor Portal Pack content generation, approval, and management system.



The links provide internal users direct access to the pages they need to:

- Set up and process multi-level approval.
- Review current approvals.
- Create report templates, assemble reports, and send approved content.

These features and functions are discussed later in this PeopleBook.

Related Links

Understanding PeopleSoft Investor Portal Content Management

Chapter 3

Configuring and Managing Investor Portal Content

Understanding PeopleSoft Investor Portal Content Management

This section discusses:

- PeopleSoft Investor Portal content management
- PeopleSoft Investor Portal insights and tools.

PeopleSoft Investor Portal Content Management

The PeopleSoft Investor Portal leverages the content management system of the PeopleSoft Interaction Hub The Investor Portal provides you with specific content folders that act as libraries of information for your specific investor portal content. These content folders offer the ability to create content, edit content, a check-in and check-out function, version controls to safeguard editions of content, and a submission and approval process that culminates in content available for publishing to a wider audience. With PeopleSoft Investor Portal, we deliver three main content folders:

- Policies & Procedures are vital to support corporate performance management, such as the audit process and certification process, and proposed and new regulations.
- Disclosures & Communications such as press releases, webcasts, and presentations.
- SEC Filings, both in process and filed reports.

The PeopleSoft Investor Portal also leverages the news publications features of the PeopleSoft Interaction Hub enabling companies to take the content they have created and submit it for publication to the External Investor Portal for your investors.

Before completing implementation and setup of the features described in this topic, you must be familiar with the PeopleSoft Interaction Hub content management and news publication systems.

Related Links

Content Management System
Using Portal Features
Portal and Site Administration

PeopleSoft Investor Portal Insights and Tools

PeopleSoft Investor Portal Pack provides the Investor Insights & Tools pagelet, for the Internal Investor Portal with links to the content folders described above, as well as a:

- Multi-Level Approval tool enabling users to route content in the content folders for approval by multiple individuals with automated email and notifications.
- Report Template tool enabling users to build and save templates for specific reports.
- Report Assembler tool enabling users to assemble financial reports, such as a 10K or 10Q report.
- Send Content feature enabling users to electronically distribute files.

The sections in this topic describe how to configure and administer these insights and tools.

Configuring the Investor Insights and Tools Shortcut Collection

You will need to configure the shortcut links for the Investor Insights & Tools shortcut collection. This ensures that the links to the PeopleSoft Investor Portal folders from the Content Management, Managed Content, Browse Folders menu and the Investor Insights & Tools pagelet work in your environment.

Pages Used to Configure Shortcut Links

Page Name	***Definition Name***	***Usage***
Maintain Collection Page	PTPP_SCMAINTCOLL	Access the Investor Insights and Tools navigation collection. See Updating Navigation Collections .
Edit Folder Page	PTPP_SCAE_FOLDER	Update the content ID in the Additional Parameters field to match the folder ID for the content folder in your system. As delivered the pagelet shortcuts are configured for the demo database. See Updating Navigation Collections .

Prerequisites

Before configuring the shortcut collection, you need to verify the system-assigned folder IDs for the Policies & Procedures, Disclosures & Communications, and SEC Filings folders in your system.

Updating Navigation Collections

To update the Investor Insights & Tools Shortcut Collection:

1. Access the Navigation Collections search page under the Portal Administration, Navigation, menu structure.
2. Click Search and click the Edit link for the Insights & Tools shortcut collection.
3. On the Navigation Collection page, expand the Investor Insights folder.

Four shortcuts display: Disclosures & Communications, Policies & Procedures, My Approval List, and SEC Filings.

4. Select Disclosures & Communications and click the Edit Link button.

   The Edit Link page displays.

5. In the Additional Parameters field replace the category ID number, 1504 in the example shown below, with the category ID number for the folder in your system.

   ```
   &EPPCM_CATGID=1504
   ```

6. Click OK to save the changes and return to the Navigations Collections page.

7. Repeat steps 4 to 6 for Policies & Procedures and SEC Filings, replacing the existing category ID number with the appropriate number for the respective folder in your system.

8. Click Save to save your changes.

Image: Navigation Collections page

This example shows the Navigation Collections page for the Investor Insights & Tools shortcut collection.

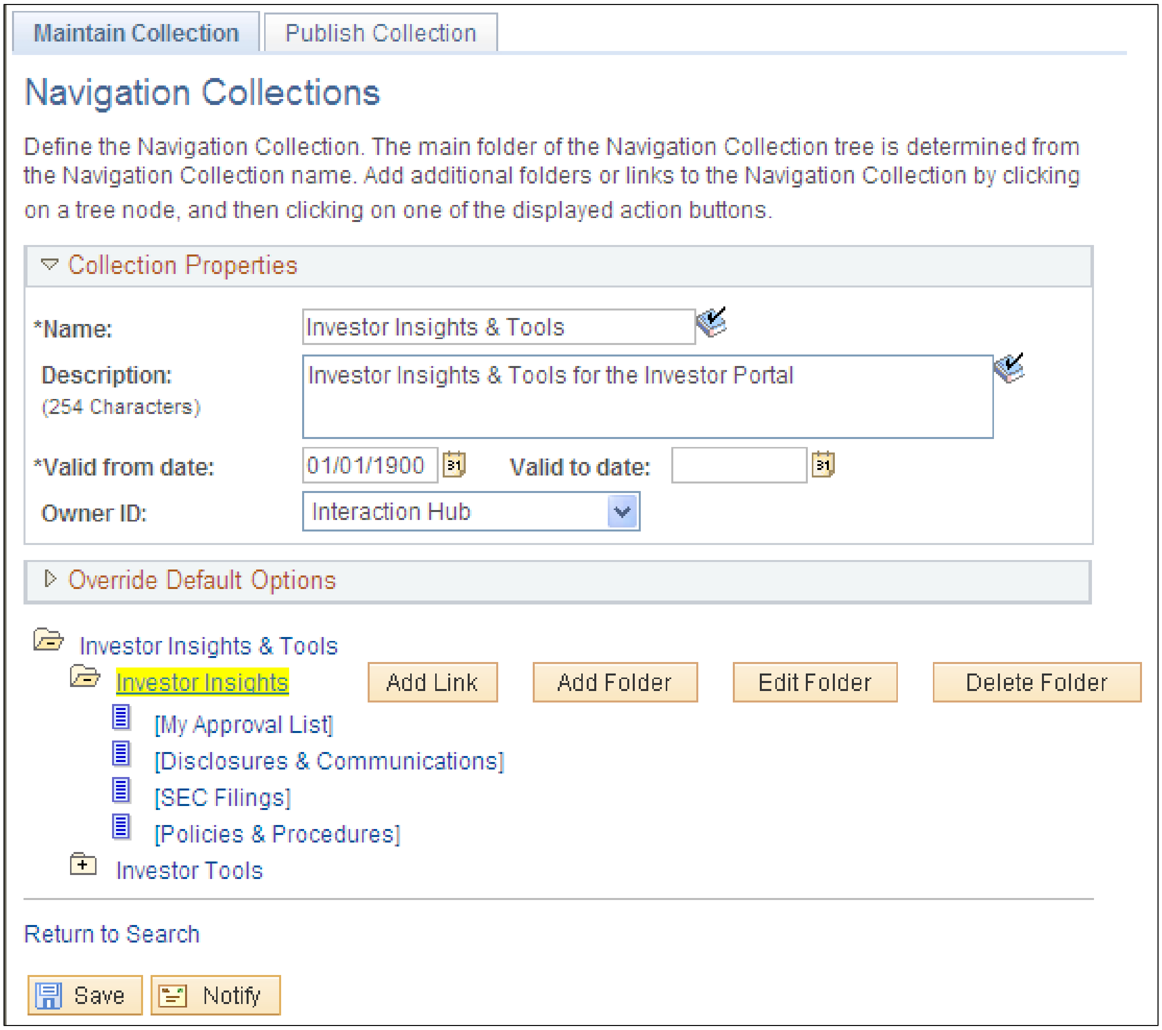


Image: Edit Link page (1 of 2)

This example shows the first Edit Link page for Disclosures & Communications.

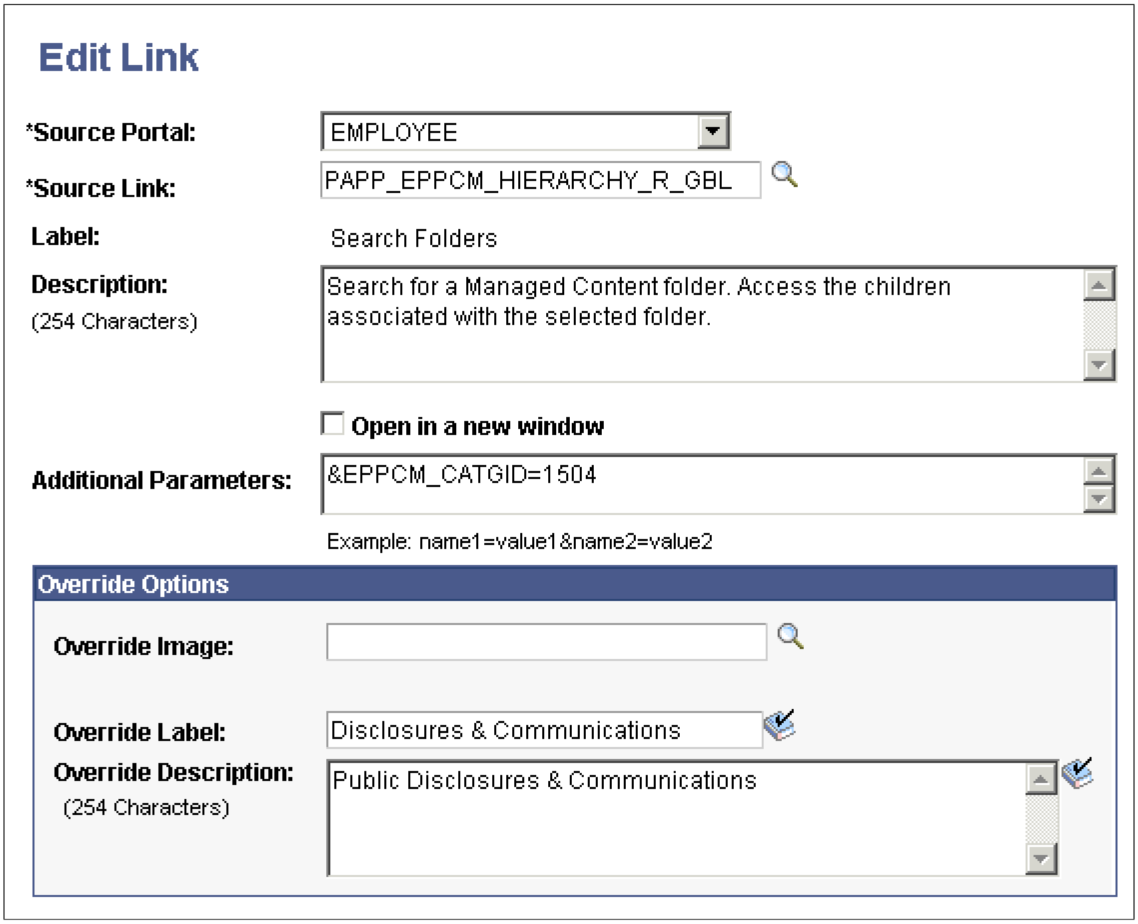
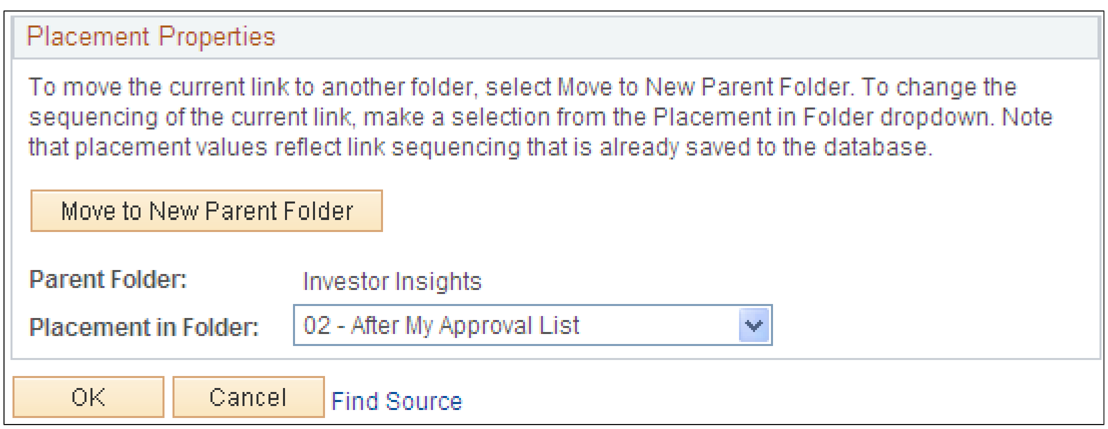


Image: Edit Link page (2 of 2)

This example shows the second Edit Link page for Disclosures & Communications.



Note: The folder ID numbers that display are the ID numbers used by the demo data we deliver.

Configuring the Location for Assembled Reports

You will need to configure the location for storing reports assembled using the Report Assembler tool. You must verify the folder ID for this folder before following the steps listed below.

Note: You will need to create the content folder beforehand and write down the folder ID number:

To configure the location for assembled reports:

1. Log onto the Application Designer for the System Enterprise Portal (PA) database.
2. Select Open from the File menu.
3. In the Open Definition window, select a Definition of *Record,* and enter a name of *EPICP_INST_HDR.*
4. Click Open. The EPICP_INST_HDR record displays.
5. In EPICP_INST_HDR, select EPPCM_CATGID and open the definition. The Record Field Properties window displays.
6. In the Default Value Constant field, enter the folder ID for the folder in which you want to store reports created with the Report Assembler tool.
7. Click OK.
8. Select File, Save to save the changes.
9. Exit the Application Designer.

Creating Content Folders

Once you have completed setup of the PeopleSoft Interaction Hub, you will need to implement the content folder structure for the PeopleSoft Investor Portal. The Investor Portal provides three main content folders: Policies & Procedures, Disclosures and Communication, and SEC Filings. However, you will need to configure the folder structure of each of these folders. For example, you may elect to divide the SEC Filings folder into two sub-folders, one for filings in progress and one for published reports.

To establish Investor Portal-specific content folders, you must:

1. Create the content folders by entering the folder information on the Folder Properties page (go to Content Management, Managed Content, Search Folders, Select a Folder, Click Add Folder).
2. Enable multi-level approval for any of the folders you create by including the user SEE_MY_APPROVAL_LIST as one of the members of the folder on the Folder Security page. This will trigger the multi-level approval process described later in this topic.

Related Links

Content Management System

Creating and Filing Financial Reports

This section provides an example of how you can use the PeopleSoft Investor Portal Pack to create an SEC financial report, using the 10K process as an example.

The 10K Process

Using the PeopleSoft Investor Portal Pack, the 10K report process can be broken down as follows:

1. Complete setup of the content folders for SEC reports.
2. Create a report template for assembling a 10K report.
3. In the content folder you have created for SEC Filings, create a calendar that outlines the 10K process including the timelines and milestones, as well as the content that needs to be provided with the names of the respective content providers. Use the Notifications page for this content to list all users who should receive notifications when you distribute this calendar. Send this for multi-level approval to ensure everyone involved in the 10K process is aware of the schedule, deliverables, and their responsibilities. This calendar should also provide content providers with the names of the content folders in which they should update or add content.
4. As each piece of content is created, it can be sent it for multi-level approval.
5. Once all the content has been generated and approved, use the Report Assembler tool to assemble the final report and submit for multi-level approval.

See Content Management System.

Creating Report Templates

To create reports, for example for SEC filings, you first need to build templates that define the structure of the reports you want to assemble. This section discusses how to create report templates.

Page Used to Create Report Templates

Page Name	***Definition Name***	***Usage***
Report Template Page	EPICP_TMPL_DEFN	Create a report template.

Report Template Page

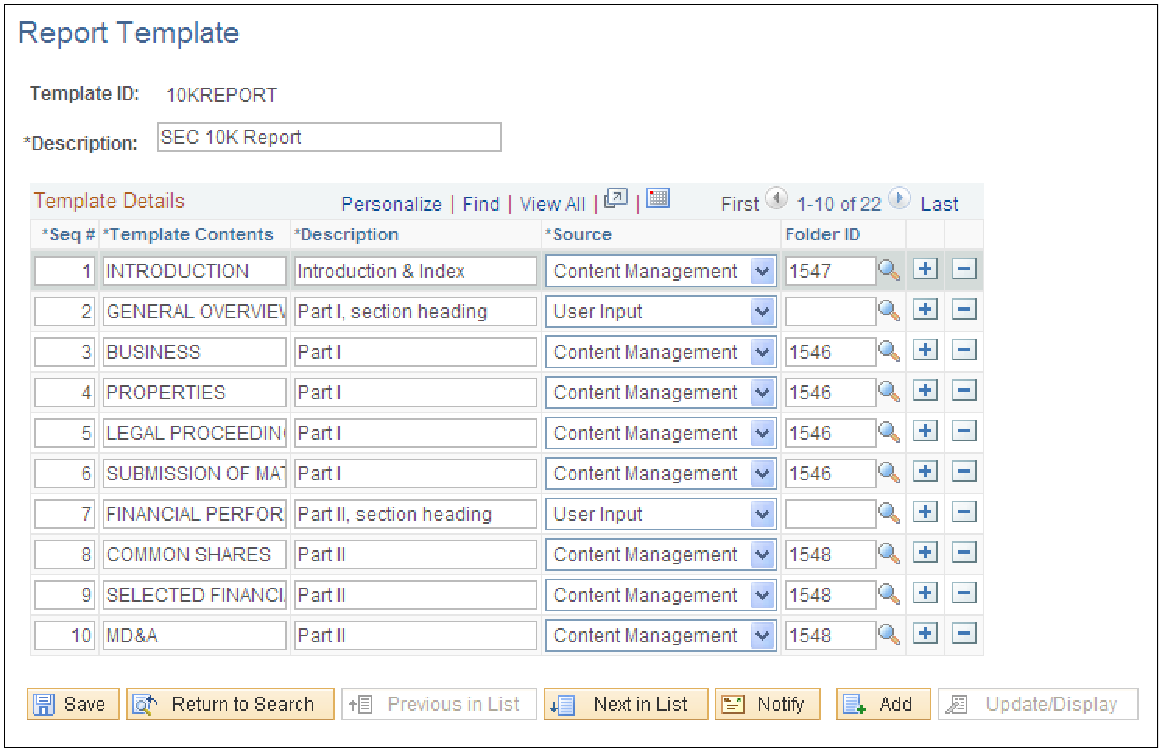
Use the Report Template page (EPICP_TMPL_DEFN) to create a report template.

Navigation

Investor Portal, Report Template

Image: Report Template page

This example illustrates the fields and controls on the Report Template page. You can find definitions for the fields and controls later on this page.



Enter a template ID and a description for the template. In Template Details enter:

Seq # (sequence number) Required field that defines the order of the content in the report.

Template Contents Required field that you can use to describe the type of contents to be included on this page.

Description Description of the contents.

Source Use to define the content source. This can be: *Content Management, Text/HTML File* (a file of text or HTML that you can attach), or*User Input* (text or HTML that you can enter directly in the report).

Folder ID For any *Content Management* source, select the folder ID (content folder) by clicking the lookup button. You can navigate to the folder ID that you want to use.

Setting Up and Managing Multi-Level Approval

This topic discusses setting up and managing multi-level approvals.

Pages Used to Set Up and Manage Multi-Level Approval

Page Name	***Definition Name***	***Usage***
Multi-Level Approval List Page	EPICP_WF_ASSIGN	Create a multi-level list of approvers for content or a report.
Schedule Multi-Level Approval Page	EPICP_WF_APR	Establish a schedule for running the Schedule Multi-Level Approval Application Engine process (EPICP_ WF_APR). This process picks up any content pending multi-level approval and generates the applicable email notifications and workflow. The notifications are sent based on the notification list set on the content itself.
My Approval List Page	EPICP_MYAPRLIST	Access by user ID any content that is pending multi-level approval.
Review Content Page	EPICP_WF_APPR_SEC	Review content and approve, deny, or reassign. See Reviewing Content.
Content Transfer Page	EPPCM_PRE_CONT_XFR	Access the content for review. See Reviewing Content.
View Comments Page	EPICP_VIEW_COMMENT	View comments and approval actions taken by other approvers on the approval list. See Reviewing Content.

Understanding the Multi-Level Approval Process

The PeopleSoft Investor Portal multi-level approval enables you to enhance the approval functionality of the PeopleSoft Interaction Hub to include a number of approvers for content and reports, ensuring that everyone in your corporation who needs to validate content can do so. With each piece of content you create, you have the choice of sending the content to one approver using the PeopleSoft Interaction Hub content management approval process, or of using multilevel approval to ensure that everyone in your company who needs to has a chance to review the content and approve it.

To use multi-level approval:

1. You must set the approver of any content that requires multi-level approval to the user ID SEE_MY_APPROVAL_LIST. This sets the content in *New* status and flags it to be picked up by Multi-Level Approval process (EPICP_WF_APR).

2. Establish by content ID, a multi-level approval list for anyone who needs to approve that content.

Once content is awaiting multi-level approval, the Multi-Level Approval process picks up any pending content and generates the appropriate email notifications based on the approval list and the notification list set up on the content. The notification list itself needs to be set up when creating the content using the Notification page in the Content component. Notifications are generated throughout the process to track who has reviewed the content, who needs to review it next, and any comments that may need to be considered.

Note: For the notifications to be sent, the users should be added to the notification list for the content and their email ids must be set up in the user profiles.

Multi-Level Approval List Page

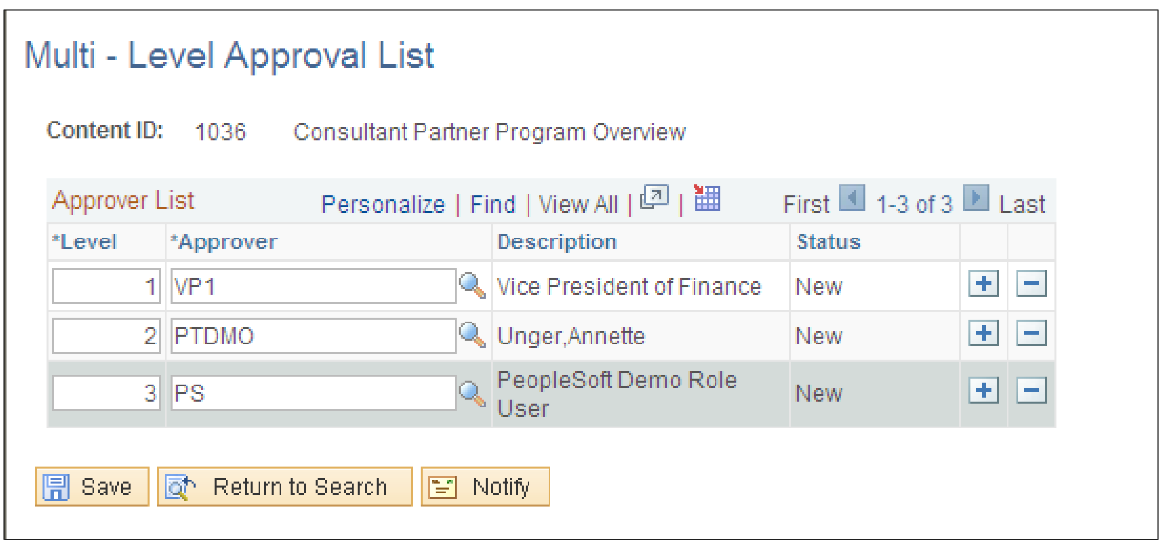
Use the Multi-Level Approval List page (EPICP_WF_ASSIGN) to create a multi-level list of approvers for content or a report.

Navigation

Investor Portal, Multi-Level Approval List

Image: Multi-Level Approval List page

This example illustrates the fields and controls on the Multi-Level Approval List page. You can find definitions for the fields and controls later on this page.



Enter the ID of the content for which you want multi-level approval.

Level	Determines the sequence for approval. The approvals go to the approvers at level 1 first, followed by level 2, and so on. You can have multiple approvers at the same level. All approvers at a level need to give approval before the content can be processed further.
Approver	Select the user ID for approval.

Schedule Multi-Level Approval Page

Use the Schedule Multi-Level Approval page (EPICP_WF_APR) to establish a schedule for running the Schedule Multi-Level Approval Application Engine process (EPICP_WF_APR).

The process picks up any content or reports with a status of *New* that are configured for multi-level approval and generates the applicable notifications and workflow based on the multi-level approval list for a given content and the notification setup on the content.

The system changes the approval status of the content to *Pending* after the Multi-Level Approval process is run.

Navigation

Investor Portal, Schedule Multi-Level Approval.

How Multi-Level Approval Works

Image: Sample approve content email

This example illustrates an email that is generated when content is available for approval using multi-level approval.

```
This content is available for approval.

This content now needs to be approved by:IVP1



Click the following to go to Approve Content
https://rtntgn22.peoplesoft.com:8001/psp/y880rbbnt_3/EMPLOYEE/EMPL/c/EPICP_INVESTOR.EPICP_WF_APPROVE.GBL?Action=U&Co
ntent_ID=2004
```

Once this content is approved by the user IVP1 in the above example, an email notification is sent to all members on the content notification list detailing that the approval has occurred and who the next approver is.

Image: Sample of approval workflow

This example illustrates an email notification that is sent when approval has occurred.

```
This content has just been approved by:IVP1
Approver Comments:


This content now needs to be approved by:IVP2



Click the following to go to Approve Content
https://rt-sun17.peoplesoft.com:8001/psp/y880r41bx/EMPLOYEE/EMPL/c/EPICP_INVESTOR.EPICP_WF_APPROVE.GBL?Action=U&Cont
ent_ID=2003
```

Any approver on the approval worklist who attempts to approve the content out of order, receives an error message that indicates content cannot be approved out of sequence.

Once all approvers have approved content, the following email notification is generated:

Image: Sample final approval email

This example illustrates a final approval email.

This content has just been approved by:VP1
Approver Comments:

This content has been approved by all the approvers.

Click the following to go to Approve Content
https://rt-sun17.peoplesoft.com:8001/psp/y880r41bx/EMPLOYEE/EMPL/c/EPICP_INVESTOR.EPICP_WF_APPROVE.GBL?Action=U&Content_ID=2003

My Approval List Page

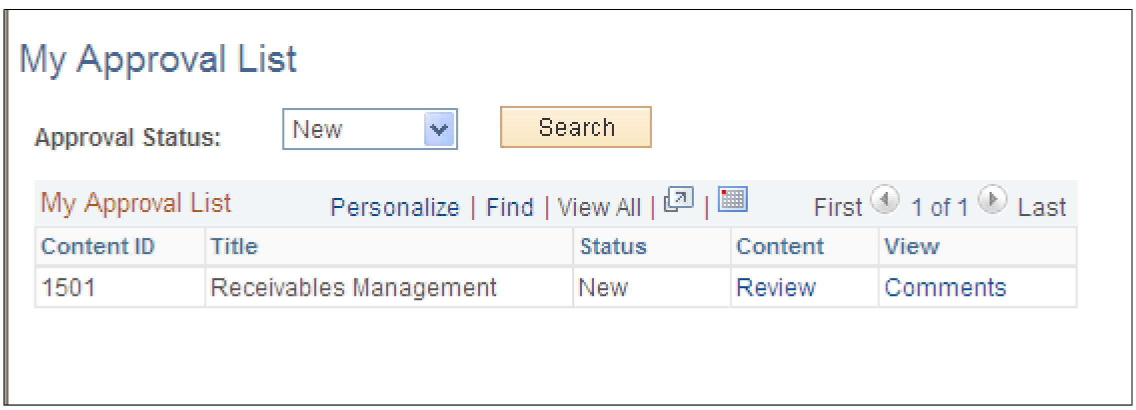
Use the My Approval List page (EPICP_MYAPRLIST) to access by user ID any content that is pending multi-level approval.

Navigation

Investor Portal, My Approval List

Image: My Approval List page

This example illustrates the fields and controls on the My Approval List page. You can find definitions for the fields and controls later on this page.



Use this page to review your multi-level approval queue. Content that is not subject to multi-level approval will not display on this page.

Approval Status	Select the approval status to review items that are *Pending* approval,*New, Approved,* or need*Rework.* Any content listed as *New* cannot be accessed until it has been picked up by the Multi-Level Approval process.
Search	Click if you change the approval status to refresh the display.
Review	Click to open the Review Content page on which you can access the content for review, as well as approve, deny, or reassign the

content. You cannot reassign to another approver listed on the approval list. You can only reassign to another user who has security access to the folder.

Comments

Click to open the View Comments page on which you can review the approval action and any comments entered by other approvers.

Reviewing Content

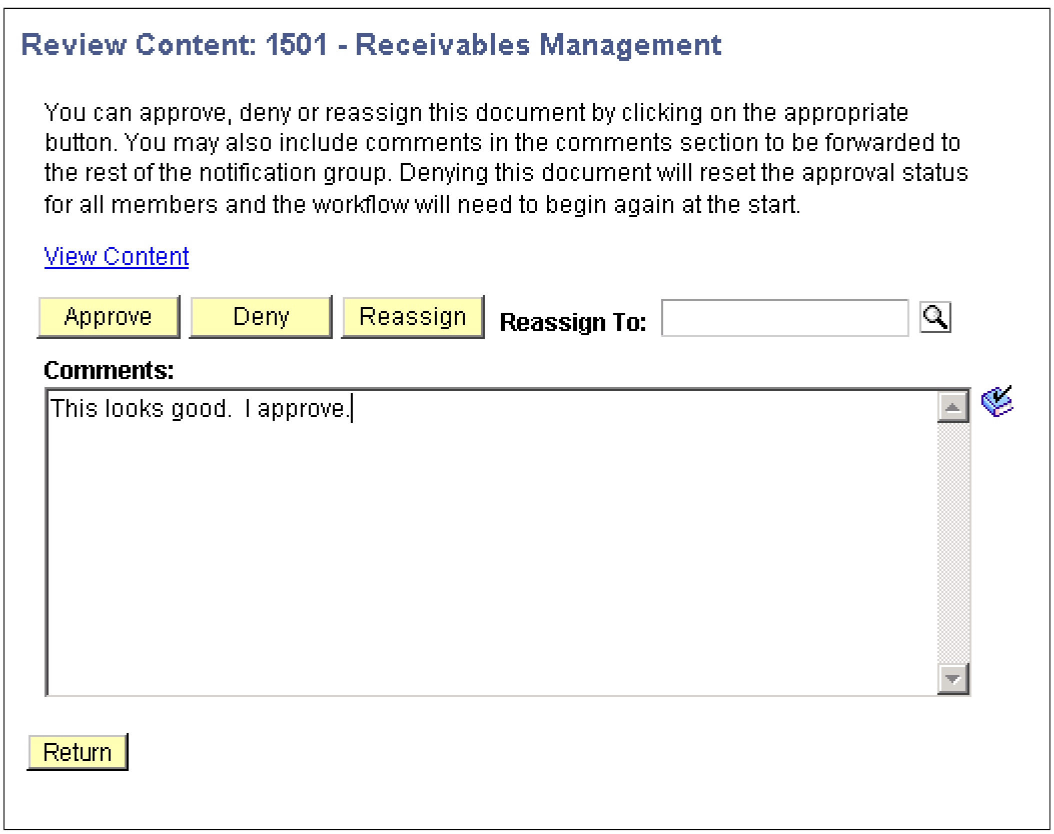
Use the Review Content page (EPICP_WF_APPR_SEC) to review content and approve, deny, or reassign.

Navigation

Click the Review link on the My Approval List page.

Image: Review Content page

This example illustrates the fields and controls on the Review Content page. You can find definitions for the fields and controls later on this page.



View Content

Click to open the Content Transfer page from which you can directly access the content for review.

Approve

Click to approve the content.

Deny	Click to deny the content. This resets the approval status for all members of the approval list and the workflow starts again from the beginning.
Reassign	Click to reassign the approval to another user. Enter the user ID in the Reassign To field. **Note:** You cannot reassign to a user who is on the original multi-level approval list. It has to be another user who has the security access to the folder.
Comments	Enter any comments in this text box. The comments display on the View Comments page and are forwarded to the rest of the notification group.

Assembling Reports

Once you have created report templates, generated and approved content, you can assemble your financial reports using the Report Assembler tool. This section discusses how to assemble reports.

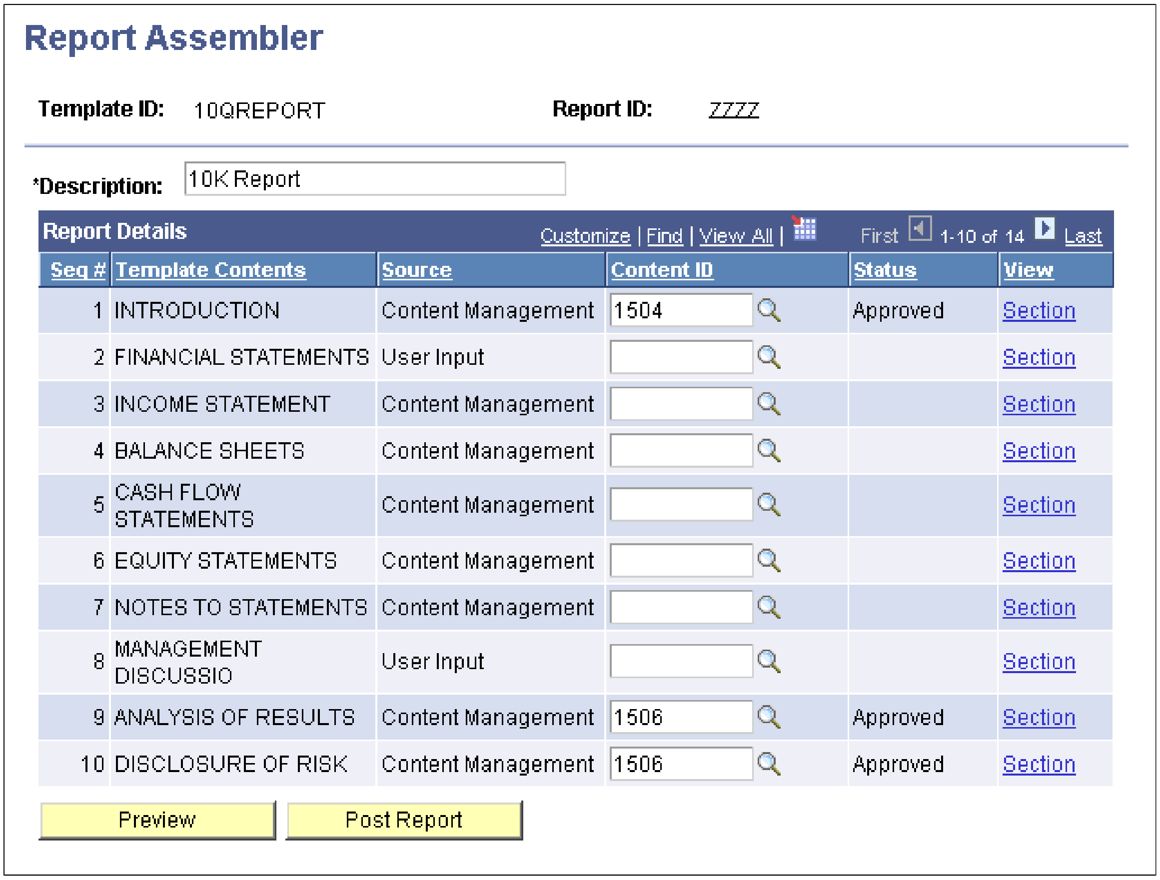
Pages Used to Assemble Reports

Page Name	***Definition Name***	***Usage***
Report Assembler Page	EPICP_INST_DEFN	Assemble reports from already created content. See Viewing Report Assembler Page.
View Section Page	EPICP_INST_TEXT	Depending on the source for which you select Section, either attach a file, enter text, or view a section of predefined content. See Viewing Report Assembler Page.
View Report Page	EPICP_INST_REPORT	View the entire report. See Viewing Report Assembler Page.

Viewing Report Assembler Page

Image: Report Assembler page

This example illustrates the fields and controls on the Report Assembler page. You can find definitions for the fields and controls later on this page.



Enter the template ID to use and an ID for the report. Then enter a description.

Note: Unapproved content can be included and saved in the report. However it cannot be viewed in the report preview. The section with the unapproved content displays with a message that the content is not approved. In addition, a report cannot be posted until all the content has been approved.

Content ID	Select the content ID for any *Content Management* source. The content available is based on the content folder ID entered on the report template.
Section	Click to open the View Section page. For a source of *Content Management,* you can preview the section of content. For a source of *User Input,* you can enter the text in the text box provided. Use the Spell Check button to check the spelling of the text you enter.

	For a source of *Text/HTML File,* you can click the Import Text/HTML File button to browse for a text or HTML file you want to use. **Note:** The system only supports file types of HTML or text for use as a source.
Preview	Click to open the View Report page on which you can preview the entire report. Click Return to return to the Report Assembler page. You can only preview content that has been approved.
Post Report	Click to post the report. You must Save the report before you can post it. Posting a report generates an HTML version of the content and stores this content in the content folder you configured for you assembled reports. See Configuring the Location for Assembled Reports.

The page updates to display the following fields:

File Report	This button displays but is not active. The report must be approved before it can be filed.
Content ID	System-generated content ID for the report you have created.
Edit Multi-Level Approval List	Link that opens the Multi Level Approval List page on which you can set up the approval list for this report. Once you have set up the approval list save the page. You can also use this page to review the approval status of the report. Once you have saved the page, the report will have an approval status of *New.* It can now be picked up by the Multi-Level Approval process.

See Setting Up and Managing Multi-Level Approval.

Sending Assembled Reports for Approval

Once you have set up and saved the multi-level approval list, the Multi-Level Approval process picks up the report on the next run. The approval status of the report is set to *Pending,* and the system schedules the approval process with emails and notifications.

Filing a Report

Once all approvals have been received for the report, you can file the report by accessing the Report Assembler page.

The File Report button is now active. The system files the report in the content folder specified as part of system setup.

Related Links

Configuring the Location for Assembled Reports

Sending Content

You can send files containing content as an email attachment using the Send Content tool.

Page Used to Send Content

Page Name	***Definition Name***	***Usage***
Send Content Page	EPICP_COMM_WIZ	Send files as email attachments with details on publication dates and times.

Send Content Page

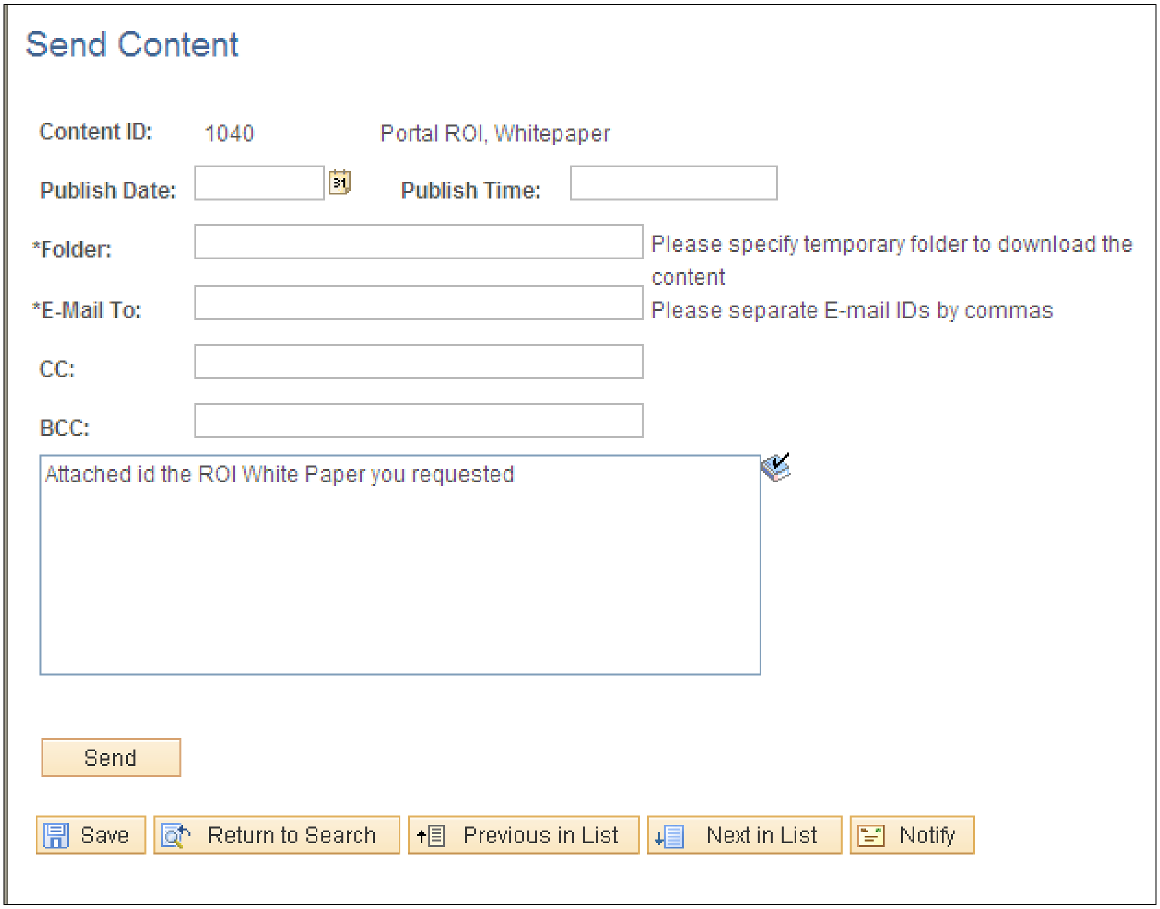
Use the Send Content page (EPICP_COMM_WIZ) to send files as email attachments with details on publication dates and times.

Navigation

Investor Portal, Send Content

Image: Send Content page

This example illustrates the fields and controls on the Send Content page. You can find definitions for the fields and controls later on this page.



Content ID
Select the content you want to send as an email attachment. You can only send text and HTML files as content.

Publish Date andPublish Time
Enter the time and date at which you want the content published.

Folder
Specify a temporary folder for downloading the content.

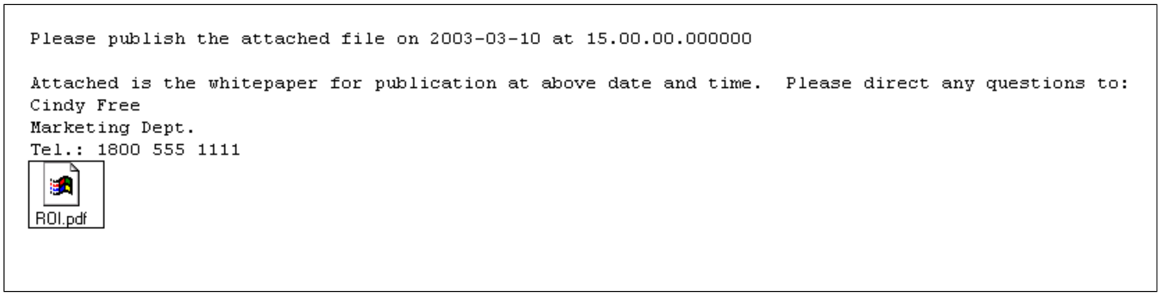
Email To
Enter the email address for the recipients of this email. Separate multiple addresses by commas.

Use the text box to type in any text you want to accompany the email. Click Send to send the email and attachment.

You can save the emails you create.

Image: Send Content email

This example illustrates an email that is generated using the Send Content feature.



Using Send Content to Transmit an Assembled Report

You can use the Send Content tool to send an assembled report to outside organizations for publication. The report and all the sections in the report that require approval, must be approved before you send it.

When you post the report on the Report Assembler page, the system automatically generates the HTML for the report and saves it to the location you configured for assembled reports. This content can then be sent for approval. Once it has been approved, you can select it on the Sent Content page for transmitting.

Alternatively, you can select the contents of the assembled report and paste them into a new file in another tool such as Word and save. This enables you to apply formatting to the contents and save in formats such as HTML or PDF. You can then add this file as new content to the appropriate content folder using the *File Attachment* option and attaching this file.

