PEOPLE
Soft

PeopleSoft 8 Employee Portal SP2 PeopleBook

PeopleSoft 8 Employee Portal SP2 PeopleBook

SKU MAWPr8SP2B 1200

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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ABOUT THIS PEOPLEBOOK

The book provides you with the information you need to implement and use PeopleSoft Employee Portal. You can order the online version by requesting SKU PS8SP2r0, or the hard-copy version by requesting SKU MAWPr8SP2B 1200.

This section describes information that you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft Portal Solutions product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in this book, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume that you already know how to navigate around the PeopleSoft system, much of the information in this book is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information that you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. This book expands on the material covered in PeopleSoft training classes.

PeopleSoft Portals Application Fundamentals

The *PeopleSoft Employee Portal PeopleBook* provides you with implementation and processing information for your PeopleSoft Employee Portal system. However, there is additional, essential information describing the setup and design of your system that is contained in a companion volume of documentation called *PeopleSoft Portals Application Fundamentals.*

PeopleSoft Portals Application Fundamentals covers important topics that apply to many or all PeopleSoft applications across the PeopleSoft Portal Solutions product line. Whether you are implementing only PeopleSoft Employee Portal, some combination of products within the product line (for example, PeopleSoft Customer Portal, PeopleSoft Supplier Portal, PeopleSoft Enterprise Portal, Campus Portal, and Government Portal), or the entire PeopleSoft Portal Solutions, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as understanding and administering pagelets.

In the *PeopleSoft Portals Application Fundamentals* PeopleBook, we discuss common information pertinent to all applications in the PeopleSoft Portal Solutions product line. This

makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Portals Application Fundamentals* and to other PeopleBooks.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www.peoplesoft.com). We post updates and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection web site: http://www.peoplesoft.com/

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8 Service Pack 2 Portal Solutions PeopleBooks,* SKU PS8SP2r0.

Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

The CD includes the following PeopleBooks (presented in HTML format) that you can print in whole or in part:

- PeopleSoft 8 Portals Application Fundamentals SP2 PeopleBook

- PeopleSoft 8 Campus Portal SP2 PeopleBook

- PeopleSoft 8 Enterprise Portal SP2 PeopleBook

- PeopleSoft 8 Government Portal SP2 PeopleBook

- PeopleSoft 8 Customer Portal SP2 PeopleBook

- PeopleSoft 8 Employee Portal SP2 PeopleBook

- PeopleSoft 8 Supplier Portal SP2 PeopleBook

- PeopleSoft 8 Enterprise Integration SP2 PeopleBook

- PeopleTools 8.12 PeopleBook

- Using PeopleBooks

- Using PeopleSoft Applications PeopleBook

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press web site from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order.
	PeopleSoft internet site: http://www.peoplesoft.com/.
Telephone	Contact Consolidated Publishing Incorporated (CPI) at 800 888 3559.
Email	Email CPI at callcenter@conpub.com.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

`monospace font`	Indicates a code example.
Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).
Cross-references	The phrase "For more information" indicates where you can find additional documentation on the topic at hand.

- Capitalized titles in *italics* indicate the title of another PeopleBook. For example: For more information about billing, see *PeopleSoft 8.00.01 Billing PeopleBook.*

- Capitalized titles in *italics* followed by chapter title in quotes refer to a chapter in another PeopleBook. For example: For more information about establishing rate templates, see *PeopleSoft 8.00.01 Projects PeopleBook,* "Integrating With PeopleSoft Billing and PeopleSoft Contracts".

- Capitalized titles in quotes refer to another chapter of this PeopleBook. For example: For more information about contract status security, see "Securing Your PeopleSoft Contracts System".

- Capitalized titles refer to sections within this chapter of this PeopleBook. For example: For more information about Defining Contract Statuses, see Defining Your Own Contract Statuses.

Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: ***field value.***
	We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0,* not the letter *O.*
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 W.

Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!,** the note is crucial and includes information that concerns what you need to do for the system to function properly.

Text in this bar indicates For more information cross-references to related or additional information.

Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Page and Panel Introductory Table

In the documentation, each page or panel description in the application includes an introductory table with pertinent information about the page. Not all of the information will be available for all pages or panels.

Usage	Describes how you would use the page, panel, or process.
Object Name	Gives the system name of the page, panel, or process as specified in PeopleTools Application Designer. For example, the Object Name of the Detail Calendar page is DETAIL_CALENDAR1.
Navigation	Provides the path for accessing the page, panel, or process.
Prerequisites	Specifies which objects must have been defined before you use the page, panel, or process.
Access Requirements	Specifies the keys and other information necessary to access the page or panel. For example, **SetID** and **Calendar ID** are required to open the Detail Calendar page.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed, about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

Introducing PeopleSoft Employee Portal

Welcome to PeopleSoft Employee Portal, the web portal for corporate information and applications. PeopleSoft Employee Portal provides your workforce with the ability to accomplish their business tasks all from within a browser environment.

PeopleSoft Employee Portal enables you to create a personalized web-top. You can add, remove, and rearrange homepage content—such as business intelligence pagelets, company events, and news—to create your own homepage just as you can with popular internet portals. As a result, you'll experience a personalized view of the information and business solutions tools that you use every day with PeopleSoft Employee Portal.

Information Architecture

As a pre-built packaged portal solution, PeopleSoft Employee Portal is fully integrated with all of PeopleSoft's employee-related applications. This is accomplished through PeopleSoft Employee Portal's information architecture. The elements that comprise the information architecture are the pre-built enterprise-wide navigational hierarchies, pre-defined business processes, dynamic security capabilities, related information links, rich keyword associations, and sample roles.

For more information about information architecture, refer to the chapter *PeopleSoft 8 Portals Application Fundamentals SP2 PeopleBook,* "Understanding Information Architecture".

PeopleSoft Enterprise Portal

PeopleSoft Employee Portal leverages the framework of PeopleSoft Enterprise Portal. As a result, PeopleSoft Employee Portal provides core portal functionality and services to your workforce-related audience.

For more information about PeopleSoft Enterprise Portal, refer to the chapter *PeopleSoft 8 Enterprise Portal SP2 PeopleBook,* "Introducing PeopleSoft Enterprise Portal".

C H A P T E R 2

Using the Company Directory Pagelet

The Company Directory pagelet provides you with quick access to information about employees, contractors, and temporary workers in your organization. It also provides you with general information about your organization's locations in the country or around the world.

When you use the Company Directory pagelet to look up people, you'll see detailed contact information for those workers who match your search request, including identifying information, work phone numbers, and email addresses. If you search for a company location, you'll get information about how to contact someone in an office, get directions to an office, or get general information about one of your organization's locations.

This chapter addresses two audiences: system administrators and portal users. In the first section, "Administrator's Setup," we discuss the administrative tasks for setting up the Company Directory. The remaining sections are for the portal user—that is, anyone interested in learning about and using the Company Directory.

Administrator's Setup

This section is for system administrators. It provides information about setting up the Company Directory pagelet.

Overview

The Company Directory pagelet offers users access to information from the PeopleSoft HRMS (Human Resources Management System) database and, primarily, from the PS_EMPLOYEES table. It queries the PeopleSoft HRMS database using views built from existing tables that hold static workforce reporting data. This procedure safeguards the system from performance hits or security concerns regarding users who query the employee information in the HRMS system directly.

To ensure that the data available in the directory is current, you must run PER099.SQR (Refresh Employees Table) periodically. This process refreshes the PS_EMPLOYEES table, loading the data only for those employees who are active, on leave of absence, or suspended. As a result, only non-terminated employees appear in the search results list.

For more information about updating the PS_EMPLOYEES table, refer to the chapter Refreshing the Employees Table for Accurate Reporting in *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

In addition, people who hold multiple concurrent positions appear on multiple rows in the directory search results lists. This means that users can look up a person based on one of that person's jobs. For example, a person might be a payroll specialist, a trainer, and an accountant. But the user can track this person according to her position as a payroll specialist. For example, Jane the accountant would show up on one row, Jane the trainer on the next row, and Jane the payroll specialist yet again on the following row—but only if she holds all positions concurrently.

Location Search Considerations

When users look up company locations using the directory's Find Locations features, the directory accesses location information stored on the LOCATION_TBL using a locations view. If one location is assigned to multiple SetIDs on the Locations Table, the directory will show only the first instance of the location in response to a user's query. Only current company locations appear in the search results list.

Location links that appear in the search results list point to a MapQuest free link. The location links appear only in English, and cannot be translated into other supported languages. Moreover, the location links are not available to Japanese users: the Japanese language is not supported by the free link MapQuest page.

Setting Up Email Addresses

The Company Directory displays only business email addresses for workers that are stored in the PS_EMAIL_ADDRESSES table. If there are no business email addresses in this table for workers listed as part of the search results list, then the system displays an "n/a" in place of the email address.

For more information about setting up email addresses, refer to Email Addresses Page in *PeopleSoft eProfile PeopleBook.*

Setting Up Phone Numbers

The only type of phone numbers that appear in the Company Directory pagelet are business phone numbers.

For more information about setting up phone numbers, refer to Phone Numbers Page in *PeopleSoft eProfile PeopleBook.*

Looking at the Company Directory Pagelet

As the following screen illustration shows, the Company Directory pagelet appears as a box-like object on your homepage.
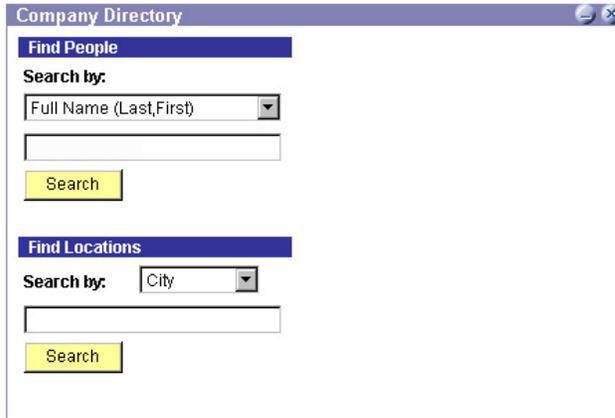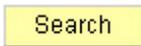
Company Directory pagelet

Find People

Search by   Select one of the following values from the drop-down list
                                 box: ***Department, First Name, Full Name (Last, First),***
                                 or ***Last Name.***

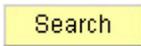Search   Enter the keyword for your search query in the text box
                                 provided, then click the **Search** button to start the search.

Find Locations

Search by   Use this drop-down list box to select one of the following
                                 values: ***City, Country,*** and ***Location Information.***

Search   Enter the keyword for your search query in the text box
                                 provided, then click the **Search** button to start the search.

Setting the Number of Columns for the Company Directory

The number of columns that you specify for your homepage affects the appearance of the
Company Directory.

Using the Personalize Home Page Layout page, you can specify the number of columns for your
homepage. To specify two columns, click the two-columns button. Otherwise, click the three-
columns button to specify three columns.

The two-column layout results in one narrow column on the left side of your homepage and one
wider column on the right. The left column takes one-third of the horizontal display area, and the
right column takes the remaining two-thirds of the display area.

Selecting a three-column layout results in three narrow columns of equal width. However, if you
place a "wide" pagelet in a narrow column, the column automatically stretches to accommodate
the wider pagelet. The layout changes to reflect either a two-column or three-column layout,
depending on your selection.

The Company Directory is best used in a narrow column on the portal page, not the wide column available with the two-column layout. Placing the Company Directory in the wider column will not affect its performance; however, it will leave an area of white space on the right side.

Search Features

Whether you're looking for an employee, a contractor, or a temporary worker, you can use the Company Directory to search for people by different name options or by department. You can find out how to contact people and read general business information in their profiles. You can also look up company locations to find out how to do one of the following tasks:

- Contact someone in an office.

- Get directions to an office.

- Get general information about one of your organization's locations.

Name Search

Most of the time, you know someone's name, or part of that person's name, and you simply want to look up basic contact information, such as the person's work phone number and business email address. With the Company Directory, you can search for an employee by full name, last name, first name, and department. Each of these search options allows for partial searches. For example, you can enter the letters *RI* to perform a *Last Name* search, and the search engine will return the people whose last names begin with these two letters.

If you select the *Full Name* search option and enter a partial name, the system interprets the partial name as the first letters in the last name of the person you're seeking. If you enter a partial name followed by a comma and another partial name, the system reads the information to the left of the comma and interprets it as the last name. At the same time, it reads the information to the right of the comma and interprets it as the first name. If you enter a full name without a comma separator, the system reads the letters to the left of the space as the last name and the letters to the right of the space as the first name.

The following table shows examples of how the system interprets the way you enter a name.

Name	Result
Doe,John	The system interprets the last name as "Doe" and the first name as "John."
De,J	The system interprets the last name as "De%" and the first name as "J%" (% indicates a wildcard value), and it returns any directory listings where the last name begins with *De* and the First Name begins with *J.*
Doe John	The system interprets the last name as "Doe" and the first name as "John."

Location Search

The Location search provides you with information about a company location that you are tracking in the LOCATION_TBL in PeopleSoft HRMS. The system provides you with a contact name, the contact's work phone number, the location's city and country, and a fax number (if available). You can click each location to get additional information, such as the location's address or directions to that location using information from MapQuest. The link is based on a MapQuest free link.

The MapQuest free link is available only in English and cannot be translated into supported languages. Moreover, the feature is not available to Japanese users: the free link MapQuest page does not support the Japanese language. As a result, Japanese users see only the location information and cannot click on the Location Name that appears in the Location Search Results.

The following table shows examples of how the system interprets the way you enter a city's name.

Letters You Enter	Results
SAN	San Juan, San Jose
YORK	New York, Yorktown
PA	Paris, Sao Paulo

As the examples illustrate, the system displays cities containing words that begin with the letters you've entered.

Finding People

It's easy to find an employee, contractor, or temporary worker with the Company Directory pagelet. In the Find People region, you can search by full name, last name, first name, and department. The system, however, does not return any information about applicants that you may be tracking in PeopleSoft HRMS.

To find a person:

1. Click the arrow of the Search by field to see the following values: *Department, First Name, Full Name (Last, First),* and *Last Name.* The default search option is *Full Name.*

2. Narrow your query by selecting one of the values in the drop-down list box.

3. Enter the keywords related to your query in the text box.

4. Click the Search button.

The search engine finds all employee names that fit your criteria and displays a list of names on the Find People Search Results page.

If your search returns more than 100 listings, the system displays a message to indicate that you should either increase the maximum number of displayed listings or narrow your search.

Conducting Partial Searches

You can also perform partial searches, but the result depends on the option you select. For example, if you type *MA* in the text box and select the *Department* option, the search engine displays all the people in those departments that have departmental names that begin with *MA*.

The following table shows sample results returned when you enter the letters *MA* and select the *Department* option.

Letters	Result
MA	Managed Care Department
MA	Resource Management Department

In these examples, the search engine looks for departmental names with words that begin with the letters *MA*. Any word in the department's name results in a match.

Sorting by Full Name, Department, or Location

Once you have used Find People, you can use the Sort by feature to tell the system how you want the retrieved data to appear.

To sort the list of names by full name, department, or location:

1. Click the drop-down arrow in the Sort by field.

2. Narrow your query by selecting one of the values in the drop-down list box.

The Company Directory displays the list of names according to your criteria. If you conduct an additional search on the Find People page, the new search results list are sorted according to the Sort by option that you've selected.

Using the Find People Search Results Page

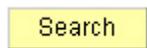| Usage	Use information from the Find People page to identify and contact the person you're looking for.
Object Name	EO_PE_CDPSRCH_PNL
Navigation	You access this page when the system displays the results of your search from the Find People region on the Company Directory pagelet.

Find People page

You use the top section of the Find People page for additional searches. The top section consists of the following fields:

First Name	Enter the person's first name.
Last Name	Enter the person's last name.
Department Name	Enter a department name.
Maximum number of search results to display	Select one of the following values from the drop-down list box: ***100, 200, 300, 400, 500.*** The selected value specifies the maximum number of search results to display.
	Click the **Search** button to start the search.
Sort by	Use this drop-down list box to select one of the following sort values: ***Department, Location,*** or ***Name.*** The search results list are sorted according to the selected value.

Search Results

Name	This column displays each person's name, which is displayed as a link. Click a name to view the person's Personal Profile page.
Work Phone	Displays the person's work phone.
Department	Displays the department name.
Location	Displays the person's location.
Email Address	Displays the person's email address.

Personal Profile Page

Usage	Use the Personal Profile page to view additional work-related information about a person.
Object Name	EO_PE_EEPROF_SBP
Navigation	Click a person's name in the Search Results region on the Find People page to access this page.

Personal Profile page

Contact Information

Work Phone	The person's work phone (if available).
Email Address	The person's email address (if available).

Work Address

Location	The location where the person is stationed.
Address	The location's address.
City	The location's city.
State	The location's state.

Postal   The postal code.

Country   The location's country.

Organizational Information

Company   The name of the organization.

Department   The name of the person's department.

Business Title   The person's business title.

Manager   Click the name of the manager (if it appears) to see the Manager
                             Detail page, which is the profile page for the person's manager.
                             This page contains the contact information for the manager.

Click the **Return to Find Employees** link to return to the Find People page.

Manager Detail Page

Usage	Use the Manager Detail page to view contact information for the person's manager.
Object Name	EO_PE_MGRPROF_SBP
Navigation	Click the manager's name (if it appears) on the Personal Profile page to access the Manager Detail page.

Manager Detail page

Contact Information

Work Phone	The manager's work phone (if available).
Email Address	The manager's email address (if available).

Work Address

Location	The location where the manager is stationed.
Address	The location's address.
City	The location's city.
State	The location's state.
Postal	The postal code.
Country	The location's country.

Organizational Information

Company	The organization name.
Department	The name of the manager's department.
Business Title	The manager's business title.

Click the **Return to Employee Profile** link to return to the Personal Profile page.

Sending Email to a Person

You can send email to any person listed on the Find People page by clicking the associated email address. This launches your default email application, and the recipient's name and email address automatically appear in your email application. You can do this from the Search Results list, from the Personal Profile page, or from the Manager Profile page.

Finding Locations

Using the Find Locations region of the Company Directory pagelet, you can search for your organization's locations based on the city, country, or location information that you specify.

To find a location:

1. Click the drop-down arrow in the Search by field to see one of the following search options: *City, Country,* and *Location Information.*

2. Use the drop-down list box to narrow your query by selecting one of the search options. The default search option is *City*.

3. Enter the keywords related to your query in the text box. If you don't enter any criteria, the system displays the first 100 directory listings in the database.

📝 You can change the number of listings that your search will return. On the Find Locations Search Results page, enter a different number in the "Maximum number of search results to display" field.

4. Click the Search button.

   The Company Directory returns a list of locations that match your search criteria. In addition, it displays the office contact's name, the primary phone number and extension, the city and country of the location, and a fax number if available.

Sorting by City, Country, or Location

Once you have used Find Locations, you can use the Sort by feature to tell the system how you want the retrieved data to appear.

To sort the list of company locations by city, country, or location:

1. Click the arrow of the Sort by field to see the following values: *City, Country,* and *Location.*

2. Use the drop-down list box to narrow your query by selecting one of the values.

   The Company Directory displays the list of company locations according to your criteria. If you conduct an additional search on the Find Locations page, the new search results list are sorted according to the Sort by option that you've selected.

Using the Find Locations Search Results Page

Usage	Use the Find Locations page to get general information about your organization's locations in the country or around the world.
Object Name	EO_PE_CDLOCPNL
Navigation	You access this page when the system displays the results for your location search.

Find Locations page

You use the top section of the Find Locations page for additional searches. The top section consists of the following fields:

City   Enter the city name.

Country   Enter the country name.

Company Location   Enter the department name.

Maximum number of   Select one of the following values from the drop-down list
search results to display   box: *100, 200, 300, 400, 500.* The selected value specifies
                                the maximum number of search results for the system to
                                display.

                        Click the **Search** button to start the search.

Search Results

Sort by   Use this drop-down list box to select one of the following
                                sort values: *City, Country,* or *Location.* The search
                                results list are sorted according to the selected value.

Company Location   Displays location names. Click a location name to access
                                MapQuest, where you can view additional information
                                such as the location's address or get directions to an office.

Phone   The phone number of the location.

Phone Extension   The phone extension of the location, if available.

City	The name of the city.
Country	The name of the country.
Fax Number	The fax number of the location (if available).

Using the Japanese Search Feature

The Japanese search feature supports search options for finding people and locations.

For more information about setting up the Japanese language and how to specify different AC character sets, refer to the chapter Working with Languages in the *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

Finding People

Here are the search options the system offers you for finding people:

Search	*Action*
Full Name	Enter the name in the following order: First Name <space> Last Name. This option searches for the entire full name.
Alternate Character Name	Enter a full name in the selected alternate character set for the HRMS database.
Department	Enter a department description to search for a department.

Finding People: Looking at the Search Results

As the following screen illustration shows, the search results appear at the bottom of the Find People page.

Find People page

MARCH 2001

The system searches for any matches of the specified search string and displays the results on the Find People page for Japan. Moreover, as the screen illustration shows, you can conduct additional searches using the search options that appear near the top of the page. The initial search string appears in the appropriate field.

Search results and sorting are identical to those on the main Find People Search Results page. In addition, the **Alternate Character Name** field appears next to the **Name** field in the **Search Results** group box.

Finding Locations Using Japanese Character Searching

In addition to the search options for finding location information, which are described in Location Search, the initial search page also includes the LocationAC (Location Alternate Character) field.

Using LocationAC, you can enter data in the Alternate Character Location Name field as well as for the standard Location, City, and Country search options.

Finding Locations: Looking at the Search Results

As the following screen illustration shows, the search results appear at the bottom of the Find Locations page.

Find Locations page

The **Search Results** group box includes data for the **Alternate Character Location** field, which appears next to the **Company Location** field. All other features of the Find Locations page are the same as the features described in the section Using the Find Locations Search Results Page.

The MapQuest map and directions feature is inactive for locations stored using Japanese characters. The MapQuest site used for PeopleSoft Portal Solutions does not support non-Western character strings.

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