



## Entering Phone Numbers

Step	Action
1.	This topic demonstrates how to enter phone numbers. You can use either of two formats: xxx-xxx-xxxx or xxx/xxx-xxxx.
2.	First you will enter a phone number using the following format:  xxx-xxx-xxxx  Sample: 555-555-1212
3.	Click in the <b>Number</b> field. <b>Number</b> <input type="text"/>
4.	Enter the desired information into the <b>Number</b> field. Enter a valid value e.g. " <b>555-555-1212</b> ". <b>Number</b> <input type="text"/>
5.	Click in the <b>Extension</b> field. <b>Extension</b> <input type="text"/>
6.	Note the system automatically changed the format of the phone number to 555/555-1212.
7.	Next you will enter the phone number using the following format:  xxx/xxx-xxxx  Sample: 555/555/1212
8.	Click in the <b>Number</b> field. <b>Number</b> <input type="text"/>
9.	Enter the desired information into the <b>Number</b> field. Enter a valid value e.g. " <b>555/555-1212</b> ". <b>Number</b> <input type="text"/>
10.	Click in the <b>Extension</b> field. <b>Extension</b> <input type="text"/>
11.	Notice the system maintained the format you used to enter the phone number, the standard format for PeopleSoft.



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Step	Action
12.	<b>End of Procedure.</b>