
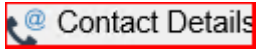
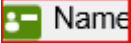
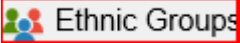
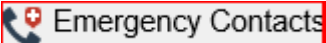








Using the Action Panel

Step	Action
1.	<p>Click the Personal Details tile.</p> 
2.	<p>The Personal Details page displays.</p> <p>This page contains three panels:</p> <ul style="list-style-type: none">-- Header panel-- Left Side Actions panel-- Right Side Information panel
3.	<p>Click on a link in the Actions panel to change what is displayed in the information.</p> <p>In this example, you will click on each of the links in the action panel for the Personal Details page.</p>
4.	<p>The right side information panel currently displays the Addressees grids. This grid lists your current Home Address and Mailing Address.</p> <p>You can use this page to edit one or both of these addresses. Maintaining your address information is covered in another topic in the Contra Costa County Employee Self Service eProfile training.</p>
5.	<p>Next, you'll use the Contact Details link.</p> <p>Click the Contact Details link.</p> 



Step	Action
6.	<p>The right side information panel now displays your Contact Details. This panel contains two grids:</p> <p>-- Phone: this grid lists your phone numbers as stored in the system. You can store up to 4 phone number--Business, Home, Cell, and Pager1.</p> <p>-- Email: this grid lists your email address as stored on the system. Your business email address is stored in the system. You cannot edit or delete this address. You cannot add additional email addresses.</p> <p>You can use this page to edit, add, or delete address information. These actions are covered in other topics in Contra County PeopleSoft Employee Self Service eProfile training.</p>
7.	<p>Next, you will use the Name link.</p> <p>Click the Name link.</p> 
8.	<p>The right side information panel now displays your current name information as stored in the system.</p> <p>You can use this page to request that your name information be changed. This action is covered in another topic in Contra Costa County PeopleSoft Employee Self Service eProfile training.</p>
9.	<p>Next you will use the Ethnic Groups link.</p> <p>Click the Ethnic Groups link.</p> 
10.	<p>The right side information panel now displays your current Ethnic Group Self Identification.</p> <p>You can use this page to edit, add, or delete an ethnic group self identification. These actions are covered in other topics in Contra Costa County PeopleSoft Employee Self Service eProfile training.</p>
11.	<p>Next you will use the Emergency Contacts link.</p> <p>Click the Emergency Contacts link.</p> 
12.	<p>The right side information panel now displays your current emergency contact information.</p> <p>You can use this page to add, edit, and/or delete emergency contacts.</p> <p>These actions are covered in other topics in Contra Costa County PeopleSoft Employee Self Service eProfile training.</p>



Step	Action
13.	<p>Next, you'll use the Additional Information link.</p> <p>Click the Additional Information link.</p> 
14.	<p>The right side information panel now displays additional information. This information is presented in view only mode. You cannot edit or delete this information.</p> <p>If any of this information is incorrect, you must contact Human Resources to have it changed.</p>
15.	<p>Next, you will use the Disability link.</p> <p>Click the Disability link.</p> 
16.	<p>The Voluntary Self-Identification of Disability page displays in the information panel.</p> <p>You can use this page to indicate whether or not you have a disability. Or you can decline to answer.</p>
17.	<p>Next you will use the Veteran Status link.</p> <p>Click the Veteran Status link.</p> 
18.	<p>The Veteran Status page displays in the information panel.</p> <p>Use this page to indicate your status as a veteran. If you are not a veteran you can also indicate that using this page.</p>
19.	<p>Click the My Homepage button.</p> 
20.	<p>Note: You can click the links in the Action panel in any order. You do not have to start with the top link as we did in this example. You can start with any link you want and click only those links that you want to work with.</p>
21.	<p>End of Procedure.</p>