




Using the Information Panel

Step	Action
1.	<p>This example demonstrates how to use Information panels to add or edit information. All examples are drawn from the eProfile, Personal Details page.</p> <p>See Employee Self Service Training: eProfile for details about navigation and eProfile transactions.</p>
2.	<p>For this example, you have navigated to the Personal Details page from the Employee Self Service Home Page. Address information is displayed in the grid on the Information panel.</p> <p>To edit address information for one of your addresses, click on the row for the address you want to edit in the Information panel. In this example, you want to edit your home address.</p>
3.	<p>Click the row for your Home Address.</p> <p>Current</p>
4.	<p>The Address page displays. You can use this page to edit your home address information.</p> <p>Editing address information is covered in other portions of Contra Costa County PeopleSoft Training: Employee Self Service: Maintaining Home and Mailing Addresses.</p>
5.	<p>For this example we have navigated to the Contact Details portion of the Personal Details page by clicking on Contact Details in the Action panel.</p> <p>Contract Information--Phone and Email--displays in the grids on this page. To edit this information, click on the row in the grid for the information you want to edit.</p> <p>You can also use the Plus button to add a new row to the grid.</p>
6.	<p>Click on the row for the Home phone.</p> <p>Home</p>
7.	<p>The Phone Number page displays with information about your home phone number. You can edit this information. The Delete button enables you to delete phone information.</p> <p>If you had used the Plus button, the Phone Number page would display without any phone information.</p> <p>See the eProfile portion of Employee Self Service training for more information about adding, editing, or deleting contact information.</p>



Step	Action
8.	<p>You have used the Ethnic Group Link in the Action panel top display the Ethnic Group portion of the Personal Details page in the Information panel.</p> <p>Your current self-identification is displayed in the grid in the Information panel. To edit this information, click on the row you want to edit. This grid can have multiple rows.</p> <p>To add an additional self-identification, click the Plus button.</p>
9.	<p>Click the Add an Ethnic Group button.</p> 
10.	<p>The Ethnic Group page displays. Use this page to add/select information about the Ethnic Group Self-identification you are adding.</p> <p>See the eProfile portion of Employee Self Service training for more details about working with ethnic group self-identifications.</p>
11.	<p>End of Procedure.</p>