
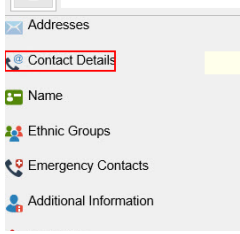

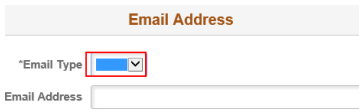

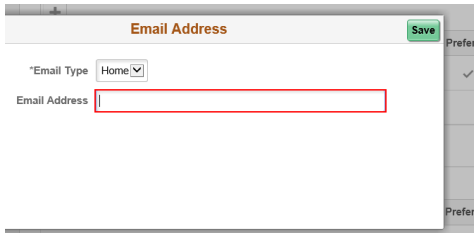
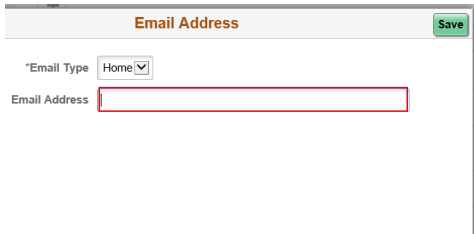




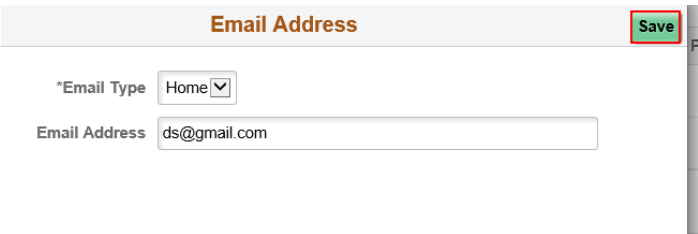
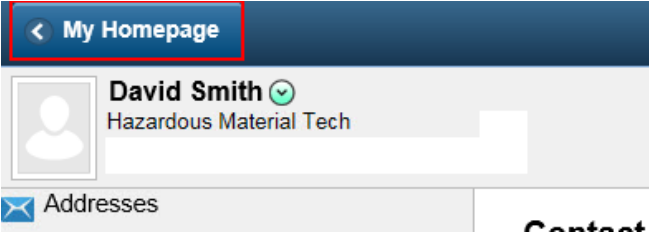
Adding an Email Address

Step	Action
1.	<p>Click the Personal Details button.</p>  A screenshot of a software interface showing two buttons: 'Payroll' with a wallet icon and 'Personal Details' with a person icon. The 'Personal Details' button is highlighted with a red rectangular border.
2.	<p>Click the Contact Details link.</p>  A screenshot of a sidebar menu with several options: 'Addresses', 'Contact Details', 'Name', 'Ethnic Groups', 'Emergency Contacts', and 'Additional Information'. The 'Contact Details' option is highlighted with a red rectangular border.
3.	<p>The Information panel now displays your contact information: phone numbers and email addresses.</p> <p>You currently have one email address stored in the system--your business email address. This address is marked as your preferred email. You cannot edit or delete this address.</p> <p>You can have only two emails in the system: a business email (all employees have a business email) and a home email. Your home email cannot be marked as your preferred email.</p> <p>For this example, you will add a home email, ds@gmail.com.</p>
4.	<p>Click the Add Email button.</p>  A screenshot of the 'Email' section in the software. It shows a table with one row: 'Email Address' (david.smyth@hrd.cccounty.us), 'Type' (Business), and 'Preferred' (checked). Above the table is a button with a plus sign (+) and a red arrow pointing to it.
5.	<p>The Email Address dialog page displays. Use the Email Type and Email Address fields to enter your home email address, ds@gmail.com.</p>



Step	Action
6.	<p>Click the Email Type list.</p> 
7.	<p>Note you can only store two email addresses in the system, a business email (every employee has been assigned a business email) and a home email. You can list only one home email address.</p> <p>Home is the only choice available.</p>
8.	<p>Click the Home list item.</p> 
9.	<p>Click in the Email Address field.</p> 
10.	<p>Enter the desired information into the Email Address field. Enter a valid value e.g. "ds@gmail.com".</p> 



Step	Action
11.	<p>Click the Save button.</p> 
12.	<p>Notice the system issues a message across the top of the page indicating that you have successfully added your home email address.</p> <p>Also notice that the Email grid now lists 2 email types and that your business number is still your preferred email address.</p>
13.	<p>Click the My Homepage button.</p> 
14.	<p>End of Procedure.</p>