

Creating 'My List' At-a-Glance

Welcome to Oracle E-Business Suite
Enter your username and password to login
*Indicates Required Field

1 * Username
* Password

2 Login Cancel

Applications

- CNS
- CNS Mgr Self Service
- CNS Timecard Mgr
- 3 Supervisor Self Service
- UNI Employee Self Service
- UNI Workflow User

Supervisor Self Service

- 4 Manager Actions
- Timecard Status Re
- HR Views

ORACLE HR Admin_Finance_Div Mgr Self Service

Name Go Advanced Search My List

4 Manager Actions: People in Hierarchy

Name 5 Go Advanced Search My List

Manager Actions: People in Hierarchy >

Search Results

6 Select Item(s) and ... 7 Add To My List

Select All | Select None

Select Name	Department	Job	Assignment Email Number	Action Details
<input type="checkbox"/> Ima Student376	ITS-Administration	P&S.Manager II.3202	6974	

Select Item(s) and ... 8 Remove

Select All | Select None

Select Name	Department	Job	Assignment Number	Action Details
<input type="checkbox"/> Ima Student376	ITS-Administration	P&S.Manager II.3202	6974	

1	Enter My UNiverse, click e-Business Login Login with Username and Password	5	Type the Last Name of the employee you wish to add or leave name field blank (all available to you will display) Click Go
2	Select Manager Self Service, Supervisor Self Service, Timecard Manager or Timecard Reviewer	6	Put a check in the box next to the name(s) to be added
3	Click on Manager Actions	7	Click Add To My List. To add additional names, repeat steps 5 ,6, & 7
4	To personalize your view, click the link My List. Click Go	8	To Remove a person from My List, place a check in the box next to the name and click the Remove button