PART 1 -RECEIVING AND SAVING A PITR

Once you've received a notification email message and clicked the link within it, you will be using the PEAR Messaging application. The steps below describe how to receive and save a PITR.

Note: More detail on using the entire PEAR Messaging application is included in the next section of this handout

1. Click the link in the notification email message to view the new message in PEAR.

Note: The link may exceed 80 characters and therefore the text may wrap. If this happens, cut and paste the link in your browser or the link will not work. The Enterprise Application Login page displays.

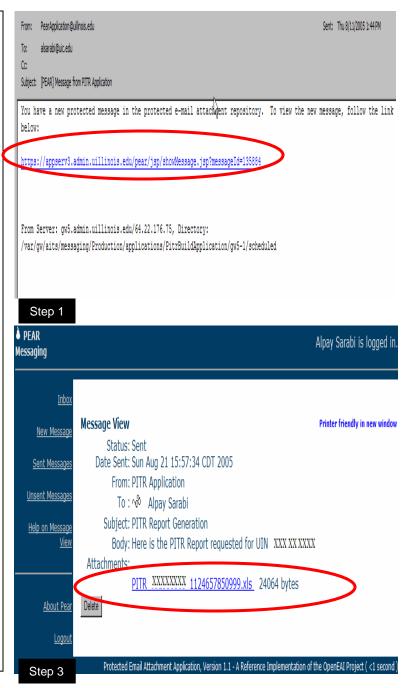
2. Type your Enterprise ID and password, and click the Login button.

Note: If you are still logged on to the Parameter Editor, you will be automatically signed on to PEAR, and will not need to enter your Enterprise ID and password in this step. The message containing a PITR automatically opens in PEAR.

- Click the attachment to open the PITR spreadsheet.
- Click Open or Save when the File Download dialog box opens. The PITR spreadsheet opens in Excel in your browser.
- 5. Enter updated values in the PITR, or, if you are an approver, enter approval information.
- From the Excel menu bar, click File>Save As. OR

Click the Back button on your web browser. A window displays "This document has been modified. Do you want to save changes?" Click the Yes button.

7. Select a local or network drive in the Save in

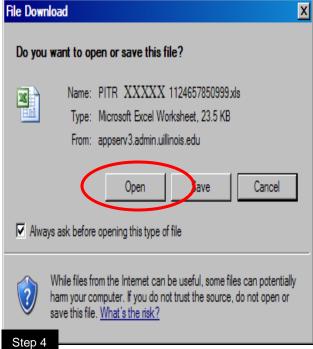




ATTENTION: FIRST-TIME USERS of UI Enterprise applications! You must obtain your EnterpriseID and set up your Enterprise Password before you can use the applications.

Note: This is a one-time procedure; after setting up your Enterprise Password you do not need to follow these steps again when accessing UI enterprise applications.

Step 2



■ HR Job Aid: RECEIVING AND SAVING A PITR

PART 1 - RECEIVING AND SAVING A PITR

- Rename the file in the File name field.
 Note: Recommended naming convention: Lastname_Firstname_YYYYMMDD-nn (nn = version number of PITR)
- 9. Save the file as an Excel spreadsheet in the **Save as type** field.
- Click the Save button in the Save As window. Your spreadsheet displays.
- 11. From the Excel menu bar, click **File>Page Setup**. The Page Setup window displays.
- 12. Click the radio button for **Landscape**, and then click the **OK** button.

Tip: Use the Print Preview option to view format. If the PITR is 2 pages to print an one page back to back copy - change the set up to landscape and reduce percent to 75)

13. When you are ready to close the original spreadsheet in PEAR, use the **Back** button to return to the PEAR message.

Caution: If you click the Close button (X) in the top right corner, you will close out of the PEAR application.

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■ HR Job Aid: RECEIVING AND SAVING A PITR
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Step 5