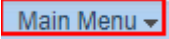
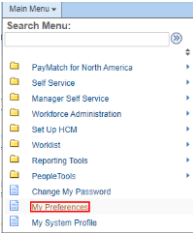

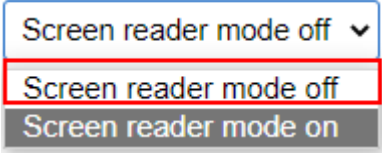













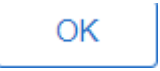



Updating My Preferences - ESS

Step	Action
1.	<p>Begin by navigating to the My Preferences page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the Main Menu link.</p> 
2.	<p>Click the My Preferences link.</p> 
3.	<p>All sub-sections on the General Settings page have default settings the user can personalize. To display the settings, each sub-section of the page can be ‘hidden’ or ‘un-hidden’ by clicking on the drop-down arrows to the left of each sub-section.</p> <p>SAO highly recommends using the default values, however, and these values should only be changed in special circumstances. Updating these settings may cause some functions to work differently. If you experience issues, please revert to the default settings by clicking the Restore Defaults button.</p>
4.	<p>Use the General Options section to review and update Accessibility Layout, Multi Language Entry, and Spell Check Dictionary language settings.</p>
5.	<p>The General Option section allows the user to select the screen reader mode by clicking on the Accessibility Layout drop-down option.</p> <p>Note: This feature is designed for use only by those who are visually impaired, otherwise should be left at the default value.</p> <p>Click the Accessibility Layout drop-down.</p> 

Step	Action
6.	<p>The user has the option to select Screen reader mode off or Screen reader mode on.</p> <p>For this example, leave the default setting.</p> <p>Click Screen reader mode off.</p> 
7.	<p>The user now has the option to update their Multi Language Entry.</p> <p>For this example, slide the option to Yes.</p> 
8.	<p>Next, use the Spell Check Dictionary to determine the preferred language.</p> <p>Click the Spell Check Dictionary drop-down.</p> 
9.	<p>For this example, select English (US) from the list.</p>
10.	<p>Click the drop-down arrow to collapse the General Options section.</p> 
11.	<p>Now, click the drop-down arrow to expand the Regional Settings section.</p> 
12.	<p>Use the Regional Settings section to review and update calendar type, date and date format, time and time designators, time zone, and day of the week.</p> <p>For this example, leave the default settings.</p>
13.	<p>Click the drop-down arrow to collapse the Regional Settings section.</p> 
14.	<p>Now, click the drop-down arrow to expand the System & Application Messages section.</p> 
15.	<p>Use the System & Application Messages section to prompt the system to display save warnings.</p> <p>For this example, leave the default setting of Yes.</p>

Step	Action
16.	Click the drop-down arrow to collapse the System & Application Messages section. 
17.	Now, click the drop-down arrow to expand the Navigation Personalizations section. 
18.	Use the Navigation Personalizations section to make navigation unique to the user.
19.	For example, the user can determine the Drop-down Menu Sort Order . Click the Drop-down Menu Sort Order drop down. 
20.	For this example, select Descending from the list options.
21.	The user can now review and update other items as desired. However, for this example, leave the default settings for the other options.
22.	Click the drop-down arrow to collapse the Navigation Personalizations section. 
23.	Finally, click the drop-down arrow to expand the Advanced Settings section. 
24.	Use the Advanced Settings section to review and update the amount of time the page will be held in cache. For this example, leave the default setting of 900.
25.	Click the drop-down arrow to collapse the Advanced Settings section. 
26.	The user must now Save their updates if they are satisfied with their changes. However, if the user wants to reset their general settings, they can select Restore Defaults . For this example, save the updates.
27.	Click the Save button. 
28.	The user can now see their updates to General Settings have been saved. Click OK . 

Step	Action
29.	Click the Home link to return to the home page. 
30.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.
31.	Congratulations! You have completed Updating My Preferences. End of Procedure.