


## Adding POI Instance

1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Personal Information</b> link. 
3.	Click the <b>Organizational Relationships</b> link. 
4.	Click the <b>Maintain a Person's POI Reltn</b> link.
5.	Enter the desired information into the <b>EmplID</b> field.
6.	Click the <b>Search</b> button. 
7.	Click the <b>Plus (+)</b> key to add a new row. 
8.	Enter the desired information into the <b>POI instance</b> field.
9.	Click the <b>Look up POI Category</b> button. 
10.	Click an entry in the <b>Description</b> column. 
11.	Click the <b>Look up Business Unit</b> button. 
12.	Click an entry in the <b>Description</b> column. 
13.	Enter the desired information into the <b>Begin Date</b> field.
14.	Enter the desired information into the <b>End Date</b> field.
15.	Click the <b>Look up Department</b> button. 
16.	Click an entry in the <b>Description</b> column. 
17.	Click the <b>Look up Location</b> button. 
18.	Click an entry in the <b>Description</b> column. 
19.	Enter the desired information into the <b>Reports To</b> field.

## Quick Guide



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20.	Enter the desired information into the <b>Description (Used by phone directory)</b> field.
21.	Enter the desired information into the <b>Comment</b> field.
22.	Click the <b>Save</b> button. 
23.	<b>End of Procedure.</b>