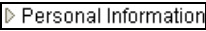




## Creating POI for former EMP

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>Add a POI Relationship</b> link.
5.	Enter the desired information into the <b>EmplID</b> field.
6.	Click look-up or enter ' <b>10001</b> ' <b>Person of Interest Type</b> field.
7.	Click the <b>Add</b> button. 
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.	Click the <b>Look up Department</b> button. 
14.	Click an entry in the <b>Description</b> column. 
15.	Click the <b>Look up Location</b> button. 
16.	Click an entry in the <b>Description</b> column. 
17.	Enter the desired information into the <b>Description (Used by phone directory)</b> field.
18.	Enter the desired information into the <b>Comment</b> field.
19.	Click the <b>Save</b> button. 
20.	<b>End of Procedure.</b>

