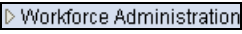
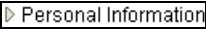
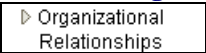
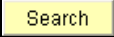



Maintaining POI

1.	Click the Workforce Administration link. 
2.	Click the Personal Information link. 
3.	Click the Organizational Relationships link. 
4.	Click the Maintain a Person's POI Reltn link.
5.	Enter the desired information into the EmplID field.
6.	Click the Search button. 
7.	Update necessary fields.
8.	Click the Save button. 
9.	End of Procedure.