

My Alerts Documentation

CEDARHILLS HILLS GROUP, INC.

Document Change Log

05/11/2010 – Release 1.0 Documentation

05/23/2013 – fixed some typos

Table of Contents

MY ALERTS DOCUMENTATION	1
DOCUMENT CHANGE LOG	1
SUMMARY	3
FUNCTIONALITY OVERVIEW	3
CONFIGURING AN ALERT - HIGH LEVEL STEPS	4
STEP 1 – CREATE THE SQL	4
STEP 2 – DETERMINE ALERT TEXT	5
STEP 3 – DETERMINE ALERT PRIORITY	5
STEP 4 – CONFIGURE ALERT	5
CONFIGURING AN ALERT - DETAILED STEPS	5
SUMMARY PAGE	5
SETUP DETAIL PAGE	7
TRANSFER / TAKE ACTION INFORMATION	11
SQL TEXT DETAILED INFORMATION	12
FORGOT MY PASSWORD HINT ALERT	13
HAPPY BIRTH DAY EXAMPLE	14
GENERAL GLOBAL ALERT	15
HTML TEXT SUBSTITUTION	15
INSTALLATION INSTRUCTIONS	17
DOWNLOAD AND EXPAND FILES	17
IMPORTING THE PROJECT	18
SETTING TABLES SPACES	18
BUILD THE NEW RECORD OBJECTS.	18
IMPORT MESSAGE CATALOG	18
SECURITY FOR SETUP PAGES	19
ADD THE PORTAL CREF FOR SETUPS	19
DEFINE THE PAGELET	20
ADD IT TO THE HOMEPAGE	21
SECURITY REQUIREMENTS	23
IMPORT TEST ALERTS	24
INSTALLATION VERIFICATION TESTING	24
SUPPORT	25

Summary

My Alerts is a bolt-on module that consists of a few setup tables and a weblib that produces a pagelet of Alerts that are contextual to the current user logged in. This allows users to be alerted to different things in the system that they need to act on. The alerts pagelet is configurable by a developer and involves no code migrations to add, change, or remove an alert. The My Alerts bolt-on can be extremely helpful to self-service users who need to occasionally log into a PeopleSoft environments and performs some actions but don't always know the navigation. Alternately it could be used for power-users who often have approvals or other things pending their attention. The "My Alerts" module can help them be more efficient in their day-to-day activities.

The screenshot below shows a one possible user's home page alerts.

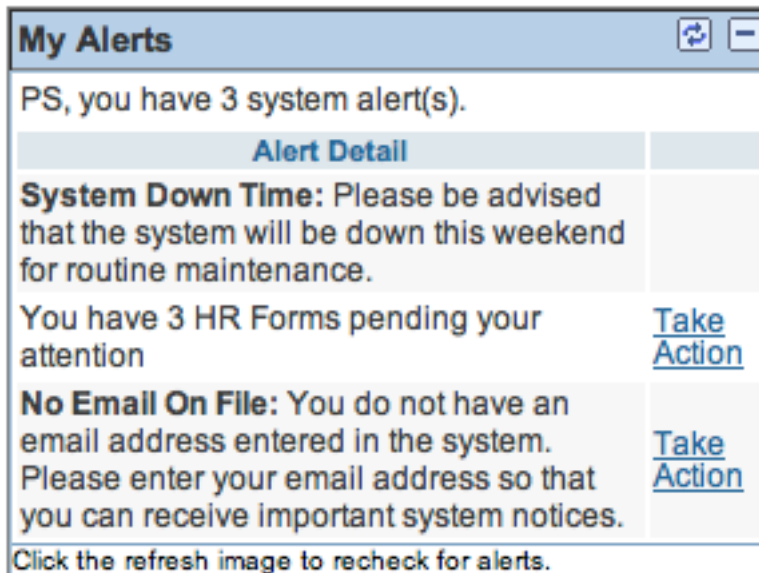


Figure 1: My Alerts example Pagelet

Functionality Overview

The alerts can be configured by a technical resource with a web browser. (**No Code Migrations!!**). This includes the SQL that runs and the text that shows up to the user. Anything in the database that you can query against for the current user logged in can be an "Alert". Some examples could be:

- We noticed you don't have an email on file. Please visit this link to create one.
- We noticed you have not filled in your CV/Resume data. Please visit this link to update your profile.

- We noticed you do not have a “forgot my password” question. Please visit this link to update your profile.
- We noticed you have an outstanding balance past due. Please visit this link to make a payment.
- Your Password will expire soon.
- You have a Benefit Event pending your attention
- You have 3 expense reports pending your attention.
- You are currently logged into the HRPRD database as user JDOE.
- The system will be down tonight for maintenance between 5pm and 10pm
- Your Time sheet has been rejected.

The administrator can configure how many alerts will display at one time. They can choose to only show one alert or several. This allows a user to not get overwhelmed with too many alerts at once.

You can configure the alerts to show a “take action” link that will take them to a page where they can handle the detailed transaction that will cause the alert to go away. This would just be any PeopleTools Component.

Each Alert will have a “priority” so if a particular user has 10 alerts, they only see a few of them and only see the most important alerts. For example, time sensitive items might have the highest priority (lower priority number).

Alerts can have a start and end date so they will not display after an “End Date” or will not display until a “Begin Date.”

Configuring an Alert - High Level Steps

This section outlines the high level steps it takes to create a new alert.

Step 1 – Create the SQL

First you need to create a SQL statement that will run to look for different states in the system based on a user’s **EMPLID** and **OPRID**. The Alert can be configured to show if the SQL returns a row or does not return a row. In some cases you may want to look to see if a row exists for the current user logged in and give them alert. One example of this could be an alert that queries a workflow approver table and looks for forms that are pending the current user’s approval. In this case, the alert would be configured to display if the SQL returned a row. Alternatively, the alert can also be configured if the SQL does not return a row. Think about a case where we want to look if the user has a work phone in the system. The query would run and look for a work phone. If a row does not exist the alert will display asking them to updated their phone number.

Additionally, if you need to display a global alert that shows for all users, you can just do a select against the PS_INSTALLATION table, which will always return a row.

Step 2 – Determine Alert Text

Next you need to determine what text you want the Alert to display. This will be formatted HTML text. The My Alerts module does allow for dynamically substituting return values from the SQL statement into the text, which is covered in detail later in this document.

Step 3 – Determine Alert Priority

Next you need to determine the alert priority. The alerts can have a priority from 1 to 999 with the lowest number being the most important. You should work with the functional staff to determine what should have the highest priority (lowest number). The "My Alerts" pagelet can be configured to display X number of alerts. So if X = 2 and the current user has 5 alerts, they will only see the two alerts with the highest priority (lowest number).

Step 4 – Configure Alert

Once you have all the pieces you can create the alert in the setup table. This document will go over this in detail below.

Configuring an Alert - Detailed Steps

Every Alert has an associated entry in the MY Alerts Setup table (PS_C_ALERTS).

The Setup component consists of two pages.

- A General Setup and Summary Page
- A Detail Page

Summary Page

This summary page allows you to see an overview of all the Alerts that are configured. It also allows the administrator to determine the maximum number of alerts that will be displayed at one time. This page also contains a collapsible section where you can test the alerts for any user id and employee id combination.

Alert Summary | Alert Detail

Alert Summary						
ID	Status	Priority	Begin Date	End Date	Description	Functional Owner
1	I	999			Installation Test	Cedar Hills Group, Inc
2	I	999			Happy Birthday Note this SQL is formatted for Oracle RDMS.	Cedar Hills Group, Inc
3	A	999			No Password hint setup for "Forgot my password" functionality.	Cedar Hills Group, Inc
4	I	999			SQL Return and Image Example : Use this as an example of how to return an image from the database and also capture returned data from the SQL and inject it into the alert.	Cedar Hills Group, Inc
5	I	999			Login and Database Sample Message	Cedar Hills Group, Inc.
6	I	999			External Link Example	Cedar Hills Group, Inc.
7	A	40			HR Approvals Pending	HR Department
8	A	20			System downtime message	IT Department
9	A	999			Email On File	IT Department

Max Alerts to Show

▶ Test Pagelet

Figure 2: My Alerts Summary Page

Max Alerts to Show: This field is a global control for the Maximum number of alerts that will display. If the "My Alerts" setup page has 5 alerts configured and a certain user has 7 alerts, they will only see 5 alerts with the lowest priority number.

Test Pagelet : This collapsible group box allows for the technical staff to run the pagelet code as any user to determine that the configuration is correct and error free. You can enter any combination of emplid and user id in the system.

▼ Test Pagelet

Empl ID

User ID

KUTL107, you have 3 system alert(s).

Alert Detail	
System Down Time: Please be advised that the system will be down this weekend for routine maintenance.	
You have 3 HR Forms pending your attention	Take Action
No Email On File: You do not have an email address entered in the system. Please enter your email address so that you can receive important system notices.	Take Action

Click the refresh image to recheck for alerts.

Figure 3: My Alert Test Section

Setup Detail Page

The alert detail is where you configure and update existing alerts. *Please read this section carefully.*

The setup detail page really consists of 3 main parts:

- SQL to run
- The HTML text to display
- Where the "take action" link take the user (optional).

Alert Detail
Find | View All | First 3 of 9 Last

ID 3 + -

Active

***Description**

No Password hint setup for "Forgot my password" functionality.

***Functional Owner** Cedar Hills Group, Inc

SQL Setup Instructions

The SQL can be any SQL to test for an alert condition. The SQL is used in conjunction with the "Alert When" field. There are times when you want to run a piece of SQL and alert if you found a row. Alternatively, there are times where you may want to alert when you did not find a row.

You can place two special text strings in the SQL that will be dynamically replaced at run time during execution.

{{OPRID}} - Will return the current User Profile (PSOPRDEFN.OPRID) executing the code.

{{EMPLID}} - Will return the current Employee ID of the current user.

The SQL can return any number of fields in the select list and they can be dynamically appended in the alert. See the instructions below for the syntax.

***SQL Statement Text**

```
SELECT 'X' FROM PSUSERATTR
WHERE OPRID = '{{OPRID}}'
AND HINT_RESPONSE <> ''
```

***Alert When** Rows Returned

Figure 4: Alert Detail SQL section

HTML Message Setup Instructions

This field takes HTML that will be displayed in the alert. You can really insert any valid HTML here. There are a few special strings you can use here that will be dynamically appending at run time.

- **{{OPRID}}** - Returns the current OPRID
- **{{EMPLID}}** - Returns the current Employee id.
- **{{NAME}}** - Returns the current users name.
- **{{SQLRETURN(n)}}** - If your alerts returns data that you want to display in the text of the alert you can use the ordinal number. For example, lets say your alert SQL returns the different fields and you want to display then. You would use **{{SQLRETURN1}}**, **{{SQLRETURN2}}**, **{{SQLRETURN3}}** to display those values.
- **{{ALERTCOUNT}}** - Returns the total number of alerts.
- **{{DBNAME}}** - Returns the current database name

You can also insert html to reference images that are in the Peoplesoft database. The src attribute on the img tag should have a value like this (case sensitive):

```
'%image(YOUR_IMAGE_NAME)'
```

HTML Message For User

```
<div class='PAPAGEINSTRUCTIONS'> It looks like you do not have a forgot my password hint setup. If you ever forget your password, you can have it emailed to you. </div>
```

Begin Date 

End Date 

*Priority

Figure 5: Alert Detail HTML section

Transfer / Link Setup

Hide Take Action Link
Menu Name
Component Name
Market
Transfer Action
Page Name
URL Query String

Or (Will Open in a new window)

URL Address

by PS
04/23/10 1:44:17PM

Figure 6: Alert Detail link section

ID: This is a unique Alert ID that is generated by the system at save time.

Active: This flag determines if an alert is active. If you want to disable an alert, unchecking this box will turn it off.

Description (required): This is for any sort of notes you need to make to yourself about what the alert does. This is never shown to the end user.

Functional Owner (required): This give you a place to make a notation of who or what department owns this alert and who to contact for changes.

SQL Statement Text (Required): This is the place where you put in any SQL that you want to run to determine if the alert will be display. This field is used in conjunction with the Alert When field. Please see the later section regarding this field which has in depth coverage of what you should and should not do with this field. See the section titled "SQL Text Detailed Information" below for a discussion on the special run-time substitution that occurs with the SQL entered here.

Alert When (required): This is the flag that determines if the alert should be displayed when a row from the SQL is or is not returned. In some situations, you need to alert when a row was found matching some conditions. In other situations you need to alert when no row was found.

HTML Text: This is the HTML text that will display in the pagelet. You can use any valid HTML here. Generally, you want to use a DIV or SPAN element with a class that exists on in the style sheet of your application. This will ensure that the text in the

alert matches the styling of the rest of the application. The default starting point is a DIV element with the PAPAGEINSTRUCTIONS class, which is an excellent class to use.

Begin Date: An optional Begin Date of when the alert should start.

End Date: An optional End Date of when the alert should not show.

Priority (required): This establishes a priority of the alert. It will determine the sort order of alerts and determine when to stop if the configured maximum number of alerts has been reached for a user. A lower number equals a higher priority. A priority of 1 is the highest priority (most important) and a priority of 999 is the lowest. The Priority field is not a key field so you can have many alerts with the same priority.

Transfer / Take Action Information

The next section is optional and defines where the “take action” link on the pagelet will take the user. If no values are entered, then the Take Action link will not be visible on the page. Additionally, if the user that is logged in does not have access to the Target component that alert will not be displayed to the user. The code checks behind the scenes to see if the current user has access to the target “take action” component setup here. If the user does not have access to that component, then the alert SQL is never run and the alert will not be displayed. If you leave the transfer information blank this check will not run and the alert SQL will be run for all users.

Transfer / Link Setup

Hide Take Action Link

Menu Name

Component Name

Market

Transfer Action

Page Name

URL Query String

Or (Will Open in a new window)

URL Address

by PS 04/23/10 1:44:17PM

Hide Take Action Link: This allows the “take action” link to be hidden. Why would you want this? You may need to target a subset of users with a “global” message but there is really nothing for them to do. In this case you could put in the

menu/component/page transfer information to a page that only your sub-population has access to. If you have the "hide take action link" box checked it will not display the take action link. This is an easy way to show "global" alerts to sub-sets of users. Alternatively, you could also craft creative SQL to accomplish the same task.

Transfer Menu Name: Menu Name of target transfer.

Transfer Component Name: Component name of target transfer

Transfer Market: Market of target transfer. This is generally "global" for most components.

Transfer Menu Name: Menu Name of target transfer.

Transfer Component Name: Component name of target transfer

Transfer Market: Market of target transfer. This is generally "global" for most components but not always.

Transfer Action: Action mode of the target transfer (Add Mode, Update Mode, Update Display).

Transfer Page Name: Page of Target transfer

Transfer Query String: Any Additional Query String you need to implement. You must include a beginning "&"

URL Query String	<input type="text" value="&PARAMETER=1"/>
-------------------------	-----------------------------------------------

Note: That there is currently no edit fields or prompt tables on these fields to make sure you are entering a valid combination of Menu | Component | Market | Pages. You should be very careful to not make typos in this setup.

URL Address: This field can be use to transfer to some external web site. The link will open in a new window. If you enter data in this field the menu/component/page fields should be left blank.

SQL Text Detailed Information

The SQL that runs for an alert is generally geared toward the current user logged into the system. Therefore, there is some special Text Substitution that the Alert code does on your SQL **before** it runs.

Before the code executes the SQL statement in the setup table, it is parsed for a few key words and does text substitution. The supported keywords are as follows.

Key Word	Substitution	Notes
{{EMPLID}}	This text is substituted with the current user's employee id (%EMPLOYEE)	The text substitution is case sensitive and both curly brackets need to be there. Your SQL needs to have single quotes around the keyword so valid SQL will be generated.
{{OPRID}}	This text is substituted with the current user's user id (%OPERATORID)	The text substitution is case sensitive and both curly brackets need to be there. Your SQL needs to have single quotes around the keyword so valid SQL will be generated.

Let's look at some examples.

Forgot My Password Hint Alert

In the following Example we have configured an alert to show if the user does not have a "forgot my password" hint set.

The screenshot shows a configuration window for an alert. It has two main sections:

- *SQL Statement Text:** A text area containing the SQL query:


```
SELECT 'X' FROM PSUSERATTR
WHERE OPRID = '{{OPRID}}'
AND HINT_RESPONSE <> ''
```

 A callout box points to the query with the text: "SQL to determine if the user has a 'Forgot my password hint'" and ">{{OPRID}} is substituted with %OPERATORID as run time. Note the surrounding single quotes."
- *Alert When:** A dropdown menu currently set to "No Rows Returned". A callout box points to the dropdown with the text: "Alert when the above SQL does not find a row."

Figure 7: Missing forgot my password hint alert

Transfer / Link Setup

Hide Take Action Link

Menu Name:

Component Name:

Market:

Transfer Action:

Page Name:

URL Query String:

Or (Will Open in a new window)

URL Address:

by PS 05/23/10 9:46:12AM

If the current user did not have access to this target page, the alert would not be displayed.

Figure 8: Forgot My Password Transfer example

Happy Birth Day Example

***SQL Statement Text**

```
SELECT 'X' FROM PS_PERSON
WHERE TO_CHAR(BIRTHDATE, 'MM') = TO_CHAR(SYSDATE, 'MM')
AND TO_CHAR(BIRTHDATE, 'DD') = TO_CHAR(SYSDATE, 'DD')
AND EMPLID = '{{EMPLID}}'
```

***Alert When**

{{EMPLID}} is replaced at run time.

If a row is returned, the alert will be displayed.

Figure 9: Happy Birthday Example

Transfer / Link Setup

Hide Take Action Link

Menu Name

Component Name

Market

Transfer Action

Page Name

URL Query String

Or (Will Open in a new window)

URL Address

Figure 10: Happy Birthday Transfer Parameters

General Global Alert

Let's say you want to display a "global alert" like an upcoming system outage. The setup would look like this.

***SQL Statement Text**

SELECT 'X' FROM PS_INSTALLATION

There is always one row in the installation table.

***Alert When**

Figure 11: General Alert Example

HTML Text Substitution

The HTML text has some automatic text substitution that occurs at run time to allow you to display text that is relevant to the user or the alert. The supported key words are in the table below.

Key Word	Substitution	Notes
{{EMPLID}}	This text is substituted with the current user's employee id (%EMPLOYEE)	The text substitution is case sensitive and both curly brackets need to be there. Your SQL needs to have single quotes around the keyword so valid SQL will be generated.
{{ALERTCOUNT}}	This text is substituted with the number of alerts that were found for the user. This number will never be above the "max" that the administrator has configured.	This is used in the pagelet header.
{{NAME}}	This text is substituted with the PERSON_NAME.DISPLAY NAME value .	
{{OPRID}}	This text is substituted with the current user's user id (%OPERATORID)	The text substitution is case sensitive and both curly brackets need to be there. Your SQL needs to have single quotes around the keyword so valid SQL will be generated.
{{SQLRETURN1}} {{SQLRETURN2}} {{SQLRETURNx}}	If the SQL has return values, you can append in the return values in the order that you coded the SQL. SQLRETURN1 is the first return value. (see examples below).	If you need special formatting, you should embed it in the SQL statement. You can have up to 64 return values which is limited by PeopleSoft.

Below is an example of how you can append values returned from the SQL into the Text. The following SQL returns three columns from the CURRENT_JOB view.

***SQL Statement Text**

```
SELECT A.DEPTID,
A.POSITION_NBR,
A.LOCATION
FROM PS_CURRENT_JOB
|A WHERE EMPLID = '{{EMPLID}}'
```

This SQL has 3 return values which can be appended in the text displayed to the user.

{{SQLRETURN1}} = DEPTID
{{SQLRETURN2}} = POSITION_NBR
{{SQLRETURN3}} = LOCATION

***Alert When** Rows Returned

Figure 12: SQL with return values

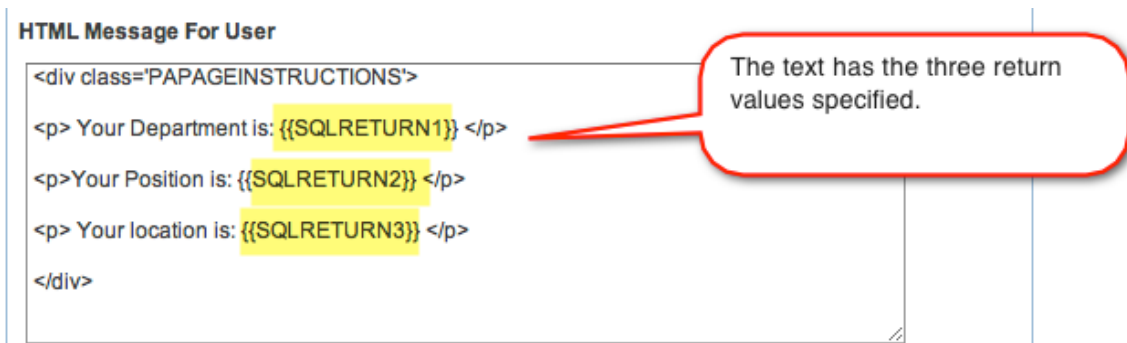


Figure 13: Text using SQL return

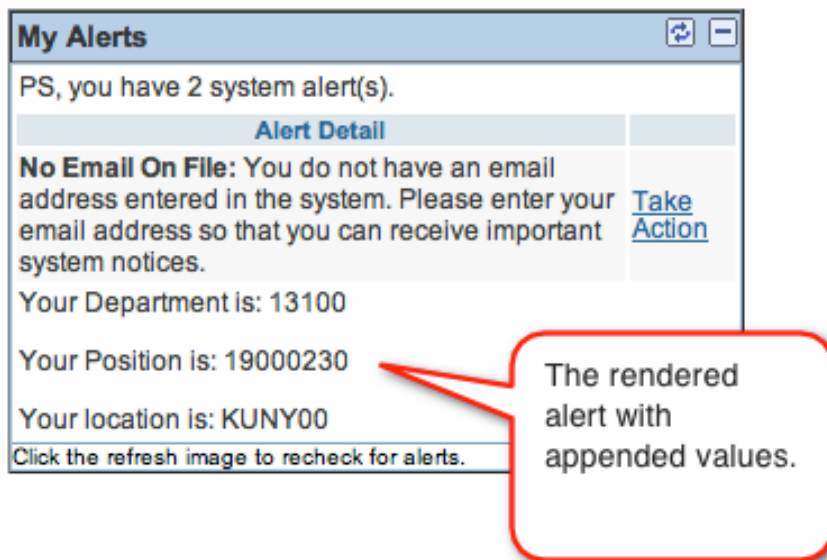


Figure 14: Rendered Alert

Installation Instructions

The sections document how to install the My Alerts bolt-on module. This section assumes you have application designer access and have experience working with PeopleTools.

Download and Expand Files

First you need to download and expand the files. Cedar Hills Group Inc will deliver a zip file that you need to expand into a directory where you can access with application designer. This zip file will contain all the code, documentation and associated data files.

Importing the Project

First you need to import the project from the file that was delivered. In the step from above import the Application Designer project from the "project" directory in the zip file that you expand in the previous step.

In application Designer choose Tools → Copy Project → From File and import the project to copy the projects into your target database.

Pay special attention to the "output window" in application designer to note any errors. If you experience any errors, please take a screenshot or copy them to a text file for later troubleshooting.

Setting Tables Spaces

If your PeopleSoft installation uses an Oracle database or any database platform that has table spaces you need to complete this step.

Check with your DBA on where they would like these two new tables. They will be very small in size but have heavy reading on each login.

Record: C_ALERTS_MISC

Record: C_ALERTS

To set the table space, open each record in application designer. Then go to Tools → Data Administration → Set Table Space and choose the proper table spaces.

Build the New record objects.

Next you need to build the two new records. From Application Designer choose "build project" and build the records. Make sure the records are built without any errors.

Import Message Catalog

Several Message Catalogs are delivered with this project that need to be imported. They are in the message set 32610.

1. In the directory that you expanded from the zip file, open the "chg_myalerts_msgcat_import.dms" file in a text editor.
2. The first two lines of the file contain a "set log" and "set input" statement that need to be modified based on your directory structure.
 - a. The log file can point anywhere you desire
 - b. The input needs to point to the directory where dms file is located so the "dat" file can be found.
3. Run the dms script to import the datamover scripts.

Note: These message catalog entries are included in the project and they will migrate with a "project > Copy" to another database when doing a database to database copy so there is no need to perform this step in the other target databases where you are using they "my Alerts".

Security for Setup Pages

Next you need to determine who should have security to setup new alerts. This is generally someone with technical knowledge of SQL. Choose your desired permission list(s) and grant access to the following:

Menu: C_ALERTS
Component: CHG_ALERTS
Pages: All

Add the Portal CREF for Setups

Next we need to register the new setup menu and component so it shows up in the left hand navigation. You can decide where you want it to show up in the navigation. Every client has different standards around customizations so you must choose the best place based on your installation. Here we are registering the following PeopleSoft component:

Menu: C_ALERTS
Component: CHG_ALERTS
Market: Global

Your Structure and Content should look something like the following screenshot.

Content Ref Administration

Name:	C_ALERTS	Author:	PS
'Label:	<input type="text" value="My Alerts Setup"/>	Parent Folder:	Root
Long Description: (254 Characters)	<input type="text"/>		
Product:	<input type="text"/>	'Valid from date:	<input type="text" value="04/22/2010"/>
Sequence number:	<input type="text"/>	Valid to date:	<input type="text"/>
Object Owner ID	<input type="text"/>	Creation Date:	04/22/2010
Usage Type:	<input type="text" value="Target"/>	<input type="checkbox"/> WSRP Producible	
Storage Type:	<input type="text" value="Remote by URL"/>	<input type="checkbox"/> No Template	
Template Name:	<input type="text"/>		

[Create Content Reference Link](#)
[Add Content Reference](#)
[Test Content Reference](#)

URL Information

'Node Name:

URL Type:

Component Parameters

'Menu Name: 'Market: 'Component:

Additional Parameters:

Example: name1=value1&name2=value2

Hide from portal navigation
 Hide from MSF navigation

Content Reference Attributes

Name:

Label: Translate [Attribute Information](#)

Figure 15: My Alerts Setup CREF

Define the Pagelet

Next we need to define the pagelet that the end users will actually see on their home page.

[PeopleTools > Portal > Structure and Content](#)

Within Structure and content navigate to: **Portal Objects > Pagelets**

You can add it to an existing folder or create a new folder. In the case of this documentation we created the pagelet under the HRMS folder but you can actually place it anywhere you need.

Content Ref Administration

Name: CHG_ALERTS **Author:** PS

'Label: My Alerts **Parent Folder:** HRMS

Long Description: (254 Characters) My Alerts

Product:

Sequence number:

Object Owner ID:

Usage Type: Pagelet **Creation Date:** 04/23/2010

Storage Type: Remote by URL **WSRP Producible**

[Add Content Reference](#)

URL Information

'Node Name: LOCAL_NODE

URL Type: PeopleSoft Script

iScript Parameters

'Record (Table) Name: WEBLIB_C_ALERTS **'Field Name:** ISCRIPT1

'PeopleCode Event Name: FieldFormula **'PeopleCode Function Name:** Iscript_CHG_ALERTS

Additional Parameter:

Example: name1=value1&name2=value2

Default Column: Column 2 **Help ID:** Hide minimize image

Refresh Time (sec): Hide refresh image

Edit URL Information

Node Name:

Name: CHG_ALERTS
Label: My Alerts
Long Description: My Alerts
Usage Type: Pagelet
Node Name: LOCAL_NODE
URL Type: PeopleSoft Script
Record Name: WEBLIB_C_ALERTS
Field Name: ISCRIPT1
PeopleCode Event Name: FieldFormula
PeopleCode Function Name: Iscript_CHG_ALERTS
Default Column: 2

Add it to the Homepage

Now we need to add the pagelet we just created to a home page. In this case, we are going to add it to the "My Page" but your installation may have different requirements and/or home page names.

[PeopleTools > Portal > Structure and Content](#)

Within Structure and content navigate to: **Portal Objects > Homepage > Tabs**

Edit the "my page" (or whatever tab you need in your portal please consult your Portal Expert)

* Click the "Edit" link to edit the content reference definition

Content References						
Link	Label	Edit	Sequence number	Create Link	Number of links	
<input type="checkbox"/>	My Page	Edit		Create Link	0	<input type="button" value="Delete"/>

Enable the new pagelet for that tab

General Security **Tab Content** Tab Layout

[Root](#) > [Portal Objects](#) > [Homepage](#) > [Tabs](#) >

Tab Content

Label: My Page

- * Select the pagelets that can be used for this homepage tab definition.
- * Set the pagelet behavior with the drop down list next to the selected pagelet.
- * Select the "Include all?" checkbox to display all pagelets from the portal registry for this category. This setting is used for the "Personalize Content" page.

Alerts

Include all?

<input checked="" type="checkbox"/> My Alerts	Required
-----------------------------------------------	----------

HRMS

Include




<input checked="" type="checkbox"/> Adr
<input type="checkbox"/> Birt
<input type="checkbox"/> Anr
<input type="checkbox"/> Dir

General Security Tab Content **Tab Layout**

[Root](#) > [Portal Objects](#) > [Homepage](#) > [Tabs](#) >

Tab Layout

Label: My Page


Basic Layout:   

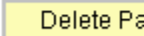
2 columns 3 columns

Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from the homepage tab definition.

= Required - fixed position pagelet
* = Required - moveable pagelet

Left Column:	Center Column:	Right Column:
Menu	#Self Service Links	*My Alerts





You can position it wherever using these.

Security Requirements

The My Alerts pagelet is generated by an iscript/web library. Therefore, any user who needs access to it on their home page needs access to the web library. Web Library security is granted at the permission list level under the Web Libraries tab. So you need to modify any permission lists in your environment that will give your target users access to the weplib. If the user is going to have the My Alert pagelet on their home page then, they need security to the weplib.

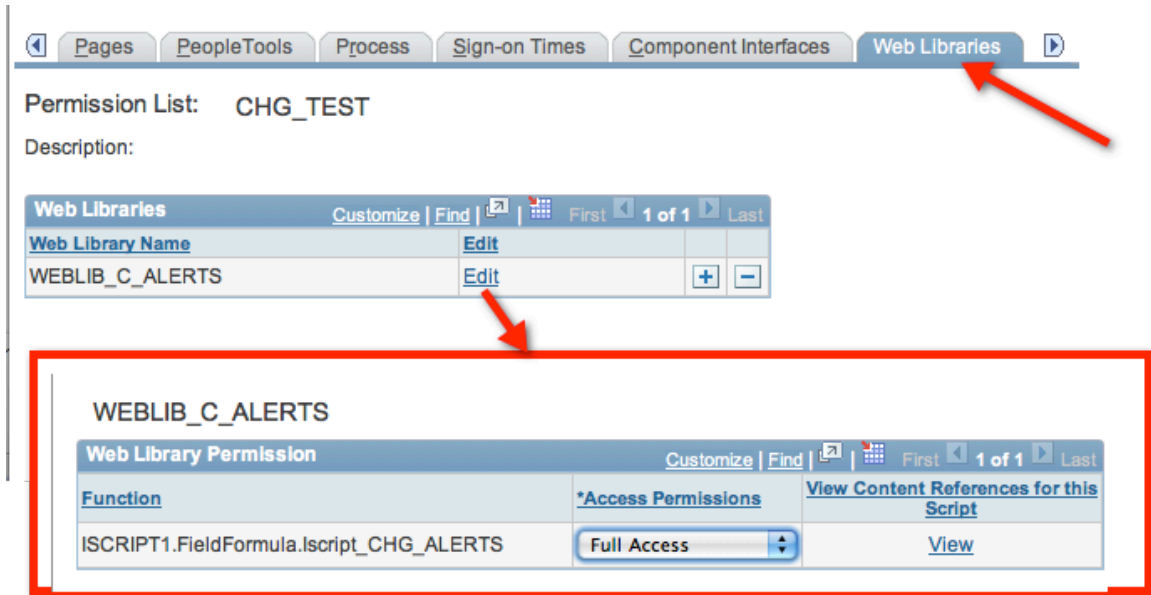


Figure 16: Weplib Permission List Tab

Import Test Alerts

Cedar Hills Group Inc. delivered some test Alerts that can be imported with a DMS script. These are a good starting point and have some different examples. There is also a "test message" that can be used to verify that all the pieces were installed and configured correctly.

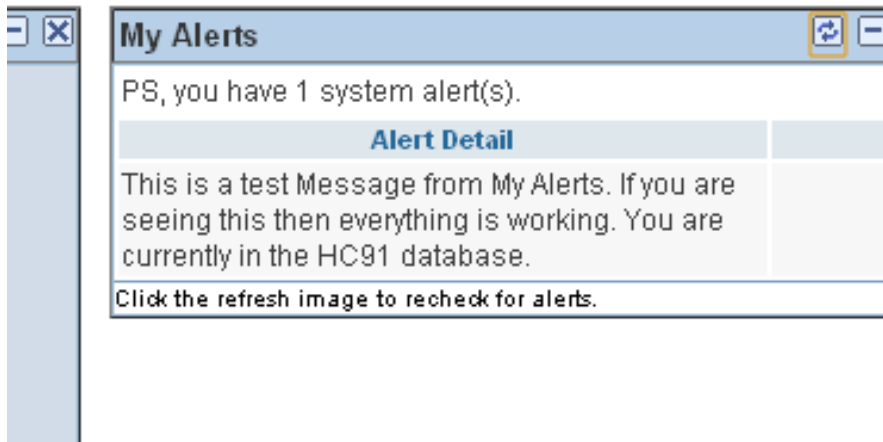
These can be imported used the datamover script located in the "data" directory of the delivered zip file. The dms file name is "chg_myalerts_import.dms" and it is copies the data file in the same directory called "my_alerts_sample_alerts.dat"

Installation Verification Testing

After you have installed the My Alert's bolt-on it is important to do some testing to make sure all the pieces are working properly.

- If you imported the Test alerts from the dms file be sure the "installation test" message is active.
- Add the pagelet, to your homepage if it was not already defaulted on the page.

You should see an alert that looks similar to this:



Congratulations, you have successfully installed the "My Alerts" bolt-on.

Support

Where do I go for support?

Please visit www.cedarhillsgroup.com and click the "contact us" link.