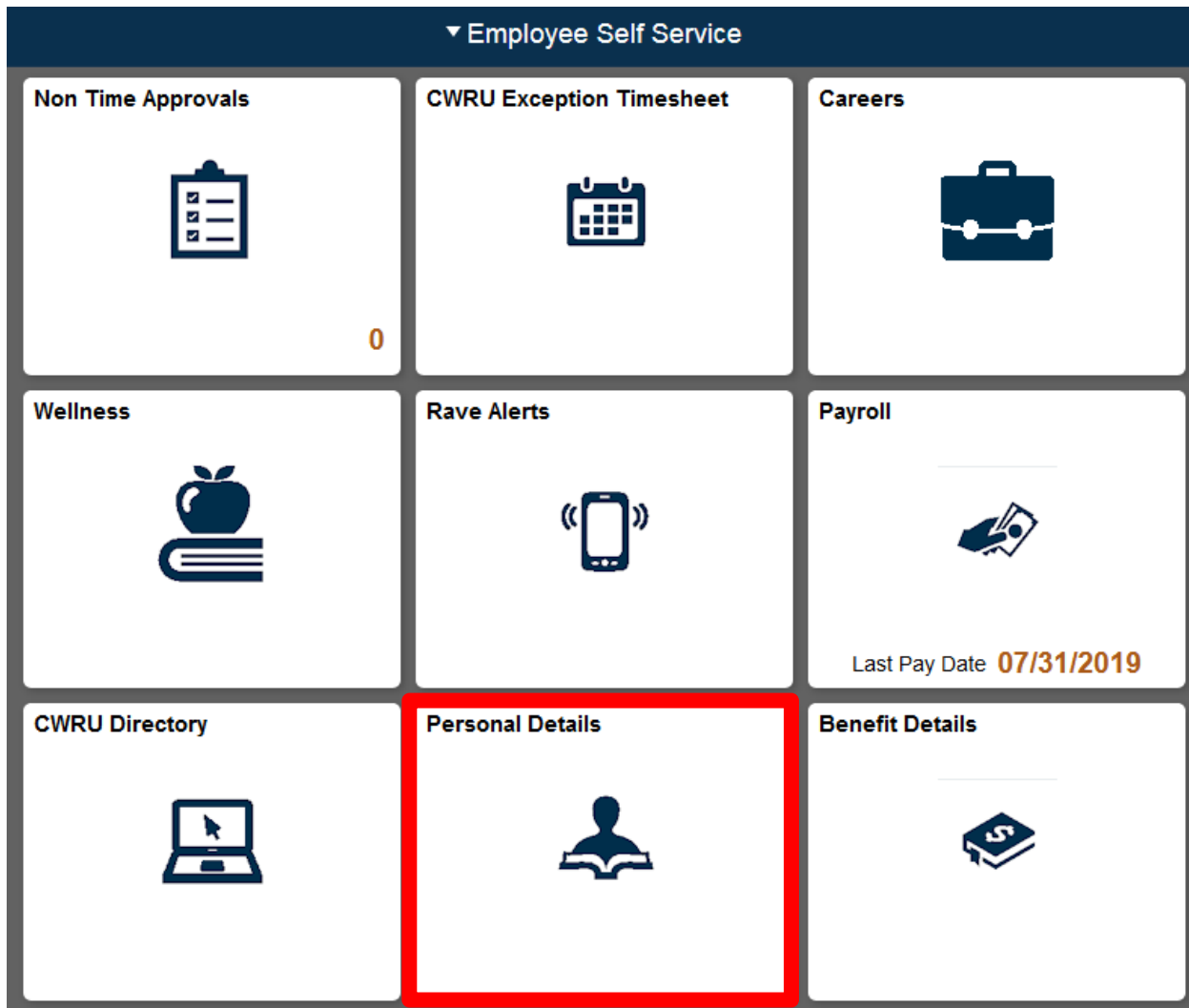



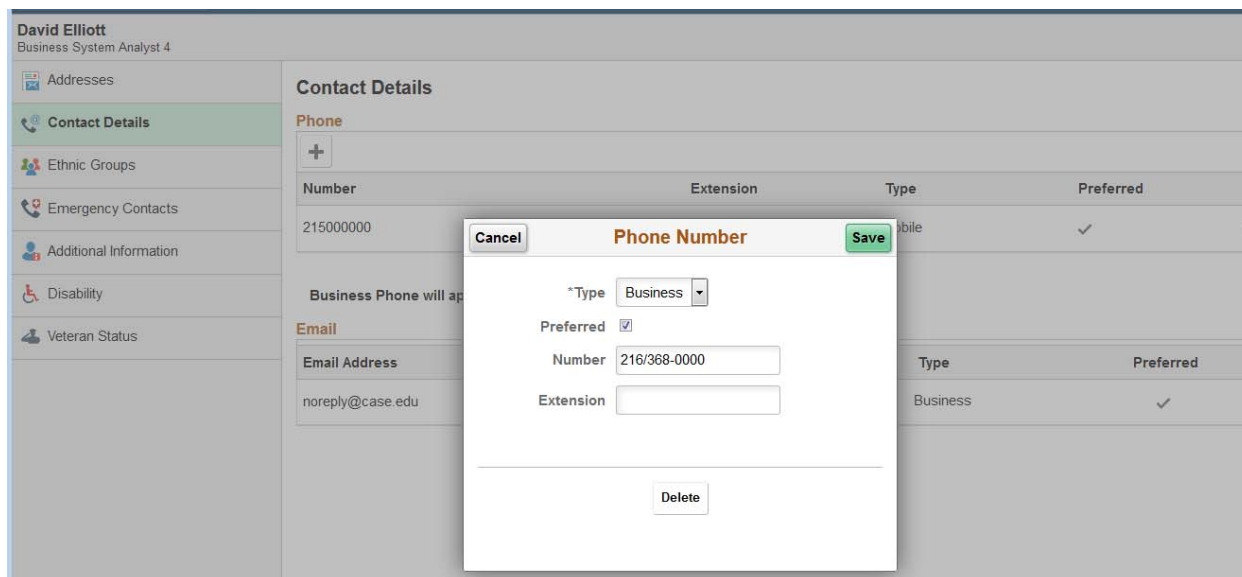
**Update Campus Directory phone number
Procedure**

Step	Action
1.	Sign in to PeopleSoft Human Capital Management (HCM).
2.	Select the Personal Details Tile



Step	Action
3.	Click Contact Details .

Step	Action
4.	<p>Click the button labeled Add Phone Icon.</p> 
5.	<p>Choose the phone type Business from the drop-down list and type in the new phone number.</p> <p>NOTE: Only one phone number may be assigned to a phone type at a time. If an existing phone number is assigned to Business and needs to be replaced follow these alternative steps;</p> <ol style="list-style-type: none"> 1) Do NOT click the Add Phone Number button. 2) Click the text box in the column labeled Telephone to edit its contents.* 3) Replace the outdated phone number with the new one. 4) Click the button labeled Save. <p>*Telephone type Business, Preferred checkbox selected.</p>



The screenshot shows a user interface for managing contact details for David Elliott, Business System Analyst 4. A 'Phone Number' dialog box is open, allowing the user to add or edit a phone number. The dialog box includes the following fields and options:

- Cancel** button (top left)
- Save** button (top right)
- Type** dropdown menu set to **Business**
- Preferred** checkbox, which is checked
- Number** text input field containing **216/368-0000**
- Extension** text input field (currently empty)
- Delete** button (bottom center)

The background interface shows a 'Contact Details' section with a 'Phone' table. The table has columns for 'Number', 'Extension', 'Type', and 'Preferred'. A single row is visible with the number '215000000', an empty extension, 'Mobile' type, and a checked 'Preferred' checkbox.

Step	Action
6.	Select the Preferred check box.
7.	Click the button labeled Save . NOTE: The ERP system will update employee record in 24 hours.
8.	End of Procedure