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| --- | --- |
| Security Role | **BOR\_PT\_QRY\_PRIVATE** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
| Document Generation Date | **12/15/2010** |
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| Status |  |

## EX.010.080 - Running the Email Verification Query

#### Trigger:

#### Concept

This topic demonstrates how to run the email verification query. Expenses Workflow notifies travelers and approvers through email that the status of a transaction has changed or that an action needs to be taken. Thus, to receive these email notifications, all travelers and approvers must have a valid email address.

The query that is run in this business process will display the primary email address for all User IDs at your institution.

If you identify a missing or invalid email address based on this query, you have two options:

A. Notify the employee that he/she should update their email address in the HRMS Portal (see business process EX.010.013); or

B. Notify the security administrator for your institution so that they can make this change through the Core Application (see business process SC.080.101).

**Topic Objective:**

Upon completion of this topic, you will be able to:

- Run the Email Verification Query.

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| --- |
| Assumptions |
|  |

|  |
| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, we need to run the Email Verification Query and order the results by the User ID. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Reporting Tools** link. |
|  | Click the **Query** link. |
|  | Click the **Query Manager** link. |
|  | Click the **Create New Query** link. |
|  | The table you need to query on is **PSOPRDEFN**. |
|  | Enter "**PSOPR**" in the **begins with** field. |
|  | Click the **Search** button. |
|  | Click the **Add Record** button next to **PSOPRDEFN - Operator Definition**. |
|  | You can select from a variety of fields to include in your query by enabling the checkbox in the **Fields** column.  For this simplified query, we will include the User ID, Name and Email Address. |
|  | Click the checkbox next to **OPRID** to include the **User ID** field in your query. |
|  | Click the **OPRDEFNDESC** checkbox to include the employee's name in the query. |
|  | Click the **EMAILID** checkbox to include the employee's email address in the query. |
|  | For this query, it may be helpful to order your results by UserID.  This is an optional step, but it may make the query results easier for you to use. |
|  | Click the **Fields** tab. |
|  | Click the **Reorder / Sort** button. |
|  | Enter "**1**" in the **New Order By** field on the **A.OPRID** line. |
|  | Click the **OK** button. |
|  | Click the **Run** tab. |
|  | Your query results will be displayed and can be reviewed for accuracy and completeness. |
|  | Congratulations. You have just completed the **Running the Email Verification Query** topic. The query that is run in this business process will display the primary email address for all User IDs at your institution.  Remember: if you identify a missing or invalid email address based on this query, you have two options:  A. Notify the employee that he/she should update their email address in the HRMS Portal. (***See EX.010.013***)  B. Notify the security administrator for your institution so that he/she can make this change through the Core Application. (***See SC.080.101***).  **End of Procedure.** |