



Special Information Wizard

Benefits

- Easy to use
- Configures itself to your system setup
- Improves productivity by reducing data entry time
- Fields are validated according to your system set up
- Easy to download existing Special Information records for reporting / analysis
- Close to zero implementation effort

Feature Overview

- Based on Microsoft Excel
- Control the entire process from the spreadsheet
- Data-entry Form assists with validation and error correction
- Simple worksheet Layout with custom field names is easy to understand.
- The product toolbar provides quick and easy access to all functions.
- Robust two-way interface between Excel and Oracle

Special Information Wizard allows you load Special Information records from Excel directly into Oracle Human Resources. Forget about manual data entry when you can download Employees and Special Information into Excel; make the necessary changes using the flexibility of Excel; and then load the information into Oracle Human Resources. It is robust, fast, easy to use and flexible.

Status	Employee	Person Id	Last Name	First Name	Person Type	Special Information	Company Propert	Value/Cost	Serial Number	Account Num	Warranty	Date			
Upload Status	Rejection Reason	Employee Id	Person Id	Last Name	First Name	Person Type	Update Mode	Person Analy	Start Date	Segment1	Segment2	Segment3	Segment4	Segment5	Segm
Loaded		287	3167	Ambers	Ralph	Employee	Create		6803 05/03/2010	AT & T Calling	5500.00	AB2123365	1003.456	No	03-MM
Loaded		287	3167	Ambers	Ralph	Employee	Create		6804 05/03/2010	Company Parking Space		AKY 924		No	03-MM
Loaded		287	3167	Ambers	Ralph	Employee	Create		6805 05/10/2010	Desktop Compu	2500	jsd#65435132		Yes	10-MM
Loaded		285	3165	Apt	Peter	Employee	Create		6806 04/01/2010	Company Vehic	25000	TUNON2165	103.4562	Yes	01-AF
Loaded		291	3172	Blatt	Toni	Employee	Create		6807 05/31/2010	Diners Club Card		652-132-132-51		No	31-MM
Loaded		29	30	Block	Kim	Employee	Create		6808 05/03/2010	Hard Hat	75			Yes	03-MM
Loaded		289	3169	Douglas	Elizabeth	Employee	Create		6809 05/03/2010	Laptop Comput	2200			Yes	03-MM
Loaded		286	3166	Henry	Paul	Employee	Create		6810 05/10/2010	Safety Shoes	30	asod09909	103.4560	Yes	10-MM
Loaded		284	3849	James	Jennifer	Employee E	Create		6811 04/12/2010	Desktop Compu	2500	jsd#65435200		Yes	12-AF
Loaded		283	3848	Johnson	Catherine	Employee E	Create		6812 05/31/2010	Desktop Compu	2500	jsd#65435350		Yes	31-MM
Loaded		280	3170	Pearson	Samuel	Employee	Create		6813 05/10/2010	Desktop Compu	2500	jsd#65435460		Yes	10-MM
Loaded		288	3168	Sprague	Helena	Employee	Create		6814 04/12/2010	Desktop Compu	2500	jsd#65435590		Yes	12-AF
Invalid	Value/Cost: Invalid	1321	13897	Tamihere	David Way	Employee	Create		05/10/2010	Desktop Compu	N/A	jsd#65435666		Yes	10-MM
Loaded		292	3173	Weinberg	Jerry	Employee	Create		6815 05/31/2010	Desktop Compu	2500	jsd#65435437		Yes	31-MM

Within Oracle Human Resources, Special Information Key Flexfield structures are used to store additional information about employees e.g. Training Records, Qualifications, Medical Records, Drivers Licenses and so on. These structures are defined according to the specific requirements of your company(s). The Special Information Wizard dynamically reads the set up and configures itself accordingly; with custom segment names, field validation, lists of values etc.

Architecture

- Compatible with Microsoft Excel 2000 and later versions
- R11i to R12
- Security is based on the logged in responsibilities access to Special Information and employees (supports function, workflow/taskflow and custom form security).
- XML Web-based Communication
- No client install
- Install and setup in minutes

Template Form

- The template form enables you to quickly select what fields to include in the worksheet
- Mandatory columns are pre-selected.
- Select a Special Information Type from the list and the associated fields are displayed

Special Information Form

- The Special Information form is available to assist with data-entry and error correction.
- The form is optional; you can key/paste information directly into the worksheet.
- Some employee reference information is displayed, enabling employees to be quickly identified.
- Lists of Values etc are configured according to your SIT set up.

Update Mode	Person Analysis Id	Start Date	Company Property	Value/Cost
Create	6803	05/03/2010	AT & T Calling Card	500.00
Create	6804	05/03/2010	Company Parking Space	
Create	6805	05/10/2010	Desktop Computer	2500

Download

- The download function enables you to search for employees using one or more filters.
- Employees that meet the criteria are listed. You can then select individual employees (or all) for download.
- You can choose whether or not to download existing SIT information.

Example Worksheet

The example in the worksheet below is creating special information records for twelve employees. The special information type being updated is called 'Company Property' (cell D6).

The first employee (emp# 287), had three SIT records created (i.e. AT&T Calling Card, Company Parking Space, Desktop Computer). The remaining employees each had one SIT record to be loaded.

One employees' record failed to load (emp# 1321) and has a status of "Invalid". The error message is displayed in the 'Rejection Reason' column; invalid data is highlighted in red. The information could be corrected by typing directly into the cell or by opening the form. Once corrected, the record can be loaded into Oracle Human Resources.

Special Information Type		Company Property														
Status	Rejection Reason	Employee #	Person Id	Last Name	First Name	Person Type	Update Mode	Person Analy	Start Date	Company Proper	Value/Cost	Serial Number	Account Nur	Warranty	Date	
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Loaded							Create	6804	05/03/2010	Company Parking Space		AKY 924		No	03-M/	
Loaded							Create	6805	05/10/2010	Desktop Compu	2500	ljsdf65435132		Yes	10-M/	
Loaded		285	3165	Apt	Peter	Employee	Create	6806	04/01/2010	Company Vehic	25000	TUON32165	103.4562	Yes	01-AF	
Loaded		291	3172	Blatt	Toni	Employee	Create	6807	05/31/2010	Diners Club Card		652-132-132-51		No	31-M/	
Loaded		29	30	Brock	Kim	Employee	Create	6808	05/03/2010	Hard Hat	25				03-M/	
Loaded		289	3169	Douglas	Elizabeth	Employee	Create	6809	05/03/2010	Laptop Comput	2200	asodi09809	103.4560	Yes	03-M/	
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Loaded		284	3049	James	Jennifer	Employee	Create	6811	04/12/2010	Desktop Compu	2500	ljsdf65435200		Yes	12-AF	
Loaded		283	3048	Johnson	Catherine	Employee	Create	6812	05/31/2010	Desktop Compu	2500	ljsdf65435350		Yes	31-M/	
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Invalid	Value/Cost, Invalid	1321	13697	Tamihere	David WWay	Employee	Create	6815	05/10/2010	Desktop Compu	N/A	ljsdf65435666		Yes	10-M/	
Loaded		292	3173	Weinberg	Jerry	Employee	Create	6815	05/31/2010	Desktop Compu	2500	ljsdf65435437		Yes	31-M/	

Whether you are implementing a new system, migrating data or maintaining an existing implementation, the Special Information Wizard can be a significant asset to your company.

Visit us at <http://www.more4apps.com> to download the trial version.

Contact us at <http://www.more4apps.com/contactus/> for more information.