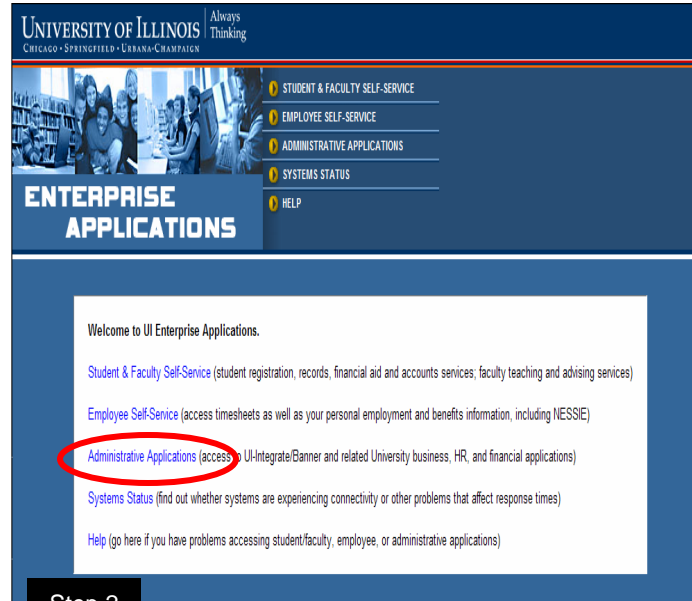


PART 1 –REQUESTING PITR

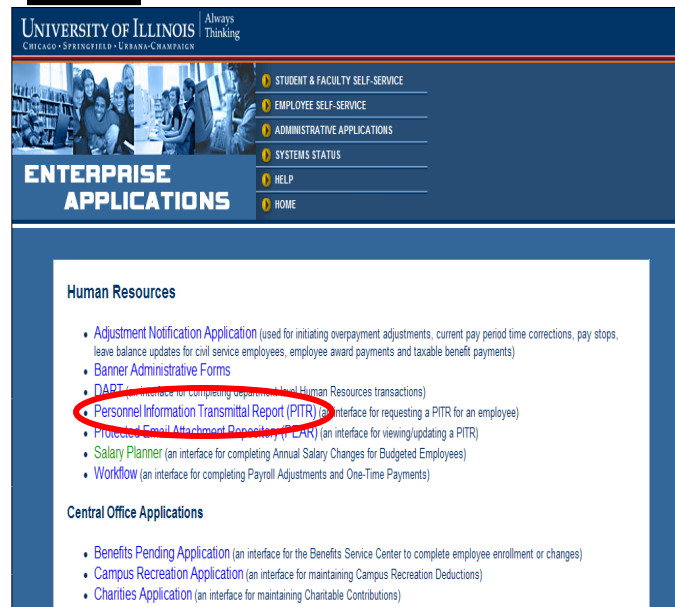
1. Open **Internet Explorer** and type <https://apps.uillinois.edu> in the Address field.
2. Click the **Administrative Applications** link.
3. Click the **Human Resource** link.
4. Click the **Personnel Information Transmittal Report (PITR)** link.
5. Type your **Enterprise ID** and **password**.
6. Click the **Login** button. The Parameter Editor main page displays.



Step 2



Step 3



Step 4



Step 5 & 6

ATTENTION: FIRST-TIME USERS OF UI Enterprise applications! You must obtain your EnterpriseID and set up your Enterprise Password before you can use the applications.

Note: This is a one-time procedure; after setting up your Enterprise Password you do not need to follow these steps again when accessing UI enterprise applications.

PART 1 CONT. –ACCESSING PEAR

7. Select **Production** from the Environment field.
8. Click the **Edit Values** button.
9. Type the **UIN** of the person for whom you are requesting the PITR in the Enter Banner ID field.
10. Type an **email address** in the Enter email address field to indicate to Parameter Editor where to send the PITR.
11. Click the **Schedule on Stack** button. You are returned to the Parameter Editor main page. The PITR is now being processed. When processing is complete, the person whose email address you entered in Step 10 will receive a notification email message in their email application (Outlook, Eudora, Pegasus, or others) from the PITR application stating that they have a new protected message in PEAR. See sample screen below, and note the Subject line indicates that the message is from the PITR Application.
12. From this point forward, the rest of the steps involve sending and receiving a PITR through PEAR. You will receive a notification email message similar to the one shown anytime someone sends you a protected message and attachment through PEAR. The only difference is that the Subject line will then indicate the name of the person who sent the PEAR message.

Parameter Editor

University of Illinois - Always Thinking

Parameter Editor Application Version: 2.5

Environment: Production

Application: PITRV0A

User Logged In: alsarabi
User Access: NORMAL_END_USER

Title: PITRV0A
Application User Access: NORMAL_END_USER
Schedule Type: STACK

Description: Personnel Information Transmittal Report

Parameters

Row Num	Application ID	Parameter ID	Parameter Name	Parameter Description	Is Visible	Regular Expression	Validation Instance	Validation User	Validation Driver	Valida Que
1	130	420	BannerID	Enter Banner ID (UIN)	Y					
2	130	421	Email	Enter email address	Y					

Step 7 & 8

Edit Values View History View Schedule

Parameter Editor

University of Illinois - Always Thinking

Parameter Editor Application Version: 2.5

Environment: Production

Application: PITRV0A

Title: PITRV0A

Current Values

Row Num	Parameter Name	Parameter Description	Parameter Value	Regular Expression	Create Date	Last Change User
1	BannerID	Enter Banner ID (UIN)				
2	Email	Enter email address				

Step 9, 10 & 11

Schedule on Stack

From: PearApplication@uillinois.edu
To: alsarabi@uic.edu
Cc:
Subject: [PEAR] Message from PITR Application

Sent: Thu 8/11/2005 1:44 PM

You have a new protected message in the protected e-mail attachment repository. To view the new message, follow the link below:

<https://appserv3.admin.uillinois.edu/pear/jsp/showMessage.jsp?messageId=135884>

From Server: gw5.admin.uillinois.edu/64.22.176.75, Directory: /var/gw/ait/messaging/Production/applications/PitrBuildApplication/gw5-1/scheduled

Step 12