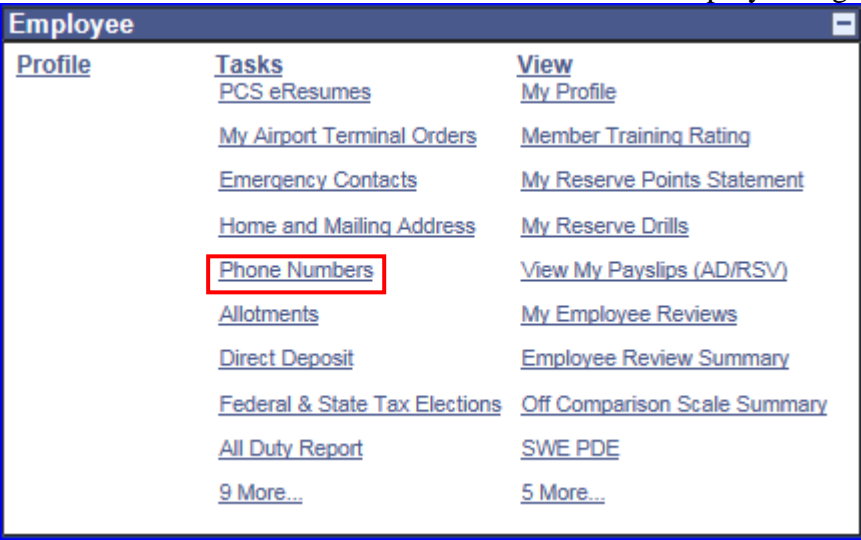
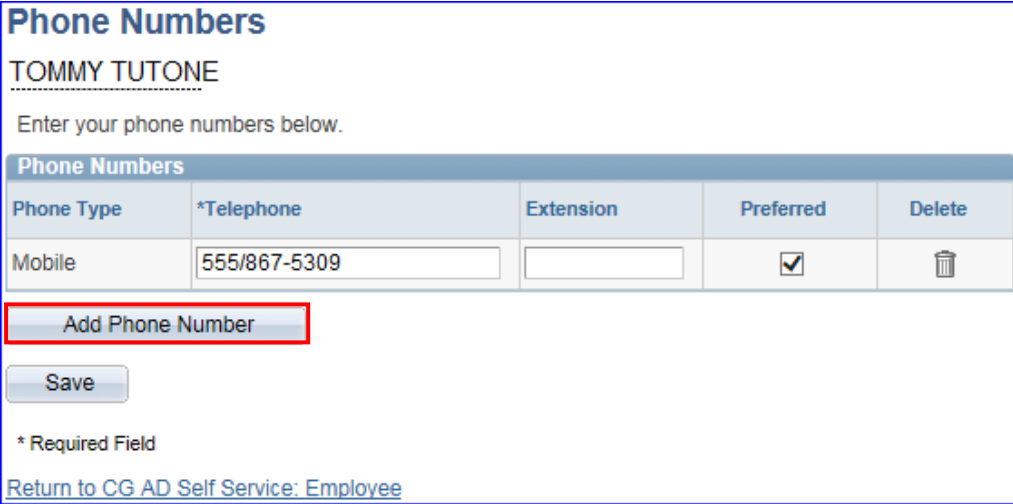


Self Service – Phone Numbers

Introduction This guide provides the procedures for how to change a member’s Phone Numbers.

Procedures See below.

Step	Action										
<p>1</p>	<p>Select the Phone Numbers link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a web interface titled 'Employee' with a navigation menu. Under the 'Tasks' section, the 'Phone Numbers' link is highlighted with a red rectangular box. Other links in the 'Tasks' section include PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, and 9 More... The 'View' section includes My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, and SWE PDE.</p>										
<p>2</p>	<p>The member’s current Phone Numbers will display. The member can overtype the phone number, add an extension, check/uncheck the preferred box, delete the number (make sure to click save after hitting the delete button), and/or add additional phone numbers. In this example, a new phone number will be added. Select Add Phone Number.</p>  <p>The screenshot shows the 'Phone Numbers' page for 'TOMMY TUTONE'. It includes the instruction 'Enter your phone numbers below.' and a table with the following data:</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555/867-5309</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Below the table, the 'Add Phone Number' button is highlighted with a red rectangular box. There is also a 'Save' button and a note '* Required Field'. At the bottom, there is a link: 'Return to CG AD Self Service: Employee'.</p>	Phone Type	*Telephone	Extension	Preferred	Delete	Mobile	555/867-5309		<input checked="" type="checkbox"/>	
Phone Type	*Telephone	Extension	Preferred	Delete							
Mobile	555/867-5309		<input checked="" type="checkbox"/>								

Continued on next page

Self Service – Phone Numbers, Continued

Procedures,
continued

Step	Action																				
<p>3</p>	<p>A new line will be added.</p> <div data-bbox="357 524 1369 1077" style="border: 1px solid blue; padding: 5px;"> <p>Phone Numbers</p> <p>TOMMY TUTONE</p> <p>Enter your phone numbers below.</p> <table border="1" data-bbox="357 674 1369 860"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555/867-5309</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Phone Number"/></p> <p><input type="button" value="Save"/></p> <p>* Required Field</p> <p>Return to CG AD Self Service: Employee</p> </div>	Phone Numbers					Phone Type	*Telephone	Extension	Preferred	Delete	Mobile	555/867-5309		<input checked="" type="checkbox"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	
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Phone Type	*Telephone	Extension	Preferred	Delete																	
Mobile	555/867-5309		<input checked="" type="checkbox"/>																		
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>																		
<p>4</p>	<p>Enter the new Phone Type, Phone Number, Extension and Preference. Then click Save. Once it is saved, click the Return to CG AD Self Service: Employee link.</p> <div data-bbox="357 1227 1369 1780" style="border: 1px solid blue; padding: 5px;"> <p>Phone Numbers</p> <p>TOMMY TUTONE</p> <p>Enter your phone numbers below.</p> <table border="1" data-bbox="357 1375 1369 1561"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555/867-5309</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Home <input type="text" value=""/></td> <td>555/555-5555</td> <td><input type="text" value=""/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Phone Number"/></p> <p><input type="button" value="Save"/></p> <p>* Required Field</p> <p>Return to CG AD Self Service: Employee</p> </div>	Phone Numbers					Phone Type	*Telephone	Extension	Preferred	Delete	Mobile	555/867-5309		<input checked="" type="checkbox"/>		Home <input type="text" value=""/>	555/555-5555	<input type="text" value=""/>	<input type="checkbox"/>	
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