

PPMS Email Address Upload Process

The PPMS Email Address Upload process allows you to upload email addresses into the EMP database.

The process gives the option to only load email addresses into records where the email address field is currently blank in PPMS, or to load all email addresses that are uploaded, which will overwrite any existing email addresses. Once uploaded, email addresses can be viewed on the Personal Information screen (PS0004).

There are three main steps to the email upload process:

1. Create a file of employee SIDs and email addresses that you want to upload.
2. Upload the file using a new PPMS upload screen.
3. Run a batch process that loads the email addresses from the file to the appropriate records.

In preparation for this process, assign the Employee Email File Upload screen (PS0140) to the person who will be uploading the files. **PS0140 should be always be added to menus with a User Access Level of 1.**

Step 1: Create a File of Employee SIDs and Email Addresses

You will need to create a file of SIDs and corresponding email addresses that you want to upload and copy it to a directory location in Windows that is accessible from your workstation. SID and email address are the only data uploaded and must be delimited in the file with a symbol, such as a comma or a dash. The file can be named anything you want, but must be saved as a plain ASCII file (no special characters or hidden formatting).

Note: The maximum number of characters allowed in an email address in PPMS is 40. If an email of more than 40 characters is included in the file, the email address will be right-truncated at 40 characters when loaded.

A file with five employees with fields separated with a comma delimiter might look like this:

```
891007755,cindylouwho@whoville.com
891105632,f.flintstone@technorock.net
891087659,jetsoncutie@flymetothemoon.com
891224785,mightymouse@hereicometosavetheday.net
891335600,roadrunner@beepbeep.net
```

Step 2: Upload the File using the PPMS upload screen, PS0140

Upload the file using the Email Upload screen (PS0140).

To use this process, first have your Terminal Security Administrator add PS0140 to your PPMS login. PS0140 should be added to your menu with a User Access Level of 1.

To upload the file, if you have been configured with a user access level of 1, you will be prompted for answers to the following questions. Use the Return or Enter key located above the right-hand Shift key on your computer keyboard, not the Enter key on the keyboard’s 10-key pad when responding to the prompts:

Prompt:	Your response:
ENTER PC FILENAME TO UPLOAD	Type c:/emailfile.txt (for example) and press Return/Enter.
DO YOU WISH TO REPLACE THE FILE ON THE HP3000 (N/Y)?	Type Y to replace the file and press Return/Enter.
If the upload is successful, the following message is displayed: UPLOAD COMPLETED PRESS ENTER TO CONTINUE	Type E to exit and press Return/Enter.

Step 3: Schedule and Run the Job to Load the File into PPMS (PS0141J)

To schedule the job PS0141J, you or your college’s designated scheduler of jobs will need to have access the job scheduling screen. The job PS0141J can be run at any time during the day or night (Immediate, Batch or Production). Please refer to the Job Scheduling documentation for PS0141J on the SBCTC-IT web site for details. You will need to enter values for the following parameter:

Parameter:	Your response:
SM5236-REPLACE	Enter Y to overwrite any existing emails Enter N to only load emails when the email field is blank

The job produces two reports:

PS0141A – Employee Email Upload Exception List

Provides a list of the SIDs and email addresses that were not loaded and the reason.

PS0141B – Employee Email Address Upload

Provides a list of the SIDs and email addresses that were loaded.