## Viewing Entry Types

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Entry Types** page.  
      |   Click the **Set Up HRMS** link.  |
| 2.   | Click the **Product Related** link. |
| 3.   | Click the **Global Payroll & Absence Mgmt** link. |
| 4.   | Click the **System Settings** link. |
| 5.   | Click the **Entry Types** link. |
| 6.   | For this example use AE0 for **Absence Entitlement**.  
      |   Enter the desired information into the **Entry Type** field. Enter a valid value e.g. "AE0". |
| 7.   | Click the **Search** button.  |
| 8.   | Use the **Entry Types** page to enter entry types and define unique groupings of elements.  |
| 9.   | The **Description** field describes the Entry Type. For this example, accept the default. |
| 10.  | Use the **Value Type** list to select the type of field that appears on a page when an entry construct is used. This value has already been set. Accept the default.  
      |   By selecting **Element Name** you can enter information into the **Prompt Views for Element Security and Overrides** group box. If you select another **Value Type** the **Prompt Views for Element Security and Overrides** group box is not available to update. |
| 11.  | The **Prompt View Name** field displays the value that appears in the **Valid Entry Type** field on the **Entry Type Prompts** page. This page will be viewed later in the course. |
| 12.  | If needed you can update the fields in the **Prompt Views for Element Security and Overrides** group box. You can enter overrides at various levels and control additional security in prompt views. The prompt views in this group box also look at the security check boxes on the **Element Name** page. |
| 13.  | This concludes the Viewing Entry Types topic.  
      |   **End of Procedure**, |

---

Date Created: 2/7/2008 1:59:00 PM  
Page 1