Location of Email Fields

new world ERP – Foundation
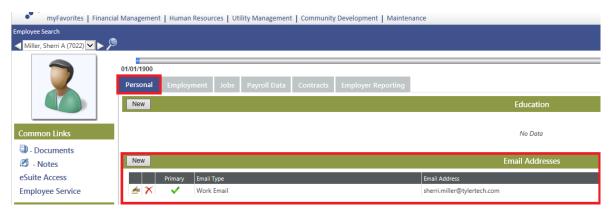
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Location of Email Fields

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When the "*Lockout All eSuite Users.sql*" script is applied to the eSuite database, all eSuite, eEmployee users will be locked out of eHR. The process is detailed in the *Enhanced Security* guide.

1. The email address field for employees is in new world ERP > Human Resources > Workforce Administration > search for the employee > select their employee number. The **Personal** tab contains the email address section:

2. The email address field for non-employees is in new world ERP > Human Resources > Non-Employee > Non-Employee Service. Search and select the non-employee. The General screen contains the email address field:

3. When the user selects **Reset Password** and the eSuite user does not have a primary email set up in new world ERP, the following message will display: "A password reset email could not be sent. There is no primary email address on record":

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Password Reset

The following error(s) occurred

- A password reset email could not be sent. There is no primary email address on record.

Enter your username and click the Continue button below. An email will be sent to your primary email address on record containing a password reset link.

Username   s.miller

CONTINUE

The organization may want to share with their employees the appropriate steps to take if an employee receives this message; for example, it may be appropriate for the employee to contact their Human Resource Department, their IT Department or their System Administrator. *******Best Practice is to populate the employee's email field with a current email address, then have the employee select "Reset Password." ********* See the Enhanced Security Guide for details regarding "unlocking" a user.****************

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