System Foundation 9.0
Implementing Employee Self Service (ESS)

Create the Employee Self Service Bookmark Group

Scenario

Employee Self Service users can be assigned access to the Portal Employee Self Service Bookmark via a Resource Manager Group. Bookmark Groups are created in the Resource Manager desktop utility. Once the Group is created and assigned to all Employee Self Service users, a Portal Administrator can assign the ESS Bookmark to the Group. This makes it available to every user who is a member of the Group.
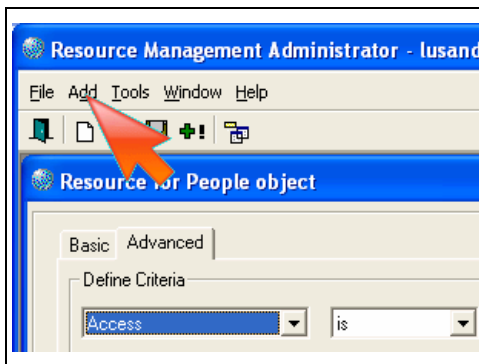
This scenario shows you how to create the Employee Self Service Bookmark Group.

Scenario Data

Description	Data
Group RM Object ID	ESSGroup
Group RM Object Description	ESSGroup

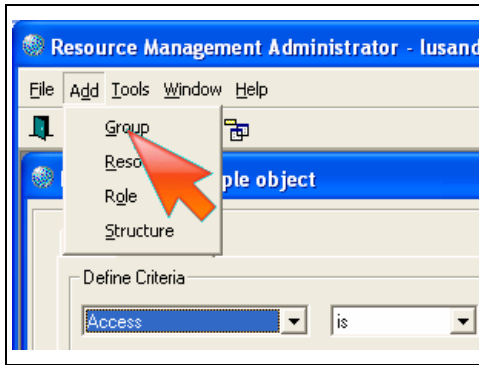## Workflow

Step 1 of 13:

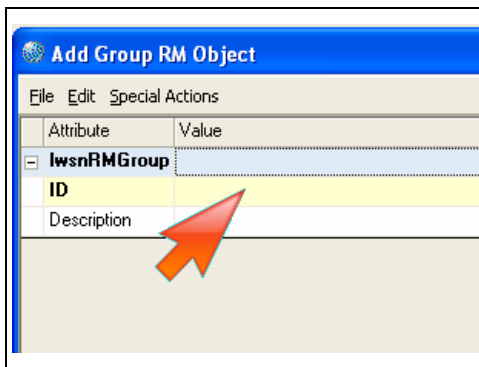In the Resource Manager, click on the Add option from the toolbar.

Action:

Click 'Add'.
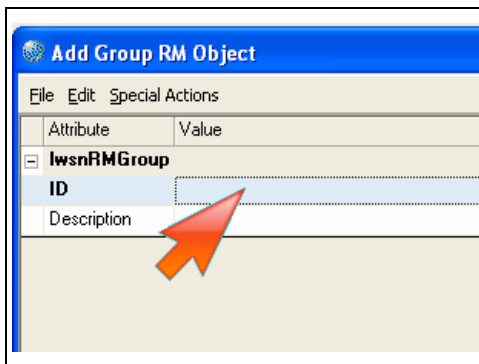
Step 2 of 13:

Action:

Click on the 'Group' option.

Step 3 of 13:

Action:

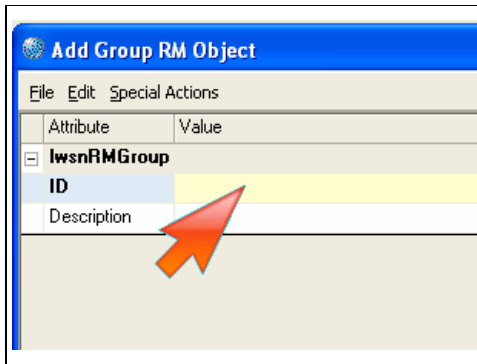Click the 'ID' field.

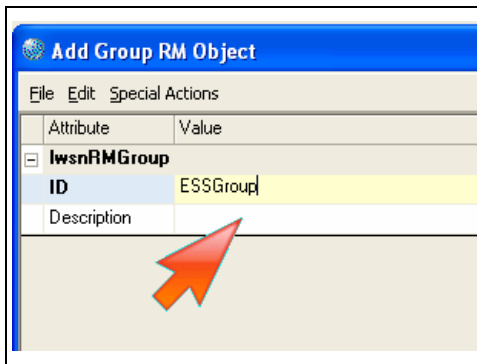Step 4 of 13:

Action:

Double-click the ID 'Value' field.

Step 5 of 13:

Action:

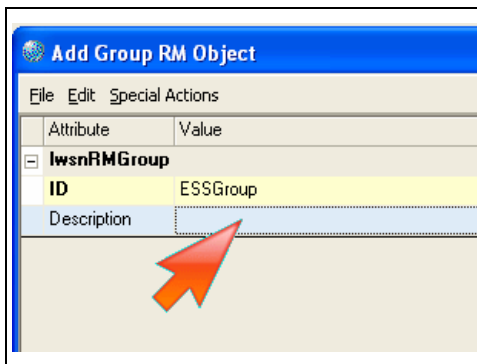Type in 'ESSGroup'.

Step 6 of 13:

Action:

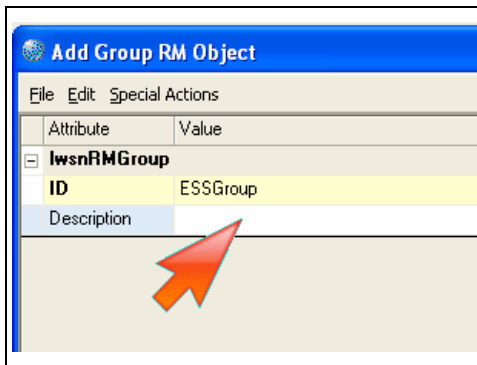Click the 'Description' field.

Step 7 of 13:

Action:
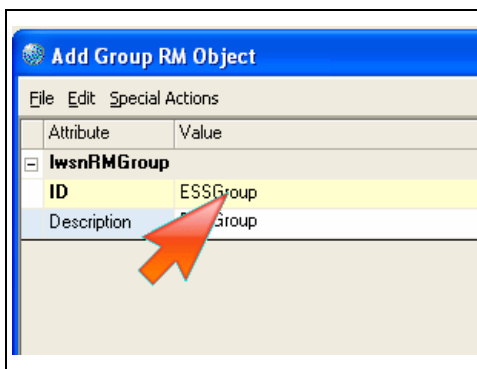
Double-click the 'Description' field.

Step 8 of 13:

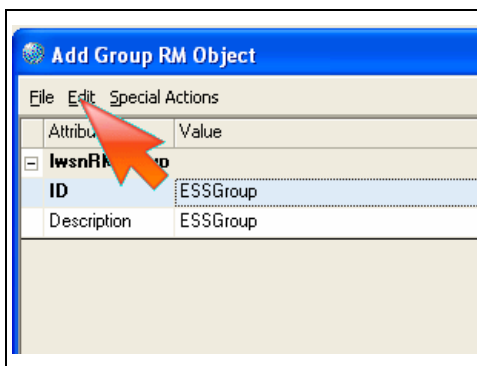**Action:**

Type in 'ESSGroup'.

Step 9 of 13:

Exit the field currently being edited.

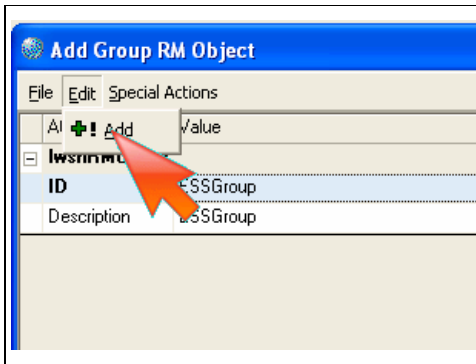**Action:**

Click the 'ID' field.

Step 10 of 13:

Action:

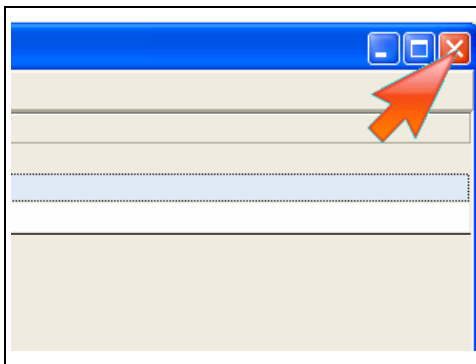Click the 'Edit' option from the toolbar.

Step 11 of 13:

Action:

Click the 'Add' option.

Step 12 of 13:

Close the Add Group RM Object window.

Action:

Click the 'Close' button.

Step 13 of 13:

You have finished. Please click the flashing navigation icon to close this resource.