

## **Office of Human Resources**

## **Review Main Appraiser Response to Your Information Request**

## **Step-by-Step Instructions**

- Step 1 Open an Internet Browser.
- Step 2 Navigate to <u>eportal.montgomerycountymd.gov</u>.
- Step 3 Sign In to accessMCG.

Step 4 Click the Employee Self-Service option.

- Step 5 Click the blue Go to Employee Self- Service button.
- Step 6 Your Oracle eBusiness Homepage opens.
- Step 7 Click the Full List button located in the Worklist section.
- Step 8 Click the Drop-down Arrow of the View field.







Worklist			
			Full List
		O Previous 1-5	✓ Next 5 ②
From	Subject	Solicitation List	Sent v

Worklist		
View Open Notification	s Go	
Select Notifications:	Open ce	
Select All Select None		

## Review Main Appraiser Response to Your Information Request

Step 9	Select To Do Notifications.							
•		All Notifications						
		Oracle FYI Notifications >						
		Workli Notifications From Me						
		Open Notifications						
		View To Do Notifications						
		Select Notifications: Open						
Step 10	Click the Go button							
Step 10		Worklist						
	Once clicked all notifications waiting for your response will	View To Do Notifications 🗸 Go						
	dionlou	Solart Natificatione: Onen Close						
	uispiay.	Select nouncations. Open chose						
Sten 11	Click a Subject that indicates the 'Appraisal of [Appraisae	Worklint						
	Click a Subject that indicates the Applaisal of [Applaisee	View To be letifications 💓 60						
	name] (proposed by [Main Appraiser name])'	Select Notifications: Open Clese						
		Select All   Select have						
		Selectfrom Pype Subject - Sent Due Sent Due 10 Annual Sector Sect						
	Example: 'Appraisal of Doe, John (proposed by Smith, Sam)	The Viscon Rules - Redrect of a sub-memory in subscription and a subscription of the Viscon Rules - Redrect of a sub-memory in subscription and a subscription of the Viscon Rules - Redrect of a sub-memory in subscription and a subscription of the Viscon Rules - Redrect of a sub-memory in subscription and a subscription of the Viscon Rules - Redrect of a subscription of the Viscon Rules - Redrect of a subscription of the Viscon Rules - Redrect of a subscription of the Viscon Rules -						
	as of 2015-Jan-01'	WTMP VIOLEDE ACLESSE - Specify which users can vew and act upon your nethcanons.						
Oton 40	The Annuaical energy							
Step 12	The <b>Appraisal</b> opens.							
Ston 13	Scroll down to the Action History section toward the	I down to the Action History section toward the						
Otep 15	bettern of the near	Action History						
	bollom of the page.	Seminary Humo Action Data Botar						
		1 Supervisor Sam Submit D9-Mar-2015 10-11:44						
Step 11 D	Review the Notes, field to the right of the Main Appraiser's	2 Approver, Andy executive, 09-Mar-2015 11:36 This text is the approvers request for more information.						
Step 14		3 Supervision, Sam ANSWER Main Appraiser's response to the Approver's inquiry						
	name where the Action field indicates 'ANSWER'.	4 Approvar, Andy renning						

End of Procedure.