



3Cs - Communications, Checklists and Comments Rel 9.2

This two-day class presents information needed to set up, administer, and use the PeopleSoft Enterprise Campus Solutions 3Cs -- communications, checklists, and comments. Participants learn how to set up 3C security for each of the C's and how to manage 3Cs data including how to use the Communication Generation process and use the PeopleSoft 3C engine.

- Communications tasks include creating, assigning, updating and verifying communications, and generating letter and email communications.
- Checklists tasks include creating, assigning, and updating checklists for individuals, organizations, or events.
- Comments tasks include designing comments, and setting up and creating comment records.

This class also covers how to use the 3C engine to automatically assign 3Cs in PeopleSoft Enterprise Campus Solutions.

Learn To:

- Set Up 3C Security
- Create and Manage Communications
- Create and Manage Checklists
- Create and Manage Comments

Audience

- Implementer

Objectives

- Describe the 3Cs and their functionality
- Set up 3C security

- Manage communications
- Generate email and letter communications
- Manage checklists
- Create comments
- Assign 3Cs automatically using the PeopleSoft 3C engine

Topics

- Business Process Overview
 - Describing the 3Cs
 - Describing the PeopleSoft Products that Use 3Cs
- Establishing 3C Security
 - Identifying 3C Security Requirements and Building Blocks
 - Setting Up 3C Security
 - Assigning 3C Security
- Managing Communications
 - Identifying Communications Building Blocks
 - Setting Up Communications
 - Setting Up Communications 3C Security
 - Defining Communication Speed Keys
 - Creating and Assigning Communications Manually
- Using the Communication Generation Process
 - Describing the Communication Generation Process
 - Setting Up the Communication Generation Process
 - Running the Process
 - Retrieving and Viewing Generated Communications
- Resetting Generated Communications
 - Resetting Communications
- Managing Checklists
 - Identifying Checklist Building Blocks
 - Setting Up Checklists
 - Setting Up Checklists 3C Security
 - Assigning Checklists Manually
 - Updating Checklists
 - Using Tracking Groups
- Managing Comments
 - Identifying Comment Building Blocks
 - Setting Up Comments
 - Viewing and Changing Comments
 - Setting Up Comment 3C Security
 - Entering Comments Manually
- Assigning 3Cs Automatically Using the PeopleSoft 3C Engine
 - Understanding the 3C Engine Process Flow
 - Setting Up the 3C Engine
 - Using System Real-time Processing
 - Using Batch Processing
 - Understanding the Relationship Between PeopleSoft Mass Change and the 3C Engine