

**Employee Directory**

Implementation Guide

Releases 11i & 12

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Part No. ASDIR-02

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## Intended Audience

Welcome to the Employee Directory Implementation Guide.

The manual is intended to instruct functional experts and super users on how to setup the solution in Oracle E-Business Suite ready for use.

Before following the steps outlined in this guide, you must have completed all actions outlined in the accompanying Employee Directory Installation Guide, Part ASDIR-01.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Standard request submission in Oracle Applications.
- The Oracle E-Business Suite user interfaces.
- Setting up menus, functions, request sets and other common Oracle E-Business Suite features

To learn more about the above, read the Oracle Applications User's Guide. If you have never used Oracle Applications or are not comfortable with the above concepts, we suggest you engage Applaud Solutions or your consultancy partner to assist you in your implementation

## Related Guides

### [Employee Directory Installation Guide](#)

This guide gives a step by step guide to your Database Administration team which will allow them to install this solution on your Oracle instances.

### [Applaud Web Services Guide](#)

This guide describes the Web Service Framework that underpins Employee Directory and gives instructions on how to modify the delivered services.

### [Applaud Fast Formula Guide](#)

Employee Directory uses Fast Formula to control the display of some data, such as Phone Numbers. This guide documents those Formula and explains how to modify them.

## **Do Not Use Database Tools to Modify Oracle Applications Data**

It is **STRONGLY RECOMMENDED** that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

This product delivers new objects prefixed by 'XXAS' and code to support the solution. The same guidance applies to all data residing in these tables.

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# Introduction to Employee Directory

Employee Directory is solution that offers a real-time view of employee contact details sourced directly from your Oracle HR database. Built with cutting edge web technology, the feature can be easily incorporated into any existing Self Service HR menu. Alternatively, it can seamlessly integrate into your corporate intranet pages, without requiring the user to login to Oracle.

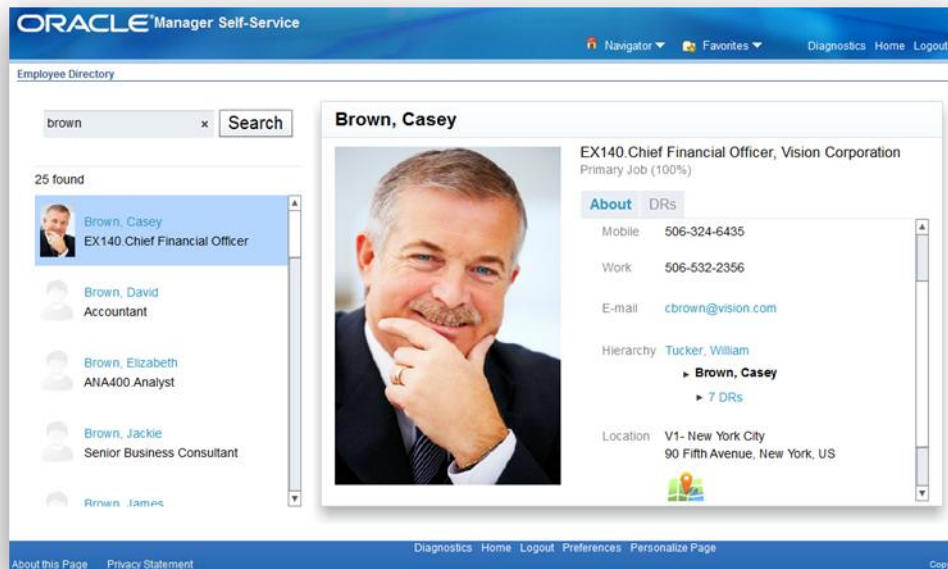
The solution also ships with companion apps for iPhone and Blackberry along with a desktop app for PC and Mac, delivering employee information to where you need it the most.

Web, Desktop and Mobile Editions are all powered by the same XML Web Services. These services allow you to pull real time employee data from Oracle into any internal web page of your choosing.

This section describes the functionality offered by the Employee Directory Suite and introduces the new technologies.

## Employee Directory Web Edition

The first option for deploying Employee Directory is within the Oracle e-Business Suite itself, accessed through a regular Self Service Menu: Employee Directory Web Edition is embedded within an Oracle Applications Framework page. It can be deployed outside of the Oracle e-Business Suite onto any internal intranet site so that employees can access the Directory without logging in.



The following features are available:

### Search

A fast and user friendly search facility is provided to allow users to quickly find the person they are looking for. An employee's name can be typed in any order and search terms are case insensitive. Partial searches are accepted and no wildcards are required. A 'Google-style' real-time search facility is also included to bring back results as the user is typing, maximising usability.

### Employee Names

Employee Directory makes use of standard Oracle Person Name Format functionality, allowing the display of a person's name to be tailored to your requirements.

### Contact details

Phone numbers and email addresses are displayed, taken from a person's HR record. Powerful configuration options are provided which allow you to control which phone numbers are displayed and which are kept private.

### Photos

Employee Directory displays photos already loaded against a person's HR record. Advanced Oracle database features are used to create thumbnails of photos to minimize the network traffic usually associated with large volume image display.

### Availability

A person's availability is shown giving a rapid, visual indication as to whether someone is at work. Employee Directory takes absence, training and schedule information held within Oracle HR and Oracle Learning Management and calculates whether someone is available at the time the user is viewing their profile.

Availability functionality is supported by a rich set of configuration options. Fast Formulas are provided which allow you to precisely tailor which Oracle HR data

should be used when determining availability as well as changing the text that displays in the Availability descriptor.

#### Mini Org Hierarchy

A small supervisor hierarchy is shown, allowing you to view someone's direct reports and line manager, as well as being able to navigate up and down the tree.

#### Links to Desktop and Mobile Editions

Content Containers on the right-hand side provide links to install the desktop and mobile editions of Employee Directory. These can be personalized using the standard Oracle personalization features.

#### Intranet Deployment

Employee Directory can be deployed to your intranet so users can access rich employee information without the need of logging into Oracle e-Business Suite. When deployed in this way, Employee Directory connects to the Oracle HR data using GUEST access.

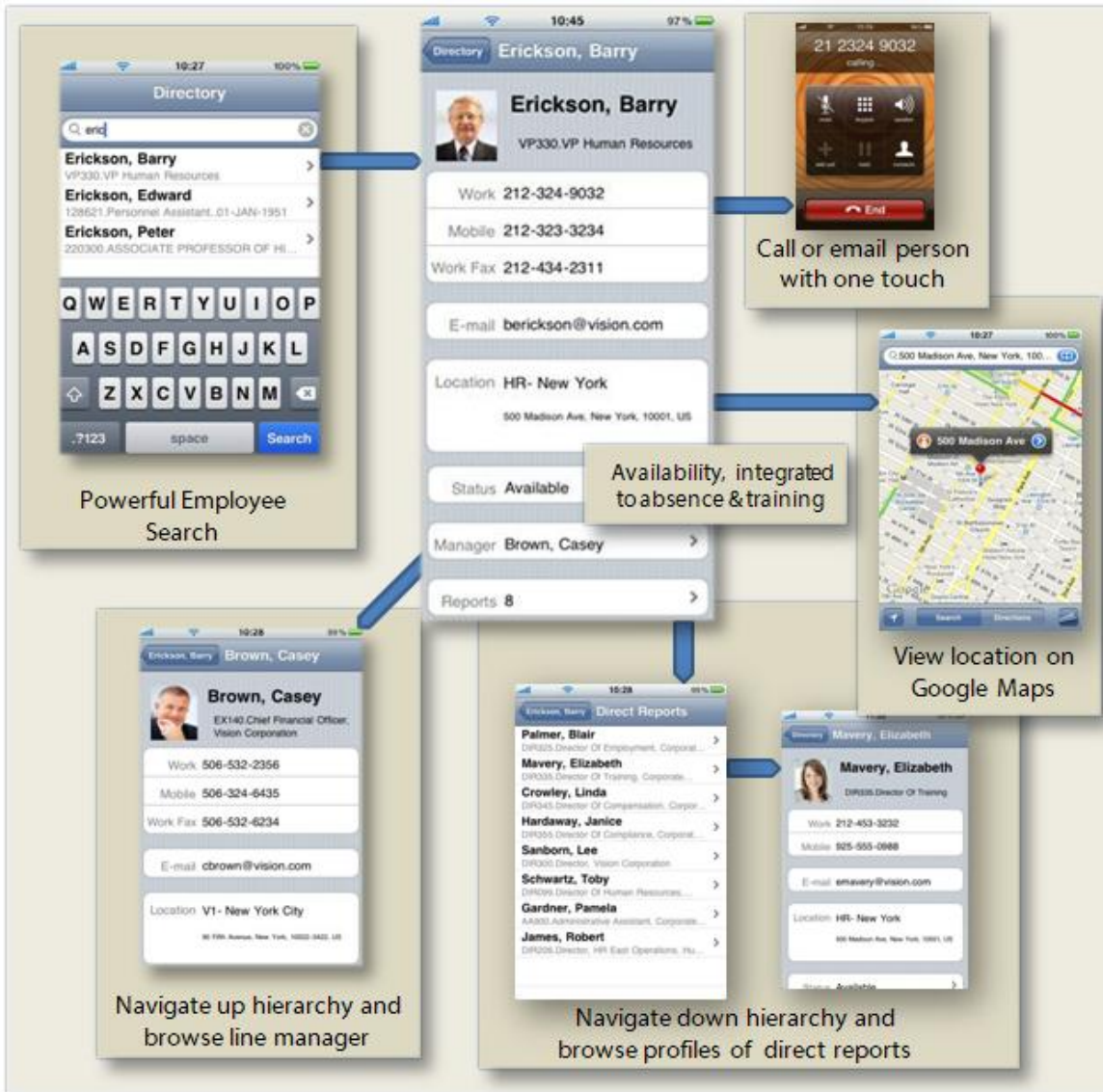
## Employee Directory Desktop Edition

Employee Directory includes a desktop application which runs on Windows and Mac OS X.. The Desktop Edition provides the same features and functionality as the Web Edition with an important difference: the application runs on the desktop, offering rapid and fast access to employee contact information without the need to fire up a browser or navigate to a web page. Windows users can minimize the Desktop edition to the system tray:



# Employee Directory Mobile

Employee Directory brings worker information to your iPhone & Blackberry retrieved in real time from the Oracle e-Business Suite. No other additional Oracle middleware is needed, just one patch installs the server side code onto the database. Users then download the free App from the App Store (search for the App by its name **Employee Directory for Oracle HR**) and enter the URL of your e-Business Suite instance along with the username and password to start finding employee information on the go.



## Advanced Configuration Options

Employee Directory ships with advanced options that allow rapid configuration without the need for time consuming technical development. Configuration only has to be performed once to take effect across all 3 different deployment options.

### Personalise via Fast Formula

Many fields and data items can be personalized using Fast Formula. Determine which phone types are displayed, evaluate availability and adjust the display of assignment information rapidly using simple Formula changes.

For more details, please see the *Applaud Fast Formula Implementation Guide, part number ASFF-01*

### Web Services

The rich user interfaces of the Employee Directory editions connect to your Oracle HR instance using web services. Applaud Solutions deliver a Service Oriented Architecture built upon powerful features that are included in your existing Oracle infrastructure.

Applaud Solutions register all services in a Service Repository, which can be customized by technical developers when the out-of-the-box configuration options don't satisfy your requirement.

For more details, please see *the Applaud Web Services Implementation Guide, part number ASSRV-01*.

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# Quick Start Guide

This section documents the basic steps you need to perform to enable the solution to be up and running as quickly as possible.

These steps take place after a successful installation of the software. Please ensure you have followed all steps outlined in *the Employee Directory Installation Start Guide, Part ASDIR-01*.

## Assign Responsibilities

The **Applaud Employee Self Service** responsibility gives access to the web edition of Employee Directory and also contains links to the Desktop and Mobile editions.

If you already have a different product from Applaud Solutions installed, you may already have these responsibilities in place, in which case Employee Directory will appear as a new option automatically.

## Install Adobe Flash

Employee Directory Web Edition makes use of Adobe Flash to deliver rich content to your web browser. All users of Employee Directory Web Edition require a minimum of Adobe Flash Player 10.2.159.1 installed on the machine they use to access Oracle Self Service.

If you do not have Adobe Flash Player installed, you can download it from Adobe's website at:

<http://get.adobe.com/flashplayer/>

To get the exact version of Flash that you already have installed, check the version at this site:

<http://www.adobe.com/software/flash/about/>

## Use Employee Directory Web Edition

Switch to **Applaud Employee Self Service** and select the **Employee Directory** function.

You will now be able to use the Search to quickly find people within your organization.

## Install and Use the Desktop Edition

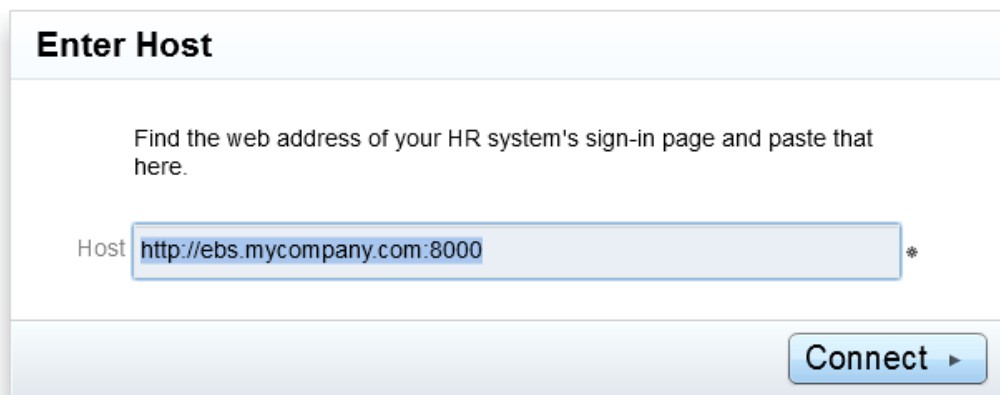
The Employee Directory Desktop Edition makes use of Adobe AIR to deliver rich desktop capabilities across multiple platforms, including most versions of Windows and Mac OS X. For more specific details of system requirements, please see:

<http://www.adobe.com/products/air/systemreqs/>

Users must have installation rights on their machine to be able to install Employee Directory Desktop edition. Alternatively, your IT teams may be able to remotely deploy the application to multiple machines utilizing common software deployment mechanisms.

There are several ways for a user to install the Desktop Edition. The easiest way is to navigate to the **Employee Directory** function within Self Service and select the link for your operating system from the Content Container on the right. This will download the installer file, or a zip file containing the installer file, which you can then run to install the Desktop Edition.

When installation is complete, Employee Directory desktop edition will be launched automatically and will show the following Settings screen:



**Enter Host**

Find the web address of your HR system's sign-in page and paste that here.

Host  \*

**Connect** ▶

Simply enter or paste in the address of your Oracle E-Business Login page and press the Save button. The login URL will look something like this:

[http://ebs.myorganization.intranet:8000/OA\\_HTML/AppsLogin](http://ebs.myorganization.intranet:8000/OA_HTML/AppsLogin)

If the Directory is able to connect successfully you will now be able to enter your standard username and password and then use the search to quickly find people within your organization.

## Getting started with the Mobile Editions

The Employee Directory mobile edition runs as a native iPhone or Blackberry app. They can be found at the following locations:

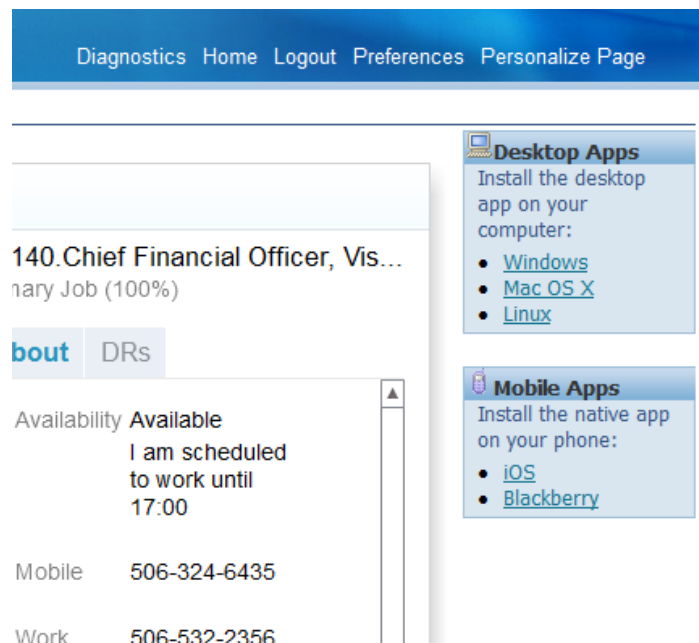
On the Apple AppStore

<http://itunes.apple.com/app/employee-directory-for-oracle/id397083143> or by searching in the App Store for its name which is **Employee Directory for Oracle HR**.

On the Blackberry App World

<http://appworld.blackberry.com/webstore/vendor/16330?lang=en> or by searching in AppWorld for 'Employee Directory'.

Additionally, the Employee Directory Web Edition also includes a link to both apps on the right of the screen (see *Use Employee Directory Web Edition* for how to access the Web Edition).



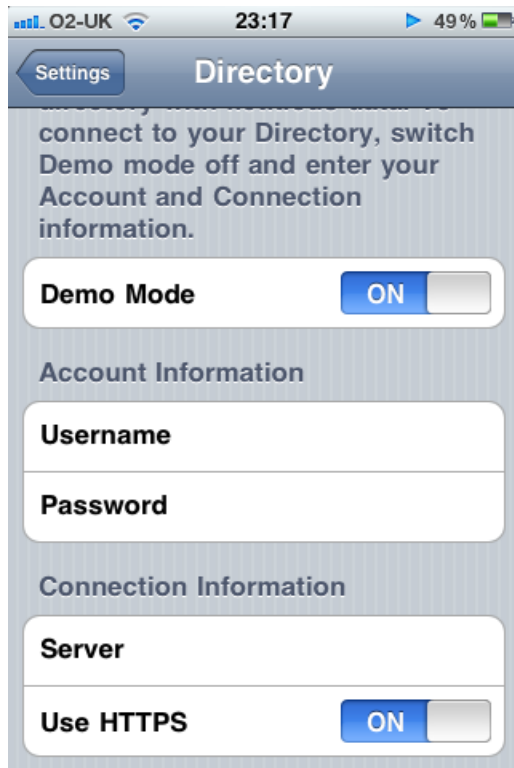
The iPhone app requires Apple iOS v3.1.2 or higher.

The Blackberry app requires OS 5.0 or higher.

### iPhone Settings

Once installed on your iPhone, navigate to the iPhone Settings and select the Directory link to configure the Employee Directory iPhone app settings.

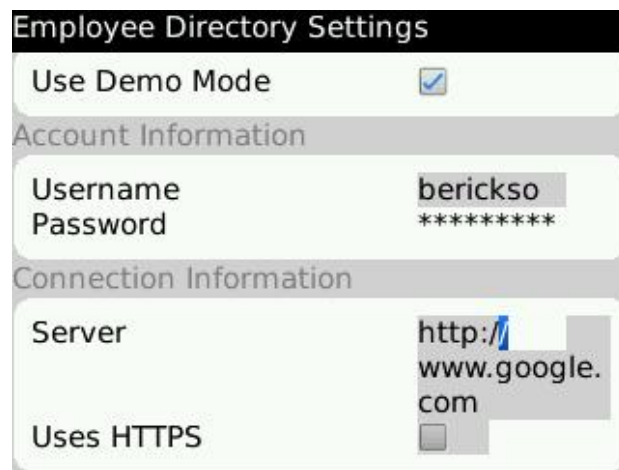
The Settings screen is shown below:



### Blackberry Settings

Once installed on your Blackberry, navigate to the Settings by pressing the Blackberry button.

The Settings screen is shown below:



### Mobile Settings Explained

The settings that can be changed are the same on both Blackberry and iPhone:

#### Demo Mode

Demo Mode connects to an Applaud Solutions demo environment, which allows you to experiment with the apps functionality without configuring it for access to your internal directory.

This should be switched to 'Off' when connecting to your own Oracle E-Business Suite environment.

### **Username / Password**

The user should enter the same username and password as they would use to login to the Oracle e-Business Suite.

### **Server**

Simply enter or paste in the address of your Oracle E-Business Login page. The login page will look something like this:

[http://ebs.myorganization.intranet:8000/OA\\_HTML/AppsLogin](http://ebs.myorganization.intranet:8000/OA_HTML/AppsLogin)

Whilst this is the easiest option, the app only needs this part:

[ebs.myorganization.intranet:8000](http://ebs.myorganization.intranet:8000)

If you intend to write internal communications that provide details of the specific values to enter, use the second example.

### **Use HTTPS**

If the login page starts with 'https://' you should set this to On; if the login page starts with 'http://' you should set this to Off.

If the Oracle E-Business Suite is accessible over a public network, even through a Demilitarized Zone (DMZ), Applaud Solutions **strongly recommends** that the Oracle E-Business Suite is deployed over HTTPS, which ensures that user credentials and personal information is encrypted

## **Next Steps**

Whilst this Quick Start Guide can be used to rapidly deploy Employee Directory to a production environment with 'out of the box' settings, you will usually wish to take additional steps such as choosing which contact details are displayed.

The following optional tasks help you tailor the solution to your specific requirements.

#### **Configure Basic Contact Details Fast Formula**

This Fast Formula controls the display of phone numbers and email addresses. It is particularly important that you perform this step if you have implemented additional phone types. More details are given in the document *Applaud Fast Formula Implementation Guide, Part No ASFF-01*.

#### **Configure Assignment Details Fast Formula**

This Fast Formula controls the display of job title, assignment status, location address and years of service. More details are given in the document *Applaud Fast Formula Implementation Guide, Part No ASFF-01*.

#### **Configure Availability Fast Formula**

Three Fast Formulas are supplied that control the availability display and link into Absence, Training and Schedule information stored within the Oracle e-Business Suite. If you have implemented new Absence Types or Delivery Methods within Oracle Learning Management you should review these formulas to ensure that availability information is shown correctly.

More details are given in the document *Applaud Fast Formula Implementation Guide, Part No ASFF-01*.

**Review Web Services (Advanced Configuration)**

Once you have performed the above steps, you may want to review and alter the data that the 'default' Web Services obtain from Oracle HR. Perhaps you would like to add in additional security or insert your own business rules for data being sent to the database. If so, you should review the detail given in the document *Applaud Web Services Implementation Guide, Part No ASSRV-01*.

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# Understanding the data in Employee Directory

## Introduction

All Employee Directory editions show basic contact details for each worker, including photo, phone numbers & email address. Many different configuration options are available to ensure that the correct set of information is retrieved from your Oracle HR records and presented to your users.

Unless otherwise stated, configuration steps described in this section replicate across all three editions:

- Employee Directory Web
- Employee Directory Desktop
- Employee Directory Mobile



The screenshot shows a user profile for Regina Hogan. On the left is a headshot of a woman with short blonde hair and glasses. To the right of the photo, the name "Hogan, Regina" is displayed in bold. Below the name, the job title "SVP200.Senior Vice ..." is shown, followed by a link to "1 other" job. Underneath, it says "Primary Job (100%)". There are two tabs: "About" (selected) and "DRs". The "About" section includes "Availability Available" with a note "I am scheduled to work until 17:00". It also lists "Mobile" and "Work" phone numbers as "650-506-9600" and "E-mail" as "rhogan@vision...".

## Employee Name

By default, Employee Directory displays someone's name based on the default name format used by Oracle HR, which is usually <Last Name, First Name>.

However, advanced users may wish to make use of Oracle's Person Name Formats functionality which is supported by Employee Directory. By default, Employee

Directory will display names based on the following rules (applied in the given order):

- If the 'HR: Local or Global Name Format' profile option is set to Local, it displays the person's local name.
- If the 'HR: Local or Global Name Format' profile option is set to Global, it displays the person's global name.
- If the 'HR: Local or Global Name Format' profile option is not set and 'HR:Display Person Name' is set to Full Name, it displays the person's full name.
- If the 'HR: Local or Global Name Format' profile option is not set and 'HR:Display Person Name' is set to anything besides Full Name, it displays the person's first name and last name.

Please refer to the Oracle HR Implementation Guides for more information on how to use Person Name Format functionality.

## Email address and Phone Numbers

The display of email address and phone numbers is controlled by the Fast Formula XXAS\_COM\_BASIC\_CONTACT. Please refer to *Applaud Fast Formula Implementation Guide, part ASFF-01* for more details.

## Photos

If you already have photos stored in Oracle HR (within the PER\_IMAGES table), then Employee Directory will display them automatically.

### File Formats supported

The following picture file formats are currently supported:

- JPEG (.jpeg or .jpg files)
- Portable Network Graphics (.png files)
- GIF (.gif)

Other file formats, such as .bmp and .tiff, are not currently supported.

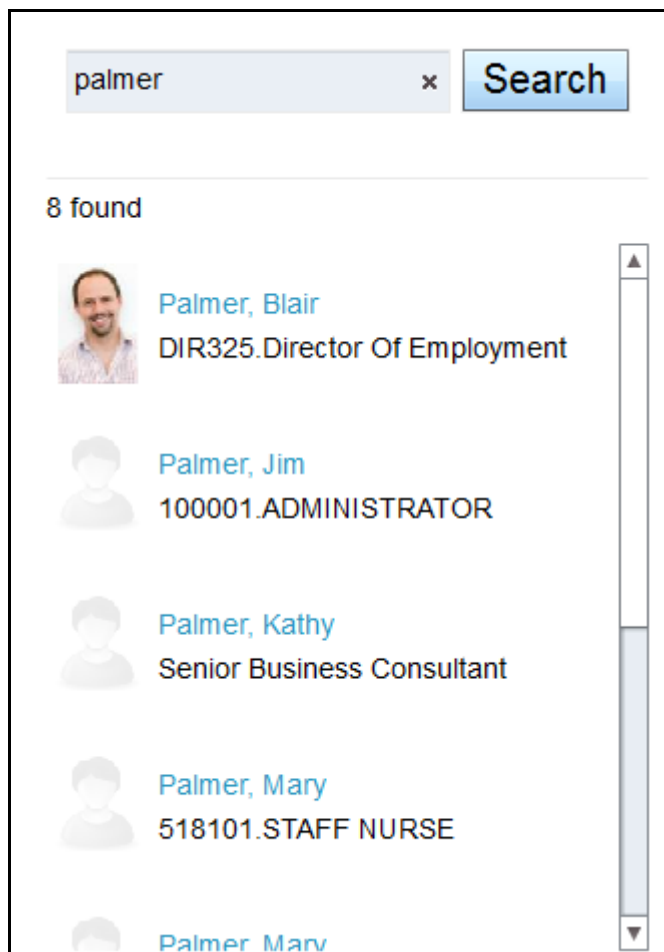
### Performance Considerations: Thumbnails

All editions of Employee Directory uses advanced Oracle database features to cache photos into smaller sized 'thumbnails'. This greatly reduces the network traffic required to display the high number of images Employee Directory retrieves from the Oracle database.

When a person is first viewed in Employee Directory, their existing picture, if one exists, is automatically converted into thumbnails and held in a custom table.

## Search

The Search facility within Employee Directory is a quick way to find another person's profile.



### How to Search

Employee Directory uses a 'Google-style' search to perform a near-instant result set after every key press, which dynamically returns a filtered list as the user is typing their query.

The employee's name can be typed in any order and are case insensitive. Partial searches are accepted and no wildcards are required.

To reduce network traffic, at least 3 consecutive characters are required to be entered into the search box before such a dynamic filter is performed. The first letter of the surname must always be entered in one of the keywords.

### Performance considerations

The search has been highly tuned and optimised to return results extremely quickly with minimal impact on database and network resources. The web service is fired after a small typing delay so that the search is not started unnecessarily and until the user pauses typing. Each time a key press is made, any pending web services are first cancelled before a new search is started.

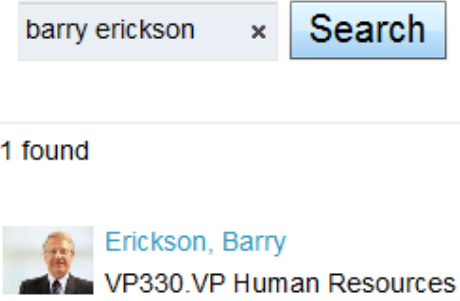
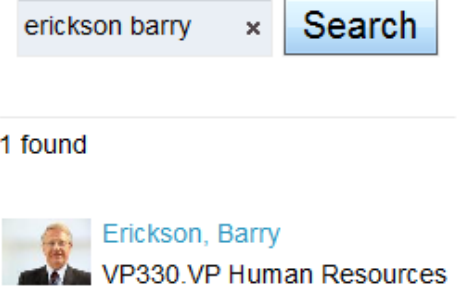
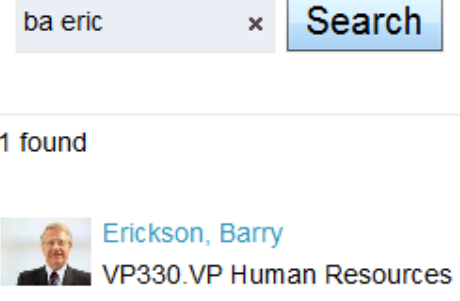
To further reduce network traffic, the initial result set is limited to 25 results and the user has the option to retrieve the next set of 25 results. This 25 limit can be configured by extending the pageSize attribute in each search service.






For more details on options to control Auto-Complete please refer to *Applaud Common Architecture part ASCOM-01*.

For details on how to control the pageSize within the Web Services, please refer to *Applaud Web Services part ASSRV-01*.

## Examples

The following searches will all return the result 'Barry Erickson':

Search Term	Result
<p><b>barry erickson</b></p>	
<p><b>erickson barry</b></p>	
<p><b>ba eric</b></p>	

<p><b>barry e</b></p>	<div data-bbox="890 184 1310 239"> <input type="text" value="barry e"/> × <input type="button" value="Search"/> </div> <hr/> <p>3 found</p> <div data-bbox="884 390 1193 470">  <b>Barry, Jennifer</b> Vision Corporation         </div> <div data-bbox="884 533 1283 613">  <b>Barry, Steven</b> RTL900.Support Engineer         </div> <div data-bbox="874 684 1321 756">  <b>Erickson, Barry</b> VP330.VP Human Resources         </div>
<p><b>arry e</b></p>	<div data-bbox="890 884 1321 938"> <input type="text" value="arry e"/> × <input type="button" value="Search"/> </div> <hr/> <p>2 found</p> <div data-bbox="884 1089 1246 1190">  <b>Ellison, Harry</b> DEP300.Depot Repair Technician         </div> <div data-bbox="874 1251 1334 1323">  <b>Erickson, Barry</b> VP330.VP Human Resources         </div>

### Search results

When only one search result is found, the detail for the search result is automatically displayed in the profile region. By default, the search in Employee Directory brings back all workers across all business groups. This behaviour can be changed to, for example, restrict results to the Business Group of the user or to restrict the display of contingent workers in the result set.

To do this, you are required to modify the search web services, which underpin the Search. For details on how to modify the Web Services, please refer to *Applaud Web Services part ASSRV-01*.

### Search information

By default, every result in the search list shows a person's name and their Position (if set) or their Job (if Position is not set). All key flexfield segments are displayed.

If alternative role information is required to be displayed, for example, <Organization. Job Key Flexfield Segment 2>, then this can be achieved by modifying the search web services that underpin the search.

For details on how to modify the Web Services, please refer to *Applaud Web Services part ASSRV-01*.

## Availability

The availability display within Employee Directory is controlled by the Fast Formulas XXAS\_COM\_AVAIL\_ENR (for training), XXAS\_COM\_AVAIL\_ABS (for Absence) and XXAS\_COM\_AVAIL\_CUSTOM (for Work Schedules).

Please refer to *Applaud Fast Formula Implementation Guide, part ASFF-01* for more details.

## Person Types supported

Employee Directory supports person records with a system type of EMP (Employee) or CWK (Contingent Worker). Other person types, such as Applicant, Candidate or Other are not displayed.

Employee Directory can be configured to restrict which person types are viewable, for example, filtering out by user person type. This can be achieved by making changes to the underlying web services. For details on how to modify the Web Services, please refer to *Applaud Web Services part ASSRV-01*.

## How the Employee Directory interprets your hierarchy data

Employee Directory also displays the employee's supervisor and direct reports. This information is derived either from the Supervisor Hierarchy or Position Hierarchy, whichever is in use.

There are many different ways to build hierarchies in Oracle HR, with further complexities introduced by multiple assignments and supervisor assignments. Employee Directory has been purpose built for Oracle e-Business Suite and so copes with all these permutations without the need of complex configuration.

### Supervisor and Position Hierarchy

Hierarchies are used to determine who to show in the org chart. Supervisor and Position hierarchies are supported. In most cases it will automatically determine which hierarchy to use based on the following rules (applied in the given order):

- If the 'HR:Display Position Hierarchy' profile option is set to Yes, it uses the primary position hierarchy structure defined for the logged in person's Business Group.
- If the 'HR: Supervisor Hierarchy Usage' profile option is set to 'Use Assignment-based Supervisor Hierarchies', it uses the supervisor assignment hierarchy.

- If the 'HR: Supervisor Hierarchy Usage' profile option is set to 'Use Person-based Supervisor Hierarchies' or neither of the above profile options are set, it uses the Supervisor hierarchy.

### Multiple Assignments

If the 'HR: Enable Multiple Assignments in SSHR' Profile Option is set to Yes, Employee Directory will switch to correctly deal with multiple assignments. You should set this to Yes when using multiple assignments.

### Cross Business Group Support

Employee Directory supports Cross Business Group functionality. If you have supervisory relationships that span multiple business groups and you have the 'HR:Cross Business Group' Profile Option set to Yes, Employee Directory Mobile will show people in the hierarchy irrespective of their Business Group.

For example, a manager who has direct reports in a different Business Group will see those direct reports displayed on the graphical org chart and those people will contribute to the 'direct report' count.

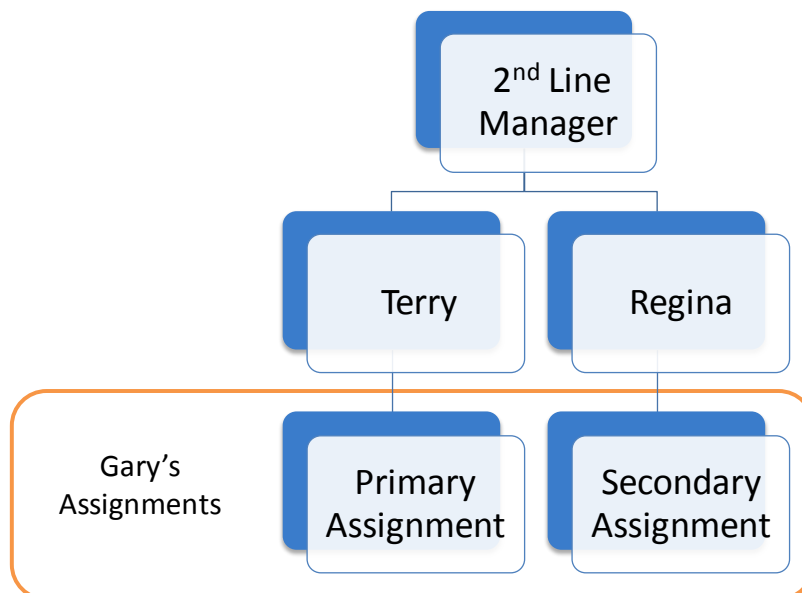
## Multi-assignment examples

Multiple assignment examples can become difficult to interpret, especially if supervisor assignments are used. Employee Directory can dramatically aid the visualization of complex multi-assignment relationships.

The following section gives worked examples to demonstrate how Employee Directory works in various scenarios. For ease of understanding, the following examples assume that a supervisor hierarchy is being used, rather than a Position hierarchy.

### Supervisors with single assignments, direct report with multiple assignments

- Gary has two assignments, each of FTE 50%.
- Gary's supervisor on his primary assignment is Terry.
- Gary's supervisor on his secondary assignment is Regina.



When viewing the Mini Org Chart under Gary's primary assignment, Employee Directory will show Terry as line manager and Terry's direct reports as Gary's peers.

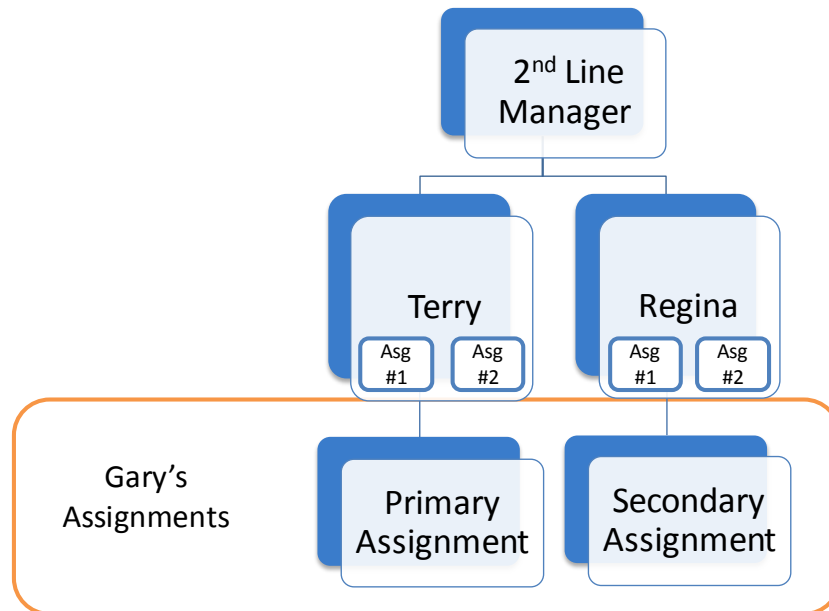
When viewing the Mini Org Chart under Gary's secondary assignment, Employee Directory will show Regina as line manager and Regina's direct reports as Gary's peers.

When viewing Terry's Mini Org chart, Gary will show as a direct report. The same is true when viewing Regina's Mini Org Chart.

### **Supervisor with multiple assignments, direct report with multiple assignments**

Similar to the above example except in this case, both Terry and Regina have multiple assignments (marked as 'Asg #1' and 'Asg #2' in the chart below).

Supervisor assignments are not being utilized in this example.



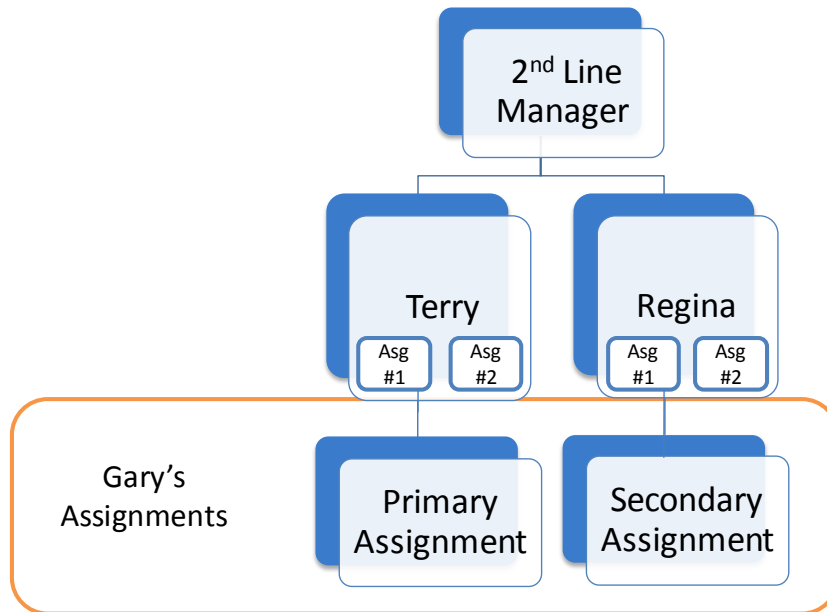
In this example, Employee Directory will actually show the same results as the previous example. This is because supervisor assignments are not being used, i.e., there is no link between Gary and any of his supervisors' individual assignments.

Terry and Regina's primary assignment details will be shown on Gary's Mini Org Chart.

### **Supervisor with multiple assignments, direct report with multiple supervisor assignments**

Similar to above except that now:

- Gary's primary assignment reports into Terry's primary assignment
- Gary's secondary assignment reports into Regina's primary assignment



When viewing Terry’s primary assignment, Gary will contribute 1 to Terry’s “Direct Report” count. Gary will not be counted as a direct report for Terry’s secondary assignment.

When viewing the Mini Org Chart under Gary’s primary assignment, Employee Directory will show Terry as line manager and show Terry’s primary assignment information on the Org Chart Node. Gary’s peers will be all people that report into Terry’s primary assignment.

When viewing Terry’s primary assignment, the Mini Org Chart will show Gary as a direct report. The same is true when viewing Regina’s Mini Org Chart.

When viewing Terry’s secondary assignment, the Mini Org Chart will not show Gary as a direct report.

Similar logic follows for Regina in all the above cases.

On the ‘My Team’ panel, Gary will show as having two managers. His peers will be shown as a group comprising of all of Regina’s direct reports and all of Terry’s direct reports. This is because the ‘My Team’ panel consolidates all assignment relationships into person-level relationships.

## Locations displayed

Employee Directory links to an employee’s location within Google Maps.

The address is taken from the HR Location that is held against the worker’s primary assignment.

If you use Oracle's geocode functionality, Employee Directory will use the recorded Longitude and Latitude of each HR Location. If you do not use Oracle's geocode features, Employee Directory will combine the different segments of the location's address and use Google's own geocoding APIs to dynamically derive the location.

Most locations geocode without any problems. However, if a location cannot be geocoded the first step is to check the Work Address on the Assignment Overview and feed this into the public Google website at [maps.google.com](https://maps.google.com). It may be necessary to complete additional address fields to help Google geocode the correct location.

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# Deploying Employee Directory Web Edition

## Introduction

The simplest way to deploy Employee Directory Web Edition is via the delivered **Employee Directory** function on your Self Service menu (this is delivered on the **Applaud Employee Self Service** responsibility by default). See the Quick Start Section for more information.

However, Employee Directory Web Edition can also be deployed corporately by a central IT team.

## Deploying to your Intranet

The specifics of how Employee Directory is incorporated on your intranet pages will depend on the intranet technology your organization uses. Any intranet page must have access to the same network which connects your users to the Oracle e-Business Suite. So, for example, you could not deploy to your external website if that external website had no access to your Oracle instance.

In the most common example, such as with HTML, ASP and JSP technologies, the <object> and <embed> tags can be used. The flash file will be located in the OA\_HTML/xxas/flash/dir/EmployeeDirectory.swf directory of the Oracle E-Business Suite server. So, for example, the URL to the Employee Directory flash object will be similar to the one below:

[http://ebs.myorganization.intranet:8000/OA\\_HTML/xxas/flash/dir/EmployeeDirectory.swf](http://ebs.myorganization.intranet:8000/OA_HTML/xxas/flash/dir/EmployeeDirectory.swf).

Do not attempt to copy the swf flash file and reference the copied file: this will not work because flash player security prevents cross-domain web service calls, so Employee Directory will only function when you reference the flash object hosted by the Oracle E-Business Suite environment.

In its simplest example, the following html embeds Employee Directory:

```
<object classid="clsid:D27CDB6E-AE6D-11cf-96B8-444553540000"
  id="EmployeeDirectory" width="100%" height="100%"
  codebase="http://fpdownload.macromedia.com/get/flashplayer/current/swflash.cab">
  <param name="movie"
value="http://ebs.myorganization.intranet:8000/OA_HTML/xxas/flash/dir/EmployeeDirectory.swf" />
  <param name="quality" value="high" />
  <param name="bgcolor" value="#869ca7" />
  <param name="allowScriptAccess" value="sameDomain" />
  <embed
src="http://ebs.myorganization.intranet:8000/OA_HTML/xxas/flash/dir/EmployeeDirectory.swf"
```

```

quality="high" bgcolor="#869ca7"
width="100%" height="100%" name="EmployeeDirectory" align="middle"
play="true"
loop="false"
quality="high"
allowScriptAccess="sameDomain"
type="application/x-shockwave-flash"
pluginspage="http://www.adobe.com/go/getflashplayer">
</embed>
</object>

```

You would need to modify the items in red bold typeface to your Oracle E-Business Suite server.

There are many other ways to include flash content in your intranet pages, including using JavaScript and loading Employee Directory inside other flash content as a flash module. Most intranet administrators and developers will already be familiar with embedding flash content so a further discussion on embedding flash is not provided here.

## Passing variables into Flash file

If you choose to embed the Flash file in your intranet, you can also choose to pass in parameters specific to the Employee Directory App. None of the parameters are mandatory.

The parameters you can set are:

Parameter Name	Description	Sample Value
Username	By default, Employee Directory connects to your Oracle EBS Instance under your GUEST account. If you wish to use a different account, specify that here. You will need to do this in a multi-tenant environment or if you want Employee Directory to only show people from specific business groups. When this is not GUEST, you must also specify the password.	GUEST_2
Password	Password for the username if not using GUEST	WELCOME
responsibilityKey	The responsibility key under which the username will access EmployeeDirectory. By default, Employee Directory will connect to the most recently-allocated HR-owned responsibility. In most use cases, the specific responsibility is not relevant. However, if you wish to use Security Profiles to restrict visible data you will want to connect to a specific responsibility that uses	

	that security profile, so you can use the responsibilityKey here. If restricting by security profiles, you will also need to extend the delivered web services to select from the secure views such as per_people_f.	
applicationShortName	When responsibilityKey is specified, this is the application that owns that responsibility.	PER
securityGroupId	When responsibilityKey is specified and you are connecting to a Security Group other than standard (0), specify the securityGroupId here. This is only required when using Multiple Security Groups enabled functionality.	1
locale	This is used to force a language setting and override a user's browser preferences. The code must be in ISO 639-1 format, made up of the 2-letter ISO language code (in lower case) followed by an optional 2-letter ISO country code. When the country code is specified, it must always be separated by an underscore. Leave this blank to automatically select the most appropriate installed language based on the user's browser settings.	en en_US

The syntax below shows an example of passing in username and password to the module:

```
<object classid="clsid:D27CDB6E-AE6D-11cf-96B8-444553540000"
    id="EmployeeDirectory" width="100%" height="100%"
    codebase="http://fpdownload.macromedia.com/get/flashplayer/current/swflash.cab">
    <param name="movie"
value="http://ebs.myorganization.intranet:8000/OA_HTML/xxas/flash/dir/EmployeeDirectory.swf" />
    <param name="quality" value="high" />
    <param name="bgcolor" value="#869ca7" />
    <param name="allowScriptAccess" value="sameDomain" />
    <param name="username" value="GUEST_2" />
    <param name="password" value="WELCOME" />
    <embed
src="http://ebs.myorganization.intranet:8000/OA_HTML/xxas/flash/dir/EmployeeDirectory.swf"
quality="high" bgcolor="#869ca7"
    width="100%" height="100%" name="EmployeeDirectory" align="middle"
    play="true"
    loop="false"
    quality="high"
    allowScriptAccess="sameDomain"
    type="application/x-shockwave-flash"
    pluginspage="http://www.adobe.com/go/getflashplayer">
```

</object> </embed>

## Functional Grants

Employee Directory uses a sophisticated Web Service layer to enable the User Interface to communicate with Oracle Human Resources. Each Web Service is secured using the Oracle E-Business Role-based Access Control functionality. On installation, the following functional grants are:

- 1) '**Applaud Employee Directory Services Set**' granted to **All Users**:
- 2) '**Applaud Employee Directory Services Set**' granted to the **GUEST** User, which is a special user reserved for public access and is not granted access through the previous 'All Users' grant.

The grant to GUEST is required if deploying Employee Directory outside of the e-Business Suite, for example, onto your intranet. If you do not intend to deploy Employee Directory to your intranet you should revoke this grant by using the *Functional Administrator* responsibility.

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# Deploying Employee Directory Desktop Edition

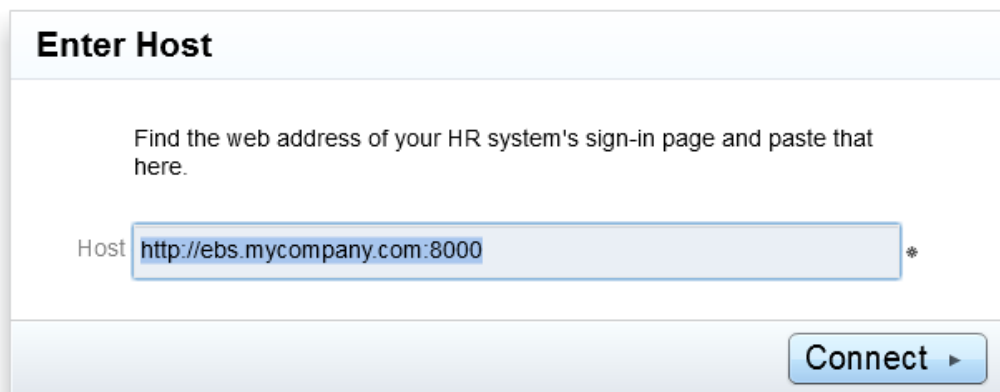
## Introduction

The simplest way to deploy Employee Directory Desktop is via the delivered **Employee Directory** function on your Self Service menu. This function contains a link to download the most up to date version of Employee Directory from our website. See the Quick Start Section for more information.

However, Employee Directory Web Edition can also be deployed by a central IT Team. This section gives instructions and references on some of the options available when deploying in this fashion.

## Logging in

Unlike the Web Edition, the Desktop edition requires the user to enter the hostname to connect to, plus their username and password.



**Enter Host**

Find the web address of your HR system's sign-in page and paste that here.

Host  \*

**Connect** ▶

Simply enter or paste in the address of your Oracle E-Business Login page. The login page will look something like this:

[http://ebs.myorganization.intranet:8000/OA\\_HTML/AppsLogin](http://ebs.myorganization.intranet:8000/OA_HTML/AppsLogin)

The username and password will be the same as used to access the Oracle e-Business Suite.

## Storing user credentials locally

Once the hostname, username and password have been entered, they are stored on the desktop. The user does not have to enter them again, unless the user chooses to log out. All credentials are securely encrypted when stored.

## Distributing Desktop Edition

IT administrators can install Adobe AIR and AIR applications silently using standard desktop deployment tools. IT administrators can deploy the following:

- Silently install Adobe AIR using tools such as Microsoft SMS, IBM Tivoli, or any deployment tool that allows silent installations that use a bootstrapper
- Silently install the AIR application using the same tools used to deploy the runtime IT admins are able to control the following as part of deployment:
- Suppress the display of the Adobe AIR end-user license agreement. Only IT administrators can suppress the Adobe AIR end-user license agreement display and only after accepting the terms and conditions on the organization's behalf.
- Specify the application installation location
- Specify whether the application's program menu or shortcut appears on end-users desktop
- Pass command line arguments to automatically set the hostname (see *Use of Runtime variables*, below).

For more information, see: [Adobe® AIR™ Runtime Distribution](#)

## Automatic Updates for the Desktop Edition

When Employee Directory desktop edition is launched it automatically checks for newer versions of the software on the Applaud Solutions Software Update server. If an update is available, it is automatically downloaded and installed if the user has the required install privileges.

If your users do not have install privileges it is recommended you push the software updates through automated software install. You will be notified of important updates via email.

## Use of Runtime variables

Whilst your users can download the Employee Directory app from the Employee Self Service screens, your IT teams may choose to remotely deploy the application to multiple machines utilizing common software deployment mechanisms.

One advantage of that is that they can specify runtime variables, such as the hostname, which removes the need of the end users specifying the information the first time they connect. When parameters are provided in this way, they are encrypted and stored locally in the same way as if the user entered the details themselves.

The parameters you can set are similar to that of the Web Edition:

Parameter Name	Description	Sample Value
rootURL	The hostname that Employee Directory will connect to.	http://ebs.yourcompany.com:8000
Username	For security reasons, it's recommended that you don't use this on the desktop version so that the user is always required to enter their credentials.	
Password	For security reasons, it's recommended that you don't use this on the desktop version so that the user is always required to enter their credentials.	
responsibilityKey	The responsibility key under which the username will access EmployeeDirectory. By default, Employee Directory will connect to the most recently-allocated HR-owned responsibility. In most use cases, the specific responsibility is not relevant. However, if you wish to use Security Profiles to restrict visible data you will want to connect to a specific responsibility that uses that security profile, so you can use the responsibilityKey here. If restricting by security profiles, you will also need to extend the delivered web services to select from the secure views such as per_people_f.	?
applicationShort Name	When responsibilityKey is specified, this is the application that owns that responsibility.	XXAS
securityGroupId	When responsibilityKey is specified and you are connecting to a Security Group other than standard (0), specify the securityGroupId here. This is only required when using Multiple Security Groups enabled functionality.	101
locale	This is used to force a language setting and override a user's language preferences. The code must be in ISO 639-1 format, made up of the 2-	en en_US

	letter ISO language code (in lower case) followed by an optional 2-letter ISO country code. When the country code is specified, it must always be separated by an underscore. Leave this blank to automatically select the most appropriate installed language based on the user's language settings.	
reset	Passing this parameter removes any stored information in the local encrypted store. This is primarily used for debugging purposes.	<b>true</b>

## Personalizing the Login Screen

Employee Directory uses Oracle functionality to personalize the home screen with username and password hints, a forgotten password link and home page branding.

User interface features can be turned on or off using the profile option Local Login Mask (FND\_SSO\_LOCAL\_LOGIN\_MASK):

For the Login page to show one or more of these optional attributes, just add the numeric values of all desired attributes and set the value of the profile option to that value.

- Username Hint = 01
- Password Hint = 02
- Cancel Button = 04
- Forgot Password Link = 08
- Language Picker = 32
- Corporate Policy Message = 64

For example to show the Password Hint and the Forgot Password Link only, set the Local Login Mask profile option to 10 (02+08). To show just the Language Picker, set the value to 32, which is also the default value for the profile option.

The values for the Username Hint, Password Hint, Forgot Password Link text, and the Corporate Policy Message are stored in the Message Dictionary. You can update these messages using the Messages form or HTML page.

The table below lists the message names used by Employee Directory and their default values.

Message Name	Default value
FND_SSO_EBIZ_SUITE	E-Business Suite

FND_SSO_HINT_USERNAME	(example: michael.james.smith)
FND_SSO_HINT_PASSWORD	(example: 4u99v23)
FND_SSO_FORGOT_PASSWORD	Login Assistance
FND_SSO_SARBANES_OXLEY_TEXT	Corporate Policy Message
FND_SSO_WELCOME	Login

For example, you could update FND\_SSO\_WELCOME to say 'Welcome to Employee Directory'. That will appear as the title of the window.

If you have set a Corporate Branding Image via the standard 'Branding Image for Oracle Applications' profile option, this will also show on the Employee Directory Desktop login page.