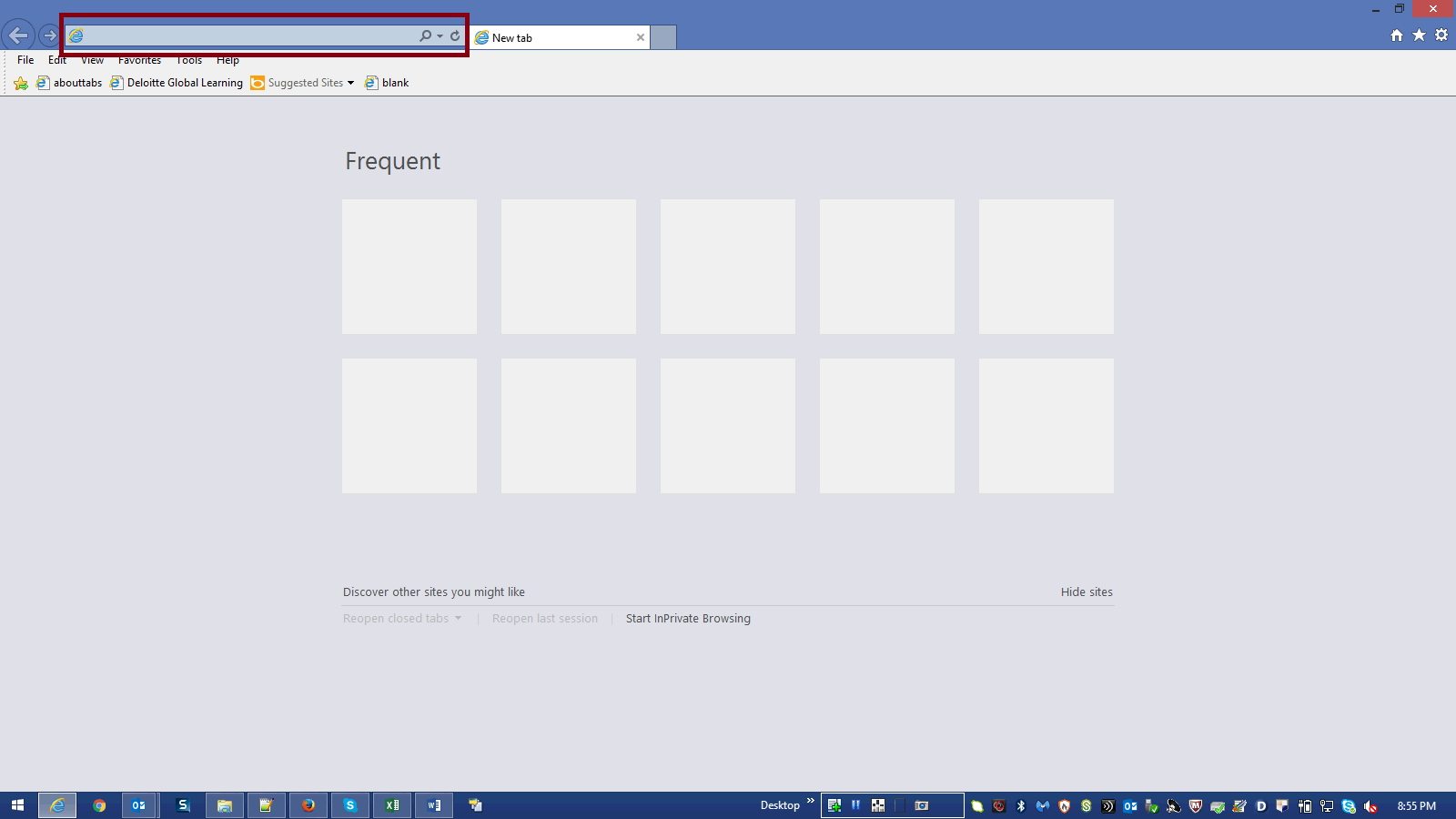
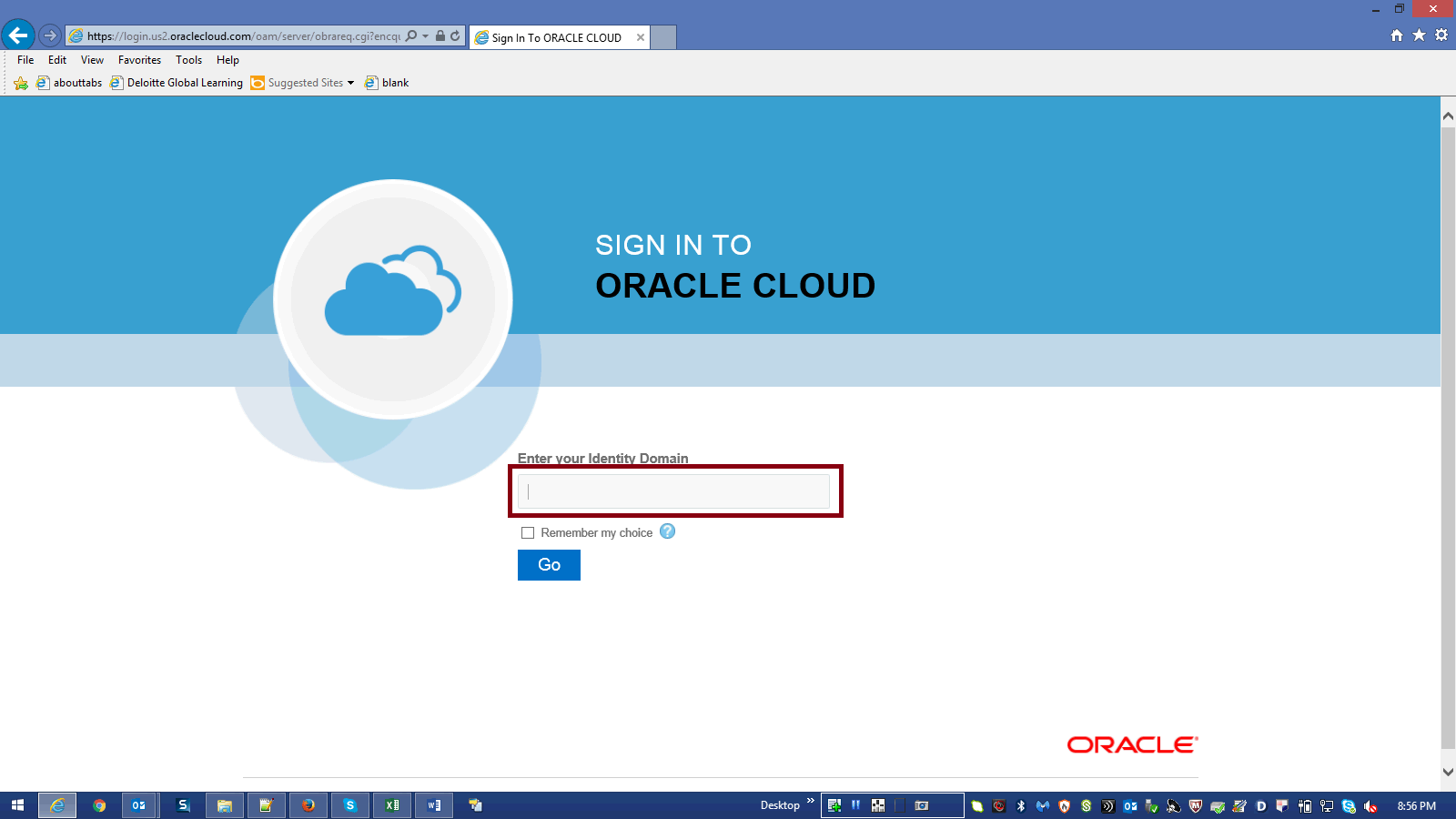
|  |  |
| --- | --- |
| **Topic Name** | 1.3 PBCS Navigation-Setting up User Preferences |
| **Department** |  |
| **File Name** |  |
| **Date Modified** |  |
| **Last Changed by** |  |
| **Status** |  |
| **Owner** |  |

#### Test Procedure

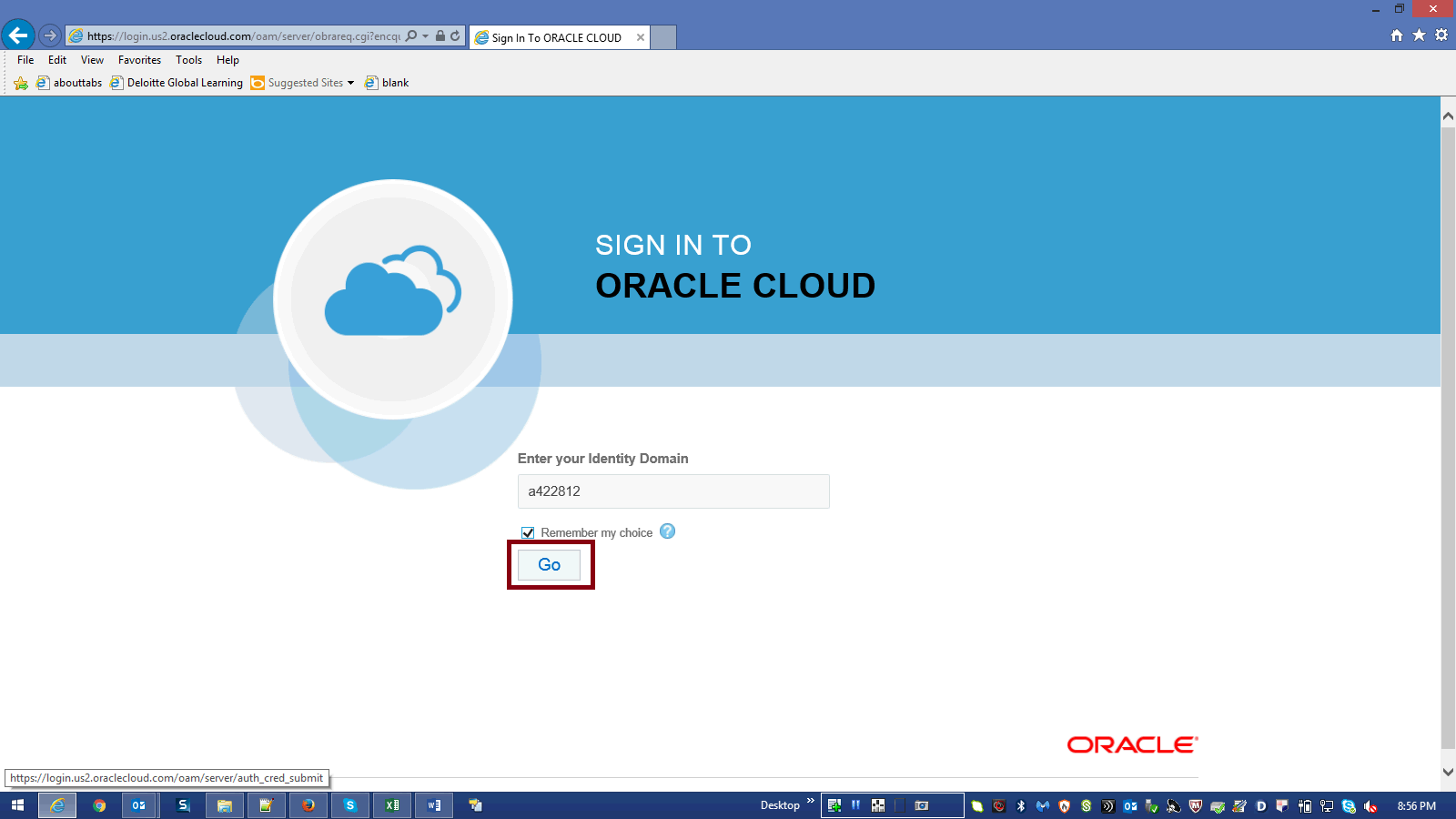
|  |  |  |
| --- | --- | --- |
|  | Click the **New tab** tab. (Launch the web browser Firefox or Google Chrome) |  |



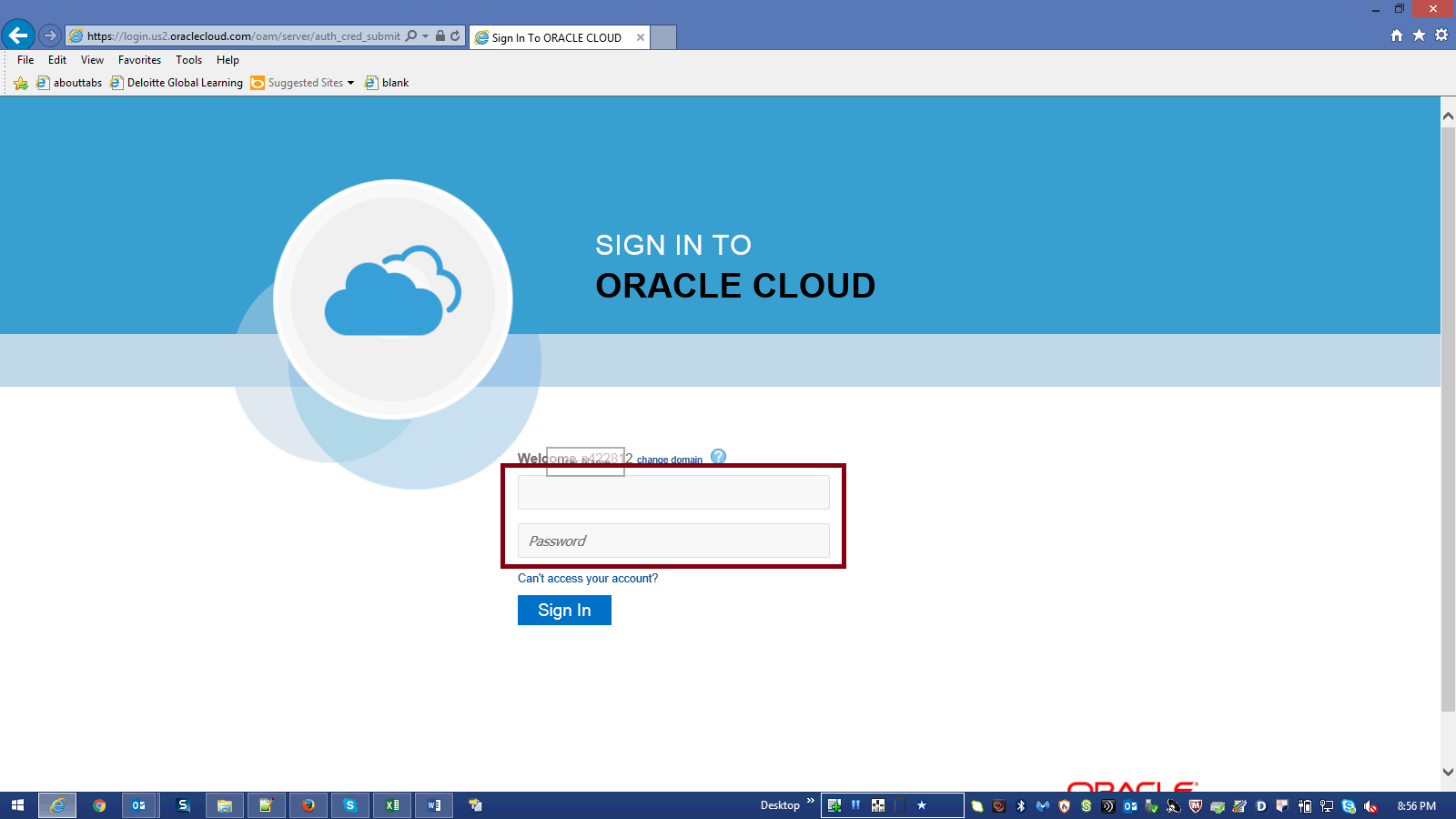
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Copy application URL :  **https://planning- a419537.pbcs.us2.oraclecloud.com/HyperionPlanning** |  |
|  | Paste the URL in the browser and hit **enter** |  |



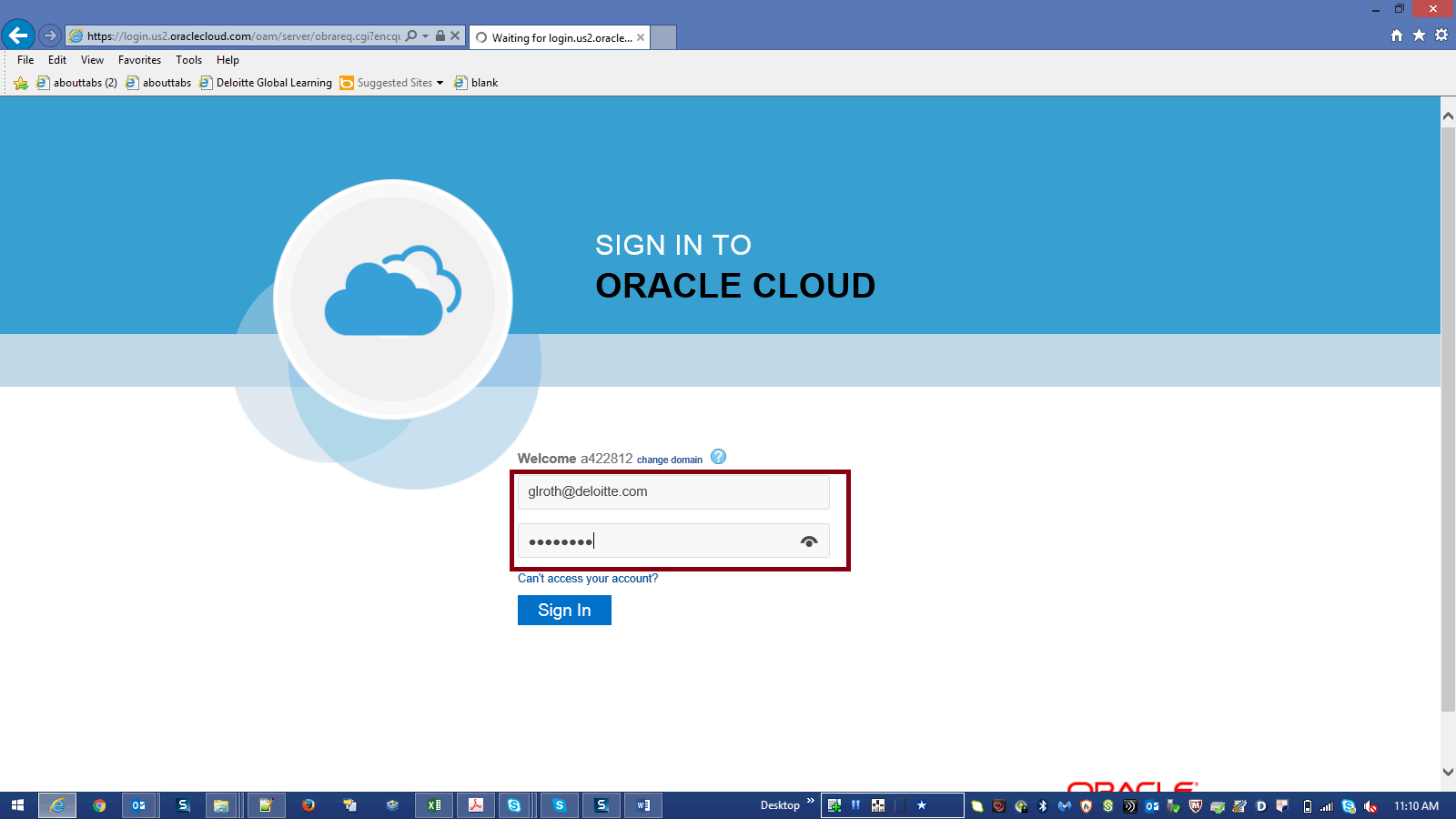
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | **Enter your Identity Domain** in the highlighted box. |  |



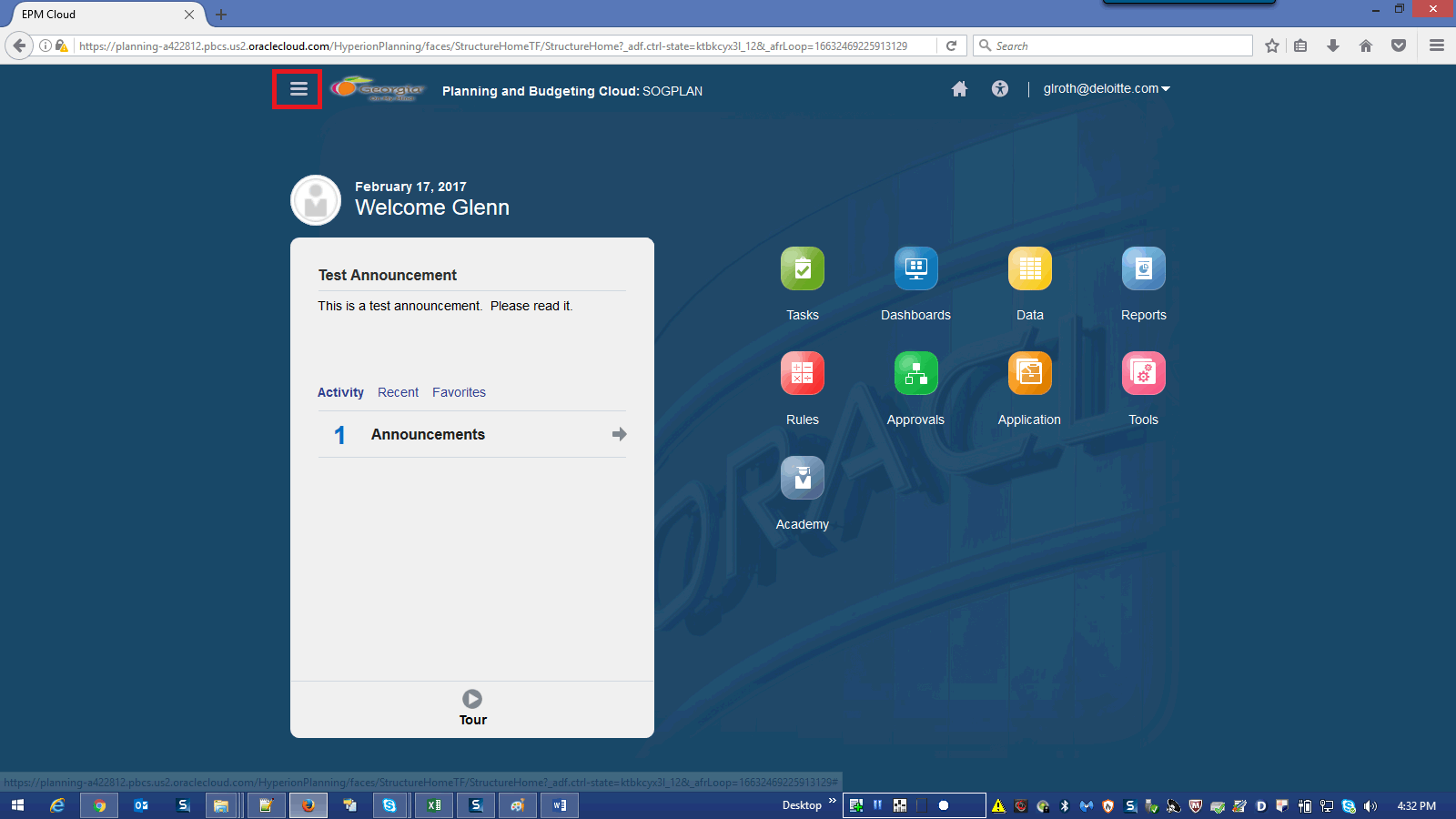
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click **Go** button. |  |



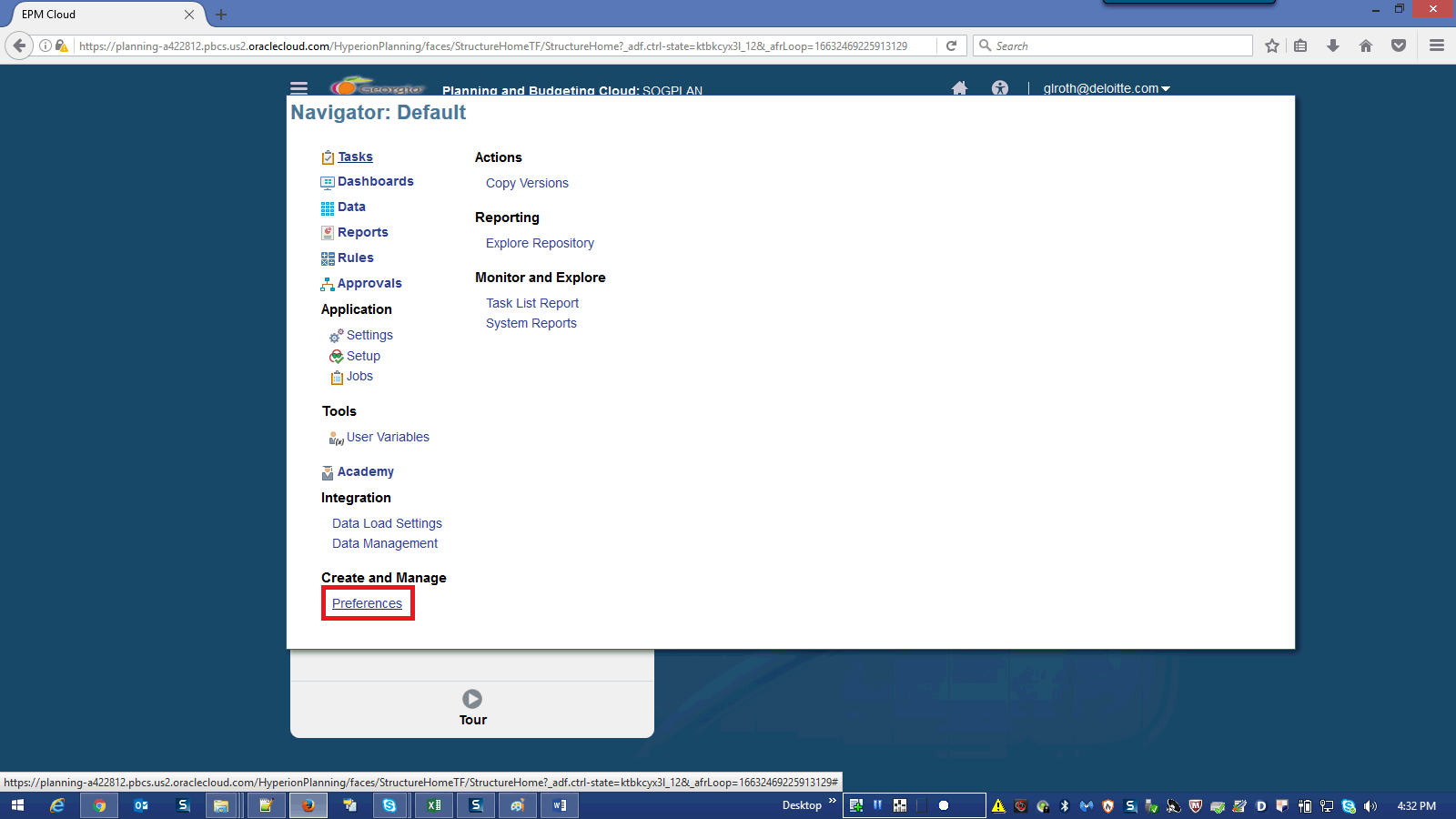
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Enter Your **UserName** and **Password** thenClick **SignIn**.  E.g.Username "xxxxx@xxxx.com".  Password : xxxxxx |  |



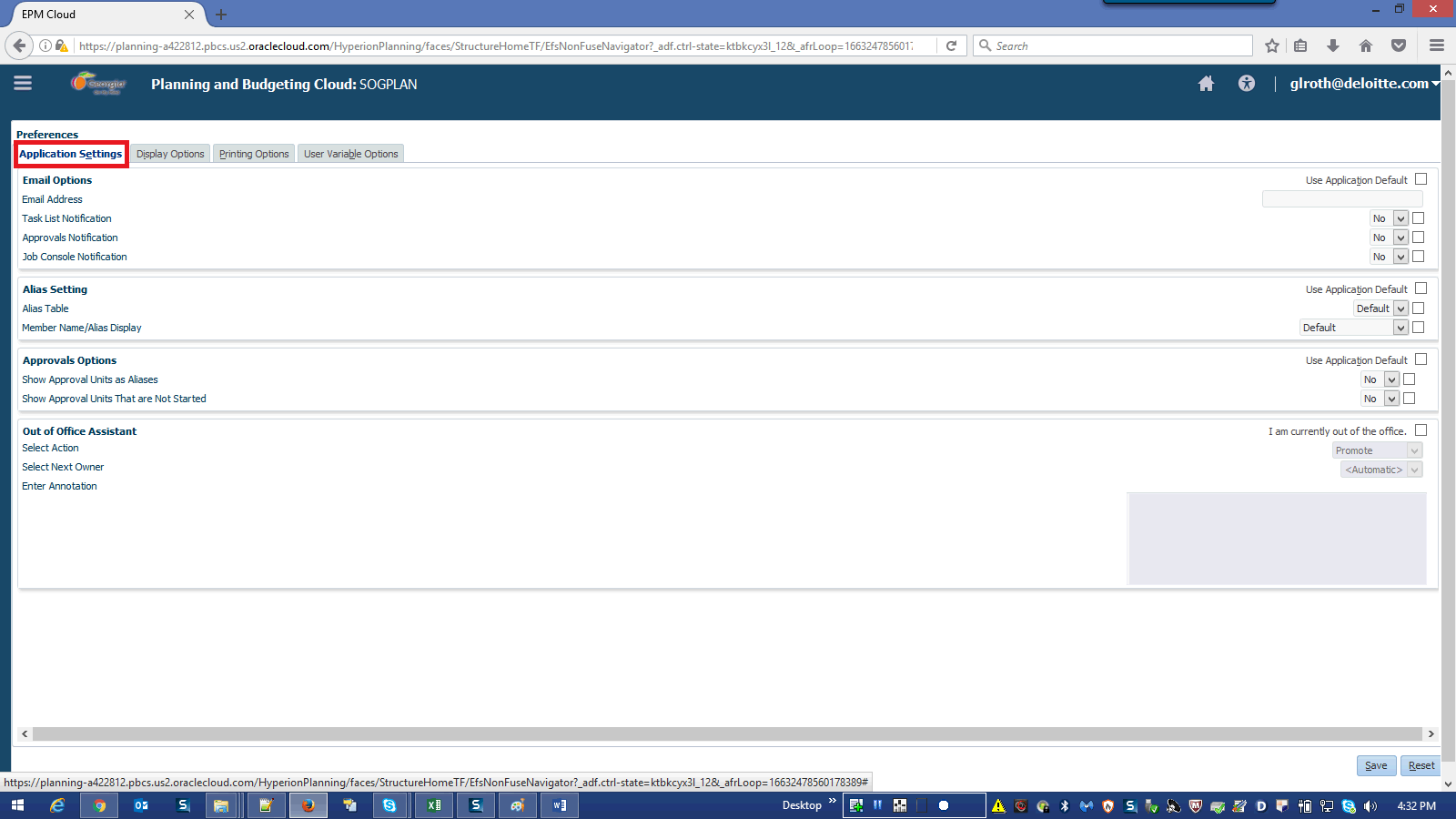
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click **Sign in**. |  |



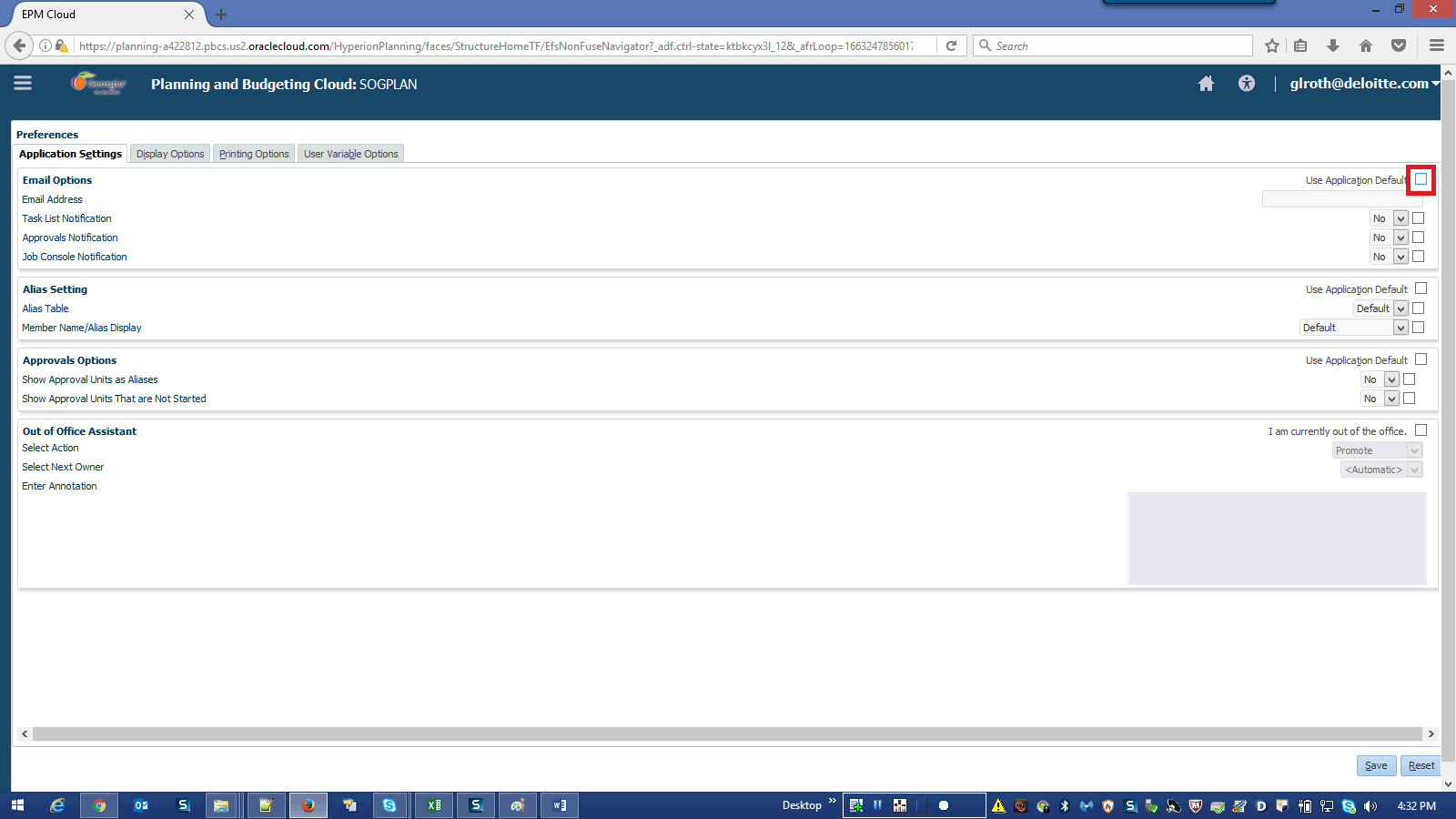
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click the **Navigator** graphic. |  |



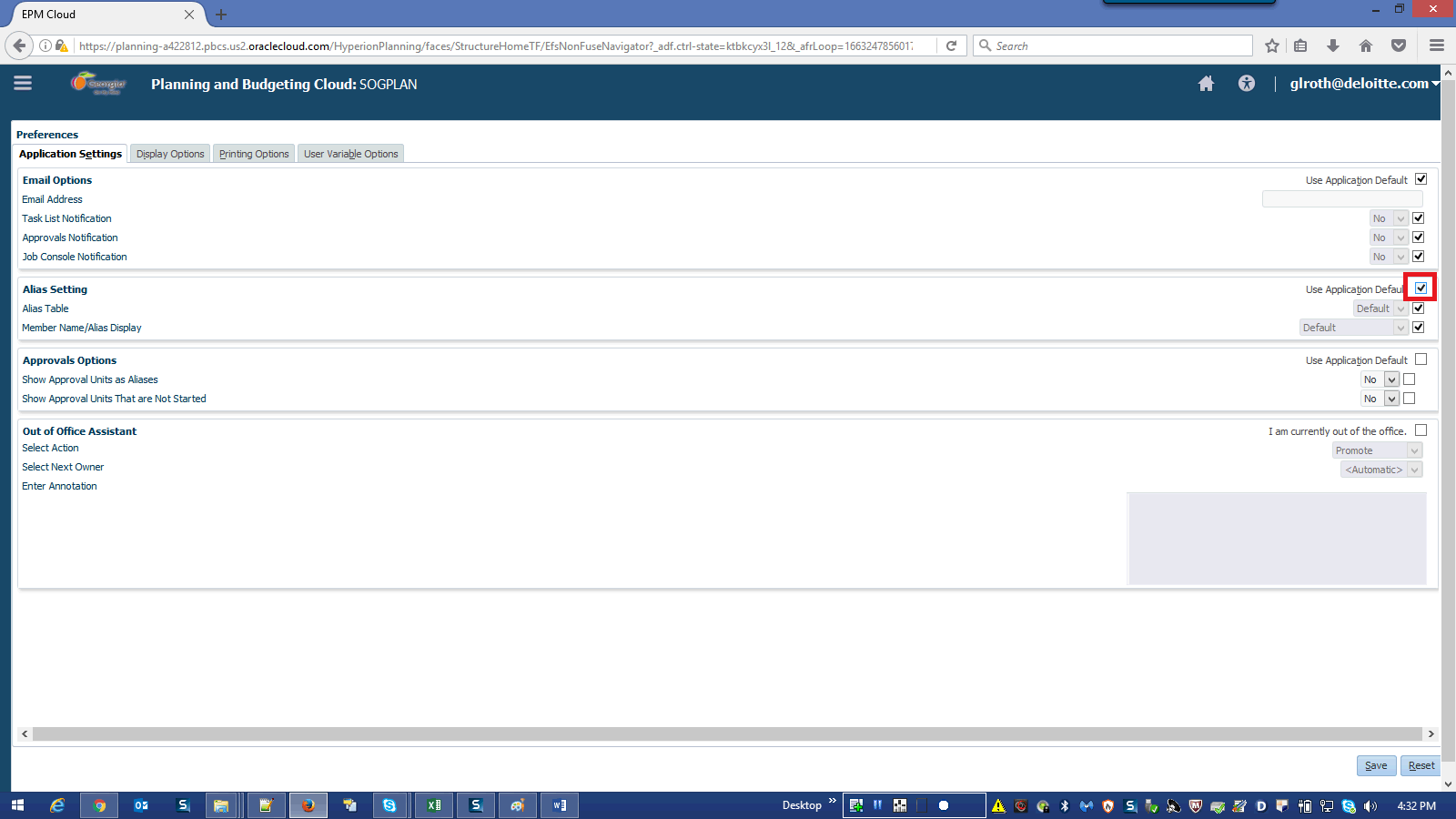
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click the **Preferences** link. |  |



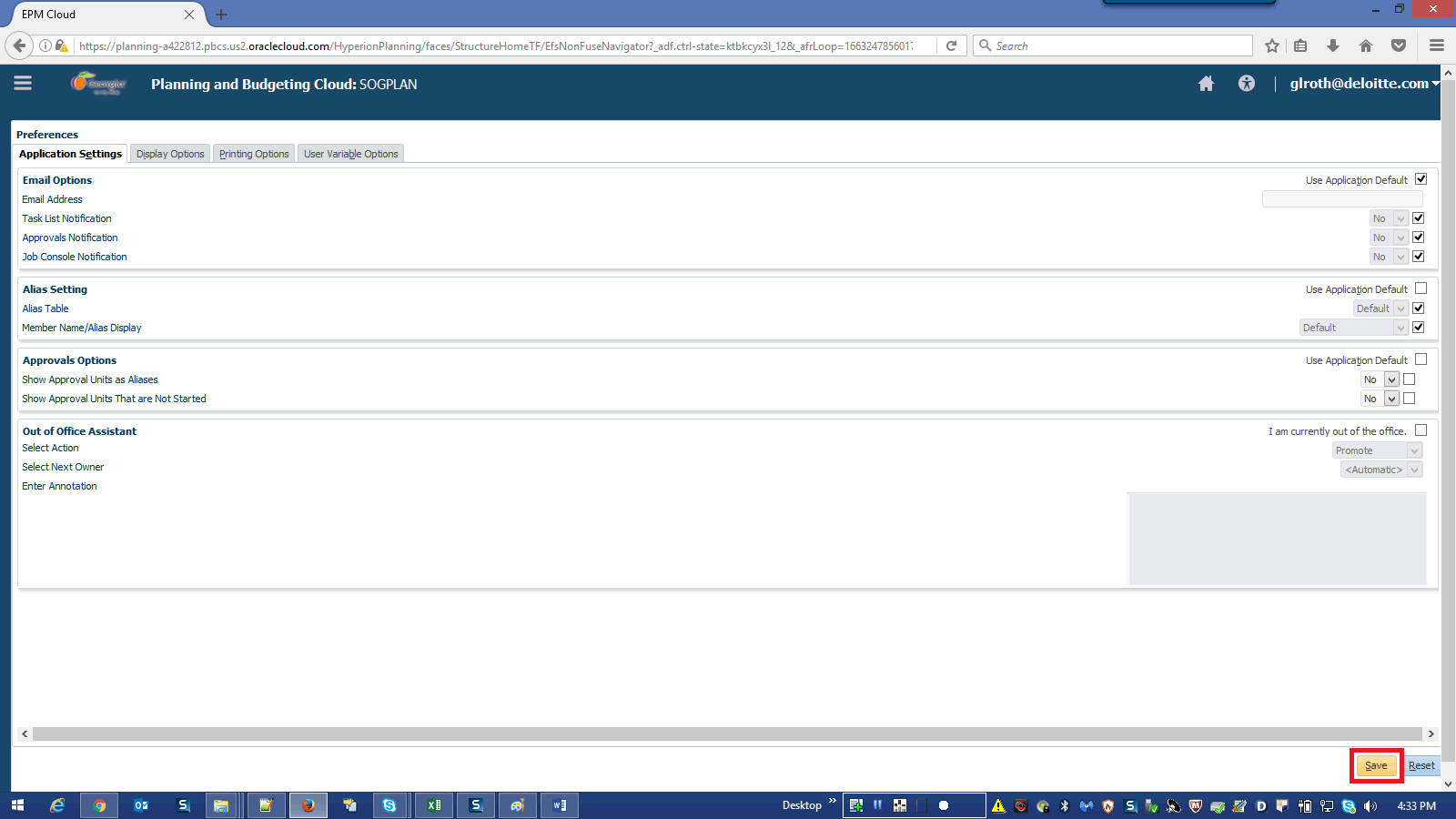
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click the **Application Settings** link. |  |



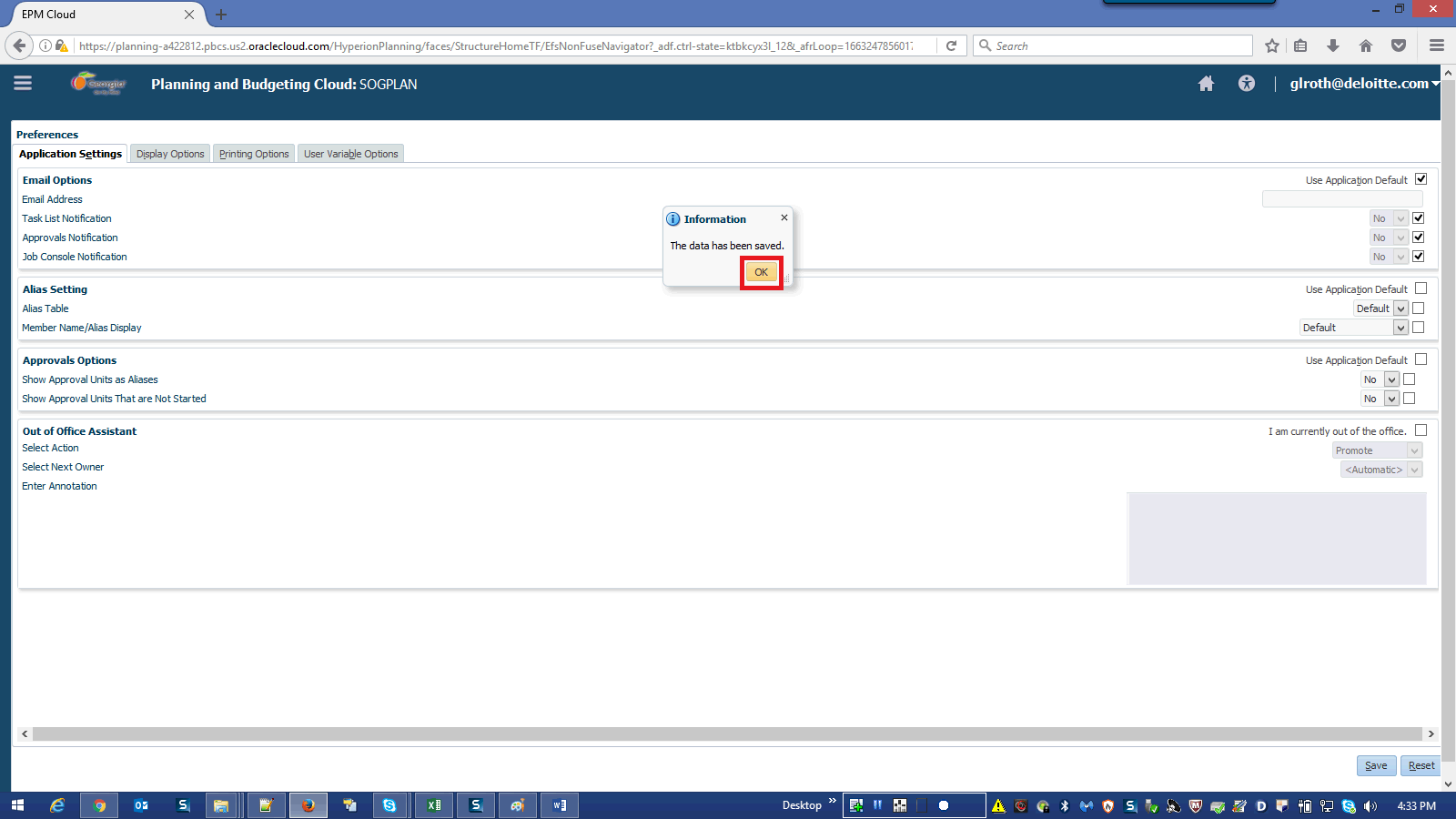
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click the **Use Application Default** option of **Email Options**. |  |



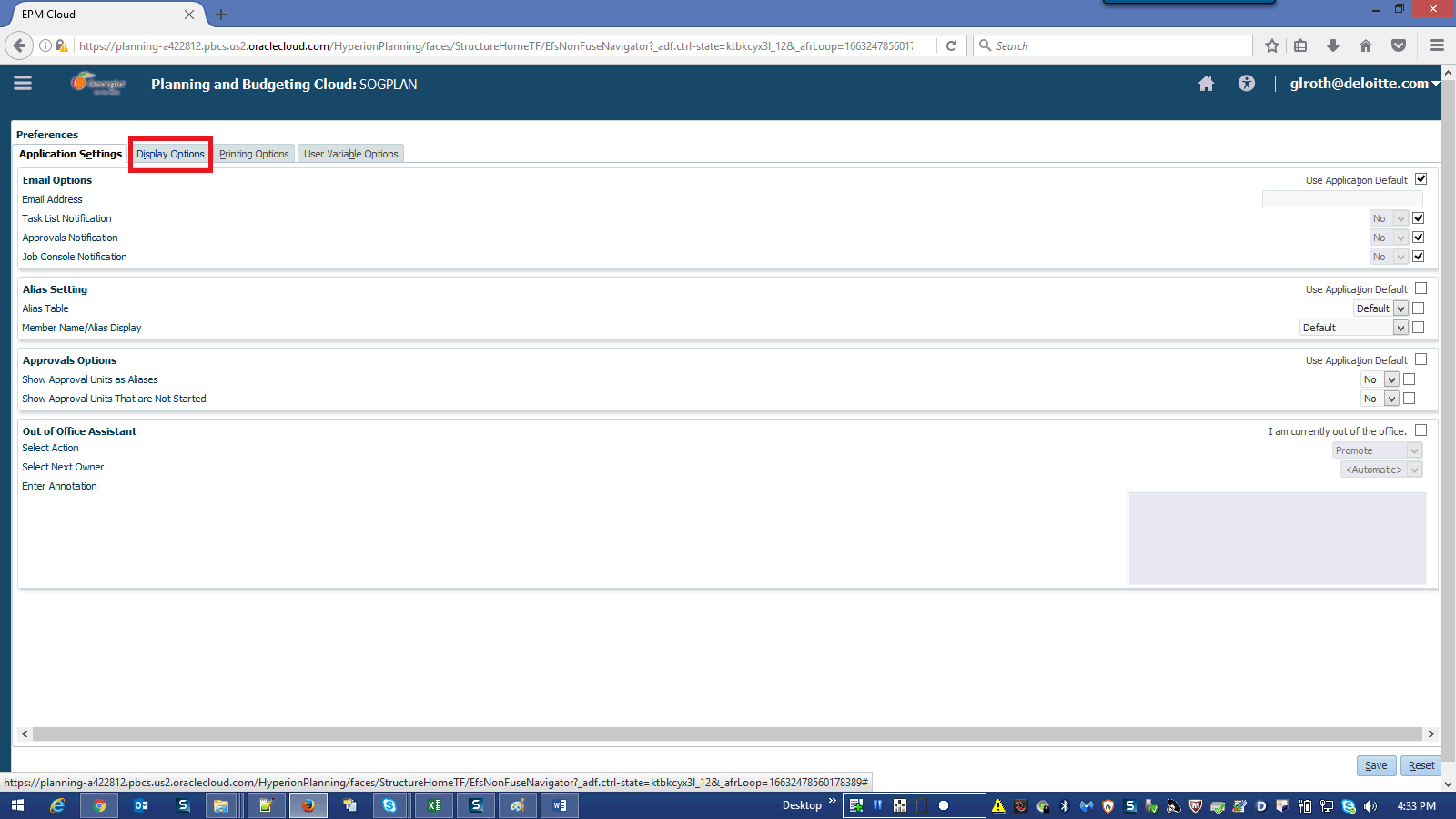
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click the **Use Application Default** option of **Alias Setting**. |  |



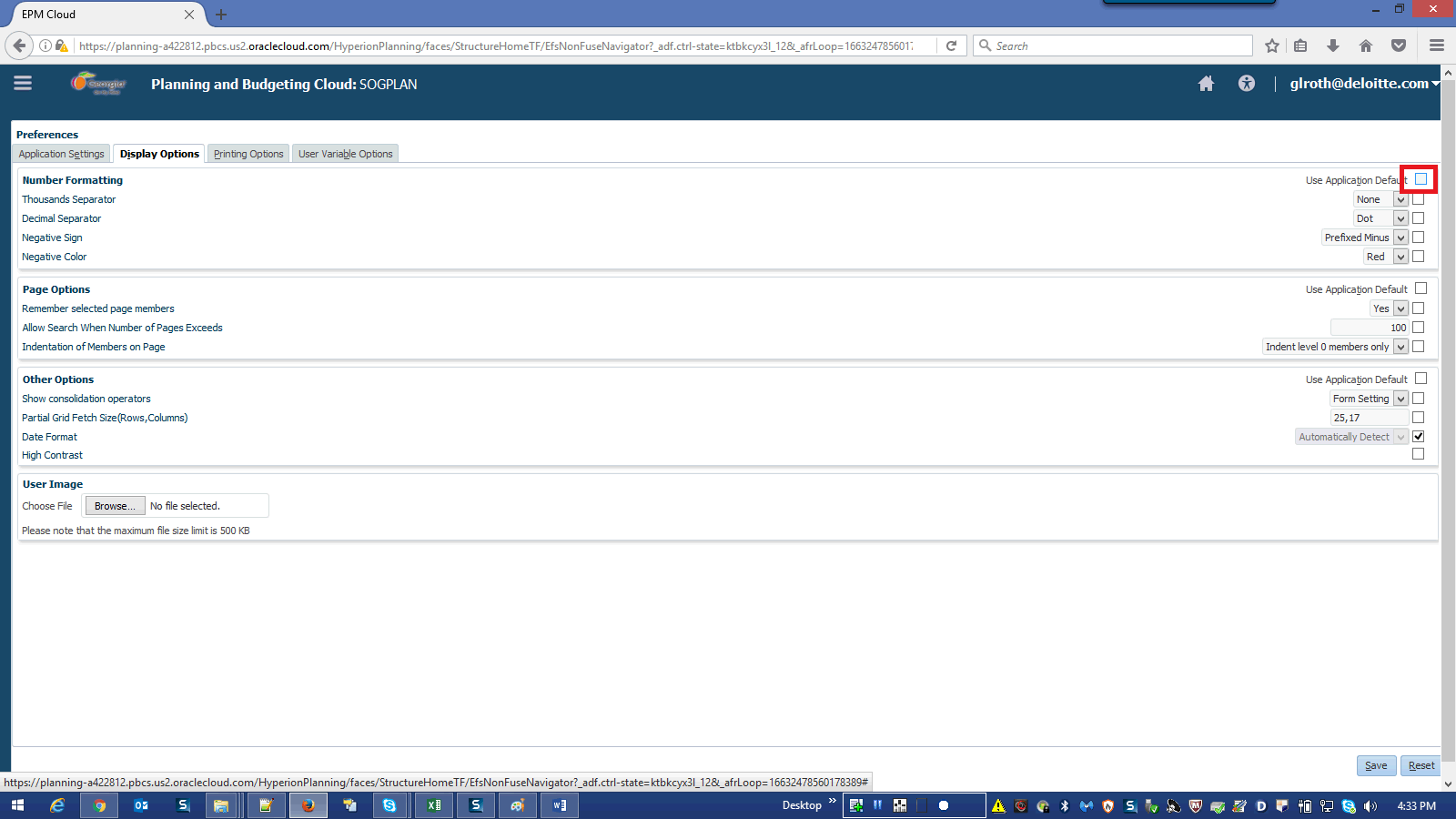
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click in the **Save** field. |  |



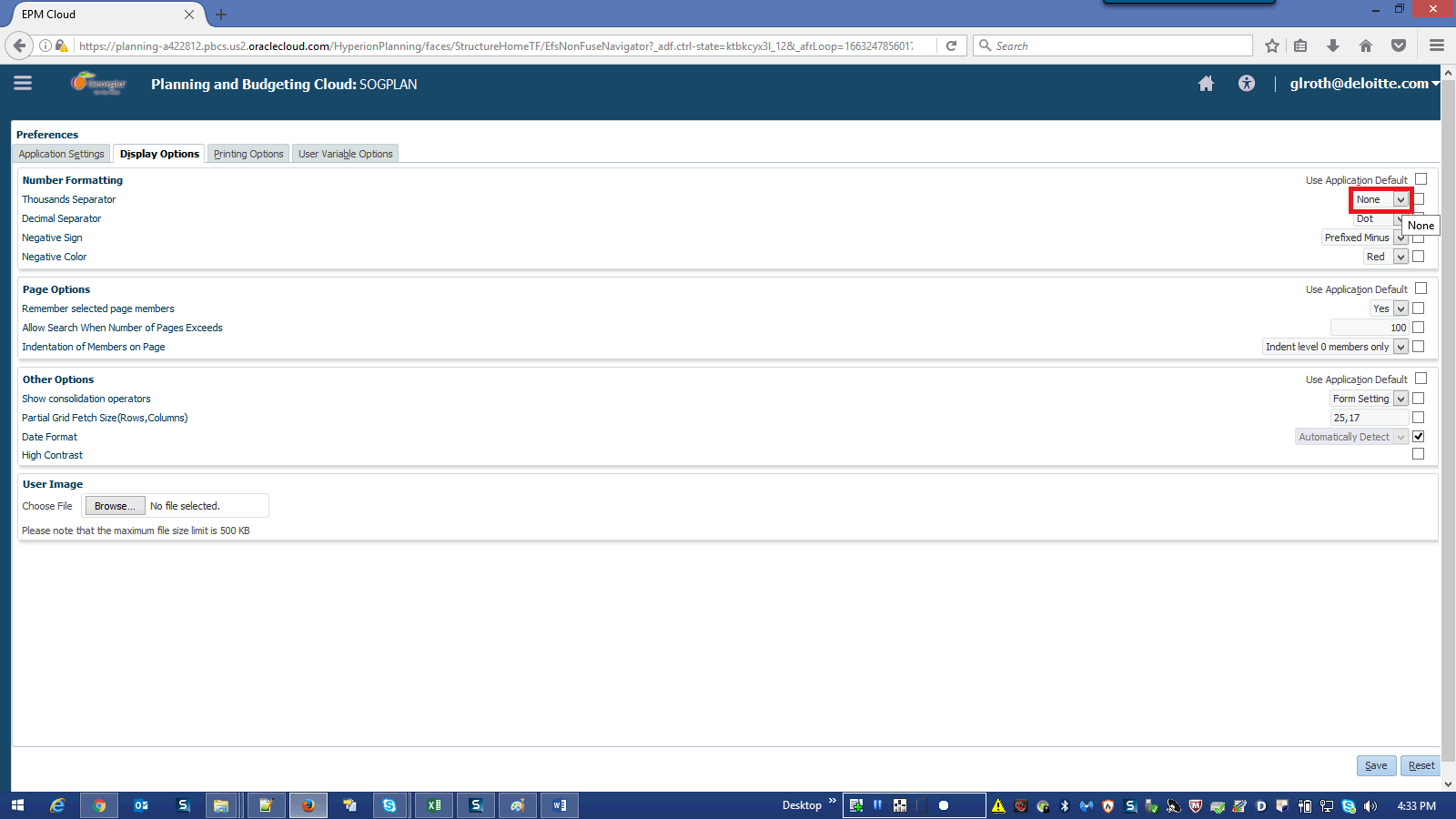
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click **OK** button. |  |



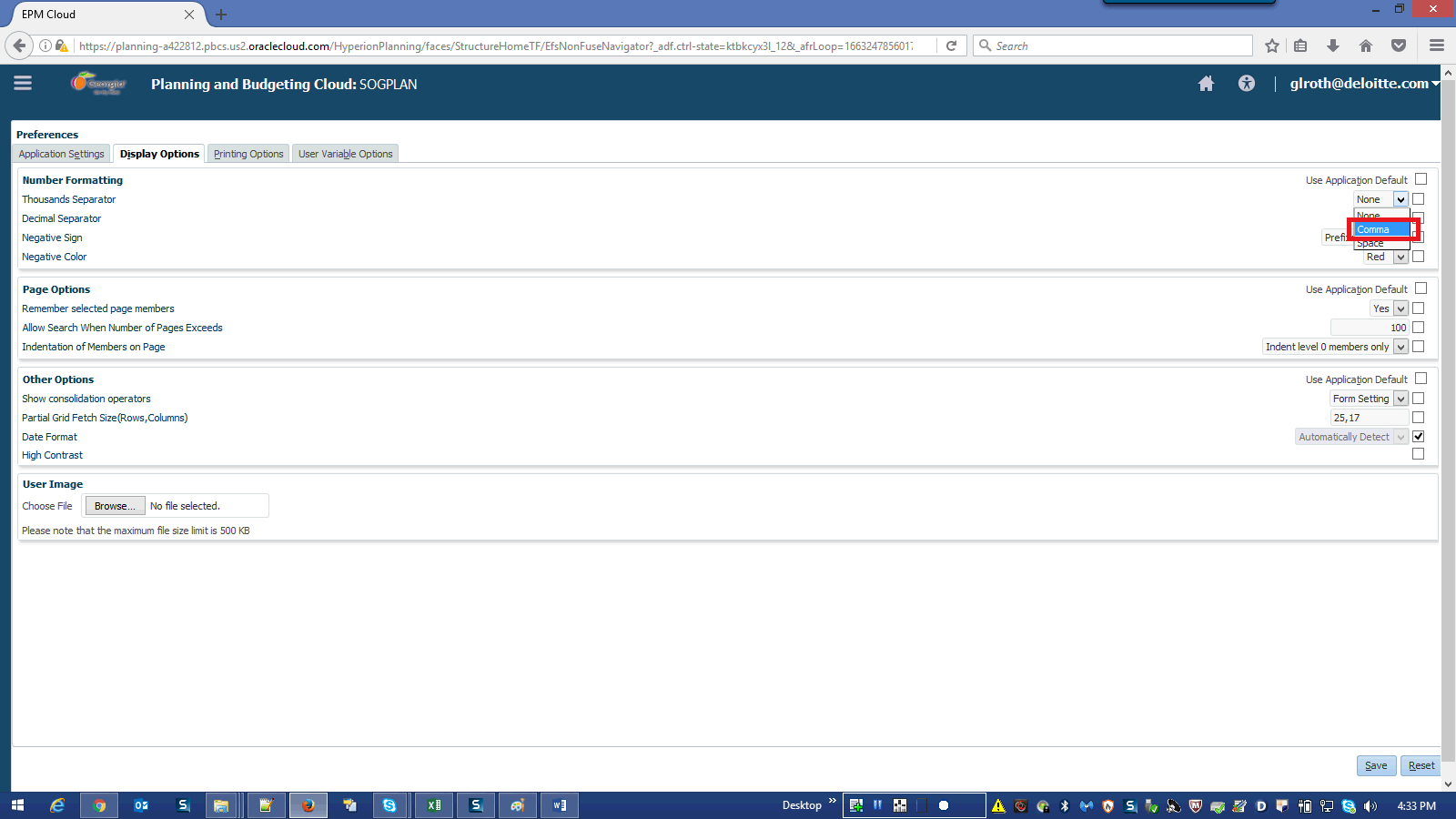
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click the **Display Options** link. |  |



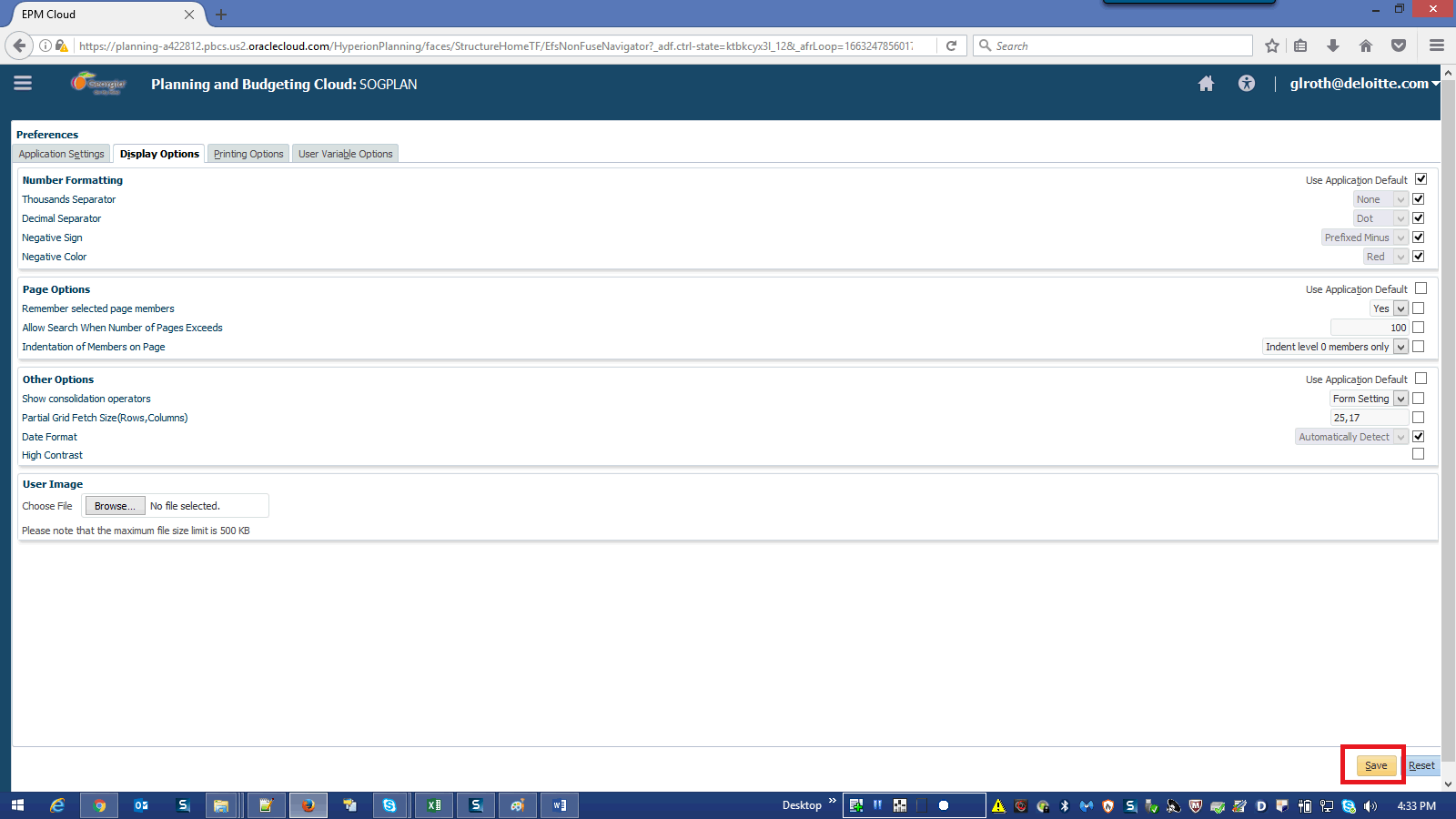
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click the **Use Application Default** option. |  |



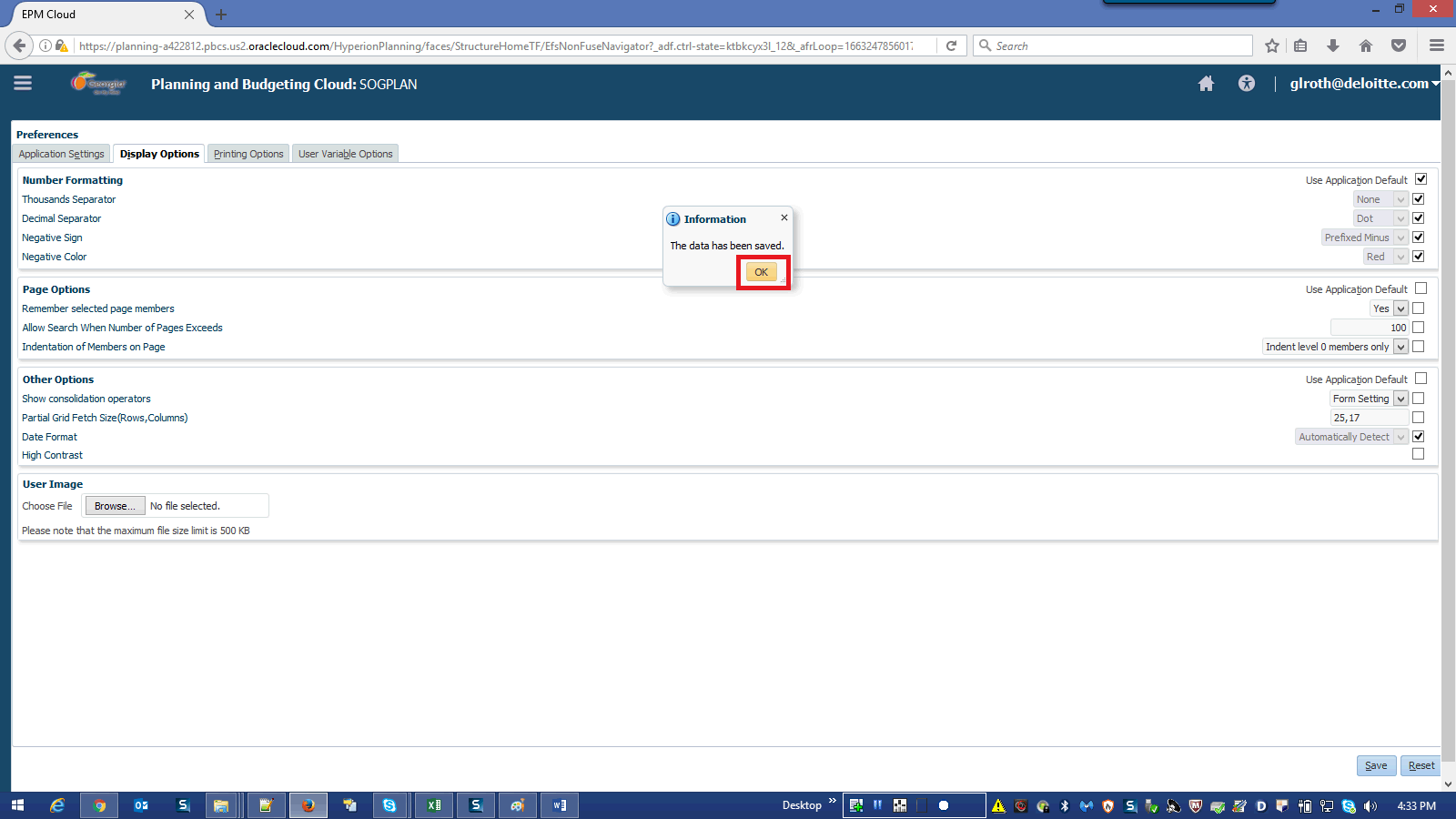
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click the **Thousands Separator** list. |  |



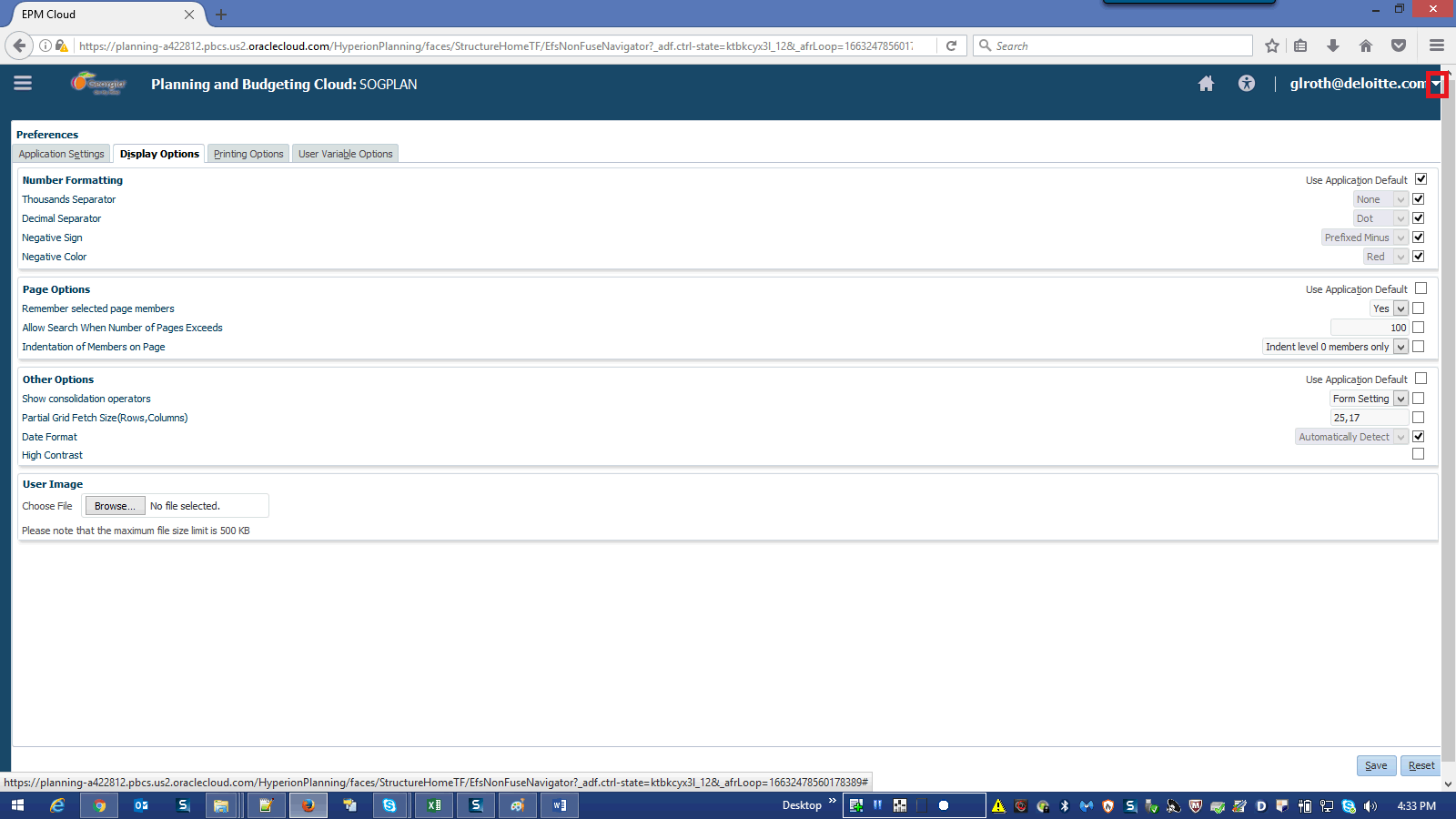
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Select **Comma** from the list. |  |



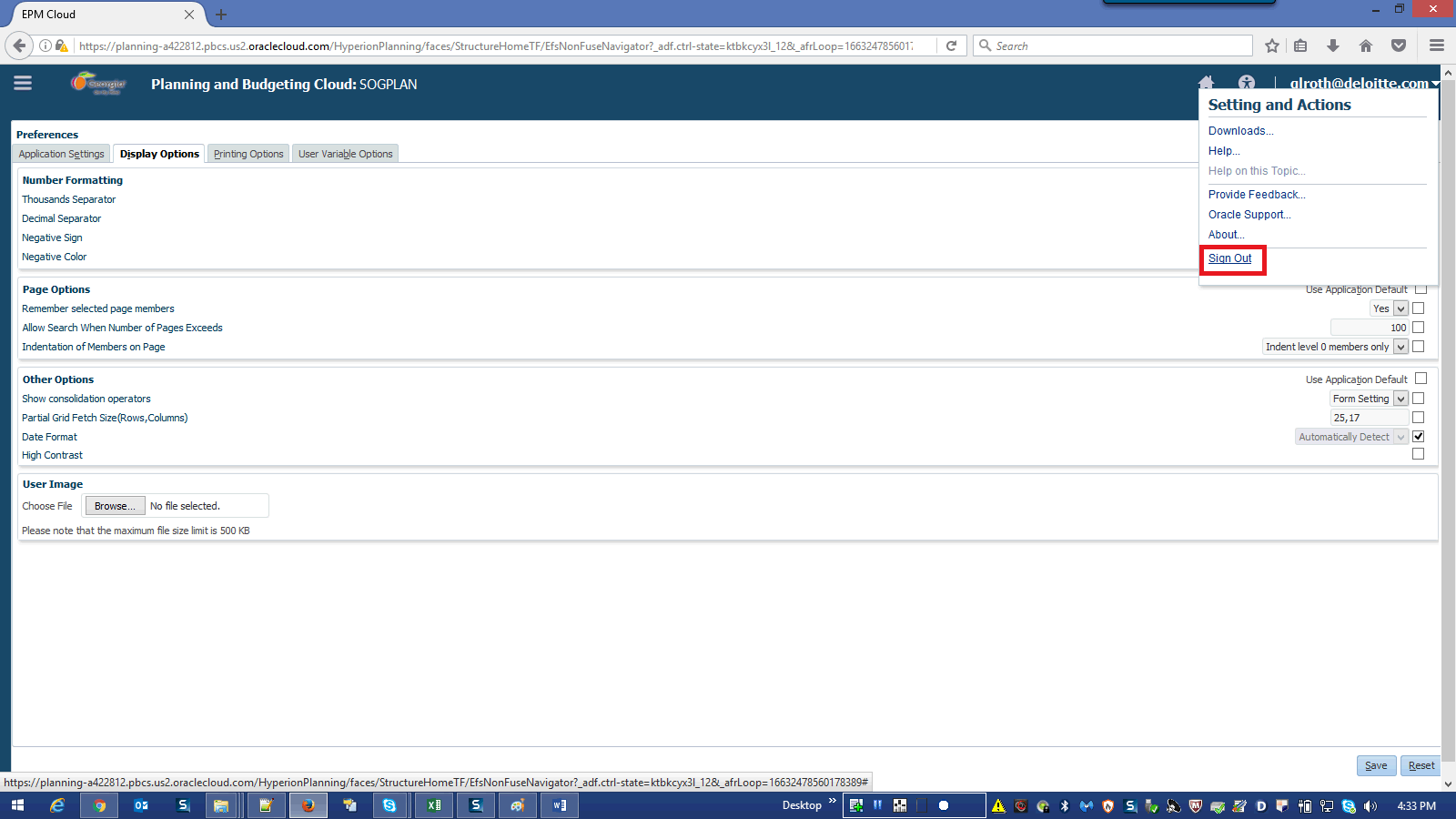
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click in the **Save** field. |  |



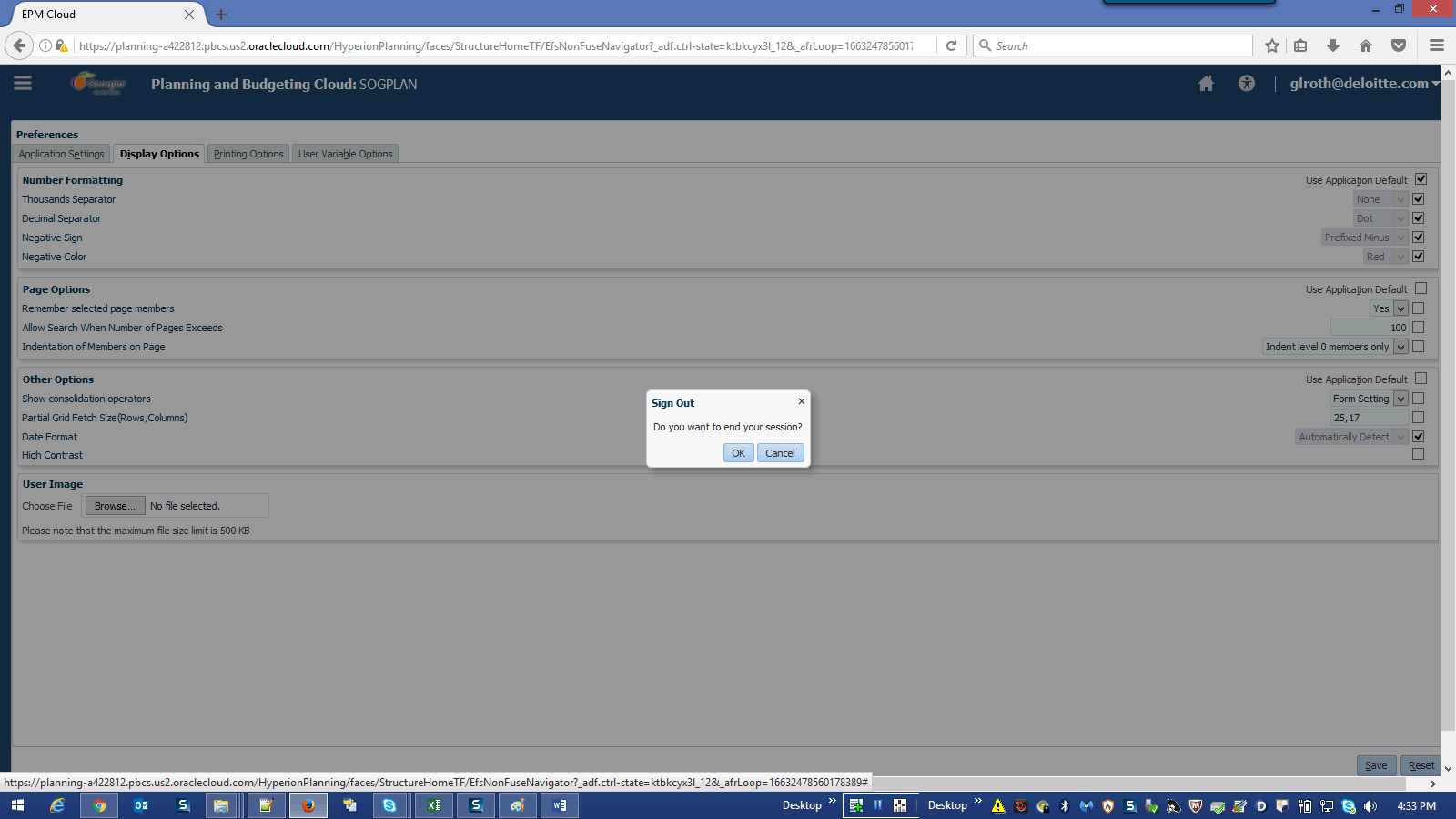
| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click **OK** button. |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click the **glroth@deloitte.com** graphic. |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click **Sign Out**. |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
|  | Click **OK**.  **End of Procedure.** |  |