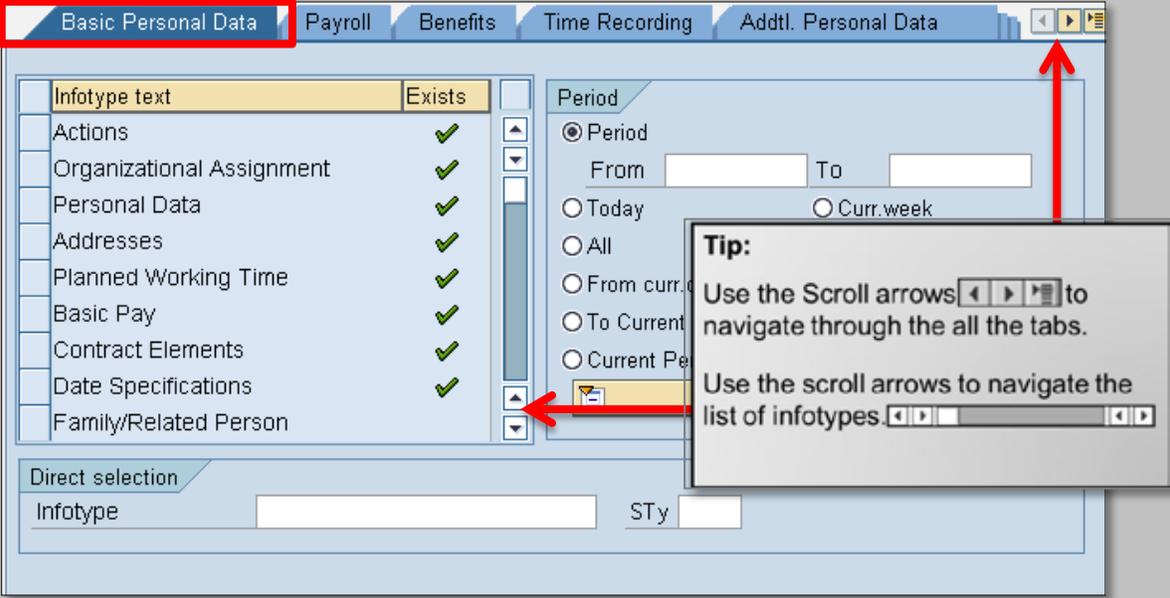
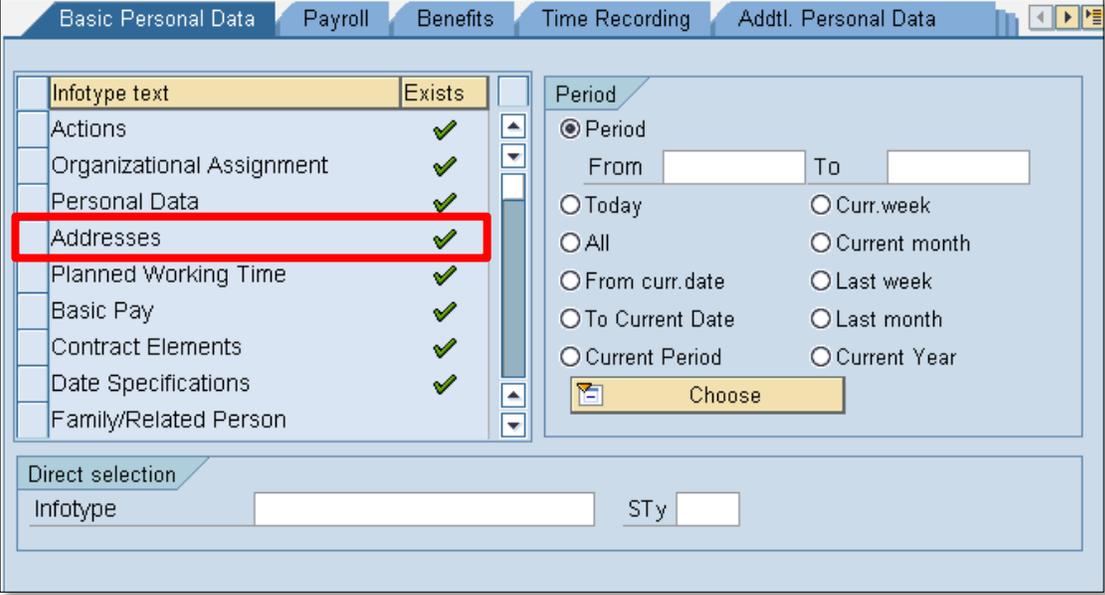
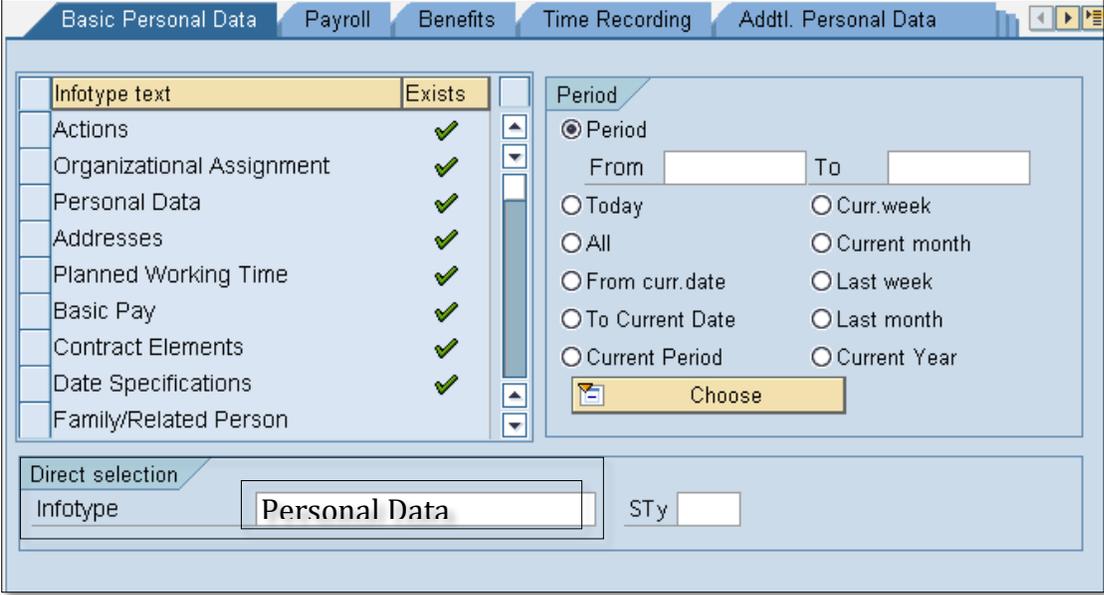


HRMS Basics Job Aid #8: Accessing Infotypes

Step	Method #1- Description
<p>1</p>	<p>Click on the tab below.</p>  <p>Tip: Use the Scroll arrows  to navigate through the all the tabs. Use the scroll arrows to navigate the list of infotypes .</p>
<p>2</p>	<p>Click the box to the left of the infotype you would like to select. Then click on the Display icon  to open the Address infotype for that employee.</p>  <p>Remember: If there is not a checkmark, then there is no information stored. The Time Recording tab is an exception.</p>

Step	Method #2- Description
1	<p>Type in the specific infotype name or number in the Direct selection area.</p>  <p>Remember: If there is not a checkmark, then there is no information stored. The Time Recording tab is an exception.</p>
2	<p>Select the Display icon </p> 