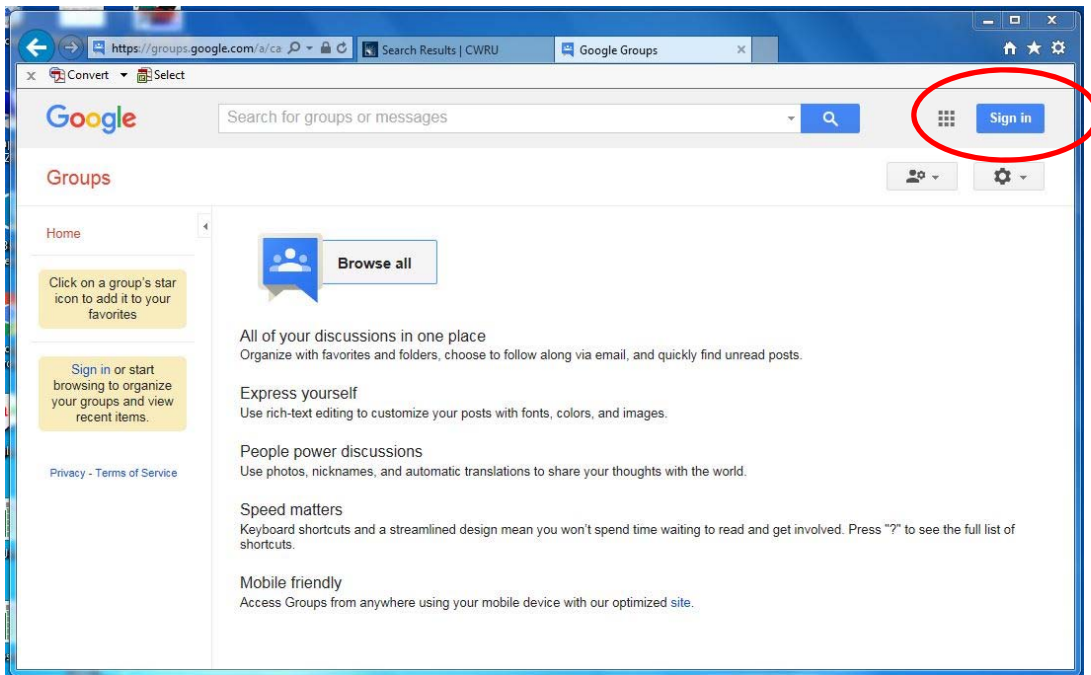
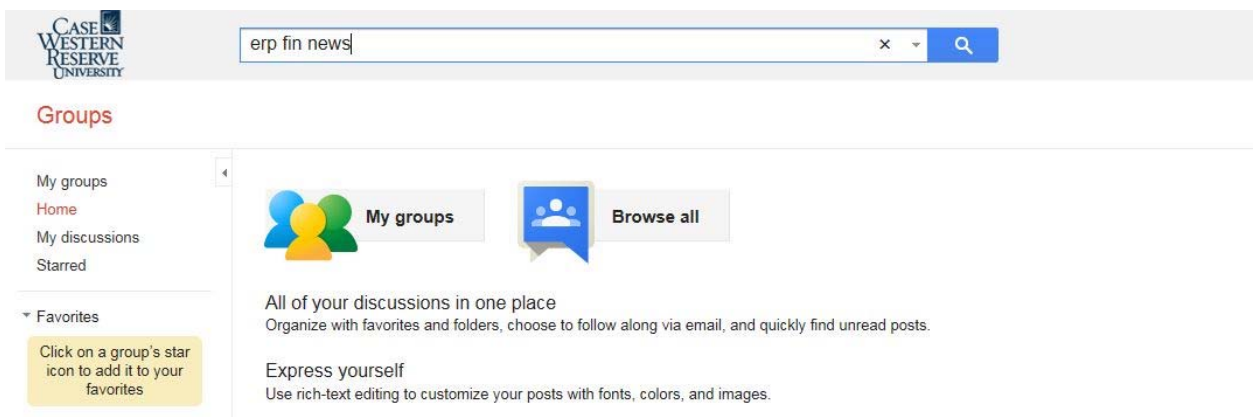


Join the ERP Financials News List

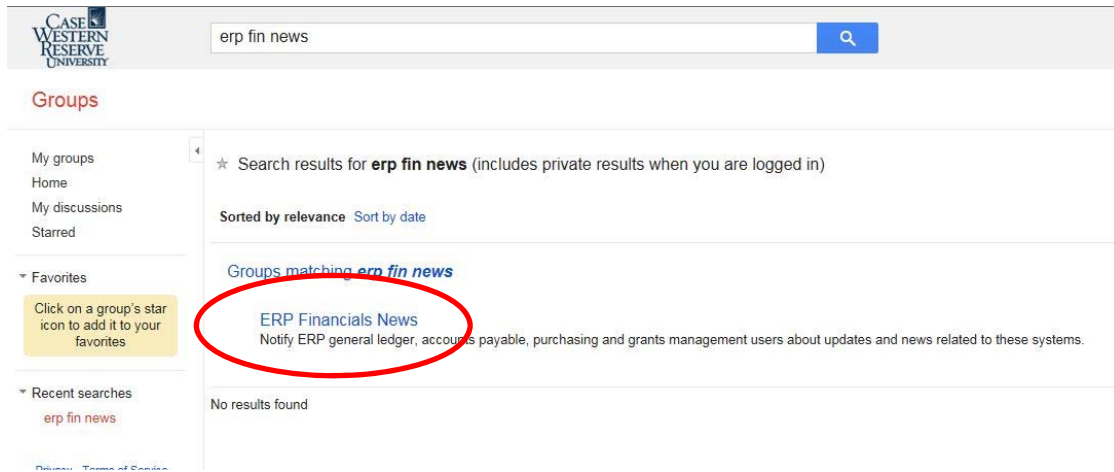
1. Go to the CWRU Google Groups Site
 - a. <http://groups.case.edu>
2. Google Login will re-direct to CWRU Single Sign On(if not already logged in).



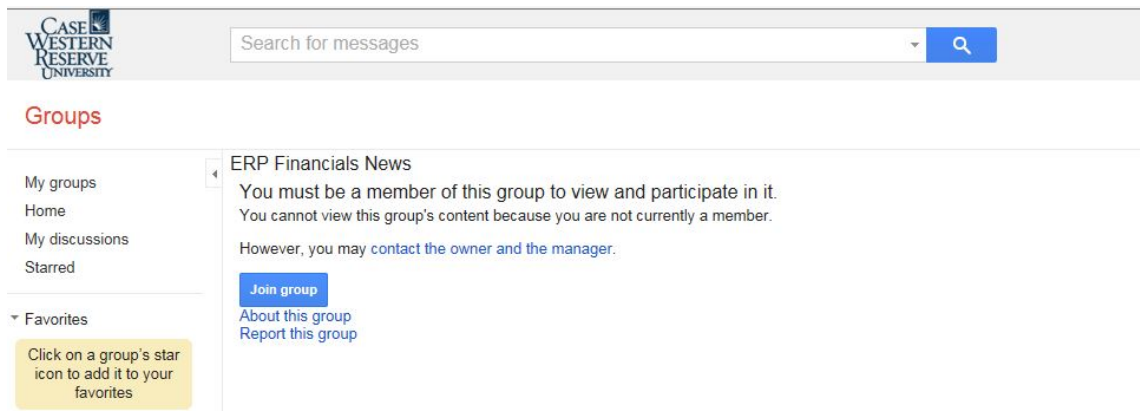
3. Search for the Group ERP FIN News at the top of the page



4. Select ERP Financials News

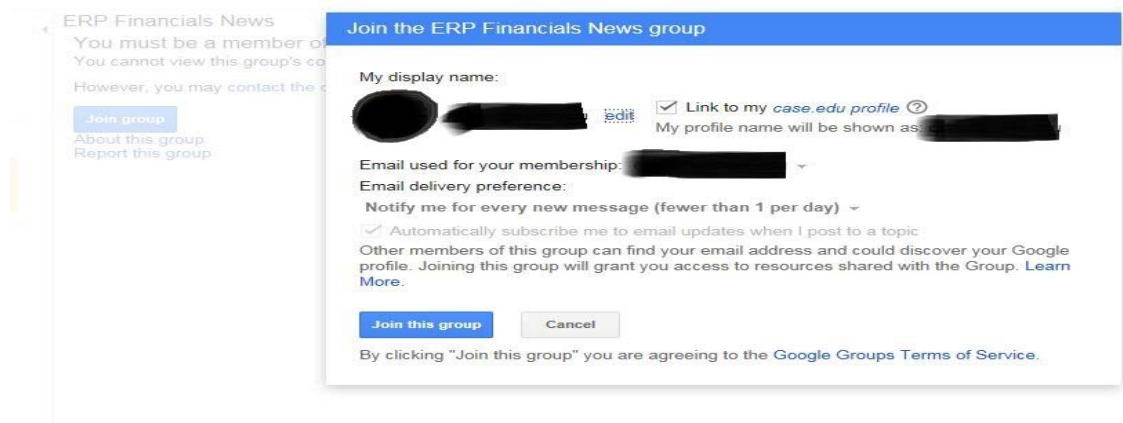


5. Click on the Join Group Button



6. A Google Group Preference Box will appear.

- a. Make sure Link to case.edu profile is checked and select join group



7. List of past topics will appear.

The screenshot shows the user interface for the 'ERP Financials News' group. At the top, there is a search bar with the text 'Search for messages' and a magnifying glass icon. Below the search bar, the group name 'ERP Financials News' is displayed, along with the status 'Shared privately' and '15 of 15 topics (15 unread)'. A list of topics is shown, each with a blue icon, a title, and the author's name and post/view counts. The topics listed are:

- Travel and Expense Module (2)** By David Elliott - 2 posts - 0 views
- Smartcart Information (2)** By David Elliott - 2 posts - 0 views
- DUO Login (2)** By David Elliott - 2 posts - 0 views
- SmartCART Update (1)** By David Elliott - 1 post - 0 views
- Onbase Service Interruption (1)** By Jing Li - 1 post - 0 views
- PeopleSoft Financials System Upgrade - SmartCART Issue (2)** By Jing Li - 2 posts - 0 views
- PeopleSoft Financials and Financial Reporting systems have been upgraded (1)** By Jing Li - 1 post - 0 views
- PeopleSoft Financials and Financial Reporting Systems Unavailable This Weekend (2)** By Jing Li - 2 posts - 0 views

On the left side, there is a navigation menu with options like 'My groups', 'Home', 'My discussions', 'Starred', 'Favorites', 'Recently viewed', 'Recent searches', and 'Privacy - Terms of Service'. A yellow callout box is present over the 'Favorites' section, stating: 'Click on a group's star icon to add it to your favorites'.

You have now joined the ERP FIN News group and will receive news related to PeopleSoft Financials including:

- Scheduled System Outages
- Unplanned emergency outages/system issues
- New Features
- Changes to existing features