

The e-Journal application provides an option to “Share” e-Journals, when you want to notify another individual of a transaction, or ask them a question about the entry, etc. No action will be required of the individual in order for the entry to proceed with processing.

**Sharing does two key things:**

- Sends an email message composed by you to the individuals specified. The message will not be visible to anyone else and the email contains a direct link to the e-Journal.
- Automatically gives recipients security authorization to view the journal, you do not need to worry about whether they have access.

The Journal entry *must be saved before the “Sharing” tab is available.*

To bring up the sharing menu -- Click on the “**Sharing**” tab in the journal header section.

The screenshot displays the e-JOURNAL ENTRY interface for Financial & Business Services at The University of Utah. The top navigation bar includes Home, Downloads, Journal, Search, and a Journal ID input field. A green arrow points to the 'Journal' tab, which is currently selected. Below the navigation bar, the 'Sharing' tab is active, showing a dropdown menu with two options: 'Printer-friendly PDF' (marked with a green circle and the number 1) and 'Share' (marked with a green circle and the number 2). The main content area displays journal entry details: JOURNAL ID, CREATED ON (04/21/2017), OWNER ORGID (00348 - GENERAL ACCOUNTING - CAMI), GL POSTED DATE, FROM EXCEL (No), RECYCLED (Yes - with a recycling icon), SOURCE (EJG - eJournal - General Accounting), SUB SOURCE (000 - NO SUB SOURCE DEFINED), REQUESTED BY (Marci Barker), and EXPLANATION (Demo Entry). A 'Backup Documentation' section contains checkboxes for 'Retained in Department' and 'Backup Being Mailed', along with a 'Cover Sheet' button.

This will bring up two options: (see the dropdown menu above)

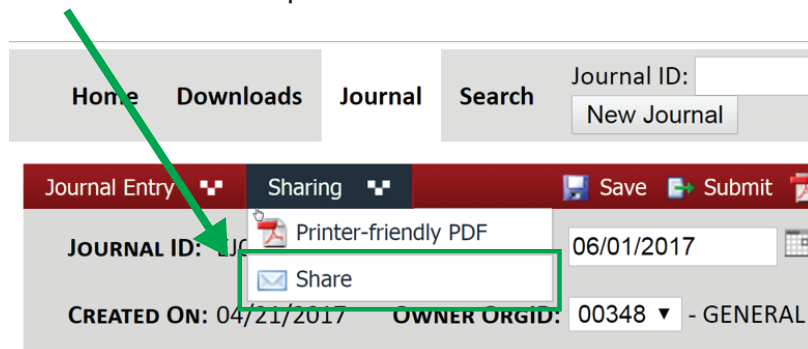
1. Printer-friendly PDF and
2. Share

**1. Printer- friendly PDF**

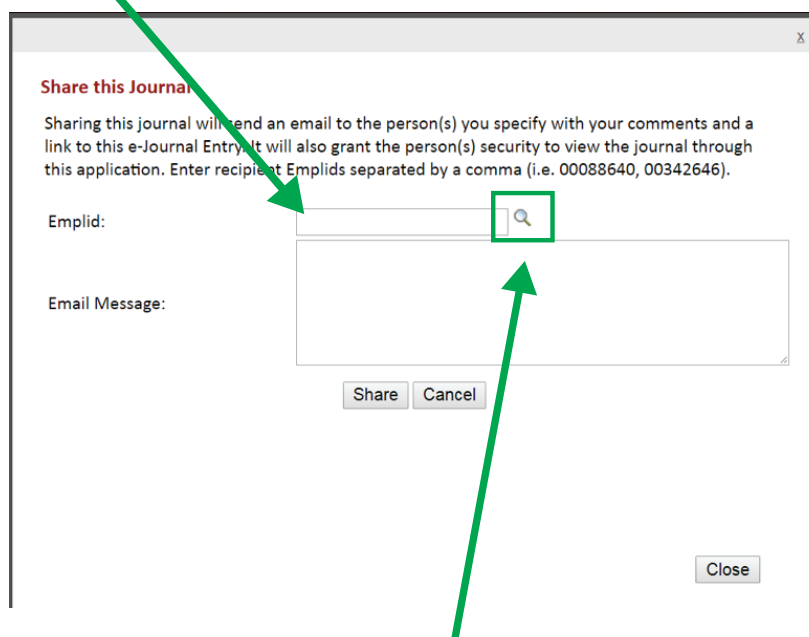
This option will format the journal entry into a PDF document that you can save, print or email to another individual.

## 2. Share an e-Journal

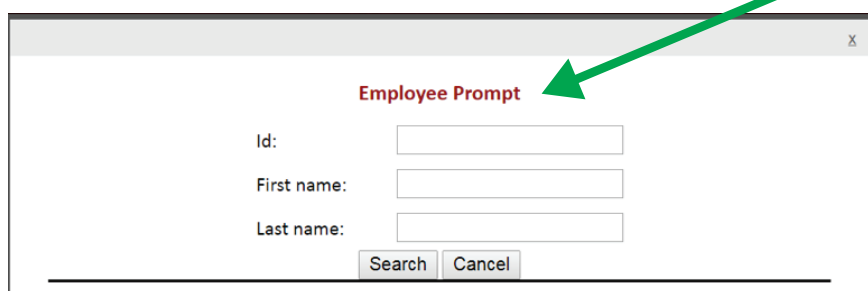
To share an e-journal, click **"Share"** from the drop down menu.



The **"Share this Journal"** page will pop up. If you know the Employee ID# of the person you want to send it to, you can type in their ID# in the Emplid: box.



You can look up the person ID# by clicking on the **magnifying glass** to the right of the **"Emplid:"** field to search for an individual by their first and last names. After clicking on the magnifying glass the **Employee Prompt** window will appear. See the image below:



e-Journals can only be shared with employees that have an email address on their employment record.

When searching for an employee, the full name does not need to be entered in the name fields to find the desired employee(s).

Once the individual ID information has been found, click on the **EMPLID #** to select the individual that you want to share the EJ with. See the green box below.

Employee Prompt

Id:

First name:

Marc

Last name:

Bar

Search

Cancel

EMPLID	NAME	HOME DEPT ID	HOME DEPT
00047288	BARKER,MARCI JANE	00348	GENERAL ACCOUNTING - CAMPUS

This will add their employee # to the **Emplid field** (see below). If you need to share the e-Journal with multiple individuals, you can click on the hour glass icon again to search for additional individuals.

Share this Journal

Sharing this journal will send an email to the person(s) you specify with your comments and a link to this e-Journal Entry. It will also grant the person(s) security to view the journal through this application. Enter recipient Emplids separated by a comma (i.e. 00088640, 00342646).

Emplid:

00047288

Email Message:

Share

Cancel

Close

At this point you have the option to write an e-mail message (see green box above) that will be sent along with the e-Journal to the individual(s) that you have selected. Click on the **“Share”** button to send the e-Journal to the selected individual(s).

eJE: How do I Share an e-Journal with others?

3

After pressing the “**Share**” button you will receive a message at the bottom of the window stating that the email was sent. See the green box below.

**Share this Journal**

Sharing this journal will send an email to the person(s) you specify with your comments and a link to this e-Journal Entry. It will also grant the person(s) security to view the journal through this application. Enter recipient Emplids separated by a comma (i.e. 00088640, 00342646).

Emplid:

Email Message:

Success! Emails have been sent to: BARKER,MARCI JANE (00047288) at marci.barker@admin.utah.edu

Click the “**Close**” button to exit out of the sharing screens to return back to the e-Journal entry page.