



setupworkjournaloptions

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Set up the following EP options to allow employees to view the WorkJournal menu in EmployeePortal.

Under **Enable**, select **WorkJournal** to enable the WorkJournal request feature in EmployeePortal.

Under **Messages**, select **WorkJournal** to enable employees to view a preset message on the WorkJournal page in EmployeePortal.

- Type the applicable message in the text box.
- The message is displayed in red at the top of the WorkJournal page in EmployeePortal after the record is saved.

Click **Save**.



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