ProcessWorld
User Guide

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EMERSON

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1. Introduction

ProcessWorld does two things:

a. Provides a central login point for accessing some of Automation Solution's most popular online applications.

b. Provides a single source for user account management and a validation system for Emerson Impact Partners, LBPs and reps.

2. Registration

You must register in *ProcessWorld* to access its applications. Once you are registered, you can then request access to the various applications. Some will automatically register you and some will require approval from an admin.

From the *ProcessWorld* login page, click the "**Register**" button under "**New to ProcessWorld?"**.

Complete each field in the various pages that appear.

NOTE: In Search dialogs, such as when you are listing your manager or office, partial names are accepted as search criteria. In other words, you often don't need to enter more than the first 3 letters or so to find your office or manager.

If you cannot locate your manager or office using the Search dialog, click the "**Add Office**" or "**Add Manager**" links at the bottom of the dialog. Fill in the requested information.

Typically, account approval for *ProcessWorld* occurs in 24-48 hours (based on a US work week and CST). Within that time frame you should receive an email notifying you that your *ProcessWorld* registration is complete. You may access *ProcessWorld* once you have received this email.

NOTE to Emerson Impact Partners, LBPs and Reps: Your confirmation email does not contain your password, so write it down before you submit your registration request.

3. Passwords

If you are an Emerson employee or contractor inside the Emerson network, you do not have to log in to *ProcessWorld*. Simply click the "Sign In" button under the "Automatic Sign In" section on the left side of the screen.

Emerson employees or contractors outside the Emerson network will log in using their Emerson email address and password. Emerson Impact Partners, LBPs and reps will always log in using the company email address and password that they submitted in their registration request, even if they are on the Emerson network.

ProcessWorld Password Format

Must contain at least:

- eight (8) characters
- a lowercase letter
- an uppercase letter
- a number
- no parts of your email

4. Requesting Access to Applications

ProcessWorld contains several "worlds", such as *Sales World*, *Project World*, *Learning World*, *HR World*, and *Mobile World*, each of which is directed at a unique target audience and hosts applications designed for that audience.

When you access *ProcessWorld*, you will initially see *My World* and its contents. These are the applications to which you have access. If you wish to use a new application, click the appropriate world tab, then click the application icon and request access. If access is

granted, that application's icon will automatically show up in your *My World* list the next time you open *ProcessWorld*.

Approval process time varies based on the application involved. In some cases, you will have immediate access, but some applications will require admin approval and may need 24-48 hours. For those applications that required admin approval, you will receive an email notifying you that your registration is complete. You can begin using the application as soon as you receive this email.

Browser Requirements

ProcessWorld is designed to run on various browsers, but some of the applications inside may work better with one browser than another. If you encounter problems, contact your local system administrator for help.

5. The ProcessWorld Menu

Employee/Contractor
My Details
My Organization
Validation Status
Contact Us
Help Guide

Emerson Impact Partners/LBPs/Reps
My Details
My Organization
Validation Status
Change Password
Contact Us
Help Guide

5.1 – My Details

My Details contains personal information about your account. This includes: Name, Email Address, Office Location, Job Title, Division, and Local Currency. You may edit any of this information at any time.

5.2 – My Organization

Connects Emerson employees and contractors to their Global Directory profile information. Emerson Impact Partners, LBPs and reps can make changes directly in *ProcessWorld*.

This section lists your manager and any people who report directly to you. You may change your manager, suspend his/her access, indicate a transfer for one of your direct reports, or suspend access for a direct report.

5.3 – Validation Status

This section gives you the current status of your account in *ProcessWorld*. Employees and contractors validate through Global Directory, but Emerson Impact Partners, LBPs and reps have their own validation process. If your *ProcessWorld* account is not valid, the reason will be displayed

5.4 – Change Password

Emerson Impact Partners, LBPs and Reps can change their *ProcessWorld* password here.

5.5 – Contact Us

For questions about *ProcessWorld* or problems with it, please use the displayed link to contact the *ProcessWorld* Support Team.

5.6 – Help Guide

Connects to the *ProcessWorld* User Guide (this document). You can open it online or download it for future reference.