# STREAMLYNE TIP SHEET
PERSON EXTENDED ATTRIBUTES

UPDATES TO PERSON EXTENDED ATTRIBUTES BY A KEY PERSON

What are Person Extended Attributes:

Person Extended Attributes are the details of any person who has been loaded into Streamlyne, and who is available to be added as Key Personnel to a Proposal Document (PD) or Quick Proposal (QP). Basic information is automatically pulled into the Person Extended Attribute record from Workday. This data includes your legal name, race, job title, citizenship type, and appointment details. You may add additional information to your own profile, such as an eRA Commons User Name, ORCID iD, and Year Graduated. Depending on the sponsor, certain details you add/edit may be pulled into forms and transmitted to the sponsor.

Accessing your "Extended Person Attributes" record in Streamlyne:

On the Streamlyne home page, go to Main Menu > Settings > Person Extended Attributes
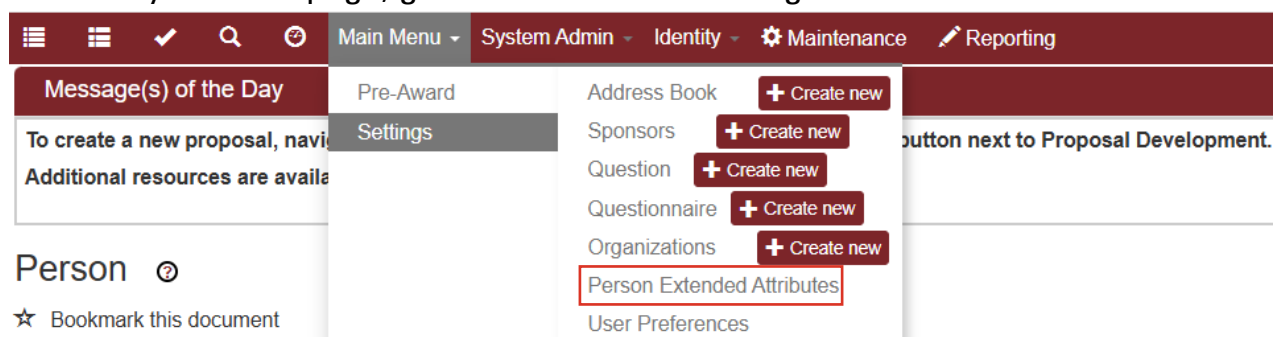
Your own Person Extended Attributes will automatically be generated.
Go to Actions and select edit to view and edit this record.

(If your own record is not already there to be edited, you can select the magnifying glass next to the Person Attributes Field to search for your own record.)

After selecting edit, review the entries in the Edit Person section. If no edits are required, simply select Close at the bottom of the page.

| Submit | Save | Blanket Approve | Close | Cancel |
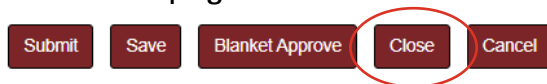
Entering Edits:

If edits are required, add a comment in the Description box in the Document Overview panel. The comment can be brief, and only serves as a reference to this record change if needed. An example of a description may be "update Degree" or "add eRA Commons user ID".

Document Overview

* Description : _____

Organization Document Number : _____

Explanation : _____

In the Edit Person section, the left "old" column shows the existing data. In the right "new" column, existing data is available for edits and blank fields are available for new data entry.

Edit Person

Old		New	
Person Extended Attributes Id:	15114	Person Extended Attributes Id:	15114
County:	Story	County:	Story
Age by Fiscal Year:		Age by Fiscal Year:	
Race:	White	Race:	White
Education Level:		Education Level:	
Degree:	BS, BA	Degree:	BS, BA
Major:		Major:	
ADA Accommodated ?:	No	ADA Accommodated ?:	☐
ADA Disability Type:		ADA Disability Type:	
Veteran:	No	Veteran:	☐
Veteran Type:		Veteran Type:	

Reminder: certain fields are pulled from Workday and should not be updated. Hire Date, Title, Job Code, etc. are not self-determined and should not be changed. If changes are entered, these fields will be overwritten by the daily information load from Workday. If information is incorrect, it must be updated in Workday- contact your HR liaison to make these changes.

Once all desired edits have been entered, select Submit at the bottom of the page to finalize this process.

| Submit | Save | Blanket Approve | Close | Cancel |