



From mountain to sea

People Manager Guidance

Home Page

Introduction

This guidance document provides an overview of the People Manager home page.

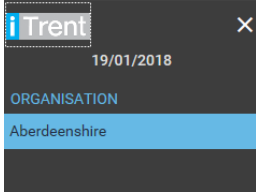
Home Page

The screenshot shows the People Manager home page interface. At the top left, there is a 'MENU' icon (1). At the top right, the user's role '(ROLE PEOPLE MANAGER ELECTRIC)' and a profile icon (4) are displayed. A central 'Hello Fraser' greeting (2) includes a login timestamp 'You last logged in 31 minutes ago' and a list of navigation options: 'My People', 'Absence', 'Structure', 'Task Redirection', 'Guidance', and 'Out of office'. Below this is a search bar labeled 'Find iTrent pages...' (5). The main content area features a large, colorful, abstract graphic. At the bottom, there are four tiles (6): 'Your to do list (0) / Processes (0)', 'Welcome to People Manager', 'Employee Benefits' (with a holiday planning tip), and 'iTrent Electric Walkthrough'.

When you log in to People Manager, you will see this screen. The Sections are explained below.



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Number	Item	Description
1	Menu	<p>Menu will reveal:</p>  <ul style="list-style-type: none"> • The Organisations you have access to. If you have more than one organization select the appropriate one. • Effective date which allows you to select the date you wish to view and edit information for. You can select past, current and future dates. • iTrent logo which lets you return to the Home Page
2	My Links	<p>Links appear at the top of your screen and resize depending on your screen's dimension. You may only see 'My Links' which contain My People, Absence Reports, Structure Reports, Task Redirection and Guidance or you may see all of the links straight away.</p> <ul style="list-style-type: none"> • My People: will show your direct reportees in the left hand pane • Absence: will show you the absence reports available to you • Structure: will show you structure reports available to you as well as the organisational structure • Task redirection: will take you to the screen to set up task redirection. For example, if you are going on holiday for a week and you want someone else to authorize your employee's requests in your absence, setting up task redirection will ensure they go to somebody else while you are out of the office. • Guidance: will show you the People Manager Guidance available
3	New View	<p>This icon allows you to open a new iTrent session in a new browser tab without the need to log back in.</p>
4	Top Menu	<p>Top Menu allows users who have more than one role to switch between them. A person with multiple roles will see the role they are currently using in brackets.</p>



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5	Find iTrent Pages	Find iTrent pages allows you to search for a specific page- just type the page name into the box and press return. If a record is found, click the link provided to access the required page.
6	Company News	News items are published at the bottom of the home page displaying a selection of Council news and management information .The first item in Company News is always occupied by To Do List and Processes. To Do List displays tasks in order of their due date – with the one closest to expiration at the top of the list. You can filter and sort your tasks by selecting your own criteria from the two available drop down menus. Processes displays the number of processes you have running which are in queue or in progress, for example if you are running a management report in the background you can view its progress here.