

The MyView Dashboard – Manager View

What the dashboard should look like...

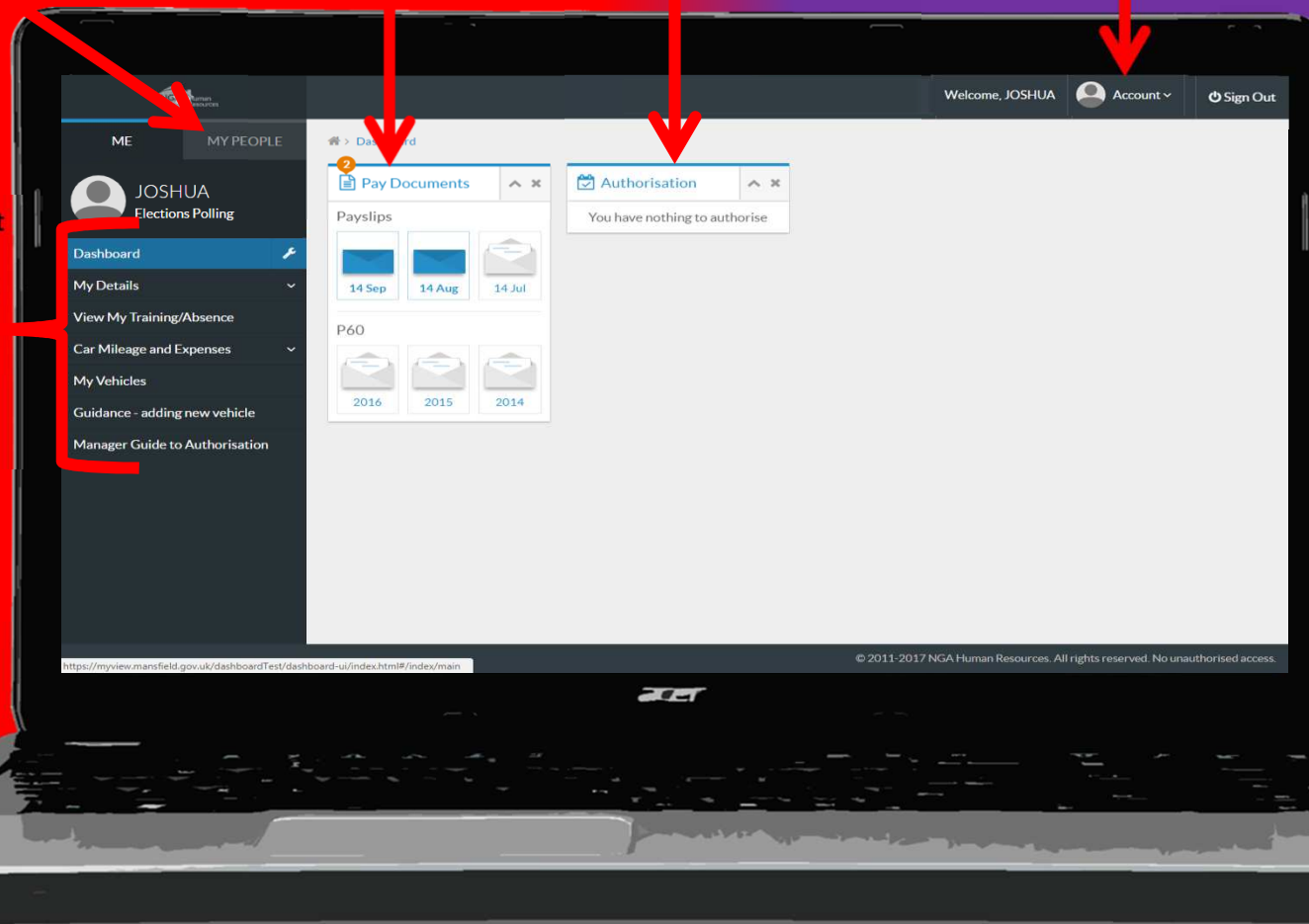
This is the My People tab where you can view all the staff that report to you.

This is a your pay document widget. Click onto an envelope to access your payslip.

This is your authorisation widget which allows you to authorise your staffs mileage and expenses claims

This is where you can change your password or change your security questions

This is your pick list where you can choose whether to make a mileage claim, change address and much more.



My People tab

ME MY PEOPLE

Not Selected

Team Selector

Absence Notification

Search by team member name

Enter Name...

Filters

Direct Reports

Clear search

Filter by surname

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

MINIMISE

Direct Reports for KAREN BARKE

Showing 2 results (0 vacant) / 0 Selected

Select All Deselect All

KEVIN ASHLEY

HR Systems Administrator (XPP12)

081004

KEVIN.ASHLEY@SKY.COM

01623 463321

07852980150

Select +

When you click onto the My People tab, you will see all of your staff, click onto the name to see more information about your employee.

If your team member has direct reports, you can view them by clicking “show reports”.

Personal Details Current Appointment Appointment History Profile

Employee Number

Employee Full Name Mr KEVIN

Title MR

Forenames KEVIN

Other Forenames

Surname ASHLEY

Known As

Work Phone Number 01623 463321

Mobile Phone Number

E-mail Address kashley@mansfield.gov.uk

Home Phone Number

As you can see, this is the information you gain when you click onto the name of a member of your team. You have the option to look at: Limited personal Details, Current Appointment, Appointment History and Profile.

Filter your team members

**Enter the
Forename or
Surname of a
team member to
load them up**

**This field lets you chose your
direct reports, whole team, new
starters, leavers etc.**

**Click to clear
anyone you are
viewing**

The screenshot shows a web interface for filtering team members. At the top left, a search bar labeled 'Search by team member name' contains the placeholder text 'Enter Name...' and a magnifying glass icon. Below this is a section titled 'Filter by surname' which includes a row of buttons for each letter of the alphabet (A-Z) and an 'All' button. To the right of the search bar is a 'Filters' dropdown menu that is currently open, showing options: 'Direct Reports', 'Direct Reports', 'Whole Team', 'New Starters', 'Leavers', and 'My Selections'. The 'Direct Reports' option is selected. To the right of the filters is a 'Clear search' button. Red arrows point from the instructional text blocks to these specific UI elements: one to the search bar, one to the 'Filters' dropdown, one to the 'Clear search' button, and one to the 'A' button in the 'Filter by surname' section.

Search by team member name

Enter Name...

Filters

Direct Reports

Direct Reports

Whole Team

New Starters

Leavers

My Selections

Clear search

Filter by surname

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**To get all employees with the surname
beginning with a certain letter, click the
letter**

My Team's Training/Absence

My Team's Training/Absence

The My Team's Training screen is currently under construction and your team members' full training records are not available.

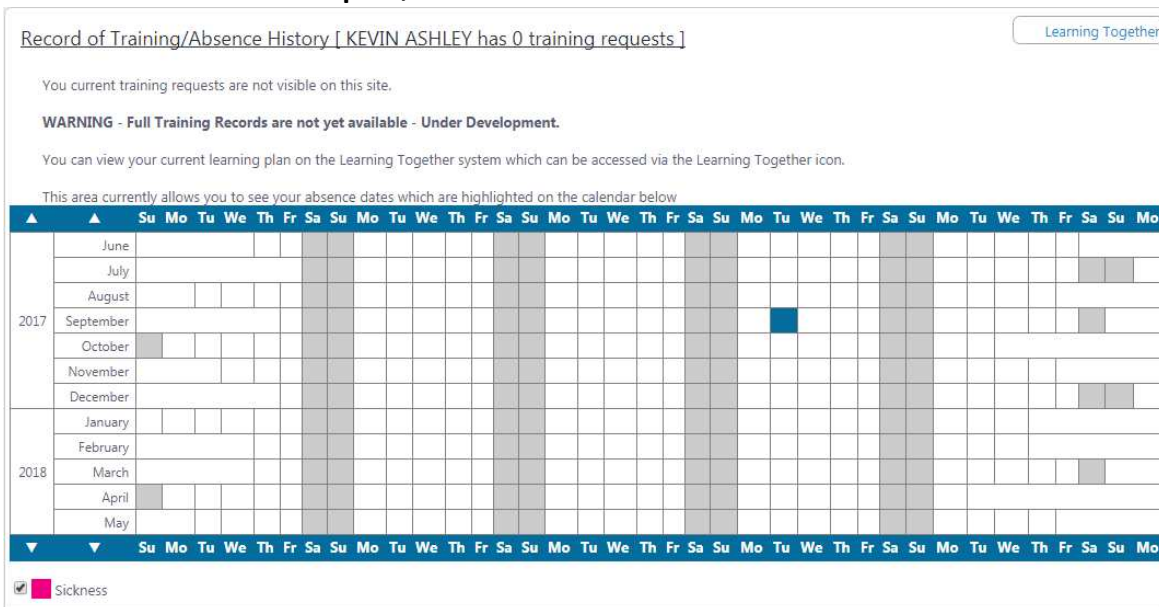
At this moment it does contain a shortcut to the current learning plan of your team, accessed via the Learning Together icon at the top right of the screen and some training records will become available in due course.

Absence

You can also view any periods of recorded absence of your team members, which will be highlighted on the calendar from the My Team's Training screen.

To view these records, access your team members as previously shown.

In this example, the "Whole Team" has been.



This is how the training absence will be set out...