



## Employee Dashboard – Delt Mini Guide

## Employee Dashboard – Delt Social Hub

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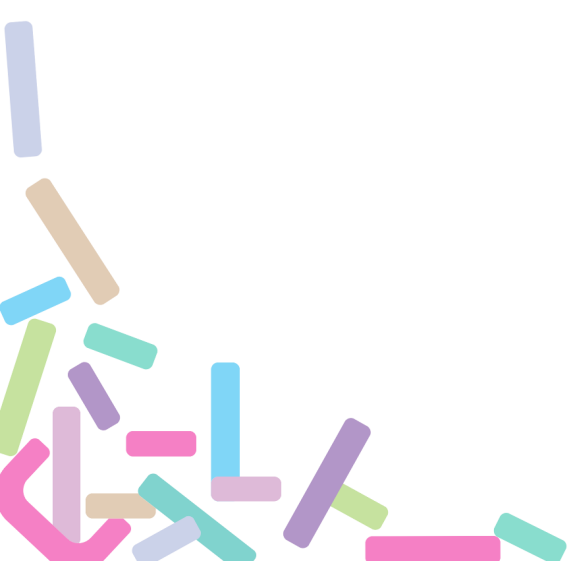
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# Overview

Social Onboarding is presented to employees via the Social Hub Dashboard, which is available to All Delt Employees, when they first log into CoreHR.



## 1. Delt Social Hub

The Social Hub page gives employees access to the following information

### 1.1.1 Information Header

- Employees Name and Position
- Tasks Outstanding
- Employee Start Date



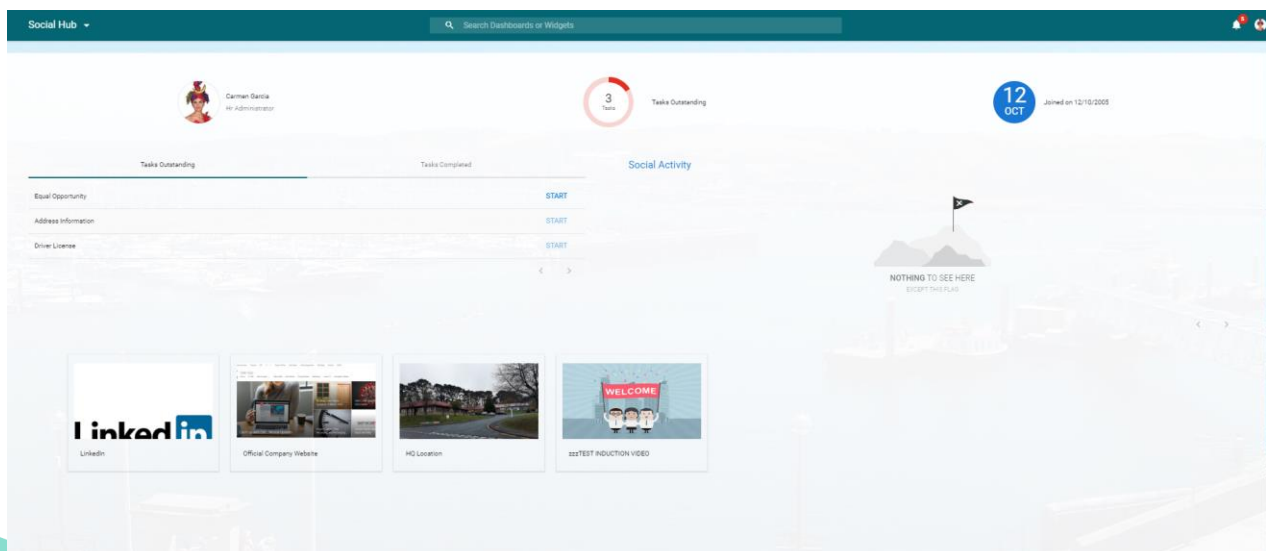
### 1.1.2 Tasks Outstanding/Tasks Completed – How to complete

Tasks are set by Delt, and each employee needs to complete their outstanding tasks. Once tasks have been completed, they will move from the 'Tasks Outstanding' into the 'Tasks Completed'

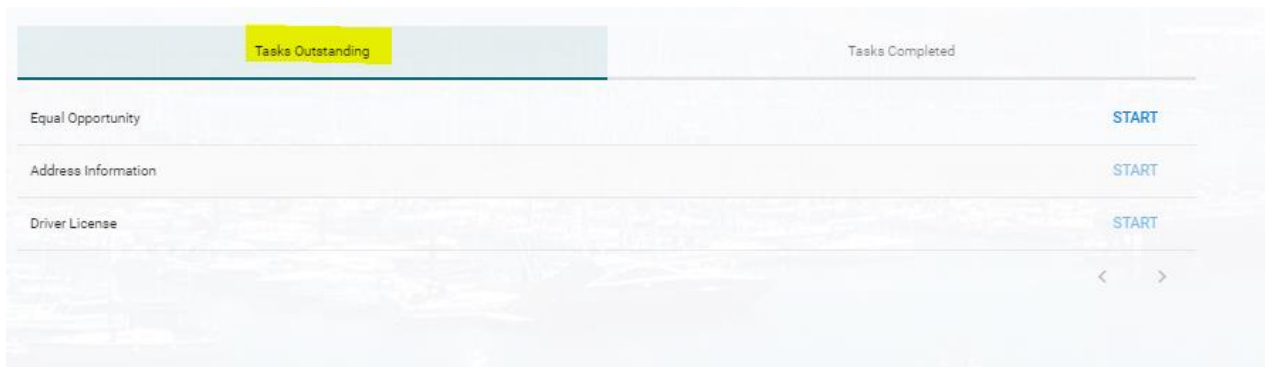


### 1.1.3 Tasks Outstanding/Tasks Completed – How to complete

- Delt Employee logs into the Employee Dashboard, the Social Hub page will appear.



- Employee to complete the Tasks Outstanding mandatory checklists.
- Click on Tasks Outstanding>Start>you will be taken to the form you have selected
- Enter the relevant details
- Click the Complete Button



- When the task is completed, the Task will move into the 'Task Completed' section
- Simply repeat the process until all of the Tasks Outstanding have been completed.

### 1.1.4 Content Pages

The Content Pages contain a link to LinkedIn & Delt Official Company Website. Simply click on the images to take you to the webpage. There is also a link to a welcome message from our Chief Executive.

