Manager Dashboard

Manager Self Service - Navigation

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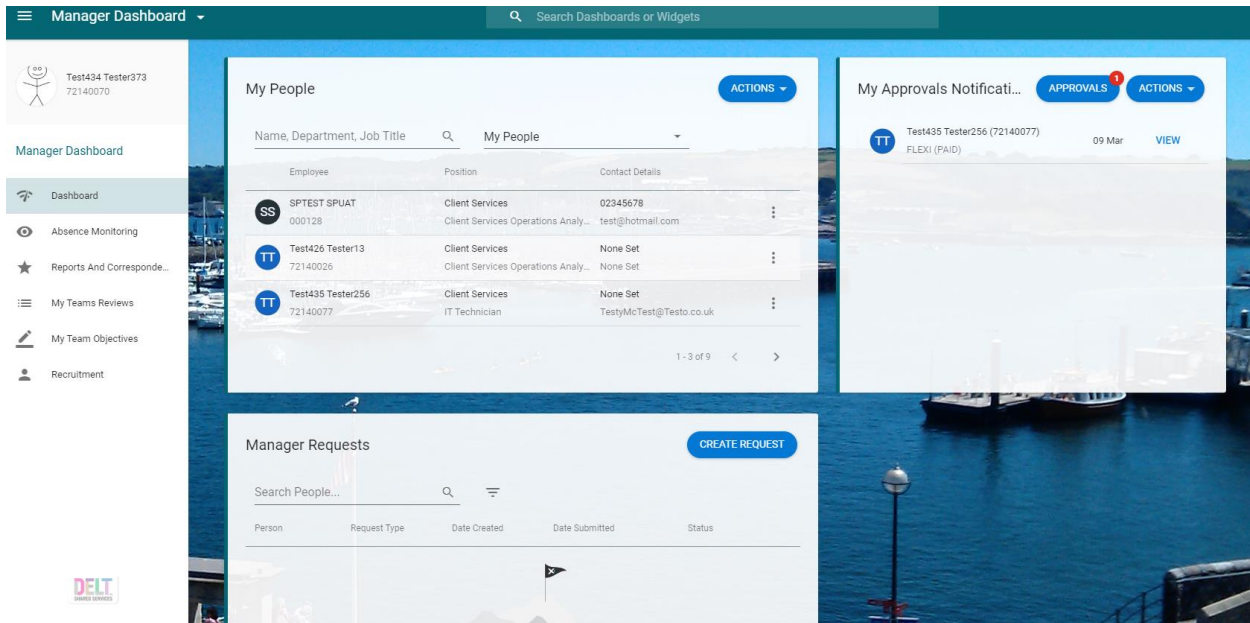# 1. Navigate Manager Dashboard

1.1.1 Login to the Manager Dashboard

| **Login to the Manager Dashboard** |
|---|
| Go to CorePortal via the link on your Desktop

1. Enter Username
2. Enter Password
3. Click on the Sign in button

4. If you have forgotten your Password, simply click on "Forgot password or security question" and follow the Recovery Assistance process |

1.1.2 Navigate Manager Dashboard

Navigate Manager Dashboard

Once logged into CoreHR, you will be taken to the Manager Dashboard page (this page has lots of widgets, so you will need to scroll down to see them all).

1. **Manager Dashboard Dropdown**

By clicking on the arrow to the left of the Manager Dashboard image, a drop-down menu will appear. If you have access to more than one of the CoreHR Modules, these will appear here
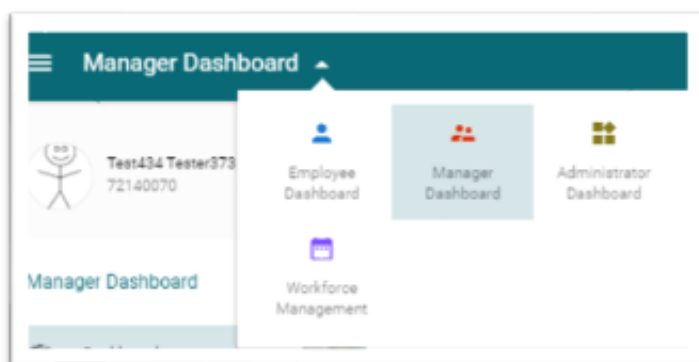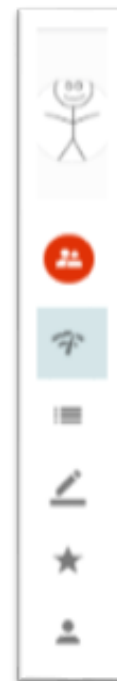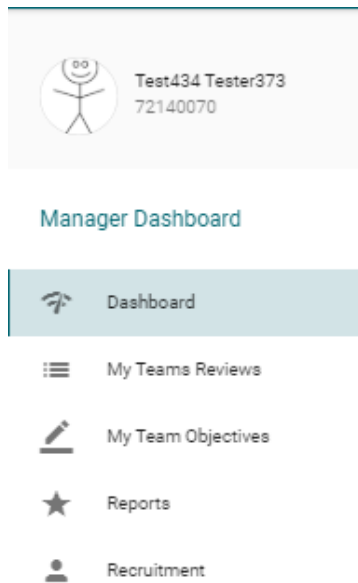

You can simply go between modules by clicking the one you want to use.

2. Clicking on ![=] will collapse the right-hand view from: -

From This   To   This

This allows the user to create more space by collapsing the menu view. When your menu is collapsed simply hover over the icons, the module name will appear. You can click on each of the menu options and they will take you to different modules (if they are available to you).

- Dashboard
- Absence Monitoring
- Reports and Correspondence
- My Teams Reviews
- My Teams Objectives
- Recruitment

3.   Quick Jump
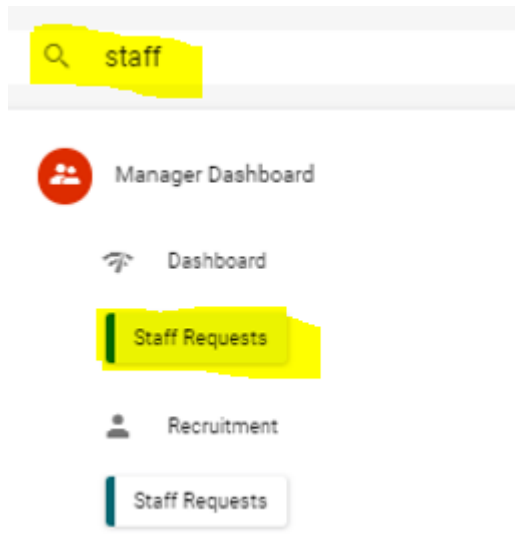
The search functionality allows you to navigate to an area in the Manager Dashboard. For example, if you type **Staff** into the search functionality, you can see in the example below that the 'Staff Requests' will appear, if you click on this it will take you directly to that widget.

4.   Notifications

To the far-right hand side of the screen, you will see a bell. This is a link to the notification centre. Clicking on this will open any notifications that a Manager needs to be aware of. Please note, that these notifications may require action, so always take the time to read and understand them. (Further information on this can be found in the Delt Manager – Notification Guide)
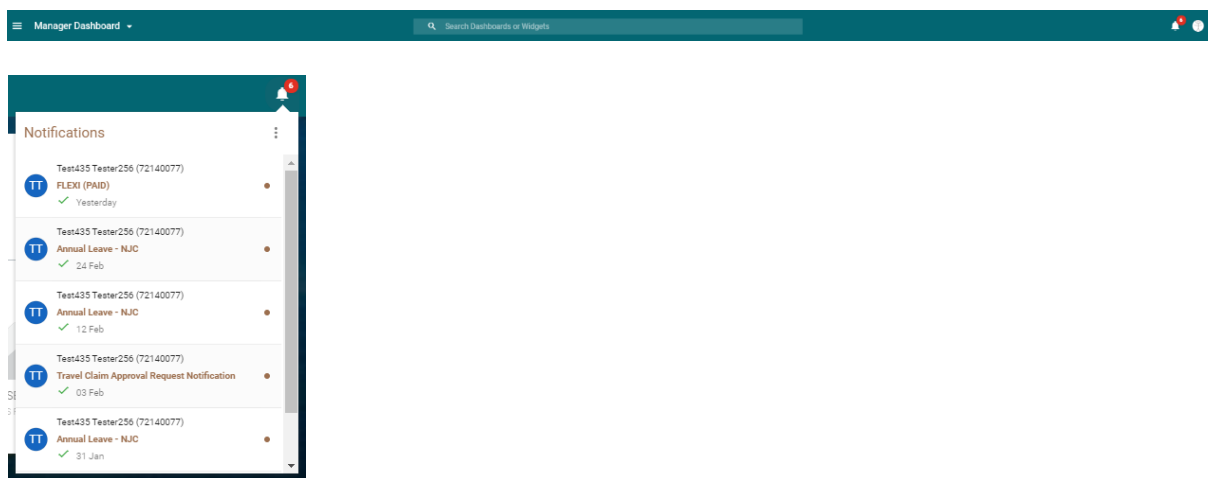

- **Ellipses** - Clicking the Ellipses will give further options.
- Clicking on the '**Notifications Centre**', will take you to the Notifications Centre, this is simply a larger view of the screen.

- Clicking on the '**Mark all as Read'**, will mark the notifications as read, however they will remain in your list until the system admin team remove these after a certain amount of time.
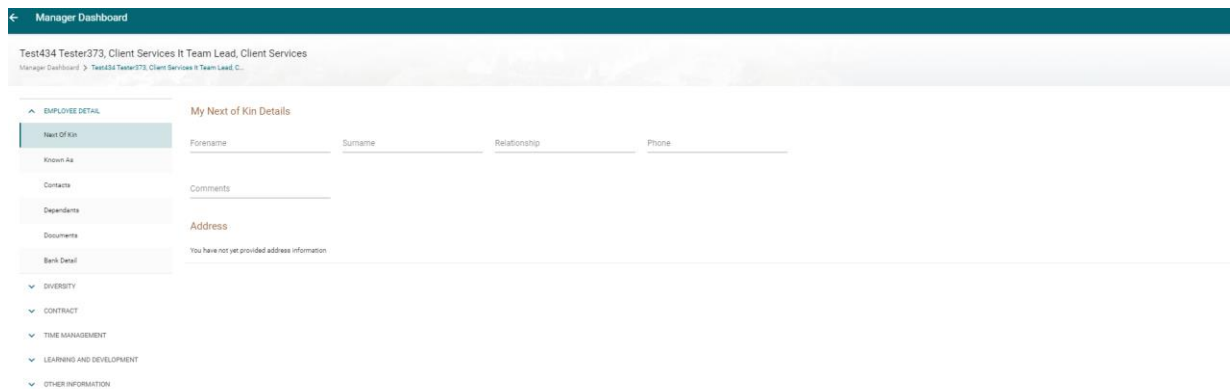
5. My Profile

At the far-right hand side of the screen there is a circle, 'My Profile'
Click on this, more options will appear which will allow you as the Employee to view, create or update: -
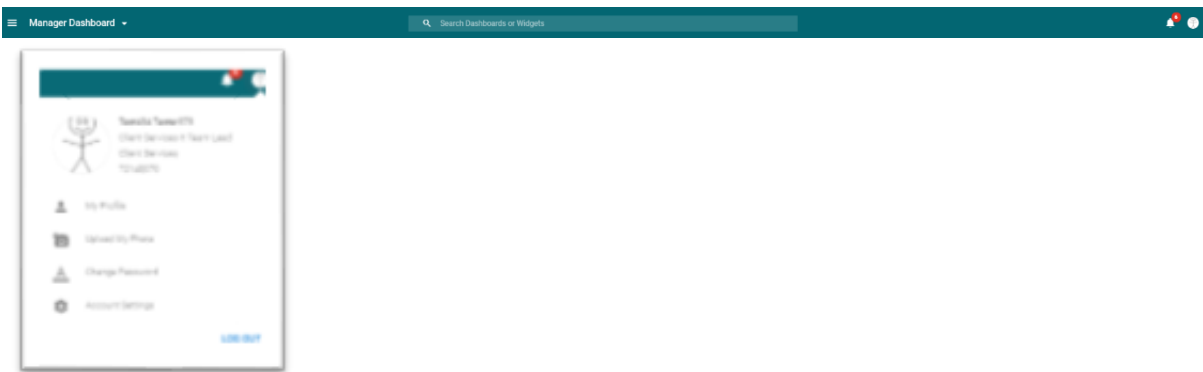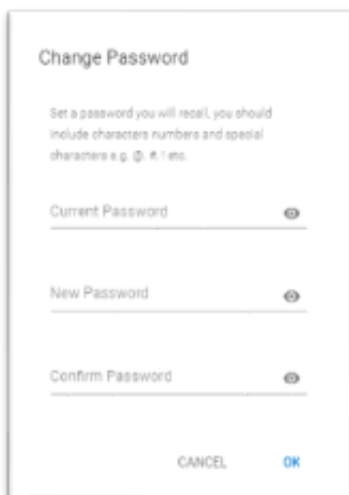

- **My Profile** – Click on this to update your **Employee** Details such as, Diversity; Contacts; Time Management; Learning and Development; Other Information.

- **Upload My Photo** – Click on the upload icon>Select an appropriate photo from your Browser>Click OK. Your photo will now appear as your profile photo.

Upload My Photo

Select a photo...

CANCEL   OK

- **Change Password** – Click on Change Password, Enter the Current Password>New Password>Confirm Password. Please ensure that the password is in line with your Company Policy>Click OK

Change Password

Set a password you will recall, you should include characters numbers and special characters e.g. @, #, ! etc.

Current Password

New Password

Confirm Password

CANCEL   OK

- Log Out – simply click on the Log Out button and you will be logged out of the system