Additional Elements

Human Resources Front End

How-To Guide

HR Front End Training Team
Additional Elements

HR Front End

How-To Guide

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APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

Similar to Banner, HRFE allows you to access confidential and sensitive information. Guidelines have been created to help you manage your responsibility.

You are responsible for any activity that occurs using your logon
- Do not share your passwords or store them in an unsecured manner.
- Do not leave your workstation unattended while logged on to administrative information systems.

You have access to very sensitive personal information
- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO, or HIPAA protected data).
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.

Any violation could subject you to disciplinary action.
HR Front End Additional Elements Quick View

1. Adding Multiple Transaction Components to an Employee Record
2. Attaching Documentation to a Transaction
3. Accessing Transactions from the In/Outboxes
4. Adding Memos to a Transaction
5. Utilizing the Send-To and Send FYI Features
6. Performing an Employee Search (UIN Quick Search and Employee Search)
7. Customization via User Preferences
8. Utilizing the Online Help Feature
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Introduction

Assumptions

Conventions Used in this Guide

Indicates a Note or additional information that might be helpful to you.

Indicates a Hint such as a tip, shortcut, or additional way to do something.

Indicates a Warning of an action that you should not perform or that might cause problems in the application.
Adding Multiple Transaction Components to an Employee Record

There might be times when users will perform multiple transaction types on an employee at the same time. This can be done by adding additional components to a transaction. The example being shows what would happen when a user needs to perform an Employee Job Record Change after an Employee Data Change has been initiated and saved.

Upon initiating and saving the first transaction type, the Proposed Changes accordion will populate the Employee Record View. This tells users about the transaction type(s) that are being applied to the employee’s record. If an additional component is to be added (in this case, an Employee Job Record Change), type has after the first transaction been saved:

1. Under the Proposed Changes accordion, click the Add Change button.

![Proposed Changes Accordion](image)

*Figure 1: Proposed Changes Accordion*
Once the screen refreshes along with the Transactions menu,

2. Enter the View Date and

3. Select another transaction type (the example chosen in the image is the Employee Job Record Change transaction).

Figure 2: Selecting Additional Transaction Component

The screen will refresh and the appropriate fields for the selected transaction will be editable.

4. Expand the appropriate accordion and enter the information needed for the transaction that was selected

5. Click the Save button when finished
The screen will refresh once again. Both components will be under the Proposed Changes accordion. At this point, the user may do any of the following:

- a. View the changes made by clicking the View link under the Proposed Changes accordion
- b. Add another component by clicking the Add Change button
- c. Delete a component by clicking the respective Delete button

Figure 3: Multiple Components on an Employee Record

Once all necessary information has been added to the transaction, users will be able to:

- Route the transaction
- Send an FYI (a read-only copy of the transaction)
- Perform a Send-To (sending the transaction to a user/group inbox that exists outside of the predetermined routing path)
- Cancel the transaction (closing the transaction with all changes made prior to the last save of the transaction)
**Attaching Documentation to a Transaction**

The HR Front End allows users to attach supporting documentation, such as offer and acceptance letters, to transactions. These documents will only be viewable by the HR Front End users that have permissions to that transaction. In addition, the person who attaches the documents may deem the documents viewable only by certain orgs by setting the viewable orgs flag. When this is done, the document is only viewable to users with the same or higher permissions as the original user.

Attached documentation is stored in Banner Xtender Service (BXS) and once the transaction has been applied, the document will also be viewable by Central Human Resources through the Document Management System (DMS) in BXS through normal BXS security permissions.

**NOTE:** For a list of acceptable document types, see the Appendix.

---

**Attaching Documentation**

1. After entering all transaction data, from the Employee Record View screen, click the Attachments tab.

2. Click the Add Attachment button.

   The Attach Documents screen appears.

![Figure 4: Attachments Tab](image-url)

---

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In the Attach Document screen:

1. Select the **Browse** button to locate the document to be attached
2. In the File Upload window, **click on the Document** to be uploaded
3. In the File Upload window, click the **Open** button
4. Click the **Add** button to add the button to the **Attachments to be Uploaded** section.

*Figure 5: Selecting Documentation to Attach*
5. Once the screen refreshes:
   a. Select the correct **Document Type** from the list provided
   b. Enter a **Description** in the text field
   c. Click the **Upload** button to upload the documentation

   **NOTE:** Clicking the **Remove** button will remove the document from the Attachments to be Uploaded section. **Repeat** Steps 1-3 to attach additional documentation. Click the **Done** button when finished uploading documents.

---

**Figure 6: Uploading the Documentation**
**Editing the Viewable Orgs**

By default, any HR Front End user that has permissions to view a transaction can also view the documents attached to the transaction. If a document contains sensitive information, a user can limit the viewing of a document by Org.

**NOTE**: Users will only be able to edit Viewable Orgs when the transactions routing path involves multiple orgs.

From the Employee Record View screen under the Attachments tab, users can:

a. View the attachment by clicking the View button

b. Delete the attachment by clicking the Delete button

c. Edit the document type by selecting from the Doc Type list

d. Edit the description in the Description text area

e. Edit the Viewable Orgs by selecting/deselecting the associated check boxes

f. Save the attachments by clicking the Save button

*Figure 7: Editing Options*
Accessing Transactions from the In/Outboxes

The In/Outboxes are where users will be able to locate transactions and their statuses. In order to access the In/Outboxes, users will click the In/Outboxes link on the Home Page in the HR Front End.

Upon clicking the In/Outboxes link, the screen will refresh and the users will be presented with four different locations as to where they can access transactions:

- My Inbox
- Group Inboxes
- My Outbox
- Group Outboxes

Figure 8: Accessing the In/Outboxes
**My Inbox**

*My Inbox* contains transactions that the user has ownership of (either by initiating the transaction himself or herself, taking ownership of it, or another user sent the transaction directly to them).

In order to access transactions in *My Inbox*:

1. Access the My Inbox, by selecting the *My Inbox* radio button
2. Select the transaction by clicking on it once (which will highlight the transaction)
3. Click the *Select* button

*The screen will refresh and will take users to the Employee Record View where they can review/edit the transaction.*

---

![Image of My Inbox interface](image)

*Figure 9: Accessing Transactions from My Inbox*
**Group Inboxes**

**Group Inboxes** contain transactions that have been routed/sent to a group of individuals with similar security permissions. In order to access transactions from the **Group Inboxes**, users must take ownership of them.

In order to access and take ownership of transactions in **Group Inboxes**:

1. Access the Group Inboxes, by selecting the **Group Inboxes** radio button
2. Select the transaction by clicking on it once (which will highlight the transaction)
3. Click the **Take Ownership** button

**NOTE**: From this point, users may navigate to the My Inbox to locate the transaction. See **My Inbox** section for more information.

![Figure 10: Accessing Transactions from Group Inboxes](image-url)
Filter and Preset Chooser

The Filter and Preset Chooser in the In/Outboxes allows users to both create filters for the transactions that are displayed in the In/Outboxes and create presets that they can apply at any time that they choose.

The following fields will be displayed to let users know what is currently being displayed in their In/Outboxes:

- **Personal Preset in Use** – this area allows users to see if they currently are applying a preset to the list of displayed transactions.
- **Criteria for Listed Transactions** – this area allows users to see which criteria are being shown for the transactions that are listed.

Showing and Hiding the Filter and Preset Chooser

In order to show the Filter and Preset Chooser:

- Click the **Show** Filter and Preset Chooser button

In order to hide the Filter and Preset Chooser:

- Click the **Hide** Filter and Preset Chooser button (which appears when the Filter and Preset Chooser is being displayed)

Figure 11: In/Outbox Fields
If the **Filter and Preset Chooser** button is clicked and the **Filter and Preset Chooser** is displayed, users have the option of using one or more of the following criteria to serve as a filter for the transaction list:

- **Transaction Type**
- **Route Stop Role**
- **Route Stop Action**
- **Route Stop Level**
- **E-Group**
- **UIN**
- **Campus**
- **COA**
- **College** – to select more than one, hold down the CTRL key when selecting
- **Department** - to select more than one, hold down the CTRL key when selecting
- **Organization** - to select more than one, hold down the CTRL key when selecting

The **Filter List** button will allow users to use the current filter settings to apply a temporary filter to the transaction list.

The **Reset Filter** button will reset the filter choices to the default settings.

---

**Figure 12: In/Outbox Filter**
Users are also able to create and use presets for the transaction list in the In/Outboxes.

**Fields:**
- **Select a Preset** – allows users to select from a previously created preset to apply to the transaction list
- **Preset name** – allows users to create a new preset with the filter fields and enter a specific preset name that they can apply at a later time
- **Make default** – allows users to declare a certain preset to be the default setting for the In/Outbox transaction list

**Buttons:**
- **Add as Preset** – allows users to add a filter as a preset that they can access later
- **Save updated** – allows users to make updates to a preset that they have
- **Delete Preset** – allows users to delete any presets that they wish to remove

**Figure 13: In/Outbox Preset Chooser**
**My Outbox**

*My Outbox* allows users to view the statuses of all transactions that have moved out of their My Inbox. *My Outbox* contains:

- Transactions on which the users has previously owned and worked
- Transactions which the users has sent down the approval path with a Route command
- Transactions meeting the above criteria that are still in the system

In order to access transactions in *My Outbox*:

1. Access the My Outbox, by selecting the *My Outbox* radio button
2. Select the transaction by clicking on it once (which will highlight the transaction)
3. Click the **Select** button (which takes users to a read-only version of the transaction)

*Figure 14: Accessing Transactions from My Outbox*
**Group Outboxes**

*Group Outboxes* allow users to view the statuses of all transactions that have been processed by themselves or others with the same security permissions group. *Group Outboxes* contain:

- Transactions on which the user worked (had ownership of)
- Transactions on which the user could have could have worked (was in the Group Inbox at one time but they did not "own")

In order to access transactions in *Group Outboxes*:

1. Access the Group Outboxes, by selecting the **Group Outboxes** radio button
2. Select the transaction by clicking on it once (which will highlight the transaction)
3. Click the **Select** button (which takes users to a read-only version of the transaction)

---

**Figure 15: Accessing Transactions from Group Outboxes**

**Adding Memos to a Transaction**

The HR Front End allows users to add **memos** to transactions. This feature is especially helpful to users if they desire to add additional information that will be of use to other individuals along the predetermined routing path of transactions.

Once in the transaction, users will need to do the following in order to add a memo to a transaction:

1. Click the **Memos** tab
2. Enter text (the memo) in the **Memo** text area
3. Click the **Add** button
**WARNING:** Memos will not be applied/saved to Banner. They are only stored with the transaction in the HR Front End.

**Figure 16: Adding Memos to a Transaction**

Once the memo has been added, the changes will reflect as such in the Memos tab.

**NOTE:** The USERID and Date will automatically populate once the user clicks the Add button. This feature keeps a timestamp of when memos were added and by whom they were added.

**Figure 17: Memos tab reflects memos added**
Using the Send-To and Send FYI Features

At times, there are instances when a transaction needs to be sent to an individual or group of individuals that exist outside of the pre-determined routing path. When users perform a Send-To, they can send a transaction to:

- An Individual (Person)
- A Group of Individuals (Group Inbox)

Send-To Group Inbox

Upon clicking the Send-To button in the Employee Record View, users will:

1. Select the Group Inbox radio button
2. Select from one or more of the lists:
   a. COA
   b. College
   c. Department
   d. Organization
   e. Campus
3. Click the Send-To button

   A message will appear at the top of the screen indicating success performing the Send-To to the Group Inbox.

Figure 18: Performing a Send-To to a Group Inbox
Send-To Person

Upon clicking the Send-To button in the Employee Record View, users will:

1. Select the Person radio button
2. Enter a UIN or USER ID and/select from one or more of the lists:
   a. COA
   b. College
   c. Department
   d. Organization
   e. Campus
3. Click the Refresh List button

Figure 19: Performing a Send-To to an Individual
Once the screen refreshes with the list of individuals from which the user can choose:

4. Click the desired result (which will highlight the result)

5. Click the **Send-To** Button

A message will appear at the top of the screen indicating success performing the Send-To to the individual.

**NOTE:** Clicking the Back to ERV button will take users back to the Employee Record View.

---

**Figure 20: Send-To Results list**
Send FYI - Group Inbox

Upon clicking the Send FYI button in the Employee Record View, users will:

1. Select the Group Inbox radio button
2. Select from one or more of the lists:
   a. COA
   b. College
   c. Department
   d. Organization
   e. Campus
3. Click the Send FYI button

Figure 21: Send FYI - Group Inbox

Send FYI - Person

Upon clicking the Send FYI button in the Employee Record View, users will:

1. Select the Person radio button
2. Enter a UIN or USER ID and/select from one or more of the lists:
   a. COA
   b. College
   c. Department
   d. Organization
   e. Campus
3. Click the Refresh List button
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**Figure 22: Send FYI - Individual**

Once the screen refreshes with the list of individuals from which the user can choose:

4. **Click the desired result (which will highlight the result)**

5. **Click the Send FYI Button**

A message will appear at the top of the screen indicating success performing the Send FYI to the individual.

**Figure 23: Send FYI – Selecting Individual**
Performing an Employee Search

There are several ways that users can locate individual employee records in the HR Front End. Users can locate an employee record by:

1. Entering the employee UIN in the **UIN Quick Search** feature, **OR**
2. Clicking the **Employee Search** link in the menu bar

**HINT:** Entering a UIN in the UIN Quick Search will take users directly to the Employee Record View.

![Figure 24: Searching for an Employee Record](image-url)
**Employee Search Feature**

If the user clicks the Employee Search link in the menu bar, the screen will refresh and they will be taken to the Employee Search feature. This feature allows users to be broad or specific in their search. A user can search several ways for an employee:

1. **Users can:** Enter information in the text areas:
   - UIN - University Identification Number
   - Last Name – employee’s last name
   - First Name – employee’s first name
   - USERID – employee’s user id
   - SSN – employee’s social security number
   
   **NOTE:** If you enter only a name (First Name and Last Name), the application will find the results.

2. **Users can also filter the search by the lists provided:**
   - a. COA (Chart of Accounts)
   - b. College
   - c. Department
   - d. Organizations
   - e. Campus
   - f. Employee Group

---

*Figure 25: Employee Search Feature*
3. Once the search criteria have been entered, users will click the **Search** button.

   **NOTE:** Checking the **Include Terminated Employees** box will include terminated employees to populate the employee search results. Clicking the **Reset** button will reset the search criteria to the system default settings.

4. Once the screen refreshes with the search results, highlight the desired results and then click the **Select** button.

   ![Employee Search Results Screen](image)

   **Figure 26: Employee Search Results Screen**

5. Once the screen refreshes, users will be taken to the Employee Record View.
User Preferences

User Preferences in the HR Front End allow users to customize certain settings. There are four areas in the HR Front End that allow users to customize settings. These areas are:

- Employee Search
- Employee Search Columns
- In/Outboxes
- In/Outbox Columns

In order to access User Preferences, users will:

1. Hover their mouse over **Admin Tools** in the menu bar
2. Click **User Preferences**

*Figure 27: Selecting User Preferences from Home Page*
Once the screen refreshes, users will be taken to the User Preferences screen. From this point, they can select from the list provided.

![Figure 28: Selecting from the User Preferences List](image-url)
**User Preferences – Employee Search**

If the Employee Search option is selected, users will have several fields that they are able to customize for their Employee Search settings:

- **COA** - (Chart of Accounts) Selecting a COA will filter the college drop down to be all colleges in the selected chart.
- **College** – This drop down control contains all the colleges in the selected COA above. The selected college will filter the Department drop down.
- **Department** – This drop down control contains all the departments in the selected college above. The selected department will filter the Organization drop down.
- **Organization** – This drop down control contains all the organizations in the selected department above.
- **Employee Group** – This drop down control contains all employee groups. Select the employee group that you want to set as your default search criteria.
- **Display Terminated** – If the check box is selected, it will always display terminated employees.
- **Max Rows** – Maximum amount of rows that can be returned.
- **Campus** – This drop down control contains all the campuses.
- **Default View** – Employee Record View (ERV) or Timeline after selecting record from Employee Search.
- **Refresh Always** – If box is checked, Employee Search will always refresh search results when entering screen.

---

**Figure 29: User Preferences – Employee Search**

Once the presets have been selected, users can:

- Click the **Save** button – which will save the settings they have selected, or
- Click the **Cancel** button – which will cancel the changes that they have made, or
- Click the **Restore Defaults** button – which will restore to the system default settings.
Once the changes have been made, users can view the changes by navigating to the Employee Search feature.

**User Preferences – Employee Search Columns**

If the Employee Search Columns option is selected, the screen will refresh and users will be able to choose which columns will be displayed in the Employee Search.

The **Available Columns** contains columns that are not currently displayed in the Employee Search. The **Selected Columns** contains columns that are currently being displayed.

In order to move items from **Available Columns** to **Selected Columns**:

1. Click the item(s) under **Available Columns** to be moved (to select more than one item, hold the CTRL key on the keyboard when selecting the items).
2. Click the arrow button to move the items.
3. Once the items have been moved from **Available Columns** to **Selected Columns**, the up and down directional arrows can be used to order the items in Selected Columns accordingly.
4. Click the:
   a. **Save** button to save changes that have been made
   b. **Cancel** button to cancel the changes that have been made
   c. **Restore Defaults** button to restore to the system default settings

   **NOTE**: The UIN and Last Name cannot be moved from the selected columns.

---

**Figure 30: User Preferences – Employee Search Columns**

<table>
<thead>
<tr>
<th>UIN</th>
<th>Last Name</th>
<th>First Name</th>
<th>E-Class</th>
<th>Emp Status</th>
<th>Home Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678</td>
<td>Doe</td>
<td>John</td>
<td>CC - EClass</td>
<td>A</td>
<td>U-H-10001 - AVP Human Resources/Shared</td>
</tr>
<tr>
<td>98765432</td>
<td>Smith</td>
<td>Jane</td>
<td>DC - EClass</td>
<td>A</td>
<td>U-H-993000 - AITS/AZ/ITD</td>
</tr>
<tr>
<td>12345321</td>
<td>Johnson</td>
<td>Mike</td>
<td>DC - EClass</td>
<td>A</td>
<td>U-H-819900 - President's Office</td>
</tr>
</tbody>
</table>
User Preferences – In/Outbox

The In/Outboxes, over time, will begin to populate with a great deal of transactions. As users scroll down the list of transactions, they will be able to apply a particular setting that allows the column headers to be locked in place when the In/Outboxes are accessed.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Route Stop</th>
<th>Tran Type</th>
<th>UN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Emp Group</th>
<th>Home Org</th>
<th>Owned By</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>DEPT: Default:Inbox 4-9-22-210-10(004 0(1)</td>
<td>NEHANE</td>
<td>Quirk A</td>
<td>G-9-110004</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>DEPT: Default:Inbox 4-9-4-889-4969000-0(1)</td>
<td>NEHANE</td>
<td>Quirk A</td>
<td>G-9-4969000</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>DEPT: Default:Inbox 4-9-1-89-688-0689001-0(1)</td>
<td>XENONDATE</td>
<td>Elizabeth A</td>
<td>U-1-99030</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>8</td>
<td>C005: Default:Apple C 0-1-8^&lt;^&gt; 1-10500</td>
<td>NEHANE</td>
<td>Appley C</td>
<td>U-1-50000</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>DEPT: Default:Inbox 4-9-9-28-6962-662000(0-1-1)</td>
<td>NEHANE</td>
<td>Quirk A</td>
<td>G-9-662000</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>11</td>
<td>System Send-To: COLU/3 Default: Review B 3-4-8^&lt;^&gt; 11-23</td>
<td>ESCBCC: XENONDATE</td>
<td>Ronald B</td>
<td>S-4-441000</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>12</td>
<td>DEPT: Default:Apple B 0-4-8159^&lt;^&gt; 21-125</td>
<td>POM</td>
<td>C-9-119002</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>13</td>
<td>DEPT: Default:Inbox 4-9-4-879-676000(0-1-1)</td>
<td>NEHANE</td>
<td>Quirk A</td>
<td>G-9-676000</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>14</td>
<td>DEPT: Default:Inbox 4-9-1-89-688-0689001-0(1)</td>
<td>XENONDATE</td>
<td>Elizabeth A</td>
<td>U-1-99030</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>15</td>
<td>C005: Default:Apple C 0-1-8^&lt;^&gt; 1-10500</td>
<td>NEHANE</td>
<td>Appley C</td>
<td>U-1-50000</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>16</td>
<td>System Send-To: COLU/3 Default: Review B 3-4-8^&lt;^&gt; 11-23</td>
<td>ESCBCC: XENONDATE</td>
<td>Ronald B</td>
<td>S-4-441000</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>17</td>
<td>DEPT: Default:Apple B 0-4-8159^&lt;^&gt; 21-125</td>
<td>POM</td>
<td>C-9-119002</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 31: In/Outbox Column Headers

When the In/Outbox option is selected under User Preferences, the screen will refresh and users will be able to indicate as to whether or not they want fixed headers on the In/Outboxes. In order to do this, users will:

1. Check/uncheck the box under the Setting column to indicate whether or not they want fixed headers

2. Once the user has made the selection, they will:
   a. Click the Save button to save the changes made
   b. Click the Cancel button to cancel the changes made
   c. Click the Restore Defaults button to restore to the system default settings.
User Preferences – In/Outbox Columns

If the In/Outbox Columns option is selected, the screen will refresh and users will be able to choose which columns will be displayed in the In/Outboxes.

- The **Available Columns** contains columns that are not currently displayed.
- The **Selected Columns** contains columns that are currently being displayed.

In order to move items from **Available Columns** to **Selected Columns**:

1. Click the item(s) under **Available Columns** to be moved (to select more than one item, hold the CTRL key on the keyboard when selecting the items).
2. Click the arrow button to move the items
3. Once the items have been moved from **Available Columns** to **Selected Columns**, the up and down directional arrows can be used to order the items in Selected Columns accordingly.
4. Click the:
   a. **Save** button to save changes that have been made
   b. **Cancel** button to cancel the changes that have been made
   c. **Restore Defaults** button to restore to the system default settings

**NOTE**: The Select, Tran ID, Stop ID, Route Stop, Tran Type, and UIN cannot be moved from the Selected Columns.
Figure 33: User Preferences – In/Outbox Columns

Using the Online Help Feature

The Online Help feature houses information pertaining to the many functions of the HR Front End. The Online Help feature is accessible to users by simply clicking the Help link in the navigation menu.

Figure 34: Accessing Online Help
Once the Help link is clicked the Online Help tool appears. Online Help is divided into three sections:

a. Navigation Pane
b. Toolbar
c. Content Pane

Figure 35: Online Help Sections
Online Help - Navigation Pane

The Navigation Pane allows users to navigate to and from different sections of the Online Help feature. The Navigation Pane contains:

a. Contents – displays contents that users will encounter in the HR Front End
b. Index – provides a topical index to content in the HR Front End
c. Search – allows users to search for HR Front End content within the Online Help Tool
d. Glossary – provides a glossary of terms that are encountered in the HR Front End
e. Favorites – houses the item(s) that a user declares as a favorite for quick reference

Figure 36: Navigation Pane
Online Help - Navigation Pane - Contents

The Contents section in the Navigation Pane contains information pertaining to the section in the HR Front End that is being accessed. The contents will be listed in the left-hand pane. Once the user clicks on a particular content item, it will be displayed in detail in the right-hand pane.

Employee Search

Use the Employee Search screen to find an employee who's record you want to view or edit.

What do you want to do?

- Learn more about Employee Search fields
- Learn the Business Rules for Employee Search
- Learn Tips and Hints for using Employee Search

Figure 37: Navigation Pane - Contents
Online Help - Navigation Pane – Index

The Index section contains a substantial list of topics that pertain to the HR Front End application. If the user needs to search for a particular topic, they may do so by typing the term(s) in the text box to search for that topic within the Index feature. Once the topic of choice has been located and selected in the left-hand pane, the topic(s) is displayed in detail in the right-hand pane.

![Active Employee Found](image)

Active Employee Found

The New Hire Active Employee Found screen appears if you select an active employee from the search results page.

You have three options to select from on this screen:

1. Proceed to ERV
2. Return to the search screen to perform a new search.
3. Exit the New Hire Wizard

At this point a transaction has not yet been created, so if you decide to close the New Hire Transaction wizard, nothing will be saved to your Index.

[Click here to view the Active Employee Found screen]

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceed to ERV...</td>
<td>Select this option to use the selected active employee name. Your security profile will be verified to determine your access rights within the view.</td>
</tr>
<tr>
<td>Return to the Search screen...</td>
<td>Select this option to return to your new hire search. The results from your previous search will still remain in the page.</td>
</tr>
<tr>
<td>Exit the New Hire Wizard</td>
<td>Select this option to return to the home page.</td>
</tr>
<tr>
<td>Continue</td>
<td>Continues the transaction with the action selected above.</td>
</tr>
<tr>
<td>Save</td>
<td>Saves the transaction to your Inbox.</td>
</tr>
<tr>
<td>Close</td>
<td>Closes the wizard without saving any changes and returns you to the homepage.</td>
</tr>
<tr>
<td>Delete Transaction</td>
<td>This button is disabled on this screen.</td>
</tr>
</tbody>
</table>

Figure 38: Navigation Pane - Index
**Online Help - Navigation Pane – Search**

The **Search** section allows users to search for a specific topic(s) pertaining to the HR Front End application. Once the user enters the search criteria into the text box and clicks the search button, the results will populate in the left-hand pane. The items listed will be ranked by relevance. To access any of these topics in detail, the user will click the item in order to populate the right-hand pane with details pertaining to the topic(s) selected.

**User Preferences - Employee Search**

The User Preferences screen allows you to customize some default features in the application.

**Employee Search Columns**

The Employee Search Columns preferences allow you to customize the order in which the fields appear in the Employee Search results table.

[Click here to view the User Preferences for the search results column display]

**Field Definitions**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Columns</td>
<td>Columns available for display in the search results table. Highlight a column name and click the right-arrow to move the column to the Selected Columns list.</td>
</tr>
<tr>
<td>Selected Columns</td>
<td>Columns selected for display in the search results table. Highlight a column name and click the up or down arrow to move the column in the list. Click the left-arrow to move the column to the Available Columns list.</td>
</tr>
<tr>
<td>Preview Display</td>
<td>Display of the Selected Columns list. The table previews how your Selected Columns will appear in the search results list on the Employee Search screen.</td>
</tr>
<tr>
<td>Save</td>
<td>Click to save your default preferences for the Employee Search.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Exit the screen without saving your changes.</td>
</tr>
<tr>
<td>Restore Defaults</td>
<td>Restores the preferences to the original settings for the system.</td>
</tr>
</tbody>
</table>

**Figure 39: Navigation Pane - Search**
Online Help - Navigation Pane – Glossary

The Glossary section contains terms that users will encounter in the HR Front End application and their definitions. Unlike previous features mentioned, the terms selected in the glossary will remain contained in the left-hand pane of the Online Help feature.

![Glossary Section](image)

**Figure 40: Navigation Pane - Index**
Online Help - Navigation Pane - Favorites

The **Favorites** section allows users to view any searches or topics that they have marked as favorites while using the Online Help tool. In order to delete a favorite topic or favorite search, users simply need to check to the box next to the topic/search that they wish to delete, and then click the red ‘X’.

![Figure 41: Navigation Pane - Favorites](image)

*Figure 41: Navigation Pane - Favorites*
Online Help – Toolbar

The Toolbar provides additional tools for the user’s assistance while using the Online Help tool. Users will encounter the following items on the toolbar:

a. Hide/Show Navigation Area – clicking this icon will either hide or show the navigation area
b. Go to Home Page – clicking this icon will take users to the home page in Online Help
c. Refresh – clicking this icon will refresh the contents displayed
d. Stop – clicking this icon will stop the action that is currently being performed
e. Print – clicking this icon will allow users to print the information that is being displayed
f. Add Topic to Favorites – clicking this icon will add the displayed topic to the favorites section
g. Add/Remove Search Highlighting - clicking this icon will add or remove search highlighting (which highlights a specific term(s) in the Online Help tool)
h. Show Expanding Text Effects – clicking this icon will display
i. Hide Expanding Text Effects – clicking this icon will display
j. Back – clicking this icon will take users back one screen
k. Forward – clicking this icon will take users forward one screen

Figure 42: Online Help - Toolbar

This online help contains information about the HR functions within the application.
- Employee Search
- User Preferences
- New Hire Transaction
- In/Outboxes
- Reapoint/Reactivate Jobs Transaction Wizard
**Online Help – Content Pane**

The **Content Pane** will populate with the selected item(s) that the user selected in the Navigation Pane. This content will change as the user changes the content chosen in the Navigation Pane.

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*Figure 43: Online Help – Content Pane*
Appendix – Doc Attach: Acceptable Doc Types

By default, files not natively supported by WX (for example, files other than TIFF, Windows bitmaps, TGA, RTF, JPEG, GIF, PCX, and DCX) are imported as foreign files. WX pages that have been imported as foreign files are represented in WX by an icon, and require a third-party viewer (or activation of foreign file export using the KeyView Viewer) to display the contents of the page.

For example, if a user adds a Microsoft Word document to WX as a new document, a Word icon would appear as the WX page. Users would then double-click the icon to launch Microsoft Word and to view the document. PDF support is available with WX, but users must download the WebXtender Adobe Component to view PDF documents in their native format.

Note:

- If you are having trouble viewing a document using Acrobat 6.0, try opening Acrobat 6.0 manually once before retrieving the document using WX. By default, text pages are imported as foreign files.
- WX does not support progressive JPEGs. Importing a progressive JPEG into WX will result in the file being imported as a foreign file.