My Team Overview

- The My Team menu provides you with access to manage leave, monitor probations and increments for staff members in your team.

Management Overview

- The Management menu provides you with access to monitor probations and increments.

To access the Management menu
  - Login to StaffOnline
  - Under the My Team
  - Select Management

Increments

- The Increments displays when team members are due for their annual incremental pay rise.
  - If there is incorrect data displayed in the summary please contact HRS.
  - It displays the next due increment date.

Clicking on the Details button at the bottom left hand corner of the form will display the highlighted employee’s details.
Below is a list of the icons for Increment Report Summary and the function each performs.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
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</table>
| ![Export]    | Export Details | - Selecting this icon will extract the team details you have on display into excel.  
- You can then save this document to a folder on your network. |
| ![Expand]    | Expand List to Full Screen | - Selecting this icon will display your team on the full screen of your PC |
| ![Search]    | Search | - Clicking on this icon closes and opens the search fields  
- You can do a search on any of the columns using a wildcard search (%). For example, placing % before and after Cas (%Cas%) in the Name column and pressing the Enter key on your keyboard. |
| ![Clear]     | Clear a Query | - Clicking on this icon will clear your query |
| ![View]      | View Control | - Clicking on the drop down arrow of this icon will display a list of functions  
- The functions allow you to  
  - select and deselect columns that are displayed in your team list.  
  - Reorder columns  
  - View team in full screen  
  - Conduct a search |
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| ![Icon](manager_columns) | **Column Organiser** | • Clicking on `Manage Columns` in the `Select Columns` will prompt a pop up window to appear  
  - Double arrows will move the full list in the direction the arrow is pointing.  
  - Single arrows will move the highlighted column in the direction the arrow is pointing  
  - Use scroll bar to see other columns in the `Visible Columns` block  
• You can add and remove columns from your team list by using the arrows down the centre of the pop up window.  
  - Double arrows will move the full list in the direction the arrow is pointing.  
  - Single arrows will move the highlighted column in the direction the arrow is pointing  
  - Use scroll bar to see other columns in the `Visible Columns` block  
• You can reorder/sort the columns using the up and down arrows down the right hand side of the pop up window.  
• Icon appears when the cursor is run over the end of any of the columns  
• Clicking on the icon will sort the data in ascending order based on the column chosen to sort by.  
  **NOTE:** Name column takes into account the employee title when sorting  
| ![Icon](sort_ascending) | **Sort Ascending** | • Icon appears when the cursor is run over the end of any of the columns  
• Clicking on the icon will sort the data in ascending order based on the column chosen to sort by.  
  **NOTE:** Name column takes into account the employee title when sorting  
| ![Icon](sort_descending) | **Sort Descending** | • Icon appears when the cursor is run over the end of any of the columns  
• Clicking on the icon will sort the data in descending order based on the column chosen to sort by.  
  **NOTE:** Name column takes into account the employee title when sorting  