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

Probations

- The Probations displays when team members are due for their probation reviews.

  o If there is incorrect data displayed in the summary please contact HRS.

- It displays the probation date and if it has been confirmed or not.

- Clicking on the Details button at the bottom left hand corner of the form will display the highlighted employee’s details
Icon Functions

Below is a list of the icons for Probation Report Summary and the function each performs.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Export](icon) | 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](icon) | Expand List to Full Screen | • Selecting this icon will display your team on the full screen of your PC |
| ![Search](icon) | 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 Query](icon) | Clear a Query              | • Clicking on this icon will clear your query |
| ![View](icon) | View Control               | • Clicking on the drop down arrow of this icon will display a list of functions  
                                • The functions allow you to  
                                  o select and deselect columns that are displayed in your team list.  
                                  o Reorder columns  
                                  o View team in full screen |
<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Conduct a search</strong></td>
</tr>
</tbody>
</table>
| ![Manage Columns](image1.png) | Column Organiser | • Clicking on Manage Columns in the Select Columns will prompt a pop up window to appear  
  o You can add and remove columns from your team list by using the arrows down the centre of the pop up window.  
    o Double arrows will move the full list in the direction the arrow is pointing.  
    o Single arrows will move the highlighted column in the direction the arrow is pointing  
  • You can reorder/sort the columns using the up and down arrows down the right hand side of the pop up window. |
| ![Sort Ascending](image2.png) | 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 |
<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Icon](image1.png) | Sort Descending Probations | - 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 |

*View*  
<table>
<thead>
<tr>
<th>Employee No</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDIVID1</td>
<td>Sort Descending</td>
<td>CASUAL12 Mrs SD Casual</td>
</tr>
</tbody>
</table>