eCentre Introduction

Transcript

0:00   An introduction to eCentre at Charles Darwin University

0:05   What is eCentre?

0:06   eCentre is a web based application is a web based application providing CDU staff a range of tools and services, including;

0:14   managing your own computer account

0:17   reviewing your staff lists, which includes CDU employees and non CDU staff that you supervise

0:24   accessing reports

0:27   filling in workflow forms to request things like

0:32   phones

0:33   security door access and

0:35   computer account changes.

0:40   You can find eCentre easily from the CDU homepage.

0:44   Hover over the staff tab and then scroll down to the Staff computer account slash eCentre.

0:51   Click this link and you will be taken to eCentre

0:54   To login into eCentre user your normal staff CDU account

(typing noise)

1:14   All staff, visitors and contractors can use eCentre

1:19   The first thing you'll see after logging in to eCentre is the Quick Status table

1:25   This table uses traffic lights to display the health of your key information.

1:29   If you see amber or red lights here help information is also provided and usually has a link to the page where you can fix the problem.

1:38   If all lights are green, then everything is good.

1:42   The functions of eCentre are grouped into tabs.

1:45   Each tab broadly defines the nature of the function you will find there.

1:50   For example, the about me tab contains information you can view and change about yourself.

1:58   The tasks tab contains things you need to do.

2:02   The requests tab is where you can find the forms to fill out to ask for something.

2:08   The staff tab is where you can access information for staff you might supervise and

2:19   the help tab where you can find further information on eCentre.

2:26   In addition to the information accessible though the help tab, eCentre has help text on almost every page.

2:34   Wherever you see the help icon you can go directly to the help information for that item.

2:41   eCentre is evolving and will change over time.

2:45   Particularly new functions and reports will be added and eCentre will progressively play a bigger role in the work of staff at CDU.

2:54   You will be kept abreast of updates via email but feel free to explore eCentre whenever you like.