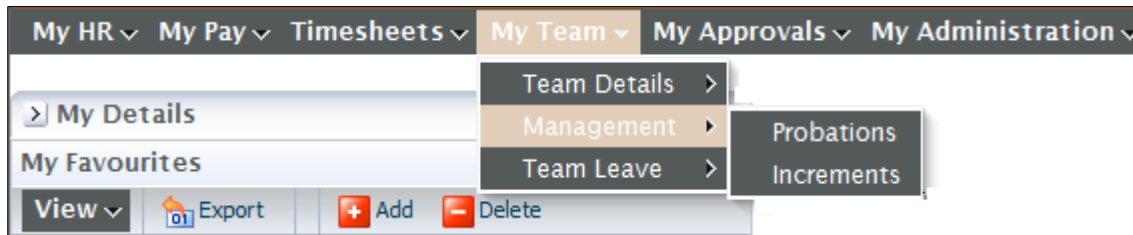


## My Team Overview



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

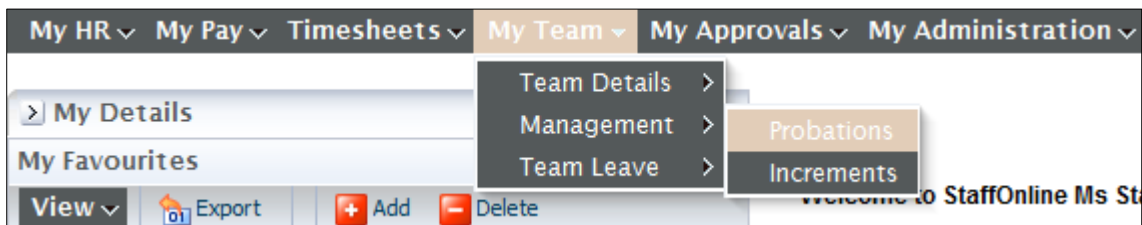
## Management Overview

- 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.

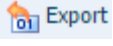


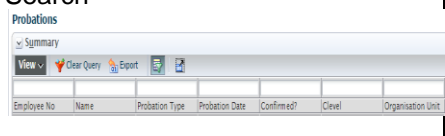
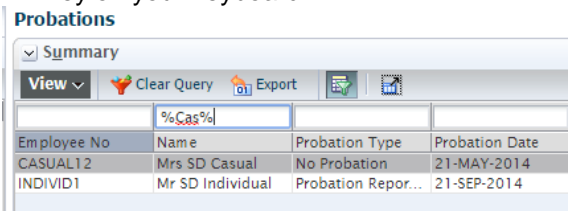
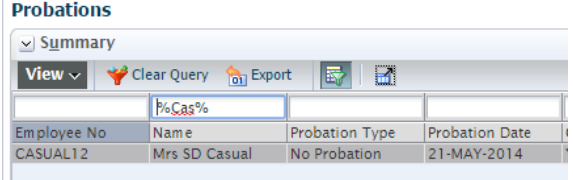
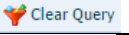
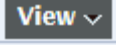
Probations						
Summary						
Employee No	Name	Probation Type	Probation Date	Confirmed?	Clevel	Organisation Unit
CASUAL12	Mrs SD Casual	No Probation	21-MAY-2014	Y	NUOPDCOHRB...	OHR - Informati...
INDIVID1	Mr SD Individual	Probation Repor...	21-SEP-2014	N	NUOPDCOHRB...	OHR - Salaries ...

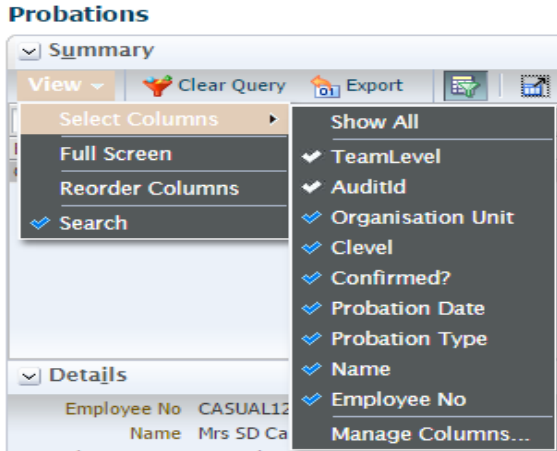
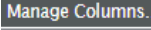
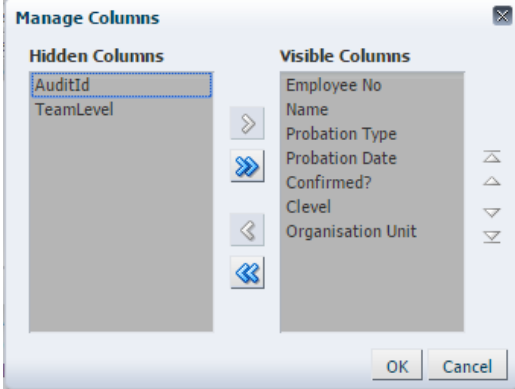

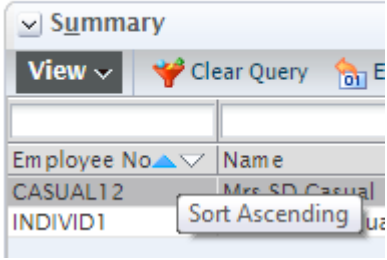
- If there is incorrect data displayed in the summary please contact HRS.
- It displays the probation date and if it has been confirmed or not.
- Clicking on the [Details](#) button at the bottom left hand corner of the form will display the highlighted employee's details


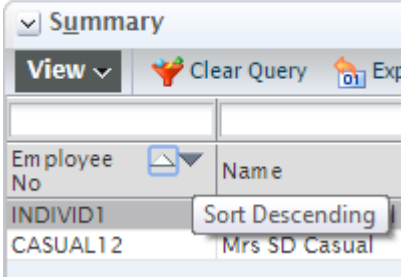
Details	
Employee No	CASUAL12
Name	Mrs SD Casual
Probation Type	No Probation
Probation Date	21-MAY-2014
Confirmed?	Y
Clevel	NUOPDCOOHRBSSTCH
Organisation Unit	OHR5 - Information Systems Team

## Icon Functions

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

Icon	Function	Description
	Export Details	<ul style="list-style-type: none"> <li>Selecting this icon will extract the team details you have on display into excel.</li> <li>You can then save this document to a folder on your network.</li> </ul>
	Expand List to Full Screen	<ul style="list-style-type: none"> <li>Selecting this icon will display your team on the full screen of your PC</li> </ul>
	Search	<ul style="list-style-type: none"> <li>Clicking on this icon closes and opens the search fields</li> <li>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.</li> </ul> <p>  </p> <p>  </p> <p>  </p>
	Clear a Query	<ul style="list-style-type: none"> <li>Clicking on this icon will clear your query</li> </ul>
	View Control	<ul style="list-style-type: none"> <li>Clicking on the drop down arrow of this icon will display a list of functions</li> <li>The functions allow you to <ul style="list-style-type: none"> <li>select and deselect columns that are displayed in your team list.</li> <li>Reorder columns</li> <li>View team in full screen</li> </ul> </li> </ul>

Icon	Function	Description
		<ul style="list-style-type: none"> <li>○ Conduct a search</li> </ul> 
	Column Organiser	<ul style="list-style-type: none"> <li>• Clicking on Manage Columns in the Select Columns will prompt a pop up window to appear</li> </ul>  <ul style="list-style-type: none"> <li>• You can add and remove columns from your team list by using the arrows down the centre of the pop up window.               <ul style="list-style-type: none"> <li>○ Double arrows will move the full list in the direction the arrow is pointing.</li> <li>○ Single arrows will move the highlighted column in the direction the arrow is pointing</li> </ul> </li> <li>• You can reorder/sort the columns using the up and down arrows down the right hand side of the pop up window.</li> </ul>
	Sort Ascending <b>Probations</b> 	<ul style="list-style-type: none"> <li>• Icon appears when the cursor is run over the end of any of the columns</li> <li>• Clicking on the icon will sort the data in ascending order based on the column chosen to sort by.</li> <li>• <b>NOTE:</b> Name column takes into account the employee title when sorting</li> </ul>

Icon	Function	Description
	<p>Sort Descending</p> <p><b>Probations</b></p> 	<ul style="list-style-type: none"> <li>• Icon appears when the cursor is run over the end of any of the columns</li> <li>• Clicking on the icon will sort the data in descending order based on the column chosen to sort by.</li> <li>• <b>NOTE:</b> Name column takes into account the employee title when sorting</li> </ul>