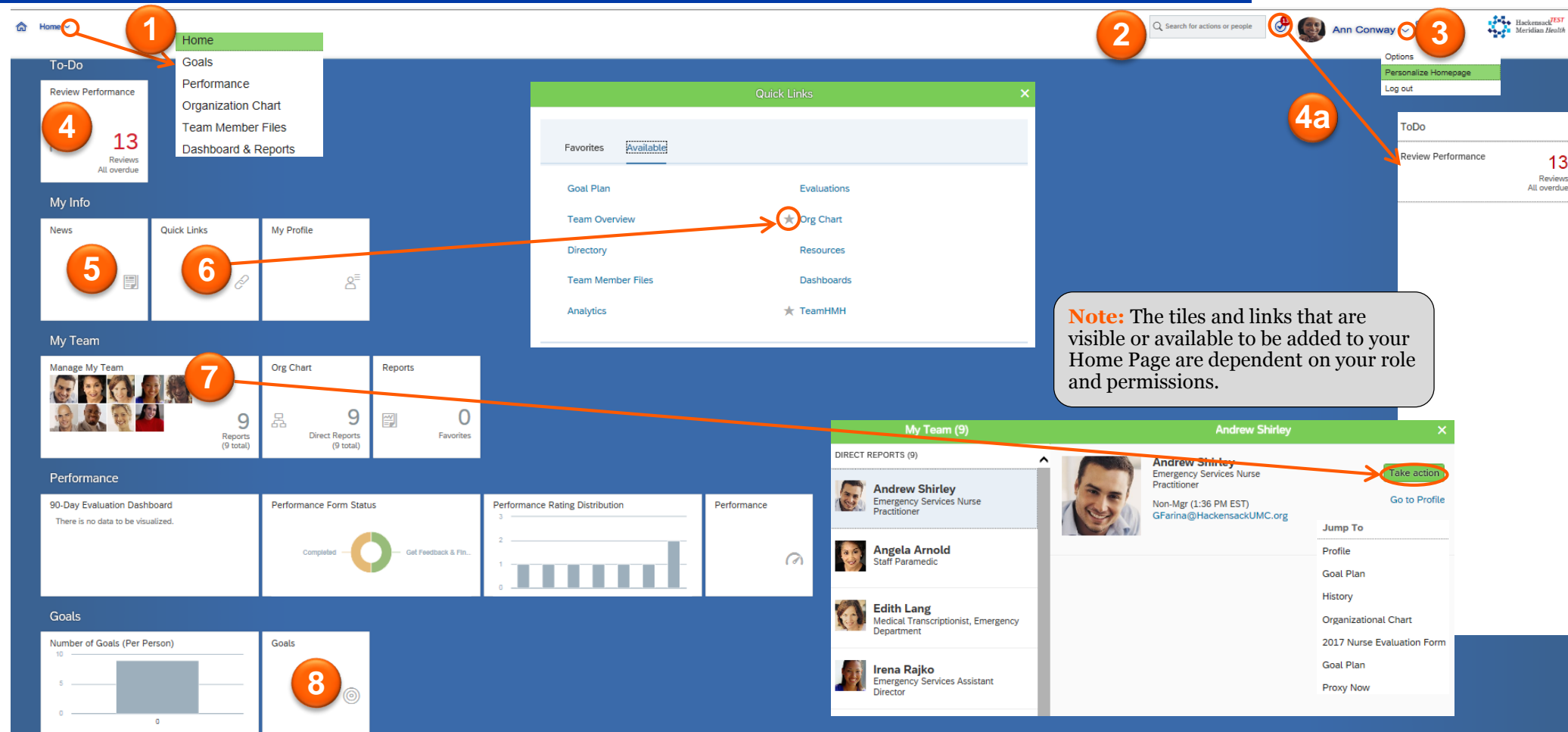




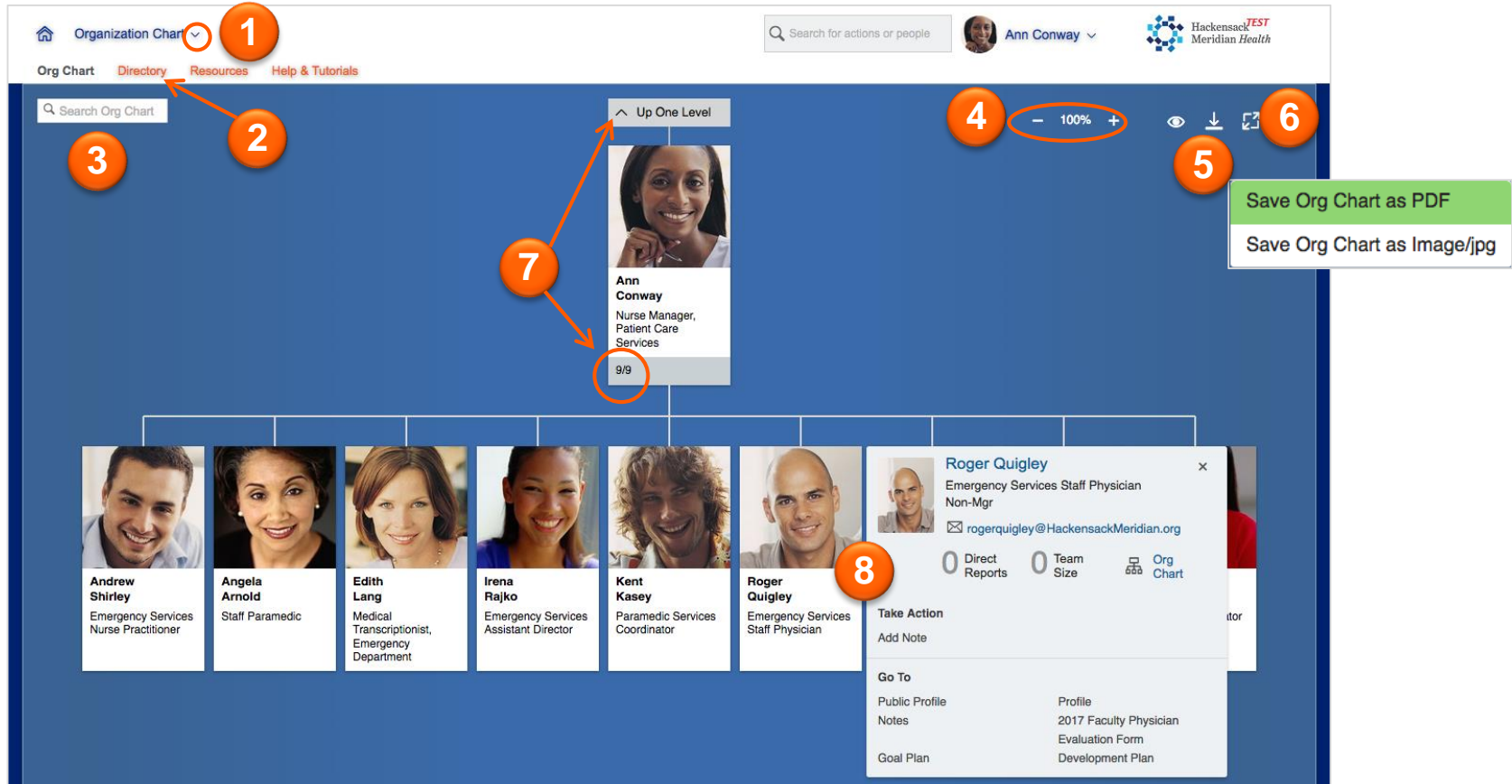
Home Page Overview



Note: The tiles and links that are visible or available to be added to your Home Page are dependent on your role and permissions.

- 1 Navigation:** Click the  next to **Home** to view your menu options. Click a menu option to navigate to that area of the system.
- 2 Search Field:** Locate Team Members within the system by entering their first or last name in the People search bar. **Note:** You can also search for tasks by typing a key word, for example “goals” or “performance.”
- 3 Options:** Click the  next to your name to log out or access options that allow you to set notifications, change accessibility settings or personalize your homepage. (Personalize Homepage info. Slide 3)
- 4 To Do:** Lists the tasks that have been assigned to you. Click on the tile and a window will open or pop up to view the tasks. Select a task to begin working. **Note:** The **To Do** tile is organized by Due Date. Click on each section to view the assigned tasks.
- 4a To Do:** You can also see your **To Do** list by clicking on the checkmark. It will prompt a screen on the right side of the screen (as seen above).
- 5 News:** Click on the News Tile for important Company announcements and timelines posted here.
- 6 Quick Links:** Allows you to add links to areas of the system that you use regularly. Click on the tile to customize your Quick Links. Scroll over to the link you wish to add under “Available” and click the star next to it to save as a Quick Link.
- 7 My Team:** Provides Leaders with quick access to Team Member information. To view additional detail, click on any tile under My Team. If focusing on one Team Member, click on Manage My Team, select the team member and click “Take action” which will prompt a list of where you can jump to.
- 8 Goals:** By clicking on the Goals tile, you will be taken to your Goal Plan.

Organization Chart & Directory



Organization Chart

Org Chart Directory Resources Help & Tutorials

Search Org Chart

Up One Level

Ann Conway
Nurse Manager,
Patient Care
Services
9/9

Andrew Shirley
Emergency Services
Nurse Practitioner

Angela Arnold
Staff Paramedic

Edith Lang
Medical
Transcriptionist,
Emergency
Department

Irena Rajko
Emergency Services
Assistant Director

Kent Kasey
Paramedic Services
Coordinator

Roger Quigley
Emergency Services
Staff Physician

Roger Quigley
Emergency Services Staff Physician
Non-Mgr
rogerquigley@HackensackMeridian.org

0 Direct Reports 0 Team Size Org Chart

Take Action
Add Note

Go To
Public Profile
Notes
Goal Plan

Profile
2017 Faculty Physician
Evaluation Form
Development Plan

Save Org Chart as PDF
Save Org Chart as Image/jpg

1 Access the Org Chart: From the Home Page menu drop down click **Organization Chart** to access.

2 Directory: Select **Directory** to access the Team Member directory and search in a list view format.

3 Search the Org Chart: Start typing in a name to search the org chart for an individual.

4 View Adjustment: Click **-** or **+** to adjust the size of the tiles.

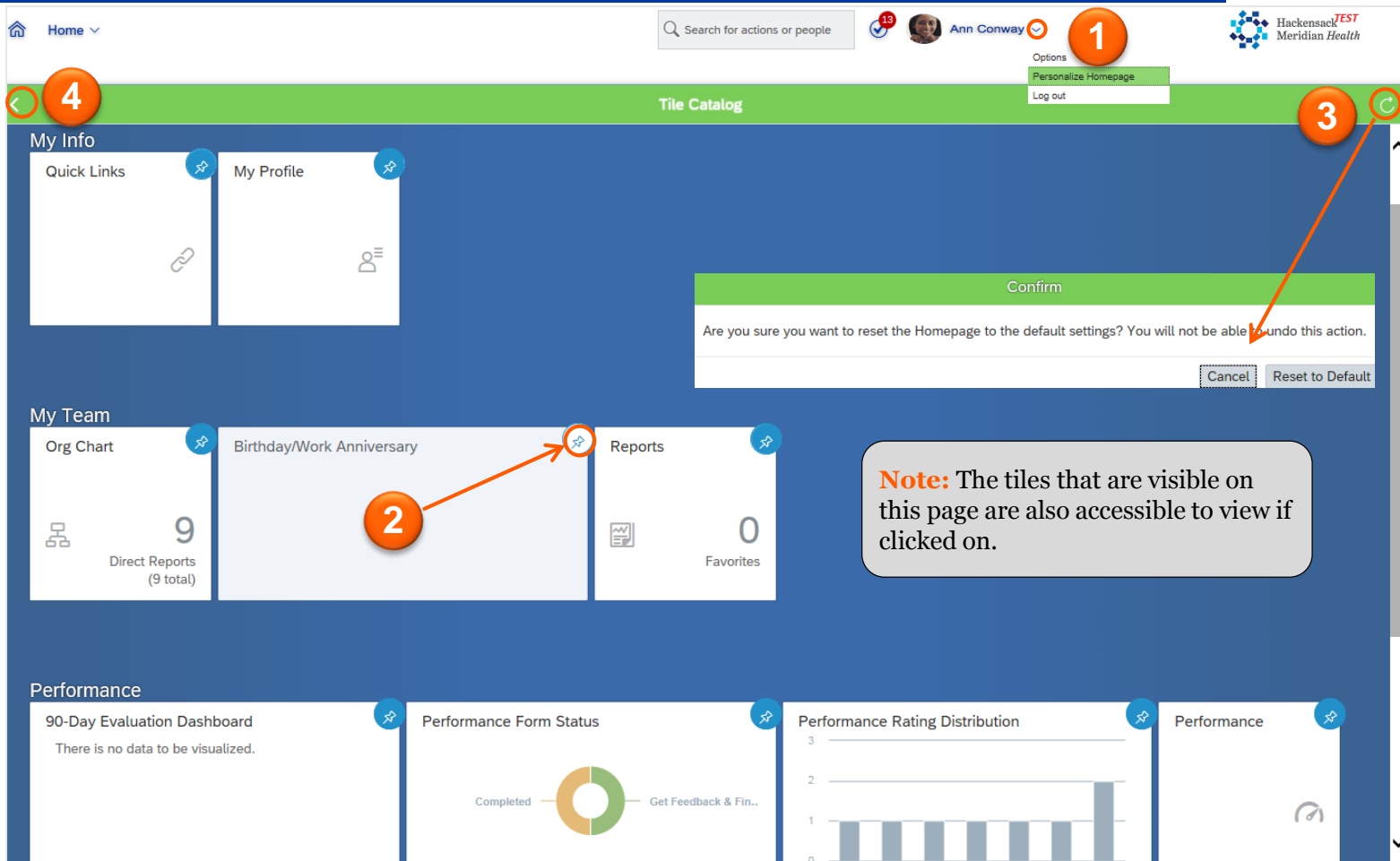
5 Export Options: Click **↓** to save the org chart on screen as a pdf or image/jpg.

6 Expand Screen: Click **⌵** to hide top navigation and increase viewing area.

7 Navigation: Click the number of Team Members listed at the bottom of an org chart node to navigate down through the team, or click on **Up One Level** (if visible) to view additional levels.

8 Team Member Details: Click on the Team Member's name or picture to see detailed information, available actions (Take Action), and links (Go To) to other areas of the system.

Personalize Home Page



Home

Search for actions or people

Ann Conway

Options
Personalize Homepage
Log out

Tile Catalog

My Info

Quick Links

My Profile

My Team

Org Chart

9 Direct Reports (9 total)

Birthday/Work Anniversary

0 Favorites

Reports

Performance

90-Day Evaluation Dashboard

There is no data to be visualized.

Performance Form Status

Completed

Get Feedback & Fin...

Performance Rating Distribution







Performance

Confirm

Are you sure you want to reset the Homepage to the default settings? You will not be able to undo this action.

Cancel Reset to Default

Note: The tiles that are visible on this page are also accessible to view if clicked on.

- Options:** Click the  next to your name to log out or access options that allow you to set notifications, change accessibility settings or **Personalize your Homepage**
- Personalize Homepage:** Allows you to include or exclude what you want to show on your homepage. By clicking on the thumbtack icon on the upper right-hand side of the tile you can select if that tile should appear on your home page. The blue  icon signifies that the tile selected will appear on the homepage. The white  icon signifies that the icon will not appear on your homepage.
- Reset to default:** Click  to erase any changes made and reset to the default homepage.
- Navigation:** Click the  if you would like to go back to the Homepage screen to view your changes. Please note  works similarly to pressing a save button.