Welcome to Manager Dashboard

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# Login

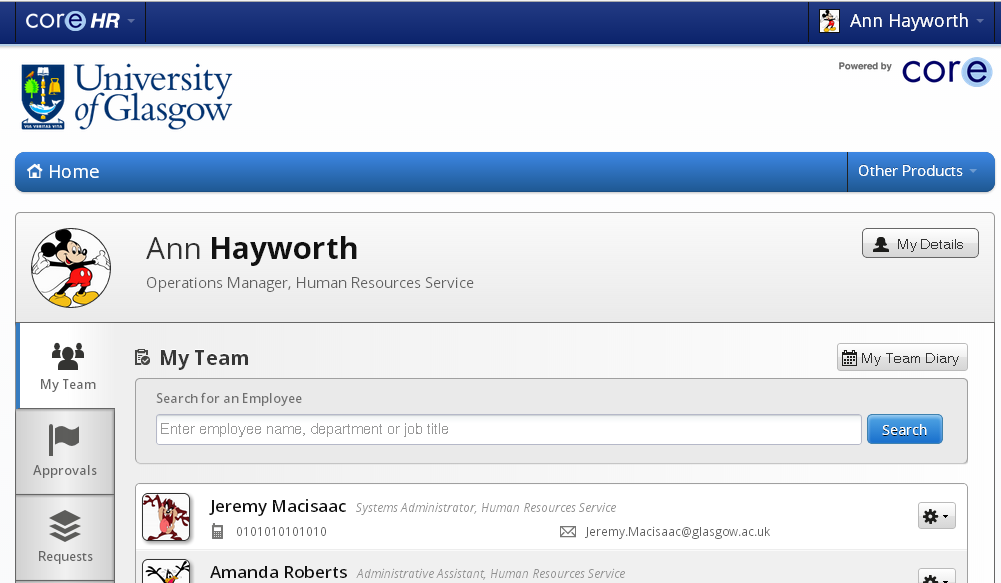
Navigate to the **CorePortal login page** using the link below:  
<https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page>



Enter your **GUID** in the username field > enter your **password** in the password field > press **enter** or select **Sign In**:

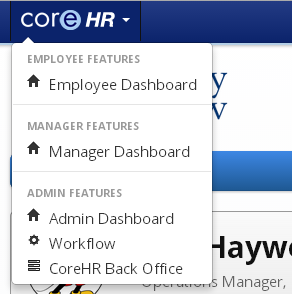


# Manager Dashboard

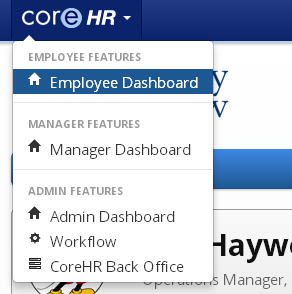
You are now viewing your **Manager Dashboard**. You can select the Home button to return here at any point:  


## Navigate to Employee Dashboard or Back Office

To move from your **Manager Dashboard** to **Employee Dashboard** click on **CoreHR** Logo

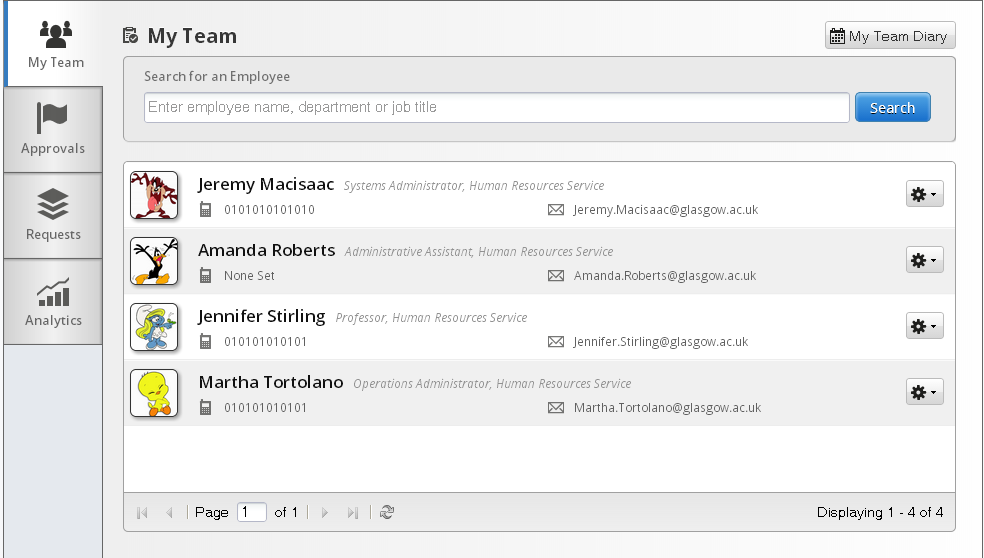


Then select **Employee Dashboard**



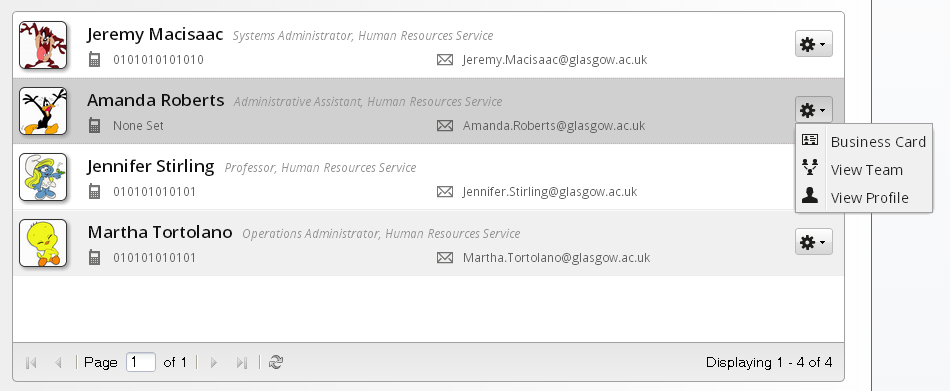
## My Team

Your team will be displayed in the My Team Tab – this is the default view in the Manager Dashboard

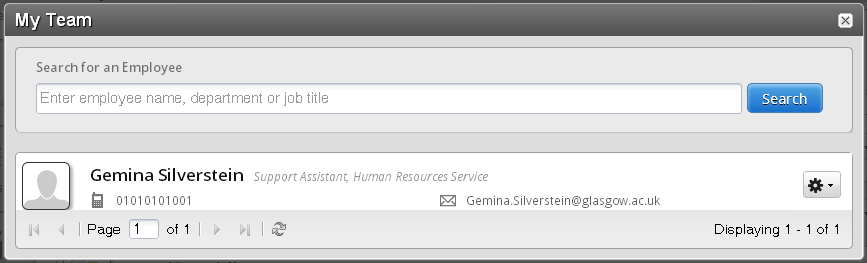


## View Team Details

You can view more details by clicking on the tools icon



Click on **View Team** and you can view that person’s team

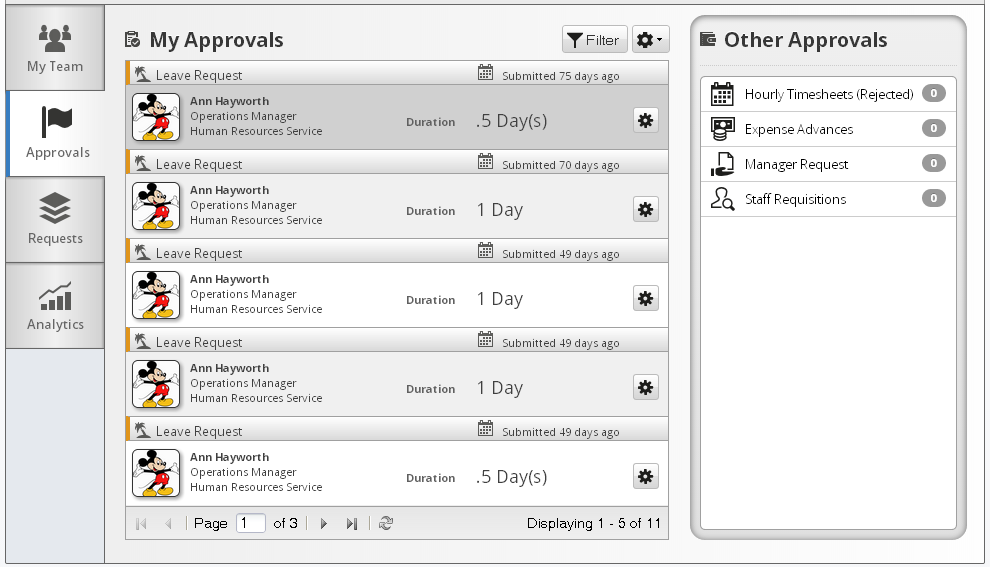


Click on **View Profile** and you can view the employee’s profile

This page is similar to what you would see when viewing your own employee profile.

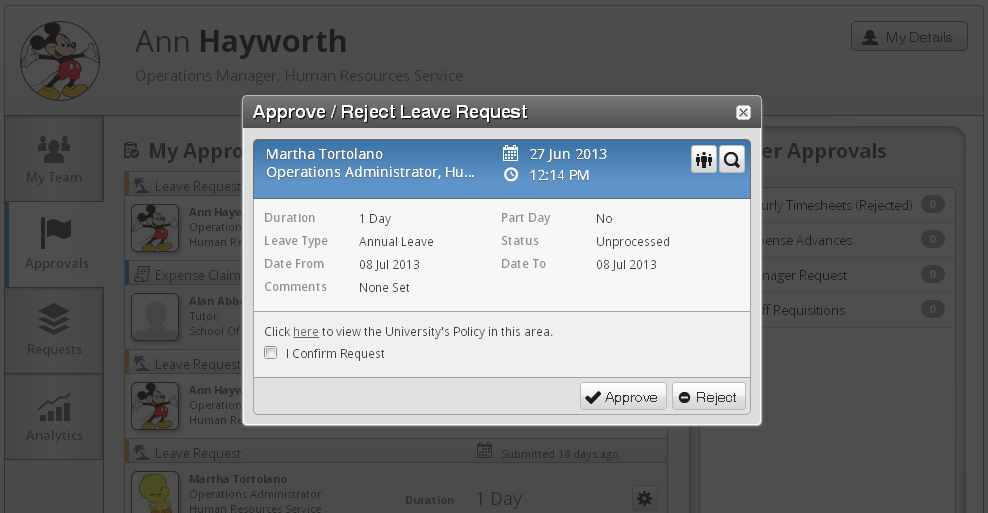
# Approvals

Click on the **Approvals** tab to view all your approvals. Leave Requests and Expense Requests will be listed in the table as shown. The **Other Approvals**  portlet will detail any approvals you need to make as part of your Organisational Role.



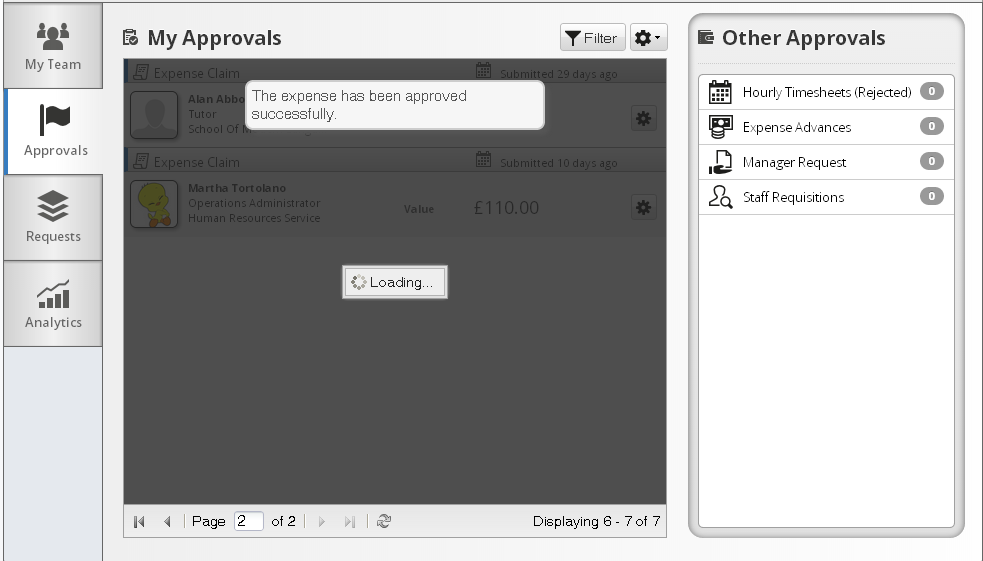
Click on the tools icon to open the request.

From this screen you will be able to Approve or Reject the request.



To either Approve or Reject (if rejected is selected then a further box will appear for comments), input the tick box for confirming the request then click on the relevant button

When you approve or reject the request, a message will appear on the screen to advise you. The item will then disappear from the **My Approvals** screen.

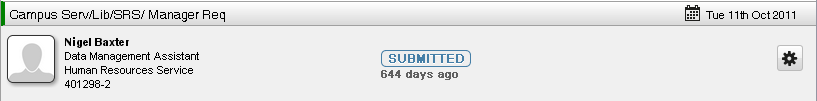


# Requests

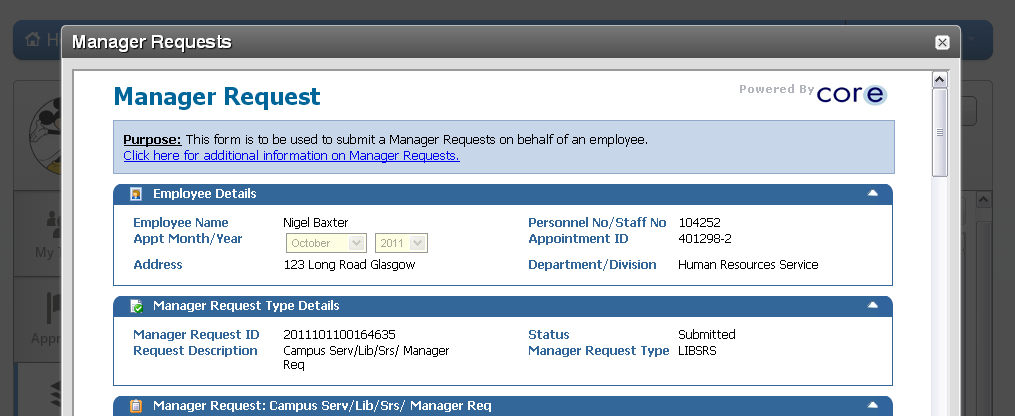
Click on the **Requests** tab to view the Manager Requests that you have submitted, and to raise new requests.

The table will show all the Manager Requests that you have saved or submitted, and show theirs progress. You can use the filter to narrow down the results.

You can click on the tools icon to view the request



The Manager Request form will then open



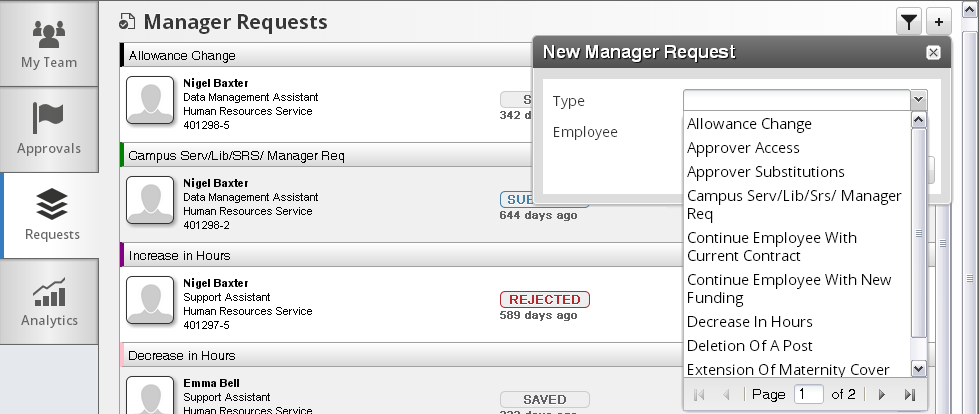
You will be able to view the status of the submitted requests and submit any saved requests.

## Raise Manager Request

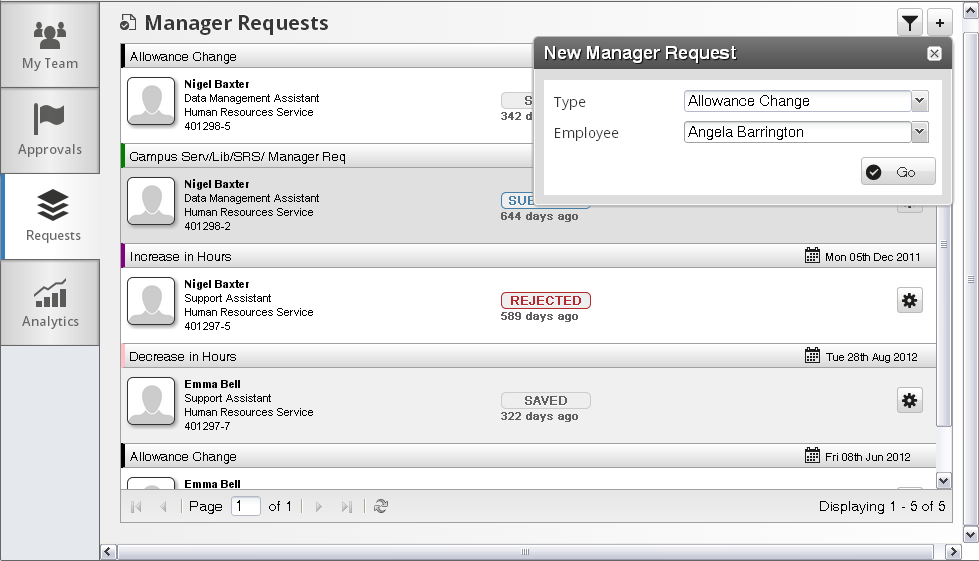
To raise a new request you need to click on the + icon



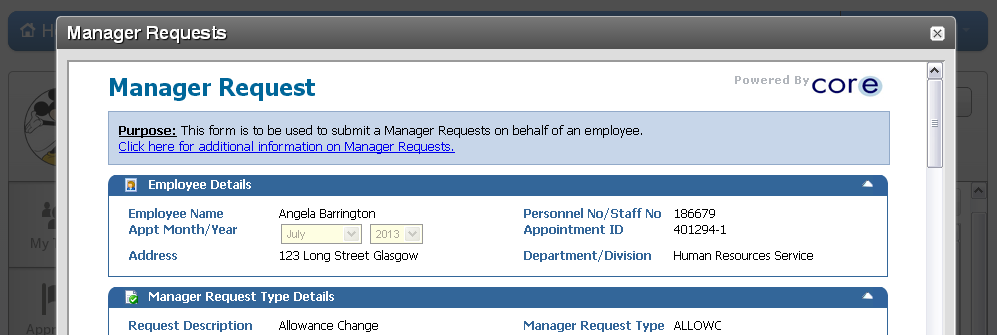
A Window will appear for you to select the request type from



When you have selected the appropriate request type, you will then need to select the employee that this request relates to. The click **Go**



The form will then open and you will be able to complete the Manager Request as normal



When the request has been submitted, you will then be able to track the progress from the **Requests** tab

# My Team Diary

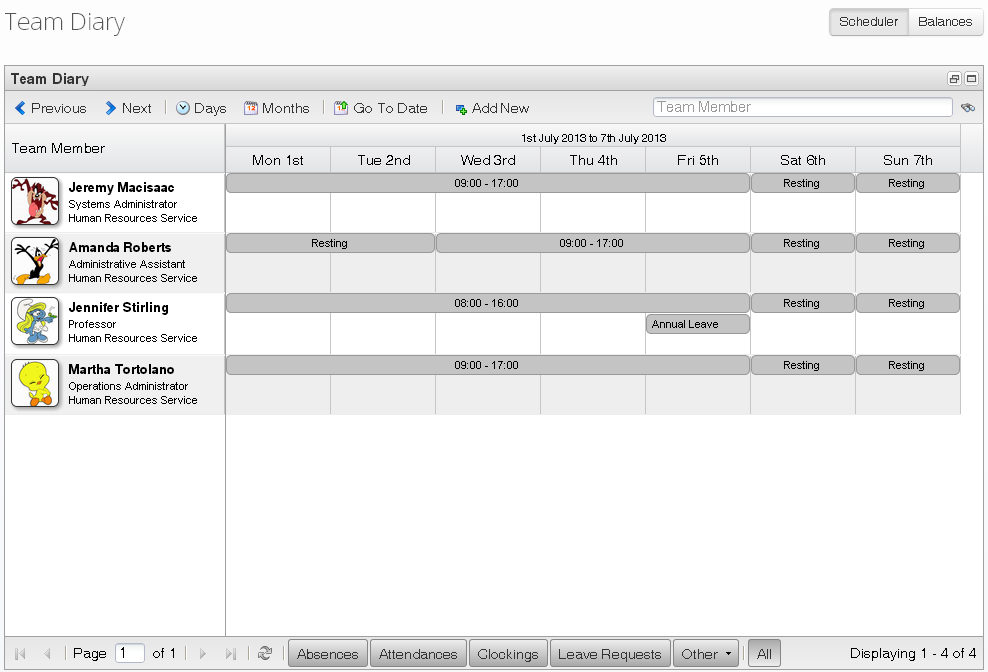
You can view your Team’s diary to see Holidays, Work Patterns, and Absence for your Team. Click on **Home** to return to the Manager Dashboard.



Then click on **My Team Diary**



The **Team Diary** will then display



You can use the navigation bar to modify the results on display



You can use **Days** or **Months** to determine the view on display, or select **Go To Date** for a specific date. **Previous** & **Next** can be used to move through the weeks or Months and you can search for a specific Team Member by entering their name is the search field and clicking on the binoculars icon.

You can also use the options at the bottom of the screen to narrow down the absences on display

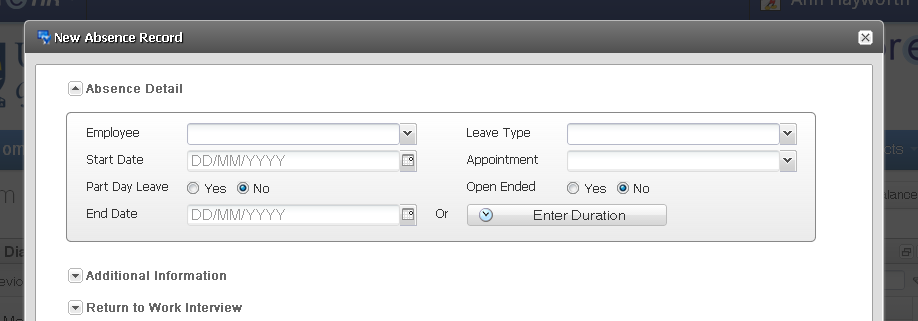


You can select as many options as you like, or select **ALL** for all absences

You can now click on **Add New** to add an absence through Portal.



The **New Absence Record** screen will open

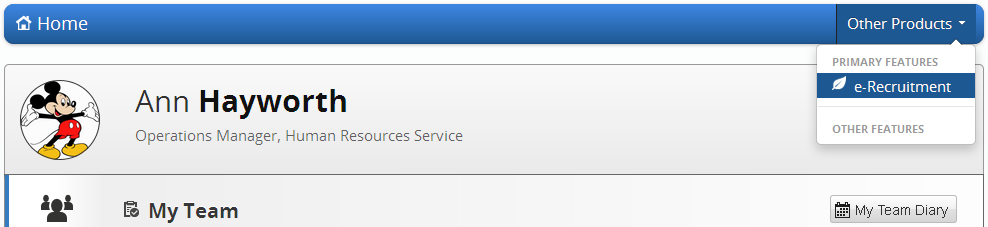


# Raise Staff Request

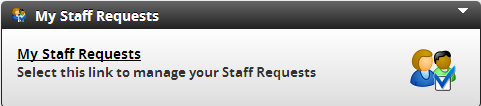
To raise a Staff Request you should click Home to return to the **Manager Dashboard**



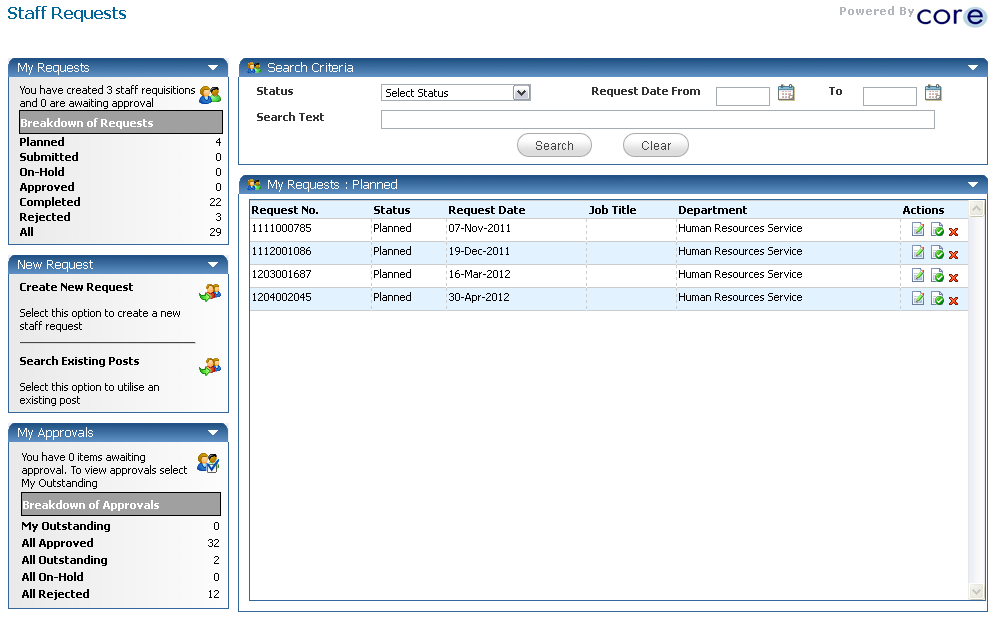
Click on **Other Products** then select **e-Recruitment**



The **e-Recruitment** page will now open. Select **My Staff Requests.**



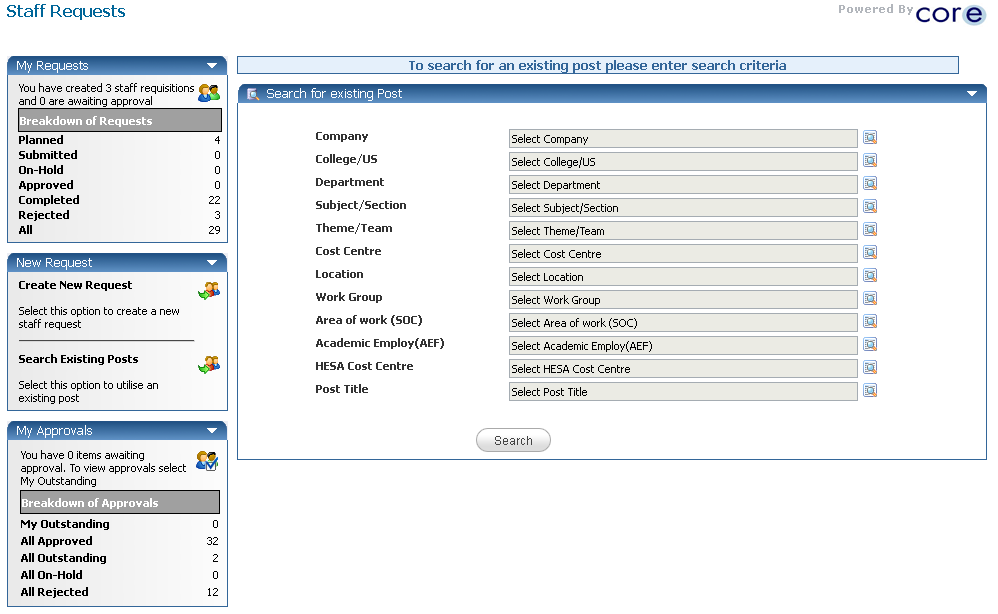
The **Staff Requests** page will now open. In most browsers it will try to open in a new Window. Make sure your pop up blocker is disabled.



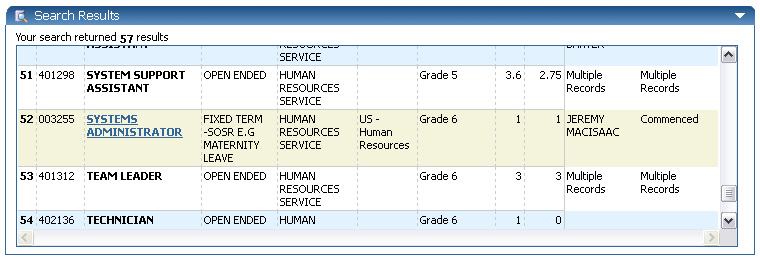
When raising a Staff Request, you can either **Copy Existing Request** ; **Search Existing Posts ; Create New Request**

## Search Existing Posts

You should only use the **Create New Request** option if the post does not exist. In all other situations **Search Existing Posts** should be used

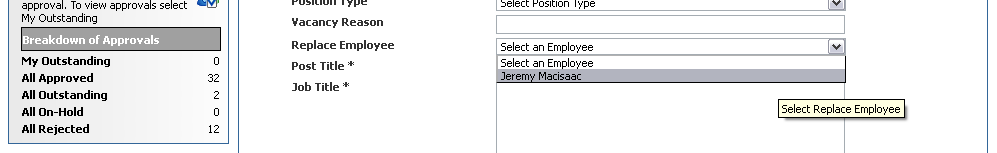
Click on **Search Existing Posts** to bring up the search screen

Click **Search**. The search results will then appear on the screen



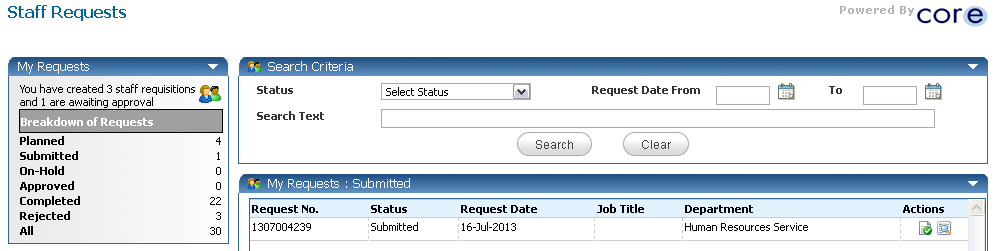
Find the appropriate Post and then click on the Job Title to bring up the post details.

If the Staff Request is to replace an existing employee then you should try to find the post that the person is currently in. You would then select the person from the drop down list that is being replaced.



Complete the rest of the form with the required details. You must save the form before you can submit it.

When the request has been submitted you will be able to see it under **My Requests** as submitted

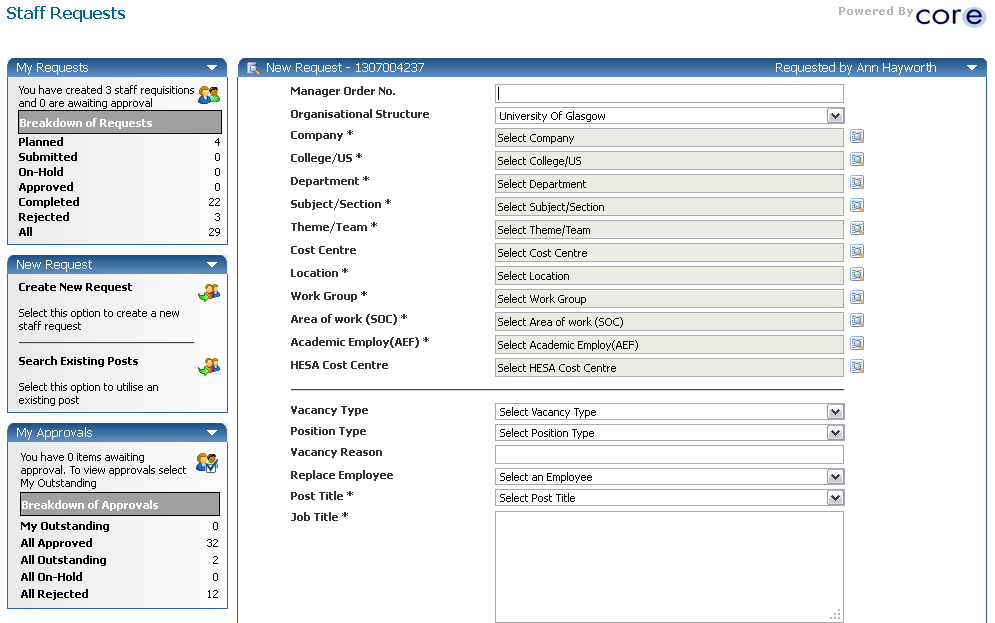


You will be able to track the progress of your requests in this screen.

## Create New Request – only use if no existing post found

You should only use the **Create New Request** option if the post does not exist. In all other situations **Search Existing Posts** should be used

Click on **Create New Request** and the New Request page will open



Fully complete all the details on the form. You will need to save the form, and then review it before submitting

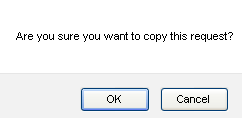
# Copy Staff Request

This can be used like a template if you have many appointments of the same type

Click on the



Prompt will appear



Click OK and amend any details as required, save and submit

# Navigation icons

Some of the useful navigation features in CorePortal include the following:

The **Tools icon**  is available on different parts of CorePortal and selecting this will often give you relevant options for the section you are editing or updating.

The **Filter icon**  is also available on many screens and will allow you to filter the results of what you are looking at, such as leave request type.

The **View icon**opens up a window to allow you to view details and sometimes to edit those details further along with other options.

The **Calendar icon**  and  provides a calendar view for you to choose dates when selected:  
   
The **Select Appointment icon** allows you to select a different post/appointment if you have more than one job:  
