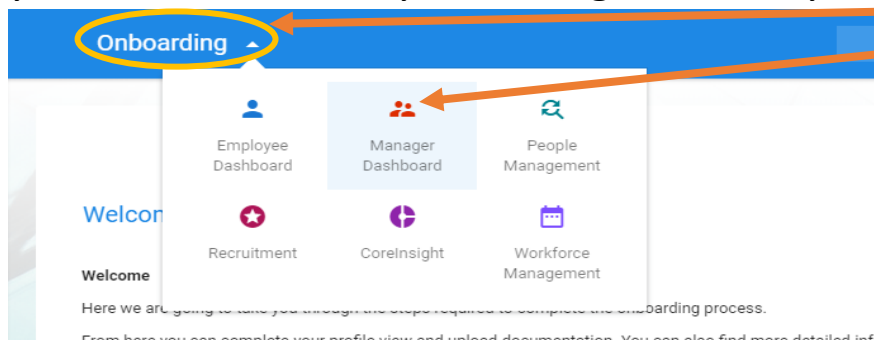


# CoreHR Guide for Accessing Manager Dashboard

This is a guide to introduce you to the Manager Dashboard on CoreHR. Within this Dashboard, you will be able to view information on your team members as well as logging different leave types and actioning approval requests. You will also be able to set up delegation for other managers.

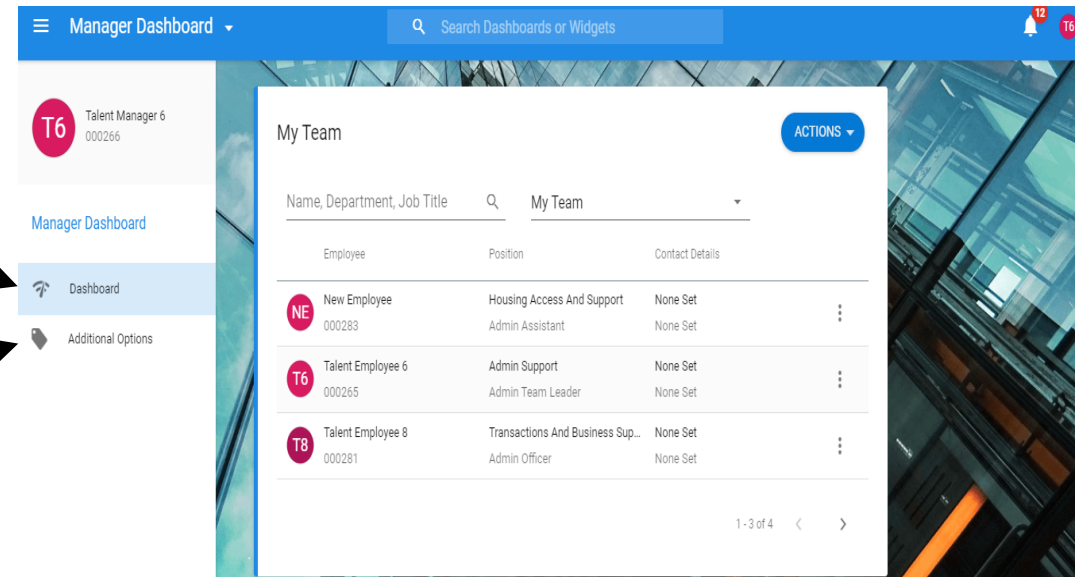
## Accessing Manager Dashboard

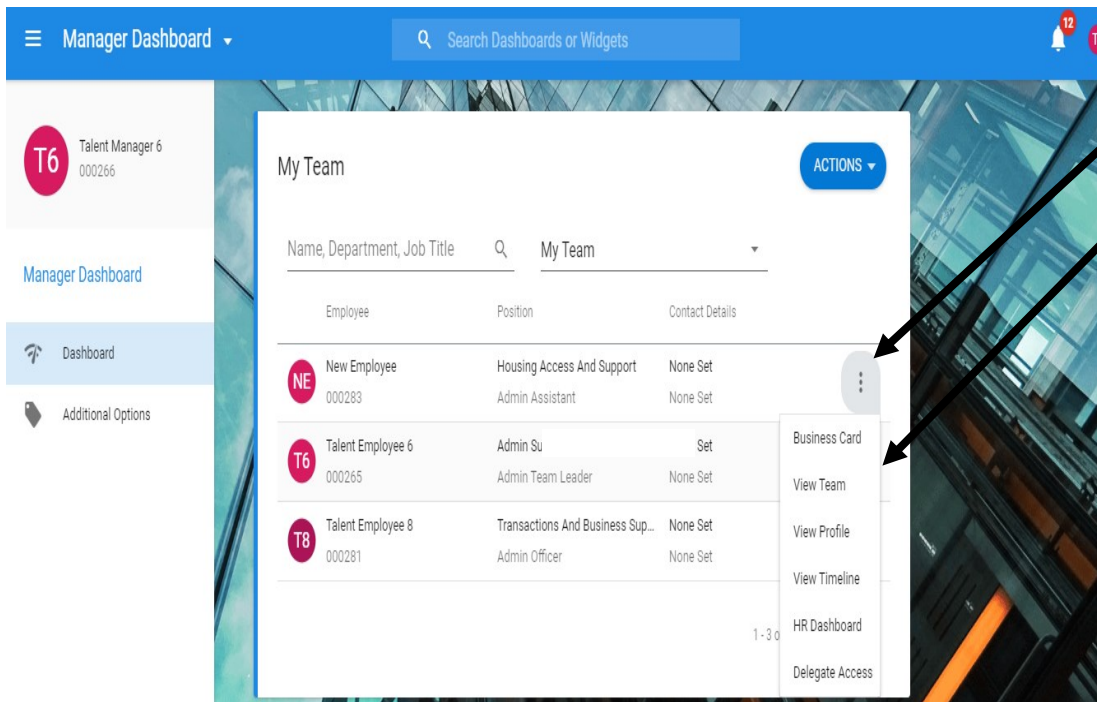
Once you are logged into the portal, click on the CoreHR logo which will present a drop-down menu with all your dashboards. If you manage a team, you will have access to the **Manager Dashboard**.



The **Manager Dashboard** is made up of the following sections:

- **Dashboard** – allows you to access your team’s information and make changes on their behalf as well as recording leave information. In addition, you can view and action all your requests which requires your approval.
- **Additional Options** – the delegation tool is available in this section which allows approvals to be authorised on your behalf. This is covered in more detail in the [Delegate Access Guide](#).



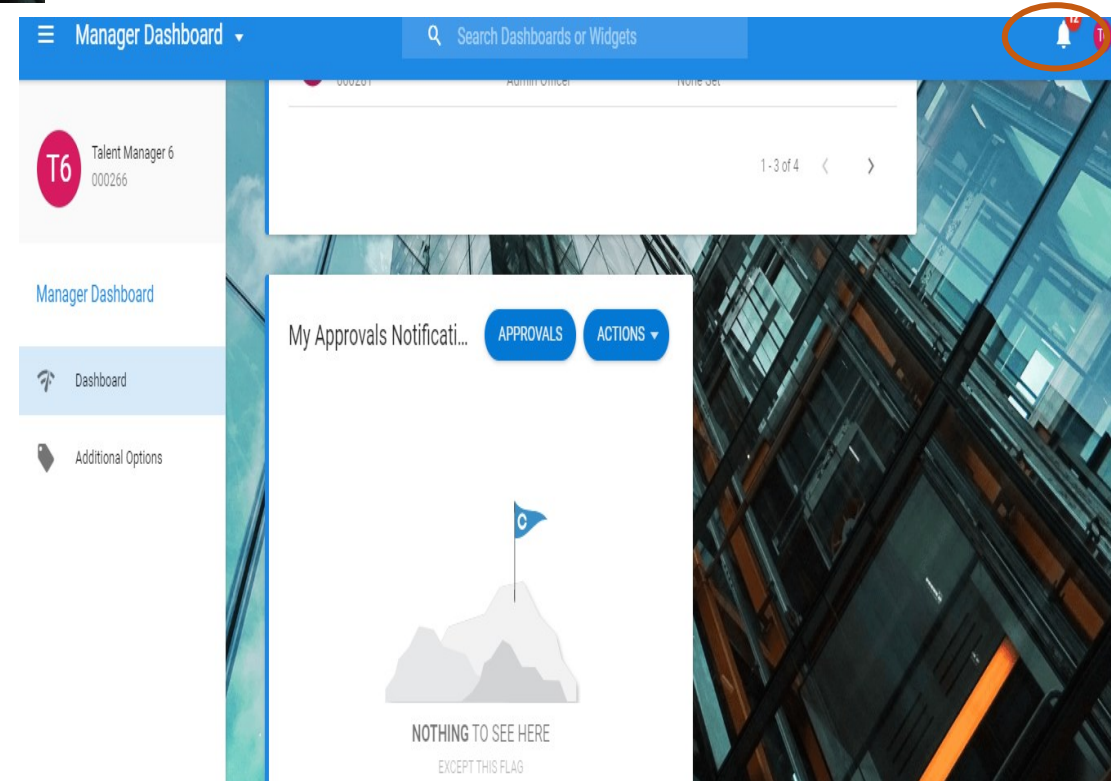


Click on the [...] **button** to view information and actions for your team members.

You can view more detailed information about your team member (e.g. their next of kin details and contract information) by clicking on View Profile

You will see all outstanding approvals under the **My Approvals Notifications Box**. Red Flags (circled) are also displayed to notify you of any outstanding actions or approvals.

Approvals are covered in more detail in the [Logging & Approving Leave Guide](#).



# Additional Options – Delegating Access

Click on the **Additional Options Tab** to be taken to the screen where you can delegate access to an individual.

Please Note – This is covered in more detail in the [Delegated Access Guide](#).

