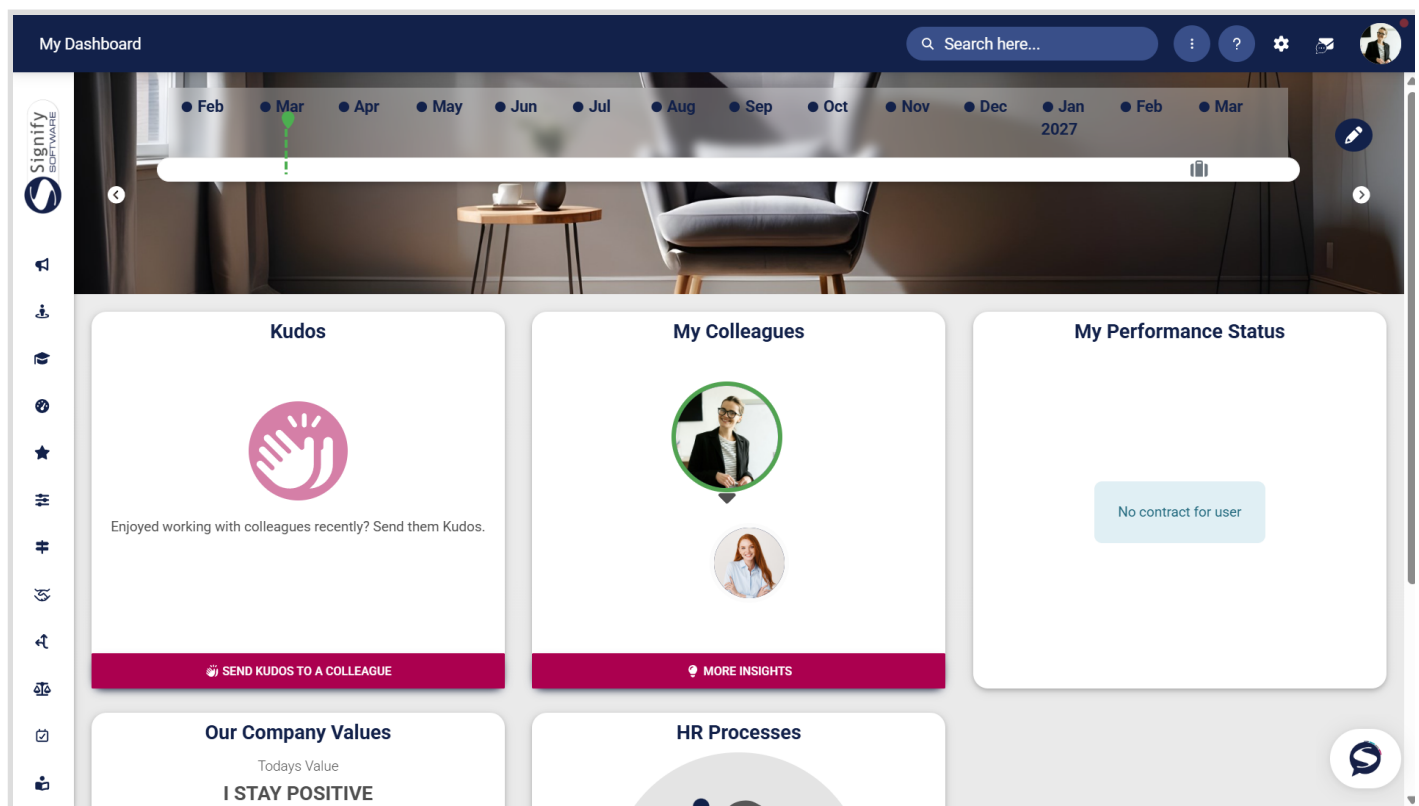


# Chapter 1: Introduction to Main Dashboard

- [Overview of the Main Dashboard](#)
- [Purpose of the Main Dashboard](#)
- [Key Features of the Main Dashboard](#)

# Overview of the Main Dashboard

The **Main Dashboard** is the user's central hub for people-related information, company updates, and quick actions. It delivers a personalised snapshot of employment milestones, team connections and outstanding HR items so users can see what matters most at a glance and move quickly to the right place in the system.



Key elements include:


- A **timeline** highlighting employment anniversaries and other personal milestones.
- A **carousel banner** for company announcements and rotating content,
- A **Kudos** widget that encourages peer recognition with one-click actions,
- A **My Colleagues** widget giving a compact view of team members and shortcuts to people insights,
- A **My Performance Status** widget that summarises contract and review information,
- An **Our Company Values** panel for reinforcing culture,
- The **HR Processes** widget surfaces outstanding requests, forms and approvals so users can track and complete tasks without hunting through menus, and

- **Custom dashboard widgets** that allow targeted announcements or direct links to specific system areas, such as an e-learning course or a frequently used form.

The dashboard is crafted for a quick overview and easy action, featuring each widget with a brief summary and intuitive call-to-action buttons when needed. Further details about each widget and its settings will be covered in later chapters.



# Purpose of the Main Dashboard



The **Main Dashboard** feature offers a personalised, single entry point to the HR platform, allowing users to see what matters most to them at a glance and act swiftly. It combines milestone information, company communications, people insights, and outstanding HR tasks into a single view, reducing the need to navigate multiple menus and helping users stay on top of their responsibilities.

The dashboard highlights key items, including a **timeline** showing employment anniversaries and personal milestones, a **carousel banner** for organisation-wide announcements or featured content, and a **kudos** widget to promote peer recognition. Users can quickly view **colleagues** and people insights, check their current **performance status**, and read the **company values** to reinforce culture and behaviour. **Custom dashboard widgets** enable targeted announcements or direct links to specific areas of the platform, such as an e-learning course, a frequently used form, or an internal resource.

Overall, the purpose is threefold: to **inform**, **prompt**, and **connect**:

## INFORM

01

- Company updates
- Performance status
- Company values
- Personal milestones



## PROMPT

02

- Outstanding tasks
- Reviews to complete
- Reinforce culture



## CONNECT

03

- With colleagues
- With management
- Company initiatives
- Tools they need



The following pages in this chapter offer a closer look at each widget, explaining how they work, their role-based visibility, and how to configure them to suit your needs.

# Key Features of the Main Dashboard

The **Main Dashboard** combines people, status, and communications into a personalised view, enabling users to scan, act, and navigate easily without searching menus. Let us examine the key features and their functions.



## Timeline

Displays the user's employment anniversary and other personal milestones along a linear timeline. Hover or click a milestone to view details and related actions, such as anniversary messages or eligibility dates.

## Carousel banner

A rotating banner for organisation-wide announcements, campaigns, or featured content. Each slide can include a short message, image, and a direct link to the relevant area of the system, like a policy, news item, or e-learning course.

## Kudos widget

Encourages peer recognition by showing recent kudos activity and providing a one-click option to send kudos to colleagues. It helps boost engagement and highlights positive feedback without leaving the dashboard.

## My Colleagues widget

A compact panel showcasing your team members or reporting lines. It provides quick access to the organisational structure, helping users connect with their colleagues efficiently.

## My Performance Status widget

Summarises your performance agreement, review status, and other relevant information, such as current agreement status, upcoming review dates, or pending performance actions.

## Our Company Values widget

Strengthens organisational culture by displaying the current value or behavioural focus, a brief explanation, and a link to the full values library or suggested behaviours. Designed to encourage reflection and consistent behaviour across the organisation.

## HR processes widget

Displays actionable HR tasks such as outstanding requests, pending approvals, forms to complete, and helpful process links. Users can directly navigate from the widget to submit or manage requests.

## Custom dashboard widgets

Administrator-configurable blocks for targeted announcements, links, or embedded content. Typical uses include quick access to e-learning courses, company-wide announcements, links to specific module features, or region-specific information.

## Usability and personalisation

Widgets present concise summaries and clear call-to-action buttons, enabling users to act with minimal navigation. Visibility and layout depend on role and permission, ensuring each user sees relevant content. Widgets can be centrally configured to reflect organisational priorities.