



Onix Self Service

User Manual



Welcome to Employee Self Service

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INTRODUCTION

Onix Self Service lets you see and modify all relevant personal data from Onix Personnel. You can also view and edit qualification elements that are part of your CV, as well as planned project activities

LOGIN

The first time you start ESS, the login screen is shown:

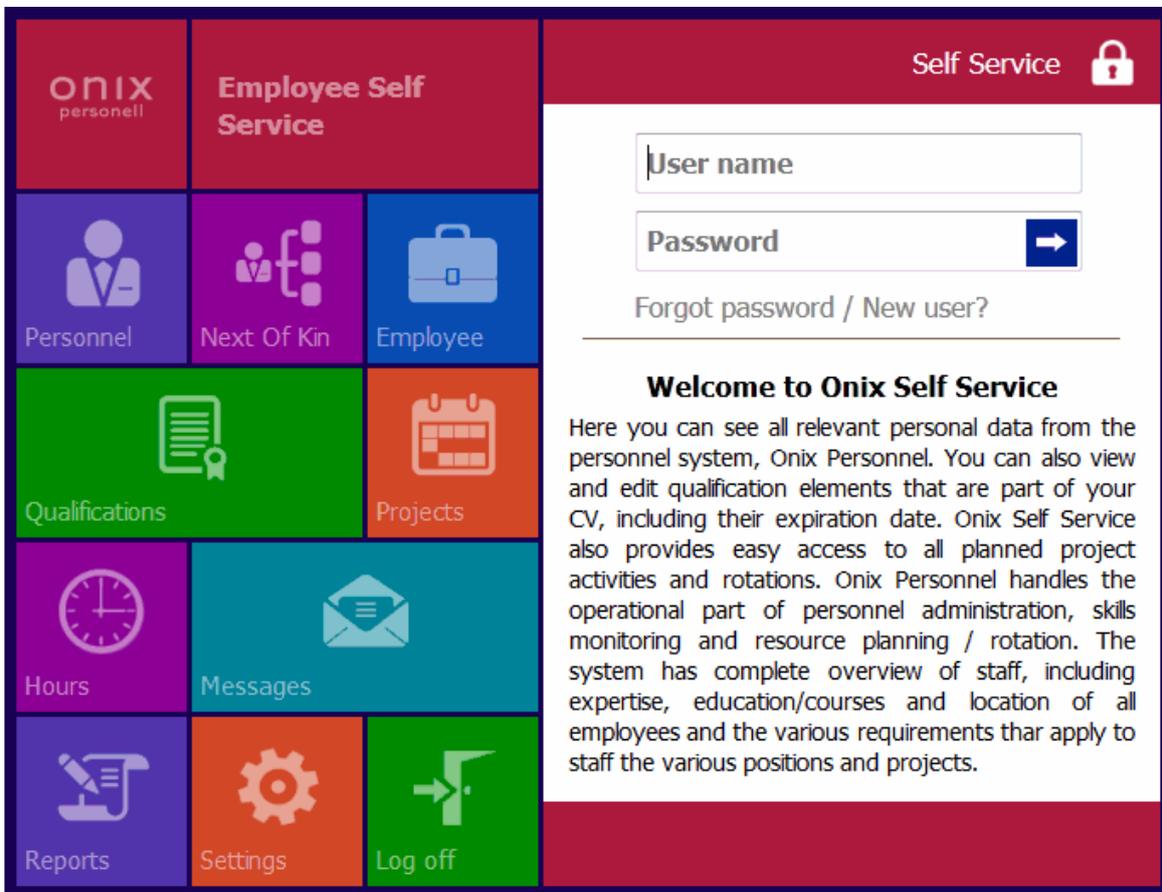


Figure 1. Login layout

To log in you need to input your username and password. This should be provided by your system administrator.

If you are a first time user, or have forgotten your password: First enter your username, then click the "**Forgot password / New user?**"- link. An email with instructions will be sent to you by the system.

GENERAL LAYOUT

ESS consists of 2 main sections: The **Main menu** on the left, and **Content section** on the right side, as seen in *Figure 1* above.

MAIN MENU

This section includes the main functions, as follows:

Icon	Function
 Personnel	To view and edit all your personal information.
 Next Of Kin	View, modify, add or delete Next of kin-information.
 Employee	To view employee information.
 Qualifications	View, modify, add or delete qualifications.
 Projects	This section gives you an overview of current and future project-activities.
 Hour	(Not yet implemented)
 Messages 3	This section shows all messages received and sent, and lets you reply to both Information and Request-type messages from Onix Personnel.
 Reports	To view reports.
 Settings	Change the appearance of the application, including language and personal settings.

CONTENT SECTION

The Content section always has 3 parts: the top bar, the body and the bottom bar.



Figure 2. Content section.

In the bottom bar example above, there are 4 buttons. The first and third buttons are enabled, 2 others are disabled.

BASIC BUTTONS

Icon	Function
 Back	Returns you to the previous page or section
 Max mode	Max-mode hides the main menu, and fills your entire screen with the Content Section. It is very useful on small devices when the Content Section needs all available space to display its data.
 Normal mode	To return to normal mode from Max-mode.
 Save	After changing any values in any section, use the Save button to store it permanently. Otherwise use the back-button or Menu to go to a previous or different section without saving.

 Select	<p>This activates checkboxes in a list of items, to allow selection/deselection. (Click again to deactivate checkboxes)</p>
 Add	<p>Whenever this button is active, you may add a new item (currently only available in next of kin and qualification sections)</p>
 Delete	<p>To delete the selected list item(s). (Please select at least one item before clicking on this button)</p>
 Change Pwd	<p>This button displays a dialog where you may change your password.</p>
 Upload	<p>To upload a new photo to your personal profile</p>
 Attach	<p>This will display a dialog that lets you attach a document.</p>
 Reply	<p>To reply to an incoming message</p>
 Send	<p>To send a message</p>
 Next	<p>Whenever a Content section has more to show you, you can scroll / move forward with the Next-button. (On handheld devices you may also swipe to scroll)</p>
 Previous	<p>... and back again</p>

PERSONAL INFO

This section let you modify your personal information.

LIST CONTENT

The list only has one item, containing your basic information. Click on the list-item to edit your information.

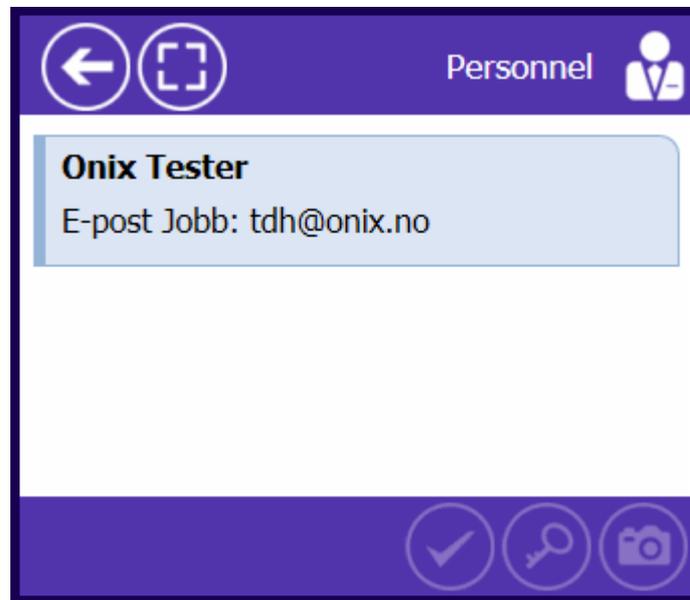


Figure 3. Personal information

EDIT CONTENT

You are never allowed to change your name.

Any other field that accepts input is open for edit.

Bottom-bar has three buttons:

- Save
- Change password
- Upload picture

 A screenshot of the 'Edit Personnel' screen. The header is purple with a back arrow, a square icon, and the text 'Personnel' next to a person icon. The form contains the following fields:

First Name	<input type="text" value="Onix"/>	
Last Name	<input type="text" value="Tester"/>	
Address	<input type="text"/>	
	No./Addr.	Comment
Telefon Jobb2	<input type="text"/>	<input type="text"/>
Telefon Privat	<input type="text"/>	<input type="text"/>
E-post Jobb	<input type="text" value="tdh@onix.no"/>	<input type="text"/>
E-post Privat	<input type="text"/>	<input type="text"/>
Kontor nr	<input type="text"/>	<input type="text"/>
Comment	<input type="text"/>	

 At the bottom, there is a purple bar with three icons: a checkmark, a key, and a camera.

Figure 4. Edit Personnel

NEXT OF KIN

The Next of kin – section (NOK) lets you to change, add or remove NOK-records.

LIST CONTENT

The item-list shows your currently registered NOK.



Figure 5. List of Next Of Kin

In the Bottom-bar, the following buttons are available:

- Save
- Add
- Delete
- Activate checkbox for selection

EDIT CONTENT

Click on item in list to edit that NOK.

Next Of Kin

Relationship: Other

First Name: Benjamin

Last Name: Franklin

Address: USA

Priority: 1

	No./Addr.	Comment
Mobiltelefon	1946985133	
Telefon Jobb2	1946985845	
Telefon Privat		
Comment	In God We Trust	

Navigation icons: back, save, add, delete

Figure 6. Edit NOK

Make your change then click on Save button to archive your change.

Click on Add button to add another NOK.

QUALIFICATIONS

This section show a list of all your qualifications, and lets you modify, add or delete.

LIST CONTENT

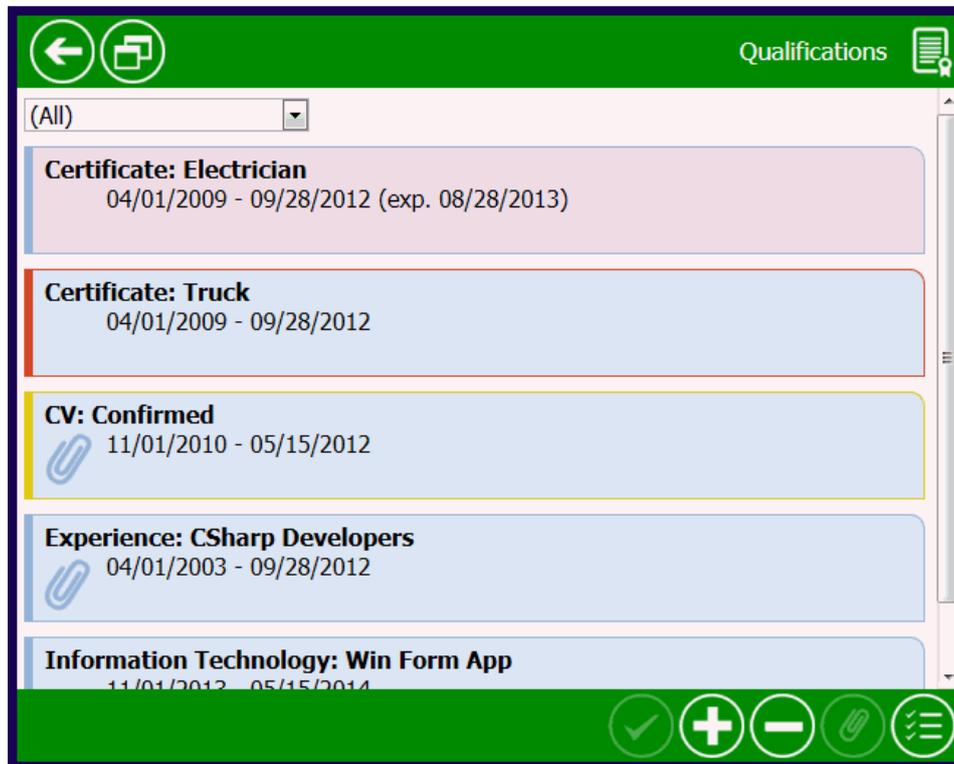


Figure 7. List of Qualifications

Where:

- The dropdown menu can be used to filter Qualifications by type
- Click on the attachment icon to view the attached document.
- Items with red background are expired.
- Items with red border are deleted in ESS, but are not confirmed.
- Items with yellow border have been changed in ESS, but are not confirmed.

EDIT CONTENT

Click on an item in the list (or use Add-button) to open the edit section.



Category	Certificate	<i>Certificate</i>
Type	Electrician	<i>Electrician</i>
Level	(Select Level)	
From Date	04/01/2009	<i>04/01/2009</i>
To Date	09/28/2012	<i>09/28/2012</i>
Expire Date	08/28/2013	<i>08/28/2013</i>
Attachment		
Comment	Expiry Electrician Certificate	

Figure 8. Edit Qualification

Here you may change the values, and any original values are displayed in gray below each field.

The Bottom-bar contains the following active buttons:

- Save
- Add (ignores current data, empties all fields and creates a new qualification record)
- Attach

PROJECTS

This section will display current and future project-activities.



Figure 9. Projects

Click on item in calendar to view more detail about that project.

Use the Previous or Next buttons (or swipe if on handheld) to scroll calendar to next month.

MESSAGES

All the messages that you have sent and received will be listed here, you can reply for those. In addition, you can send new messages to your team (or a specific member). Includes 3 tab: **Inbox**, **Sent** and **New** tabs.

INBOX

In this tab, it list all the received messages (from HR or team leader).

The screenshot shows a mobile messages interface with a teal header and two tabs: 'Inbox' and 'Sent'. The message list contains five items:

- Message 1:** 09/27/2013 09:49, Idar Johansen, 09/28/2013. Subject: Update your Certificate: Electrician. Content: Your Certificate: Electrician is expried. Please update it. (Red border and red flag)
- Message 2:** 09/27/2013 09:52, ONIX, 10/01/2013. Subject: Are you sure delete Certificate: Truck. Content: You only registered one Certificate: Truck. Are you sure want to delete it? (Yellow border and red flag)
- Message 3:** 09/27/2013 09:54, ONIX, 10/27/2013. Subject: Duplicate Experience: CSharp Developers. Content: Duplicate Experience: CSharp Developers. Do you want to delete one? (Red flag)
- Message 4:** 09/27/2013 10:18, Idar Johansen, 09/27/2013. Subject: The subject of the letter. Content: This is the message content. (Gray flag)
- Message 5:** 09/27/2013 10:05, Idar Johansen. Subject: Welcome to ESS. Content: Cool! (Information icon 'i')

Annotations on the left side:

- Red border: Indicates that you have less than **2** days to reply.
- Yellow border: Indicates that you have less than **5** days to reply.
- Messages with **bold** text are unread.

Annotations on the right side:

- Red flag: These are **Request**-messages, awaiting your reply.
- Gray flag: This is a Request-message that you have replied to.
- i : This is an Information message.

Figure 10. List of received messages.

Detailed contents of message list-item:

The detailed view shows a single message list item with the following structure:

- Header: 09/27/2013 10:18 Sender name. 09/27/2013
- Subject: This is the message title.
- Content: This is the message content..

Figure 11. A message list-item.

- Top left: Date and time when you received the message.
- Top right: Deadline to answer message (Request type message only)

VIEW MESSAGE

When you click on a message-item from the list, the contents will be displayed like this:

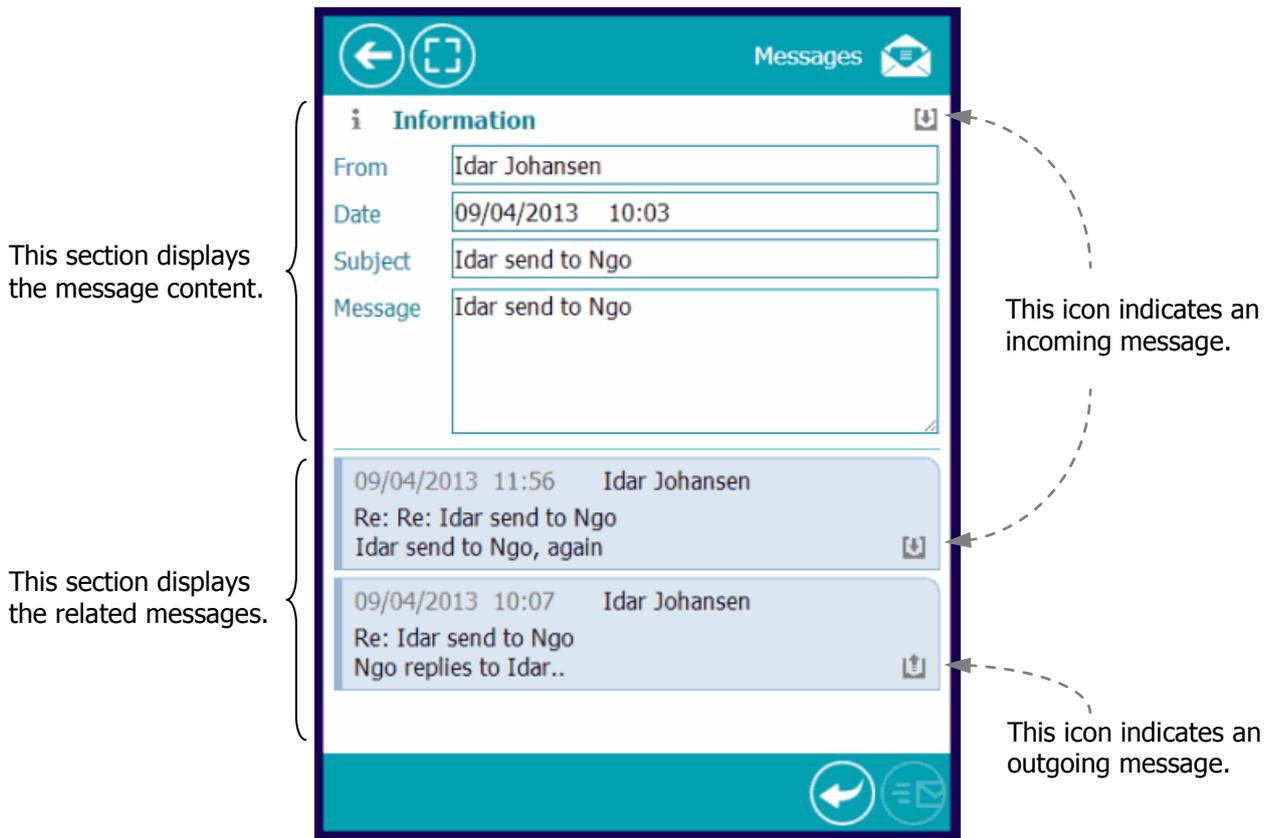


Figure 12. Viewing a message content.

After the message content is shown, you can click on the *Reply* button to start replying for that message.

You can also click directly on any of the other connected messages to view their entire content.

REPLY TO MESSAGE

Click the Reply-button, and a new page appears allowing you to create and send your reply.



You must always choose one of the available responses!

Figure 13. Replying a message.

After choosing an appropriate response, and typing the necessary message-text, click the Send-button.

SENT MESSAGES

The *Sent* tab in the main section will display all the messages you have sent.

Clicking on a message will display it, together with any linked message. Clicking on a linked message, will display it on top – and its related messages below, just like when viewing messages from the inbox.

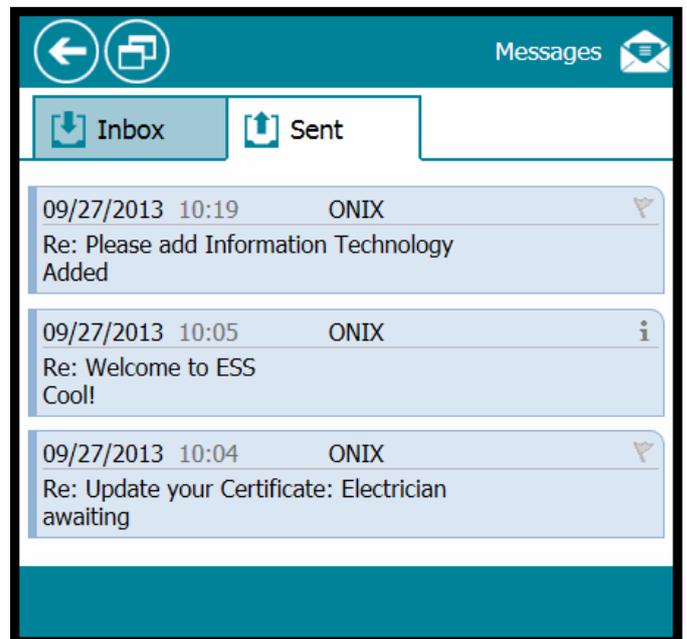


Figure 14. Sent messages.

SETTINGS

This section lets you change the appearance of ESS regarding the **Language**, **Messages**, and **Report** – sections as well as your **Personal preferences**.

LANGUAGE TAB

This tab allows you to change the default language for the application as well as the database contents.

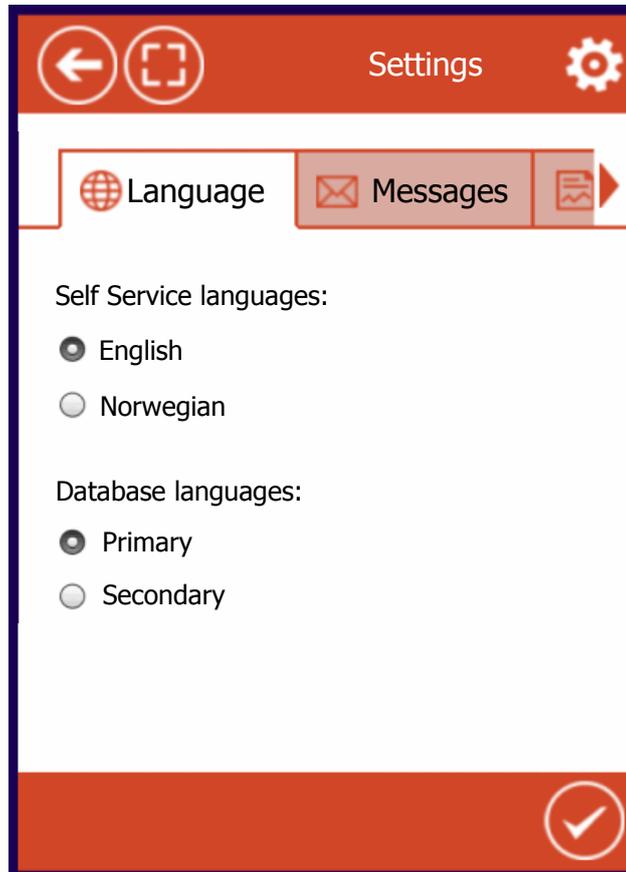


Figure 15. Configure language settings.

MESSAGES TAB

This is a simple way of ignoring old messages.

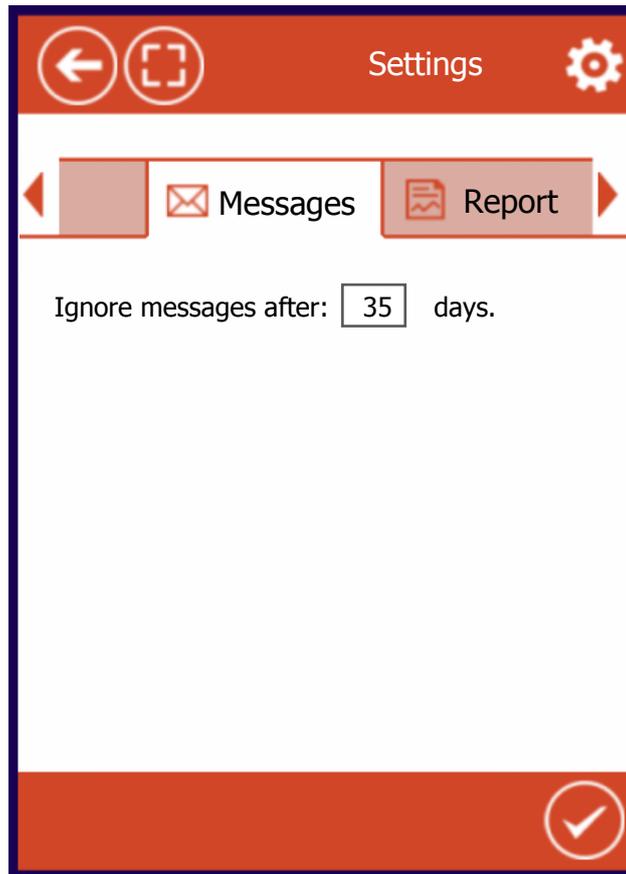


Figure 16. Ignore old messages.

That number indicates that you only want to show messages for the previous 35 days, and ignore older messages.

PERSONAL PREFERENCES TAB

Here you can setup the following:

- Default start section: Every time you log on, the chosen section will display first.
- Change password.
- Standard layout: Choose between Normal mode and Maximized mode as your startup mode.

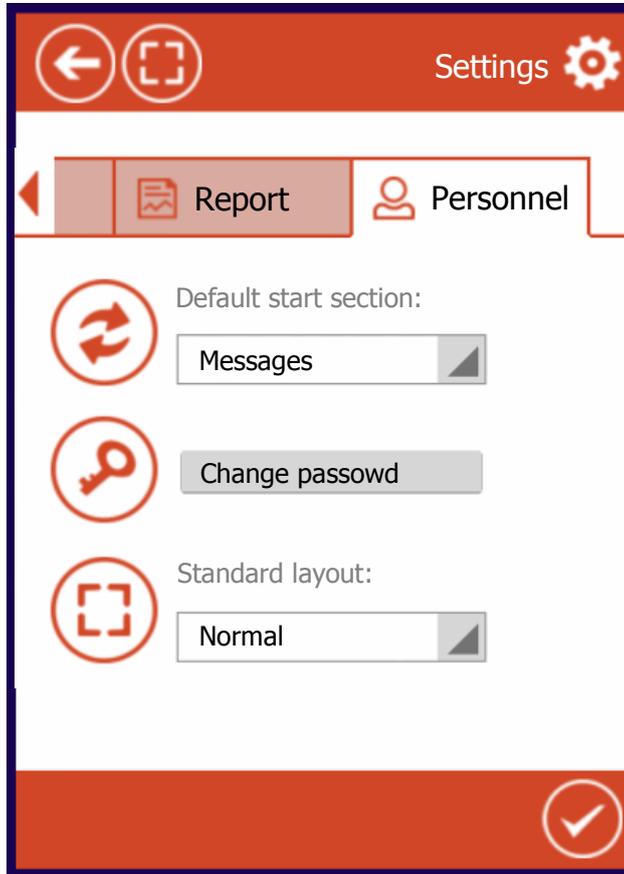


Figure 17. Configure your default modes.

TIP FOR TOUCH DEVICES: Instead of using the arrow-buttons on the Menu Tab, just swipe it (touch and slide).



Figure 18. Use swipe on touch devices.