



## Contents

Introduction.....	2
Recommended browser .....	2
Problems seeing the new branding .....	2
Clear cached images .....	2
MyView home.....	3
Dashboard .....	3
Toggle menu .....	3
Organisation chart .....	4
My details .....	5
My calendar .....	5

## Introduction

MyView received a change to its look and feel as part of the update in March 2021.

The upgrade brings a totally new, fresh, and modern user interface to MyView. It's been carefully designed, following new rules based on colour theory and contrast levels, making the application more accessible than ever. The design has been optimised for mobile devices so that you can now use MyView from your tablet and mobile phone.

## Recommended browser

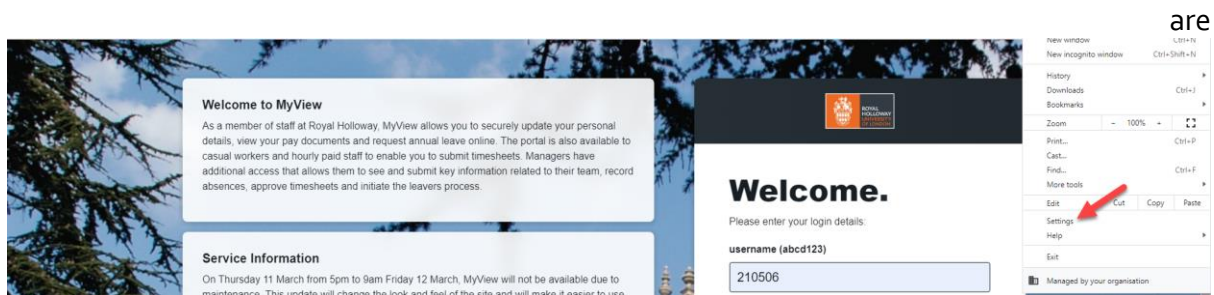
We strongly recommend using Chrome, Edge or Safari to access MyView. Internet Explorer and Firefox are browsers are no longer supported.

## Problems seeing the new branding

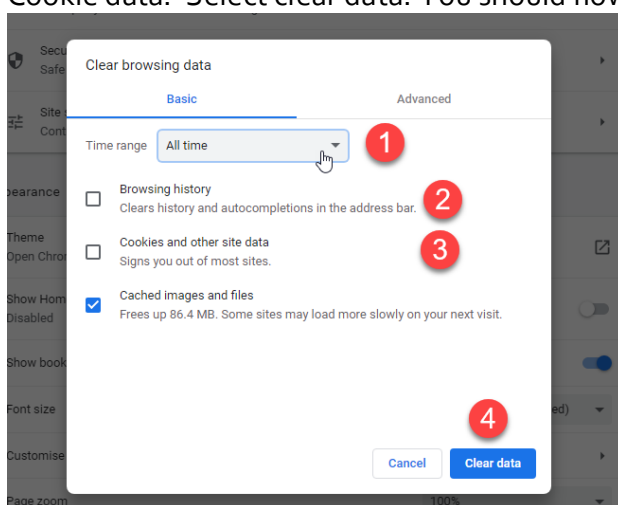
If you are not able to see all of the new branding please remove all cached images from your browser. If you can still see orange buttons then you will need to do this.

## Clear cached images

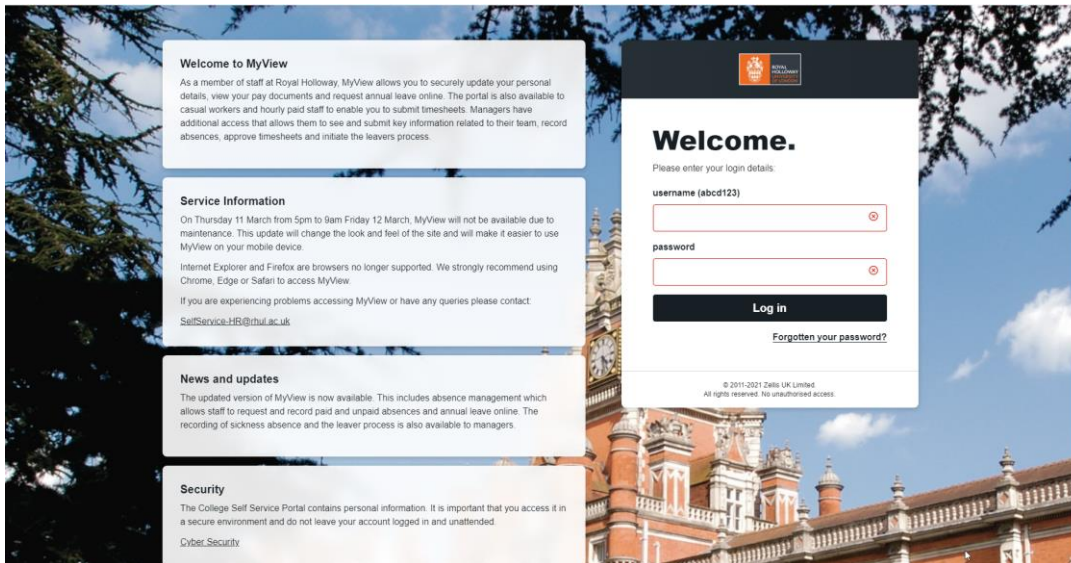
To do this in Chrome go to Settings at the top right of your browser.



Go to Privacy and security. Change the Time range to All time. Untick Browsing History and Cookie data. Select clear data. You should now be able to see all of the updates.

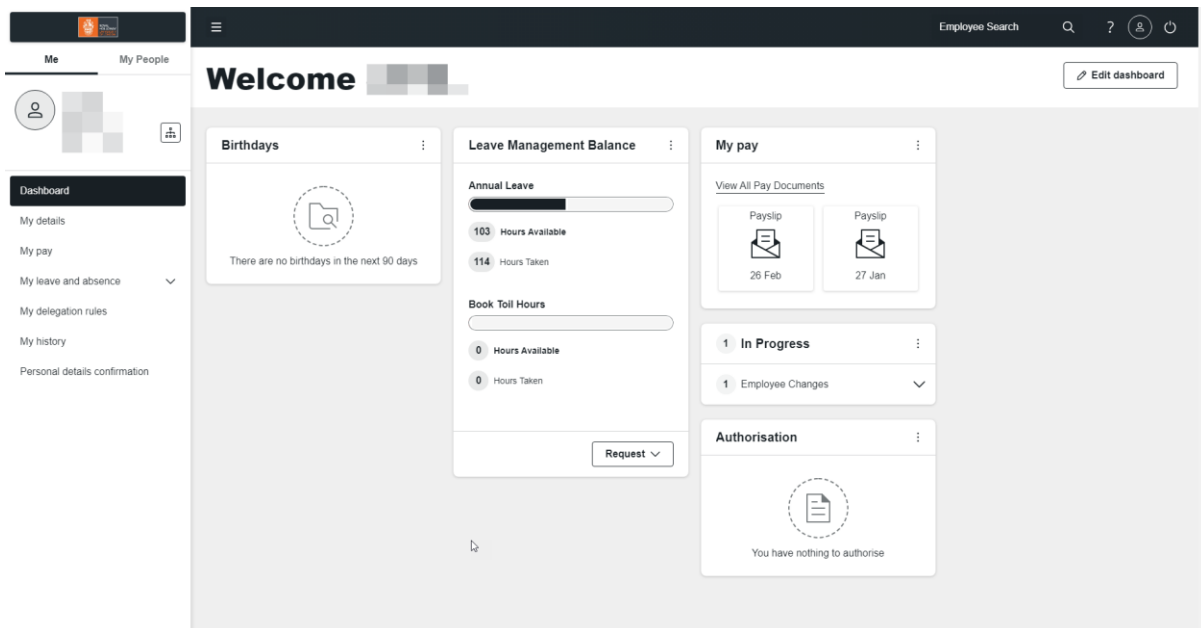


## MyView home



## Dashboard

The dashboard now looks like this:

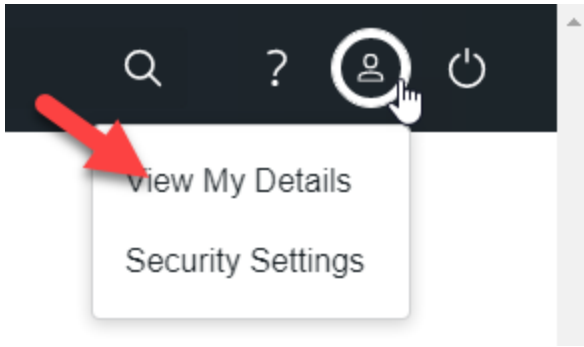


## Toggle menu

The three bars at the top of the screen can be used to expand the screen size and remove the side menu.

## Account

Select the icon at the top right and select View My Details



Select the down arrow to see your Personal Details and Current Appointment details.

## Organisation chart

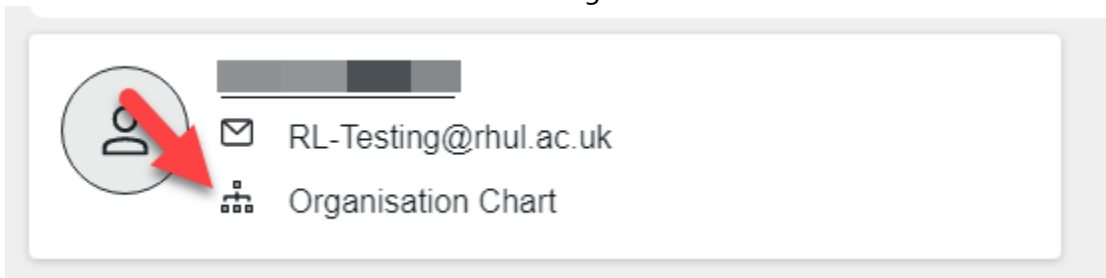


Can be used to find out who reports to who in the organisational structure.

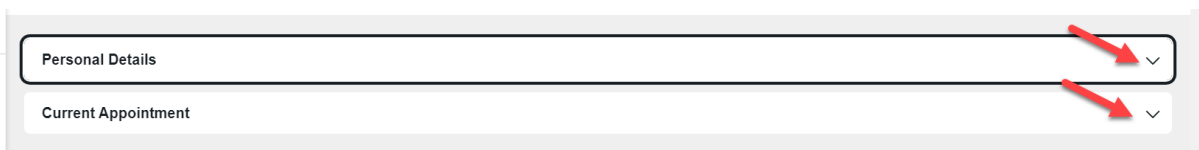
Type in the name of the colleague you wish to find.



In the returned search results click on the Organisation chart.



## MyDetails



## My details

Employee Search

Dashboard / My details

### Personal Details [ You have 8 forms ]

You are required to maintain your personal details via MyView, at all times. To view, amend or validate this information select from the details below.

**GDPR**

To comply with GDPR you will be asked to confirm and re-submit this information on a regular basis. Details about how your personal data is processed can be found in the Staff Data Collection Notice on the Staff Intranet.

Click the headings below to view and amend your personal details

- Address & Telephone Numbers
- Bank/Building Society Details
- Emergency Contact Details
- Equalities data
- My Details
- Next of Kin Details

## My calendar

My Leave and absence > My calendar

Employee View

Outstanding Balances (with period end date)

Annual Leave(31/07/2021) : 103.0 Hours

Booked Toil Hours : 0 Hours

### Events Calendar

Year		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo			
2020	September																																								
	October																																								
	November																																								
	December																																								
2021	January																																								
	February																																								
	March																																								
	April																																								
	May																																								
	June																																								
	July																																								
	August																																								
	September																																								