



Transcript for the State of Connecticut Office of the State Comptroller

Core-CT HRMS Navigation Course.

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Welcome to the HRMS Navigation Overview training for Core-CT.

Click the Next button to proceed.

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e-Learning Navigation Tips.

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On the bottom of your screen is the navigation section for the course.

Notice the arrow labeled Previous.

This allows you to navigate backward through the pages of your course.

The Table of Contents button is present on each page, offering the option to navigate to a specific topic or section within this course.

The arrow labeled Next will advance you to the next slide.

Buttons on the play bar include Play.

You can also use the Play button to pause the course.

Use these buttons to move to the Next or Previous slide.

This button will Mute the narration,

And this button will close the course.

Let's get started.

Click Next to proceed.

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Training Objectives.

This training module will introduce new features and provide step by step walk throughs on accessing role-based homepages and tiles to perform routine tasks.

Click Next to proceed.

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Navigation Overview.

Navigation in Core-CT streamlines your workflow and enhances your productivity.

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It serves as a way to easily move between pages and the menu, and categorizes features including Manager and Employee Self-Service options, allowing you to quickly find the tools you need.

Click Next to proceed.

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The topics covered in this training are listed here with their coordinating page number.

During your session, you have the ability to return to the Table of Contents anytime by clicking the Table of Contents button at the bottom of the page.

While on this page, click a topic and you will be taken to the coordinating section.

This ensures you can easily reference topics and revisit sections as you need.

Throughout this training, you will find key navigation techniques and opportunities to test your understanding of what you learn.

By the end of this course, you will have the confidence to navigate through Core-CT efficiently, enabling you to perform your tasks with ease.

Let's begin exploring the navigation features of Core-CT.

Click Next to proceed.

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Goals.

Upon completing this training, you will be familiar with the changes to Core-CT's fluid user interface, key terms, and the new navigation for Core-CT via desktop and mobile devices.

Click Next to proceed.

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Key Changes.

A redesign of the Core-CT homepage, implementation of notifications and tile functions, and access to approvals using mobile devices.

Click Next to proceed.

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Employee Portal Login.

To access the employee portal, you must login through Core-CT.

When logging in, Core-CT alerts you if there is a current system lockout.

You are automatically defaulted to the homepage based on your role.

Click Next to proceed.

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Homepage: Employee Self-Service.

Now that you're logged into Core-CT, a role-based self-service homepage will display.

Here, you will find homepages, role-based information, and display tiles giving actionable information as well as navigation to fluid applications.

Click Next to proceed.

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Homepage Navigator and Drop-down Menu: Role-Based.

The homepage drop-down menu, or homepage navigator, helps you move between home pages.

Depending on your role, multiple homepages will be available.

Click Next to proceed.

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Banner Options.

The Banner, located at the top of each page, includes features that are helpful as you go about your daily tasks.

The Recently Visited icon displays pages that have been recently visited.

The Favorites icon bookmarks your favorited pages, so you can access them quickly.

The Home icon returns you to your employee self-service dashboard.

The Notifications icon displays an additional circle when you have an action alert.

The More Options icon contains additional options, such as opening a new window, help resources, and where to log out of the portal.

Lastly, the NavBar icon provides access to classic navigation options.

Click Next to proceed.

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NavBar.

The NavBar, or navigation bar, gives access to Settings, Recently Visited pages, saved Favorites, and the Menu, which includes Classic Navigation options and additional pages not visible in the dashboard view.

Please note: The Settings icon allows personalization of the menu by sorting it alphabetically.

Click Next to proceed.

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Global search.

The Global Search performs searches of the menu.

Click the Magnifying Glass icon in the Banner to search directly from the Search Results page.

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Type in your search item in the keywords field.

Make your selection once the search results have populated.

Click Next to proceed.

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Fluid Dashboard.

When accessing the Fluid Dashboard, located below the banner, the following features are available: Homepage Drop-down, which displays homepages available to you based on security roles, Homepage Navigator, which allows you to easily access your homepages, and the More Options icon, which includes additional options such as a page to personalize your homepage, and refresh.

Click Next to proceed.

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Notifications Panel.

As you adjust to this new interface, some of the features that you are familiar with have been reclassified.

Let's look at the Notifications Panel, previously known as Worklist.

Actions are notifications that enable users to navigate directly to transactions that need their attention and are awaiting input.

Alerts are notifications of updates that may have been made to existing information, or status changes, enabling users to see details of the change.

The Notifications Panel offers the ability to view all notifications, refresh the notification window, choose actions and alerts, open and dismiss a transaction, and mark an action as complete.

Click Next to proceed.

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Accessing Personal Details.

These tiles include user-friendly graphics to help identify the transactions necessary.

The Homepage View and Dashboard View shows how pages potentially display.

Again, the tiles displayed here depend on your role.

Access these tiles by clicking or tapping on them.

Click Next to proceed.

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Using a Mobile Device.

In this format, a tile is equivalent to pagelets from Core-CT's classic homepages.

Some tiles that appear on fluid homepages and dashboards cannot be accessed from mobile devices. If not accessible, the tile displays text stating that the tile is not supported on this device.

Click Next to proceed.

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Portal Logout.

To exit the portal, navigate to the More Options icon, and click to view additional options.

Select Sign Out to end the session.

Click Next to proceed.

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Glossary of Terms.

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You are now at the end of the course, so let's do a quick review.

Click on each term to read its definition.

When you are finished, click Next to proceed.

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Knowledge Check.

Read the following statement, then decide if it's true or false.

Click the submit button to check your answer.

When you are finished, click Next to proceed.

[Page 21]

Knowledge Check.

Read the following statement, then decide if it's true or false.

Click the submit button to check your answer.

When you are finished, click Next to proceed.

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Congratulations on completing the Core-CT HRMS Navigation Course!

We covered the newest features, how to access role-based homepages, and explained how to utilize tiles to perform routine tasks.

Your dedication to mastering these tools will greatly enhance your ability to support our organization and its employees.

Thank you and have a great day!



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[End of Transcript]