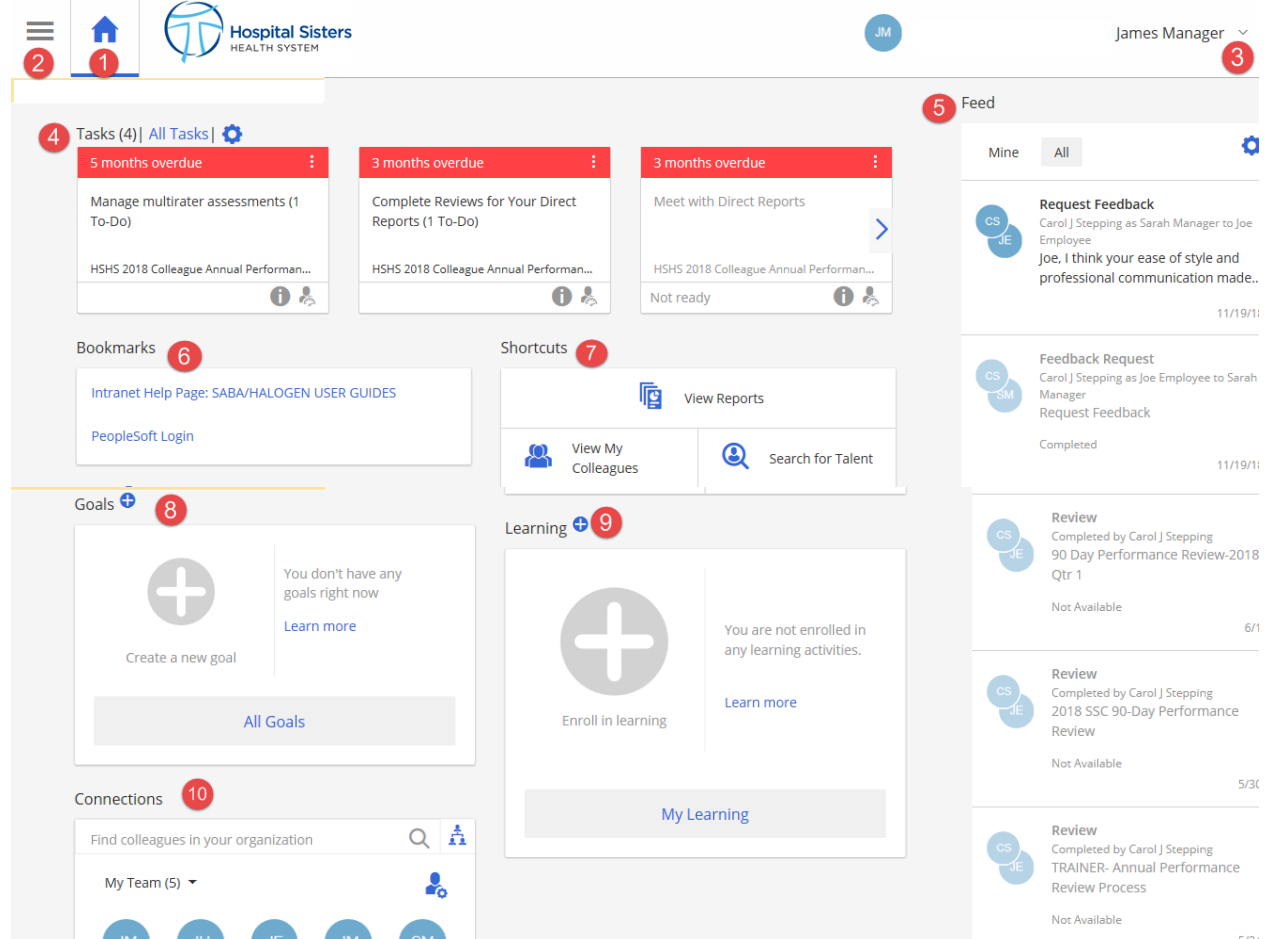


Saba/Halogen Home Page Navigation

Saba/Halogen Home Page



The screenshot shows the Saba/Halogen Home Page interface. The user is logged in as James Manager (JM). The page is divided into several sections:

- 1:** Home icon in the top navigation bar.
- 2:** Menu icon in the top navigation bar.
- 3:** User profile icon and name (James Manager) in the top right.
- 4:** Tasks section with three overdue task cards: "Manage multirater assessments (1 To-Do)", "Complete Reviews for Your Direct Reports (1 To-Do)", and "Meet with Direct Reports".
- 5:** Feed section showing performance review feedback and requests.
- 6:** Bookmarks section with links to "Intranet Help Page: SABA/HALOGEN USER GUIDES" and "PeopleSoft Login".
- 7:** Shortcuts section with "View Reports", "View My Colleagues", and "Search for Talent".
- 8:** Goals section with a "Create a new goal" button and "All Goals" link.
- 9:** Learning section with an "Enroll in learning" button and "My Learning" link.
- 10:** Connections section with a search bar and "My Team (5)" dropdown.

- | | |
|--|--|
| 1. Navigation to Home Page | 6. Bookmarks |
| 2. Navigation to other pages in Saba/Halogen | 7. Shortcuts (only available to leaders with direct reports) |
| 3. Navigation to Logout and Edit Profile | 8. Goals |
| 4. Task List | 9. Learning |
| 5. Feed | 10. Connections |

**** More detailed information on each of these below****

Index

Home – by clicking on the home icon it will bring users back to the Home page of Saba/Halogen.

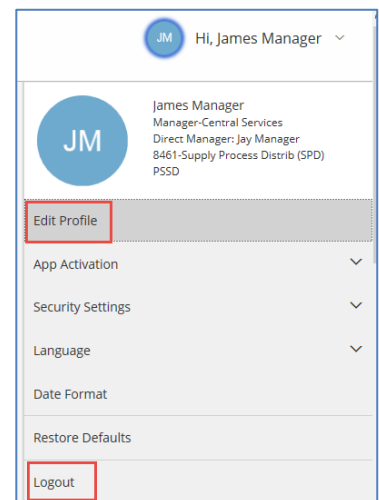


Navigation Menu – by clicking on the secondary menu it will allow users to navigate to the other pages in Saba/Halogen such as My Performance, Task Status, Reports, Talent View, Learning, and Job Descriptions.



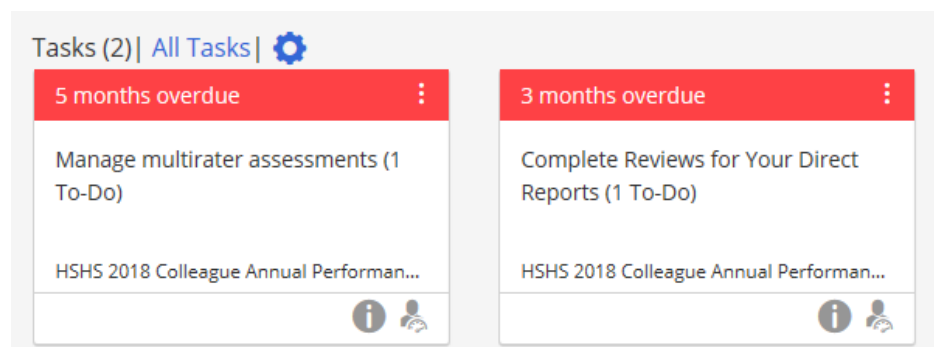
Logout – click on the arrow next to user’s name and select “Logout” at the bottom of the list that appears

Edit Profile – click the arrow next to user’s name and click “Edit Profile”. The profile is the users online resume of skills, education, and experience. It also allows access to user goals, feedback, evaluations and other information in Saba/Halogen



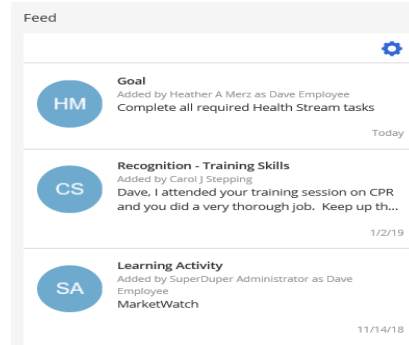
Tasks – are sorted by due date and status, tasks for all open processes or activities are accessible from the task tile. Clicking on the task tile presents colleagues with the next required action, such as complete self-appraisal, select Multirater evaluators, sign-off on job description, etc.

To view or complete a task in a process, select the Task tile.

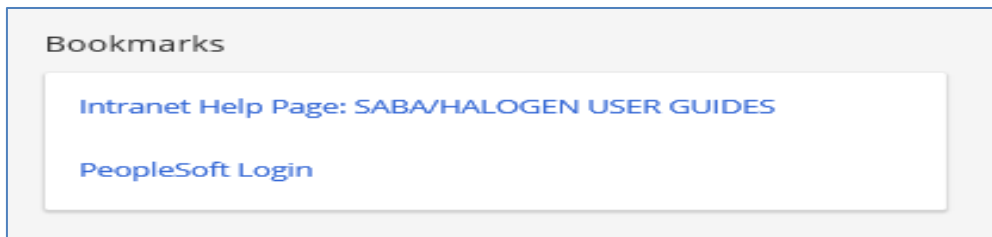


Feed –the Feed is a list of links to all Saba/Halogen activities associated to the Colleague, such as:

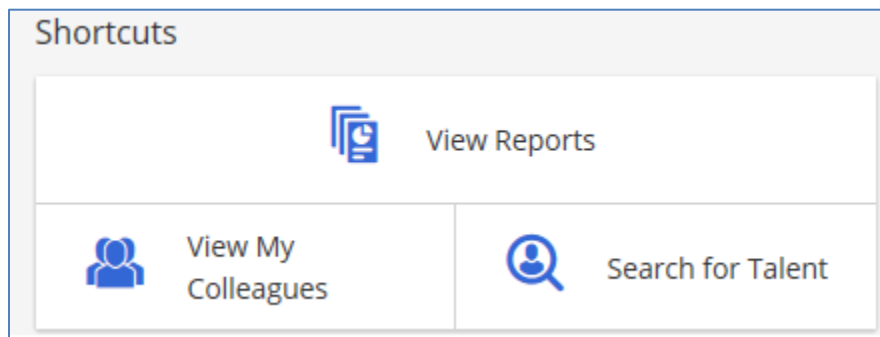
- Feedback received from a fellow colleague or director
- New learning activities assigned by the administrator



Bookmarks – provides user with links to additional Saba/Halogen procedures or job aids on the Saba/Halogen Intranet Help page. As well as the PeopleSoft Login.

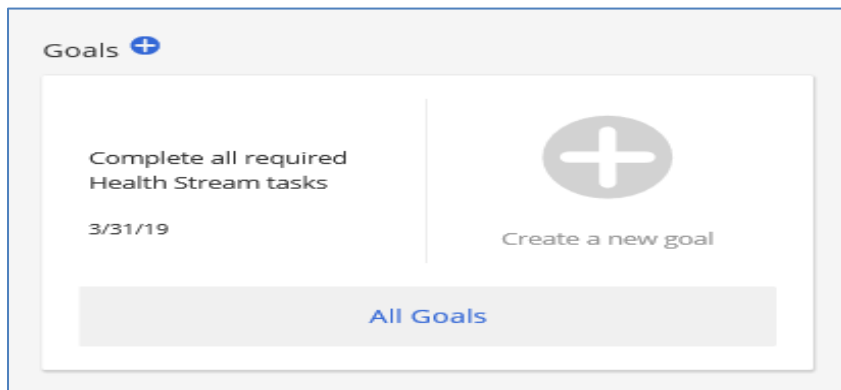


Shortcuts- This tile is only present on the Home page of leaders with direct reports. The “View My Colleagues” link will re-direct the leader to a list of their direct reports and the documents retained in Saba/Halogen on the colleague.



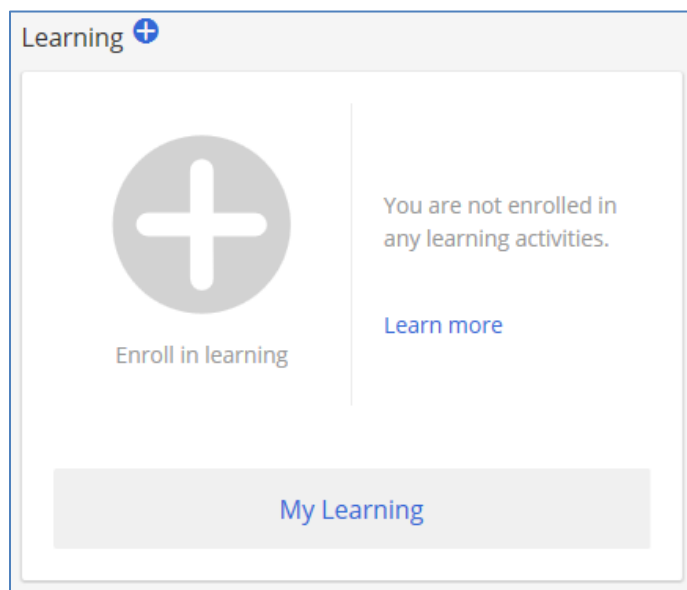
Goals – Reflects up to 4 goals that are in progress

- Click + Sign to add a new Goal
- Click on an existing goal to update the status and/or add comments
- Click All Goals to review a list of all goals and filter to completed or cancelled goals.



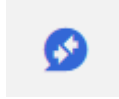
Learning- Currently, nothing will reflect in this tile. More information will be coming on this tile in the future as learning is rolled out to support the Competency Assessments on performance reviews.

- Click + Sign to enroll in new learning
- Click "Learn more" to view the learning catalog
- Click "My Learning" to view the list of learning completed or enrolled in



Connections – where you can stay connected with other members of your team.

- Lists colleagues that report to the same manager and that manager.
- Select a member to get a mini-profile of where they work and their contact information.
- Use the Find Colleagues search window to find any colleague in HSHS.
 - Use the Feedback icon on the bottom of the mini-profile of the colleague to send



feedback or request feedback.

