

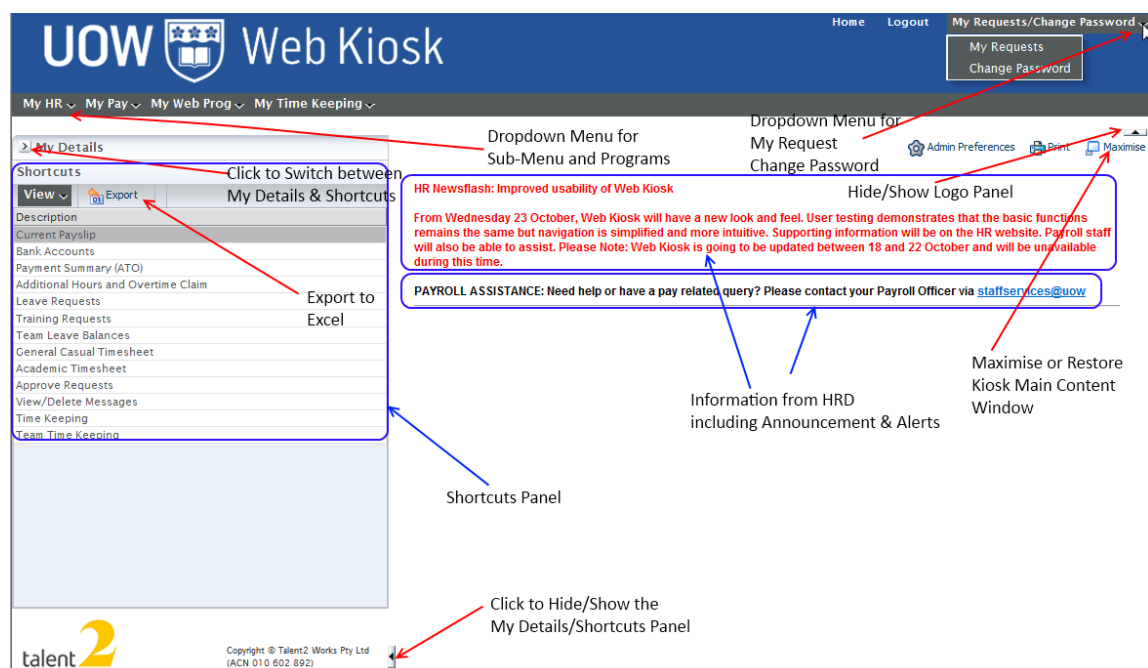
Web Kiosk Overview

- WELCOME PAGE

The Welcome page displays the Main Menu. The menu options displayed will be dependent upon the type of access you have been granted. The Three main functional role of the Web Kiosk are:


- Individual
- Team Leader
- Approvers


After login, if you have the required authority and responsibility, the welcome page will notify you of pending transactions that require your attention, e.g. applications for leave or timesheets requiring approval or transactions that have been rejected, or deferred for future approval.




- MY DETAILS PANEL

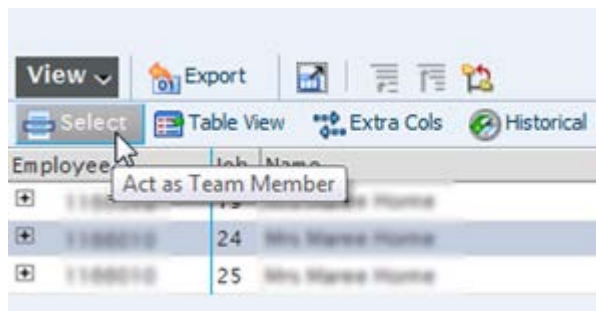
By default, opening the My Details panel will close the Shortcuts panel.

The information that is viewed through Web Kiosk relates to a particular job. If you have more than one current job in UOW, you will need to  the job number relevant to the information you wish to display or request you wish to make. Once the job is selected, this will remain 'Active' until another job is selected or you leave the Web Kiosk.

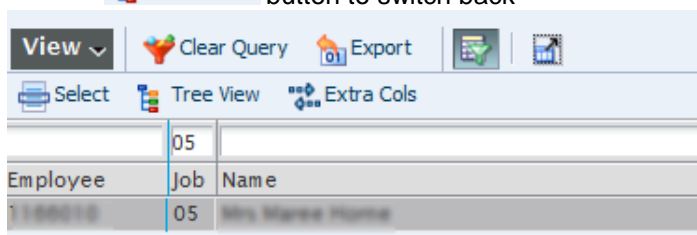
By default, only active jobs are listed under the 'My Details' section of the user panel. However in-active jobs may still be accessed to view past records by clicking the button  to show/hide old jobs.

If a user has no current jobs, the My Details list will only show their Employee row (ie, no Job/Role rows).

- To change the current active job, there will be a list of Current Jobs in this panel. Click on the one to be selected and click the select button .



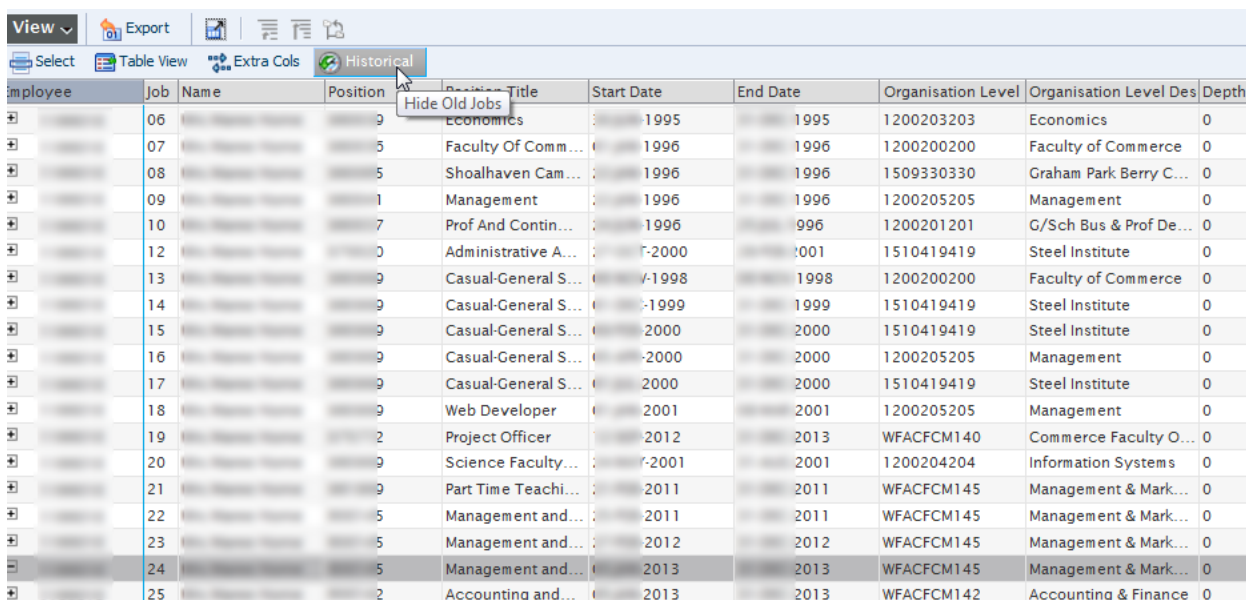
- Use **Table View** Button to switch to “Search Mode” and you can search within the list of jobs. Click **Tree View** button to switch back



- Use **Extra Cols** Button to toggle with pre-defined extra details.



- Use **Historical** button to toggle to show/hide the historical jobs (ended jobs)

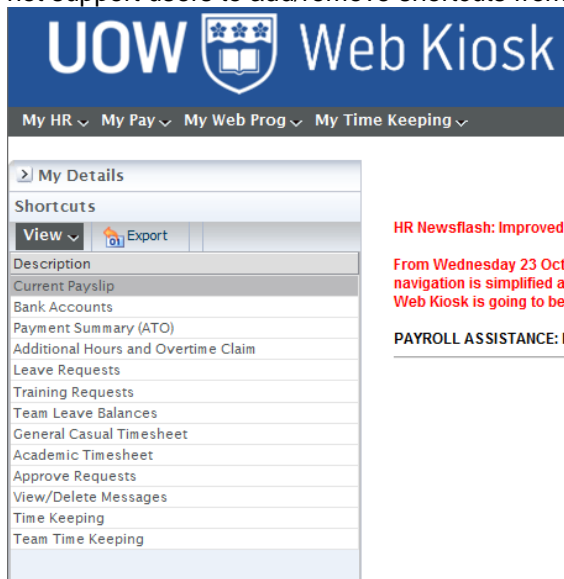


• SHORT CUTS PANEL

This section of the panel allows users to create a list of their frequently used of shortcuts to application links.

The systems administrators have set up a default selection of shortcuts and currently UOW Web Kiosk does

not support users to add/remove shortcuts from this menu.



- NEW GLOBAL MENU

The global menu always displays across the top of the WSS window, where you can access the Home, Logout buttons and My Requests and Change Password functions from the dropdown menu here.

