

Advanced ConnectHR Help Guide

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ConnectHR Help Guide

Your guide for working with ConnectHR

by GDC Integration, Inc.

ConnectHR Help Guide

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Table of Contents

Part I Logging In	5
1 Forgot User Name.....	6
2 Forgot Password.....	6
3 eAuthentication.....	7
Part II Creating An Account	8
Part III Home Screen	10
1 My Profile.....	11
Change Password.....	12
Change Security Questions.....	13
Change User Name.....	14
Manage Contacts.....	15
2 Manage Employees.....	16
Add New Employee.....	17
3 Manage Links.....	19
4 Manage Roles.....	20
Add New Role.....	21
Update Role.....	25
Edit Role Links.....	25
Edit Role Functions.....	27
5 Manage Offices.....	28
Manage Office Admins.....	28
Add New Office.....	29
6 Manage My Organization.....	29
Change Welcome Message.....	30
Change Support Information.....	31
Manage Contact Labels.....	31
7 Contact Support.....	32
8 View Reports.....	33
Index	36

1 Logging In

Your login screen will look like the screen shot below. You will have your navigational bar on the left and your login area on the right.

ConnectHR

Login Help

ConnectHR is the Forest Service single sign-on role based eAuthenticated application and allows you to access all your web applications through a single place 24/7 from any internet connection.

To use ConnectHR, select a login method on the right.

If you are using your eAuthentication credentials as the login method, click on the eAuthentication button to sign in.

If you are using your ConnectHR credentials as the login method, enter your user name and password then click the Log In button.

For assistance with your ConnectHR login credentials, use the Forgot User Name or Forgot Password links located below the login button.

If you have not created your ConnectHR credentials, select "Establish User Name and Password" located under "Need to create credentials?"

eAuthentication Login

If you would like to log into ConnectHR with eAuthentication, please click the eAuthentication button, below.

[eAuthentication](#)

User Name/Password Login

If you would like to log into ConnectHR with your user name/password, please provide them, below, and click the Log In button.

User Name:

Password:

[Log In](#)

Need assistance with credentials?
[Forgot Your User Name?](#)
[Forgot Your Password?](#)

Need to create credentials?
[Establish User Name and Password](#)

There are two Methods to login to ConnectHR.

You have the ability to login in using your eAuthentication credentials. See the [eAuthentication](#) section for more information.

You also have the ability to login by entering the User Name and Password you created, were given or were assigned, then click the "Log in" button.

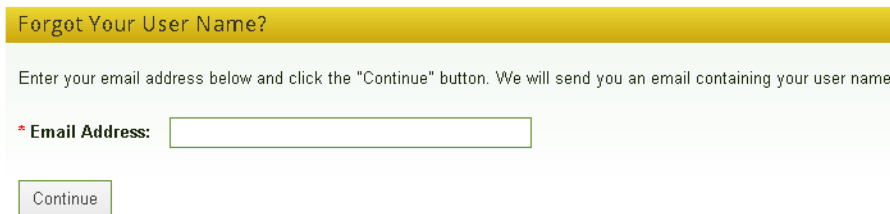
If you have trouble logging in, you can select the "[Forgot Your User Name?](#)" or "[Forgot Your Password?](#)" links at the bottom of the screen for assistance. If you are unable to retrieve your login information please contact your HR Support helpdesk.

Need assistance with credentials?
[Forgot Your User Name?](#)
[Forgot Your Password?](#)

Need to create credentials?
[Establish User Name and Password](#)

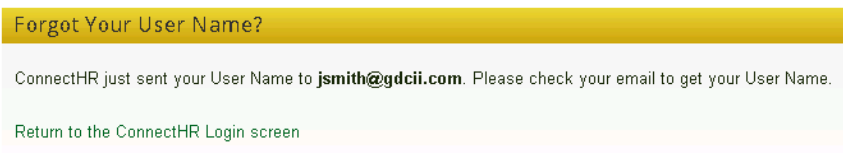
1.1 Forgot User Name

If you forgot your User Name, click on the "Forgot Your User Name?" link on the left navigational bar. You will see a screen asking for your email address associated with your ConnectHR account. Enter your email address and click the "Continue" button and. Your username will be sent to your email address.



The screenshot shows a web form titled "Forgot Your User Name?". Below the title is a yellow header bar. The main content area has a light green background and contains the following text: "Enter your email address below and click the 'Continue' button. We will send you an email containing your user name." Below this is a label "* Email Address:" followed by a text input field. At the bottom of the form is a "Continue" button.

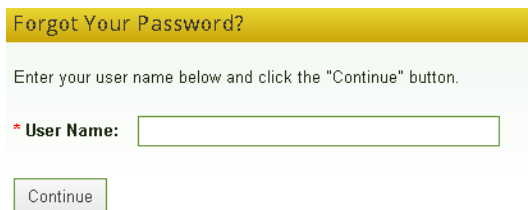
You will receive a confirmation page letting you know your request was submitted successfully.



The screenshot shows a confirmation page titled "Forgot Your User Name?". Below the title is a yellow header bar. The main content area has a light green background and contains the following text: "ConnectHR just sent your User Name to **jsmith@gdci.com**. Please check your email to get your User Name." Below this is a link: "Return to the ConnectHR Login screen".

1.2 Forgot Password

If you forgot your password, Click on the "Forgot Your Password?" link on the left navigational bar. You will see a screen asking for your User Name. Enter your user name and click the "Continue" button.



The screenshot shows a web form titled "Forgot Your Password?". Below the title is a yellow header bar. The main content area has a light green background and contains the following text: "Enter your user name below and click the 'Continue' button." Below this is a label "* User Name:" followed by a text input field. At the bottom of the form is a "Continue" button.

At the next screen you will be asked to answer your security question. Type the answer to your security question in the text box and click the "Continue" button.

Forgot Your Password?

Before we can issue you a temporary password, please answer the following security question:

1.) What is your favorite pet's name?

* Answer (case insensitive):

2.) What is your high school mascot?

* Answer (case insensitive):

3.) Where were you when you first heard about 9/11?

* Answer (case insensitive):

After answering your security question, you will be asked to select the email address you would like your temporary password to be sent to. Select the email address and click the "Continue" button.

Forgot Your Password?

Please select the email address you would like your temporary password to be sent to and click the "Continue" button.

johnsmith@gdcii.com

johnsmith@gmail.com

You will see a confirmation page that will inform you that your temporary password will be sent to the email address that was previously selected. You can click the "Login screen" link to return to the login page, and you will login with the new password that is sent to your email address.

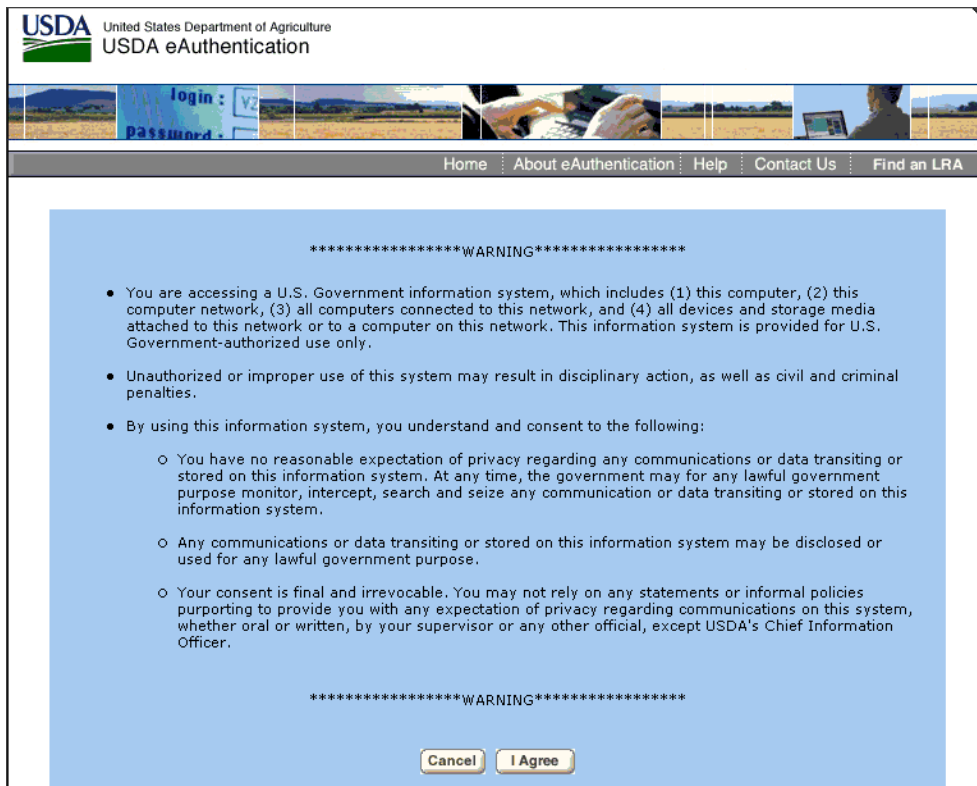
Forgot Your Password?

ConnectHR just sent your temporary password to **johnsmith@gdcii.com**. Please check your email to get your password. Upon logging in, you will be required to create a new password.

[Return to the ConnectHR Login screen](#)

1.3 eAuthentication

You have the option to log in to ConnectHR using the USDA eAuthentication system. You first have your eAuthentication credentials established to use this method. The eAuthentication begins with the federal warning screen and proceeds to the identification and password screen. Click on the Continue button to get a screen to enter the eAuthentication User ID and Password.



Enter your User ID and Password and click the Login button to be eAuthenticated. You may also chose to change your eAuthentication password, to reset your forgotten password, or to retrieve a forgotten User ID.

eAuthentication Login

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)
[Change My Password](#)

2 Creating An Account

If you are entering the ConnectHR application for the first time, click on the "Create An Account" link on the left navigation bar. This process will take you through creating a User Name and Password.

NOTE: You will only be able to create an account if you have an employee

record in the system.

Enter your First and Last name, Date of Birth, and the last 4 of your Social Security Number. Then click the "Continue" button.

Create An Account

If you entering the application for the first time, this process will take you through creating a User Name and Password for ConnectHR. If you plan to utilize another authentication method, such as eAuthentication, go back to the Login Screen and select that option.

If you are a new employee, you may have already created credentials through the eForms On-Boarding Process. If this is the case, go back to the Login Screen and enter the credentials you created in eForms.

If you cannot remember your User Name or Password, use the Assistance on the Login Screen.

* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Date of Birth:	Month: <input type="text"/> Day: <input type="text"/> Year: <input type="text"/>
* Last 4 Digits of SSN:	<input type="text"/>

[Return to the ConnectHR Login screen](#)

The next screen will ask you to complete the creation of your account. Here you will enter a User Name, Password, Email Address, and select your security questions. Your password will have to follow the criteria listed on the page in order for you to continue to the next page.

Create An Account

Success! With the information you provided, we were able to locate your employee record.

Use the form below to create your login credentials for ConnectHR.

* **User Name:**

User Name Requirements

- User Name must be at least eight alpha-numeric characters.

* **Password:**

* **Password Confirmation:**

Password Requirements

- Must contain at least 12 characters
- Must contain at least 1 lowercase letter
- Must contain at least 1 uppercase letter
- Must contain at least 1 number
- Must contain at least 1 of the following special characters: \$%*+=?!&#@
- Password history: 24 unique entries

* **Primary Email Address:**

* **Security Question 1:** ▼

* **Answer:**

* **Security Question 2:** ▼

* **Answer:**

* **Security Question 3:** ▼

* **Answer:**

* **Security Question 4:** ▼

* **Answer:**

* **Security Question 5:** ▼

* **Answer:**

3 Home Screen

Your home screen will consist of a left, and right navigation bar and your content area which will contain a welcome message and have a USDA Forest Service Message. The left navigation bar will contain links to the applications you use every day such as Paycheck8 or eForms. The right navigation bar will contain your options for the current screen you are in. These options can change depending on the different menus you click on. Your basic options are to manage your ConnectHR profile, Manage Employees,

Manage Links, Manage Roles, Manage Office Admins, Manage My Organization, and Contact Support, and View Reports.

NOTE: Available options will be based on user role and access.

3.1 My Profile

The Profile area is where you can view your current profile information and edit it if necessary.

The “My Profile” link is located on the right navigational bar.

Clicking on it will allow you to edit your profile information.

You will have 3 tabs on the main content area of your My Profile page. The first tab will be have your basic employee information, Name, Address, SSN, and Date of Birth.

Now Viewing: John Smith	
Employee Data	
SSN:	
First Name:	John
Middle Name:	Doe
Last Name:	Smith
Address:	501 3rd st
Address (cont.):	
City:	Boonville
State:	Missouri
Zip Code:	65233
Date of Birth:	
Load Method:	Via Application
Contractor?:	False

3.1.1 Change Password

From here you can change your password at anytime. Simply enter your current password first followed by your new password, and confirming your new password so you know you entered everything correctly.

Be sure that your new password meet the password requirements.

Use the form below to change your ConnectHR password. Once completed, click "Change Password" to save the changes.

* New Password:

* New Password Confirmation:

Password Requirements

- Must contain at least 12 characters
- Must contain at least 1 lowercase letter
- Must contain at least 1 uppercase letter
- Must contain at least 1 number
- Must contain at least 1 of the following special characters: \$%*+=?!&#@

Change Password

After entering all the required information, click the "Change Password" Button. You will be taken back to the employee data screen and receive a confirmation message

that your new password has been saved.

The screenshot shows a user profile page. At the top, a green header bar reads "Now Viewing: John Smith". Below this is a light green success message box with a checkmark icon, containing the text "Success!" and a bullet point "• Password changed". A "Dismiss Message" link is located in the top right of this box. Underneath is a section titled "Employee Data" with a horizontal line. Below the line, the text "SSN:" is followed by another horizontal line. Further down, the text "First Name: John" is followed by a horizontal line. Below that, "Middle Name: Doe" is followed by a horizontal line. Finally, "Last Name: Smith" is displayed at the bottom of the section.

3.1.2 Change Security Questions

You can change your security by clicking on the "Change Security Questions" link on the right navigational bar. You will have to enter your current password in the "Your Password" box in order to save your changes.

NOTE: If you only want to change one or two questions, you will still need to select and answer the question you will want to stay the same. All fields are required to save any changes.

Your security questions (and answers) are used to verify your identity, in the case that you ever forget your ConnectHR password.

Use the form below to change your security questions and answers. You must select a distinct question for every answer and you must provide an answer for every question. Once completed, click "Change Security Questions" to save the changes.

* Security Question 1:	Who is your favorite cartoon character?
* Answer:	*****
* Security Question 2:	What is your favorite pet's name?
* Answer:	*****
* Security Question 3:	What is your high school mascot?
* Answer:	*****
* Security Question 4:	What is your Mother's Maiden Name?
* Answer:	*****
* Security Question 5:	Where were you when you first heard about 5?
* Answer:	*****

[Change Security Questions](#)

After entering all the required information, click the "Change Security Question" button. You will be taken back to the employee data screen and receive a confirmation message that your security question changes have been saved.

Now Viewing: John Smith

✓ Success! [Dismiss Message](#)

- Security Questions and Answers changed

[Employee Data](#)

SSN:

First Name: John

Middle Name: Doe

Last Name: Smith

3.1.3 Change User Name

You can change your User Name by clicking on the "My Profile" link on the right navigation bar. Then click on the "Change User Name" link.

From this screen you can change your User Name at anytime, simply create a new

user you would like to use. ConnectHR will validate your User Name to check if anyone is currently using that user name. If so, you will receive an error message informing you the user name you have requested already exists. You must then create a new User name not already in use.

Save your changes by clicking on "Change User Name" button.

Now Viewing: John Smith

Use the form below to change your ConnectHR login user name.

Current User Name: jsmith09

*** New User Name:**

User Name Requirements

- User Name must be at least eight alpha-numeric characters.

[Change User Name](#)

After clicking the "Change User Name" button, you will be taken back to the Employee Data page and given an confirmation message letting you know that your new user name was saved successfully.

Now Viewing: John Smith

✔ Success! [Dismiss Message](#)

- User Name changed

[Employee Data](#)

SSN:

First Name: John

Middle Name: Doe

Last Name: Smith

3.1.4 Manage Contacts

You can update your contact email information by clicking "My Profile" link on the right navigation bar. Then click on the "Manage Contacts" link. Update either email address and click the "Update Contacts" button. A Primary Email address is required to be entered. Your business email is the preferred one to be entered as primary. Save your changes by clicking on the "Update Contacts" button.

NOTE: Available options will be based on user role and access. Some users may see additional fields to add and update phone numbers, (option available only to select group at this time).

Now Viewing: John Smith

Use the form below to manage contact information. Select the field(s) you want to edit then click "Update Contacts" to save the changes.

Email Addresses

* **Primary Email:**

Alternate Email:

Phone Numbers

Business Phone:

Cell Phone:

Home Phone:

Text Message Number:

You will be taken back to the employee data screen and receive a confirmation message that your email changes have been saved.

Now Viewing: John Smith

✔ Success! [Dismiss Message](#)

- Contacts updated

Employee Data

SSN:

First Name: John

Middle Name: Doe

Last Name: Smith

3.2 Manage Employees

Users that have the ability, can manage employee accounts and add new employees. This can be done from the Manage Employees screen by clicking on the "Manage Employees" link found in the right navigational bar.

Employee Administration

Use the form below to search for an existing employee.

SSN:

First Name:

Last Name:

Email Address:

User Name:

[Click here to add a new employee](#)

3.2.1 Add New Employee

To add a new employee, click on the link at the bottom of the employee search section that says, "Click here to add a new employee"

Employee Administration

Use the form below to search for an existing employee.

SSN:

First Name:

Last Name:

Email Address:

User Name:

[Click here to add a new employee](#)

To create a new user you will have to fill out all the required information. After all the required information is entered, click the "Add Employee" button.

Add Employee

Use the form below to add a new employee to the HRLINK\$ system.

* SSN:

* First Name:

Middle Name:

* Last Name:

Address:

Address (cont.):

City:

State:

Zip Code:

* Primary Email:

* Alternate Email:

* Birth Date: Month: Day: Year:

Contractor?:

The new employee is now created. You will be taken to the Employee Data screen where you will see all the employees information as a read only form.

Now Viewing: Lisa Miller

Employee Data

SSN:

First Name: Lisa

Middle Name:

Last Name: Miller

Address: 101 Rainbow rd

Address (cont.):

City: St Louis

State: Missouri

Zip Code: 63101

Date of Birth:

Load Method: Via Application

Contractor?: False

3.3 Manage Links

The "Manage Links" section allows you to view or update the links that are found in the left navigational bar. Click on the "Select" link in the same row as the link you wish to view or edit.

Link Administration

The following links have been defined for your organization. Each Link represents an application that users can access. Links will be enabled in specific Roles. Roles will be granted to users.

To make changes to a Link, select it and edit the configuration.

Link Name	Priority	Enabled	
Apply for a job (Avue)	1	True	Select
Aglearn	2	True	Select
CBMS Dev	3	True	Select
CBMS Test	4	True	Select
CRMDEV89	5	True	Select
CareerTrak	6	True	Select
Classify/Staff a job	7	True	Select

You will be taken to the Link Data tab where you will view the properties of the link you selected.

Now Viewing: Aglearn

Link Data

Link Name: Aglearn

Priority: 2

Enabled?: True

To update the link, click on "Update Link" in the right navigational bar.

Now Viewing: Aglearn

Use the form below to update the link.

*** Link Name:**

*** Priority:**

Enabled?:

From here you can update the link name, priority, and if it is enabled or not. Click the "Update Link" button to save your changes. Click on "Return to Links" in the right navigational bar to return to the manage links screen.

3.4 Manage Roles

To create or edit the privileges of ConnectHR users, click on "Manage Roles" in the right navigational bar. On the page you will see all the different roles with in ConnectHR. Click on the "Select" link to view the properties of the selected role.

Role Administration

The following Roles have been defined for your organization. Roles are comprised of Links and Functions. Each user will be assigned a combination of Roles to control their access.

To make changes to a Role, select it and edit the configuration.

[Click here to add a new role](#)

Role Name	Description	
Contact Center L1	Contact Center Level 1	Select
DeltaCore-Contractor	OWCP Delta Core Contractors	Select
Employee	Standard Employee	Select
EUSC	End User Support	Select
Formal EEO	Formal EEO Employees	Select
FS Basic Employee	Basic FS Employee (not HR)	Select

Role data shows you the name, description, and tier number of the role you selected. It will also show you when the role was created, who it was created by, and the date it was last modified and who it was modified by.

Now Viewing: System Admin

Role Data [History](#)

Role Name: System Admin

Description: The Highest level Administrator

Tier Number: 10

Created On: 9/20/2011 10:42:36 AM

Created By:

Last Modified On: 9/28/2011 2:21:03 PM

Last Modified By: Brad Hettenhausen

On the History tab, you will be able to see the history of changes made to that role.

Now Viewing: System Admin

Role Data | History

The grid, below, shows the last 50 changes for this role. The grid is presorted, chronologically, with the most recent changes shown first. All timestamps are shown in Central Standard Time.

Who	What	Details	When
Brad Hettenhausen	Edit a role link	Updated Link 'Paycheck 8' . Changed Role from 'EMPLOYEE' to 'PAYCHECK ADMIN'	10/17/2011 1:41 PM
Brad Hettenhausen	Edit a role link	Removed Link 'Uniform Allowance'	9/28/2011 2:21 PM
Brad Hettenhausen	Edit a role link	Removed Link 'Uniform Vendor'	9/28/2011 2:21 PM

On the right navigational bar you have options to update the properties of that role.

Role Administration
Return to HRLINK\$ Home
View Role
Update Role
Edit Role Links
Edit Role Functions
Return to Roles

For more information on updating role properties please see [Update Role](#), [Edit Role Links](#), and [Edit Role Functions](#). You can click on "Return to Roles" to get back to the Manage Roles home screen.

3.4.1 Add New Role

To add a new role, click on the link on the top right side of the role table.

Role Administration

The following Roles have been defined for your organization. Roles are comprised of Links and Functions. Each user will be assigned a combination of Roles to control their access.

To make changes to a Role, select it and edit the configuration.

[Click here to add a new role](#)

Role Name	Description	
Contact Center L1	Contact Center Level 1	Select
DeltaCore-Contractor	OWCP Delta Core Contractors	Select
Employee	Standard Employee	Select
EUSC	End User Support	Select
Formal EEO	Formal EEO Employees	Select
FS Basic Employee	Basic FS Employee (not HR)	Select

You will first be asked to name, describe, and tier number for the role you are about to create. Click the "Continue" button to save the information you have entered and move to the next step.

Add Role

The following pages will walk you through the process of defining a new role for the HRLINK\$ system.

Begin by using the form below. Once you are finished, click the "Continue" button.

* **Role Name:**

Description:

Tier Number:

Here you will select what links are visible in the left navigational bar for this role. Add a check mark in the "Selected" column next to the link, and select the role that will be associated with this link. After you have finished making your selections, click on the "Continue" button to proceed to the next step.

Add Role

Use the table below to assign links to this role. Once you are finished, click the "Continue" button.

Link Name	Role	Selected
Aglearn	EMPLOYEE	<input type="checkbox"/>
Apply for a job (Avue)	EMPLOYEE	<input type="checkbox"/>
CareerTrak	EMPLOYEE	<input type="checkbox"/>
CBMS Dev	EMPLOYEE	<input type="checkbox"/>
CBMS Test	EMPLOYEE	<input type="checkbox"/>
Classify/Staff a job	EMPLOYEE	<input type="checkbox"/>
CRMDEV89	EMPLOYEE	<input type="checkbox"/>
DeltaCore Dev	EMPLOYEE	<input type="checkbox"/>
DeltaCore Test	EMPLOYEE	<input type="checkbox"/>
eForms	EMPLOYEE	<input type="checkbox"/>
Employee Personal Page	EMPLOYEE	<input type="checkbox"/>
EmpowHR	EMPLOYEE	<input type="checkbox"/>
eOPF	EMPLOYEE	<input type="checkbox"/>

Finally you will select the functions for your new role. Place a check mark in the box next to the function you want to apply. To select a sub function you will first have to select the primary function. If you want to be able to "Update a Role" or "Edit a Role Link" you will first need to select "View Role Data". When you are done adding functions click the "Continue" button and you can review your role properties.

Add Role

Use the form below to assign functions to this role. Once you are finished, click the "Continue" button.

View another employee's data

- Change another user's password
- Reset another user's password
- Change another user's contact
- Create a new employee
- Remove an existing employee
- Edit a user role

View link data

- Update a link

View role data

- Update a role
- Edit a role link
- Edit a role function
- Create a new role

View organization data

- Change the welcome message
- Change contact information
- Update a contact label

Review all the properties you have added to your new role, and click the "Add Role" button to finish creating your new role.

Add Role

Review the data below. To add the role to the HRLINK\$ system, click the "Add Role" button.

Role Name: Test

Description: TEST

Tier Number: 1

Selected Links: Agleam (EMPLOYEE)
eForms (EMPLOYEE)
Paycheck 8 (EMPLOYEE)

Selected Functions: View link data
View role data
View organization data

3.4.2 Update Role

The Update Role option will allow you to edit the Role Name, Description, and Tier Number. After making your changes click the "Update Role" button.

Now Viewing: TEST ROLE

Use the form below to update the role.

* Role Name:

Description:

Tier Number:

Update Role

You will be taken back to the Role Data tab on the details screen and given a confirmation message that your changes have been saved.

Now Viewing: TEST ROLE

Success! [Dismiss Message](#)

- Role updated

Role Data [History](#)

Role Name: TEST ROLE

Description:

Tier Number: 1

Created On: 10/24/2011 1:30:22 PM

Created By: John Smith

Last Modified On: 10/24/2011 1:32:23 PM

Last Modified By: John Smith

3.4.3 Edit Role Links

The Edit Role Links option will allow you to edit the links that are available in the left

navigational bar and the role within those links. After making your changes click the "Update Role" button.

Now Viewing: TEST ROLE

Use the table below to assign/remove links to/from this role. Once you are finished, click the "Continue" button. You will be asked to verify your changes before they are applied

Link Name	Role	Selected
Aglearn	EMPLOYEE	<input type="checkbox"/>
Apply for a job (Avue)	EMPLOYEE	<input type="checkbox"/>
CBMS Dev	EMPLOYEE	<input type="checkbox"/>
CBMS Test	EMPLOYEE	<input type="checkbox"/>
CRMDEV89	EMPLOYEE	<input type="checkbox"/>
CareerTrak	EMPLOYEE	<input type="checkbox"/>
Classify/Staff a job	EMPLOYEE	<input type="checkbox"/>

You will be taken to a summary page where you can review your changes. Click the "Confirm" button to finish saving your changes.

Now Viewing: TEST ROLE

Please confirm the following:

- "Aglearn" assigned
- "Paycheck 8" assigned

You will be taken back to the Role Data tab on the details screen and given a confirmation message that your changes have been saved.

Now Viewing: TEST ROLE

✔ Success! [Dismiss Message](#)

- Role Links updated

Role Data [History](#)

Role Name: TEST ROLE

Description:

Tier Number: 1

Created On: 10/24/2011 1:30:22 PM

Created By: John Smith

Last Modified On: 10/24/2011 1:45:00 PM

Last Modified By: John Smith

3.4.4 Edit Role Functions

The Edit Role Functions option will allow you to edit the options that are available to you within ConnectHR. After making your changes click the "Continue" button.

Now Viewing: TEST ROLE

Use the form below to assign/remove functions to/from this role. Once you are finished, click the "Continue" button. You will be asked to verify your changes before they are applied

- View another employee's data**
 - Change another user's password
 - Reset another user's password
 - Change another user's contact
 - Create a new employee
 - Remove an existing employee
 - Edit a user role
- View link data**
 - Update a link
- View role data**
 - Update a role
 - Edit a role link
 - Edit a role function
 - Create a new role
- View organization data**
 - Change the welcome message
 - Change contact information
 - Update a contact label

You will be taken to a summary page where you can review your changes. Click the "Confirm" button to finish saving your changes.

Now Viewing: TEST ROLE

Please confirm the following:

- "View organization data" removed

You will be taken back to the Role Data tab on the details screen and given a confirmation message that your changes have been saved.

Now Viewing: TEST ROLE

✔ Success! [Dismiss Message](#)

- Role Functions updated

Role Data [History](#)

Role Name: TEST ROLE

Description:

Tier Number: 1

Created On: 10/24/2011 1:30:22 PM


Created By: John Smith

Last Modified On: 10/24/2011 2:00:57 PM

Last Modified By: John Smith

3.5 Manage Offices

From the Manage Offices page, you will be able to see the list of active offices defined for your organization.

Office Administration 

The following Offices have been defined for your organization.

To make changes to an Office, select it and edit the configuration.

[Click here to add a new office](#)

Indicator	
5011	Select
5022	Select
5026	Select
5027	Select
5028	Select


To view information about the office, click the "Select" link next to the Indicator.

3.5.1 Manage Office Admins

While you are on the office information screen you will see a link in the right navigation bar that says "Manage Office Admins". There you will be able to add Administrators to the office you selected.

Now Viewing Office: 1

There are currently no office administrators

Office Administrator: 

Search and select the person you wish to designate as the Administrator and click "Add Office Administrator".

3.5.2 Add New Office

To add a new office, click on the "Click here to add a new office" link on the top right of the offices grid.

Office Administration

The following Offices have been defined for your organization.

To make changes to an Office, select it and edit the configuration.

[Click here to add a new office](#)

Indicator	
5011	Select
5022	Select
5026	Select
5027	Select
5028	Select

Then enter the Indicator you wish to add and click "Add Office".

Add Office

Use the form below to add a new office to the HRLINK\$ system.

* Indicator:

3.6 Manage My Organization

On the Manage My Organization screen you will see your Client Data and have to option to [Change the Welcome Message](#), [Change Support Information](#), and [Manage Contact Labels](#).

Client Data

Client Name: GDCII

Organization Administration

- Return to HRLINK\$ Home
- View Organization
- Change Welcome Message
- Change Support Information
- Manage Contact Labels

3.6.1 Change Welcome Message

On this screen you will have the ability to change the welcome screen that every one will see on their ConnectHR home screen. You can create your welcome message and apply numerous formatting options. After you have completed editing your welcome message click the "Save Welcome Message" button below the welcome message editing field.

Change Welcome Message

B *I* U ABC | Styles | Format

Testing Welcome Message

Welcome to the New and Improved Forest Service Dashboard!

Take your time, look over the various links...have fun

Save Welcome Message

You will be taken back to the Client Data tab on the details screen and given a confirmation message that your changes have been saved.

✔ Success! Dismiss Message

- Welcome Message changed

Client Data

Client Name: GDCII

3.6.2 Change Support Information

Here is where you will edit and update the support contact information. Click the "Continue" button to save any changes you have made.

Change Contact Information

Support information defines who should be contacted (and by what methods) in the event that a user needs assistance. Use the form below to specify this information.

* Name:

* Email Address:

Publish?:

Phone Number:

Publish?:

You will be taken back to the Client Data tab on the details screen and given a confirmation message that your changes have been saved.

✔ Success! Dismiss Message

- Support Information changed

Client Data

Client Name: GDCII

3.6.3 Manage Contact Labels

If you need to edit the contact labels for the user contact information, you can do that here.
Click "Edit" next to the label you wish to change.

Manage Contact Labels			
Contact Label	Required?	Domain	
Primary Email	True		Edit
Alternate Email	False		Edit

You can change the label, make the field required, and require email to have a specific domain. Click "Update" to save your changes, and "Cancel" to back out without saving.

Manage Contact Labels			
Contact Label	Required?	Domain	
<input type="text" value="Primary Email"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Cancel Update
Alternate Email	False		Edit

The edit fields will close and become read only showing that your changes have been saved.

3.7 Contact Support

If you are having difficulties with ConnectHR, or another database within ConnectHR and are unable to submit a Case using the "HR Help (CRM)" you can contact HR Support by clicking on the "Contact HR Support" link on the right navigation bar.

Select a return email address, summary or subject, and a detailed description of your issue or problem you are experiencing. The HRM Contact Center will then respond to you in a timely manner.

Send HR Support A Message

Use the form below to send a ConnectHR or other HR related problem or issue message to ASC-Human Resources Management in the event you need assistance.

In order to ensure a timely response, please supply all information requested and provide details whenever possible. Once completed, click the "Send Message" button.

* Return Email Address: jsmith@gmail.com
 jsmith@gdci.com

* Summary:

* Description:

Send Message

Contact HR Support Via Email

Contact ASC-Human Resources Management at asc_hcm_contact_center@fs.fed.us.

Contact HR Support Via Phone

Contact ASC-Human Resources Management at (877) 372-7248 Option2.

3.8 View Reports

On the View Reports screen you can run different User Reports and Role Reports. The User Reports gather user specific information in ConnectHR, like Activity Reports and Login Reports. Role Reports collect information for each role within ConnectHR.

To begin, first select the report you wish to run.

HLINK\$ Reports

Select a report from the following:

- User Reports
 - User Activity Report
 - User Login Report
- Role Reports
 - Role Assignment Report

After selecting the type of report you wish to run, you will then enter the parameters of the report. For User Reports you will first search and select the user you will report on by entering either Social Security Number, First Name, Last Name, Email Address, or User Name and clicking "Search".

User Activity Report

SSN:

First Name:

Last Name:

Email Address:

User Name:

Name	SSN	Primary Email	
Steve Smith	XXX-XX-1111		Select
John Smith	XXX-XX-5502	jsmith@gmail.com	Select


The search results will appear below the search fields. Click "Select" next to the desired user.


After selecting your user, you will select either Acting Employee if you are searching for what actions were taken by the selected user, or Affected Employee if you are searching for what actions were done to the selected user. Then select the time frame in which you are search in by entering the Start Date and End Date. After filling in the search parameters, you will select the output type. You have the option to view the report in the web browser by selecting "On Screen", or in a PDF, CSV, or Excel format. Click "Run Report" when you have finished making your selection.

User Activity Report

You have selected: John Smith [Change Selected Employee](#)

The employee is the: **Acting Employee** **Affected Employee**

* Start date: 

* End date: 

* Select Output Type: **On Screen** **PDF** **CSV** **EXCEL**

For Role Report you will need to select the type of role you wish to report on. After selecting the Role, you will select the output type which is the save for user reports. Click "Run Report" when you have finished making your selection.

Role Assignment Report

* **Role:**

* **Output Type:** On Screen PDF CSV EXCEL

Index

- A -

Add New Employee 17
Add New Office 29
Add New Role 21

- C -

Change Password 12
Change Security Questions 13
Change Support Information 31
Change User Name 14
Change Welcome Message 30
Contact Support 32
Creating An Account 8

- E -

eAuthentication 7
Edit Role Functions 27
Edit Role Links 25

- F -

Forgot Password 6
Forgot User Name 6

- H -

Home Screen 10

- M -

Manage Contact Labels 31
Manage Contacts 15
Manage Employees 16
Manage Links 19
Manage My Organization 29
Manage Office Admin 28
Manage Office 28
Manage Roles 20
My Profile 11

- N -

New Account 8
New Employee 17
New Office 29
New Role 21

- P -

Password 6, 12

- R -

Reports 33
Role Reports 33

- S -

Security Question 13
Support Information 31

- U -

Update Role 25
User Name 14
User Reports 33
UserName 6

- V -

View Reports 33

- W -

Welcome Message 30