Unified Suite Guide for OHC users

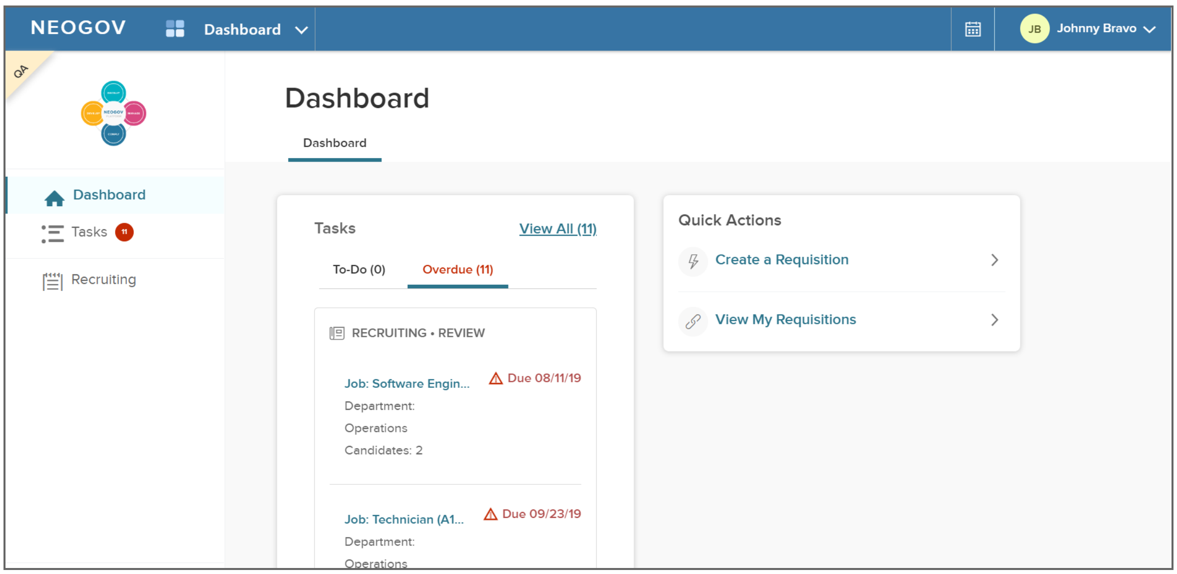
Table of contents

NEOGOV

Welcome to Unified! User-friendly design that will enhance your overall experience and streamline navigation, making every interaction with the application effortless.

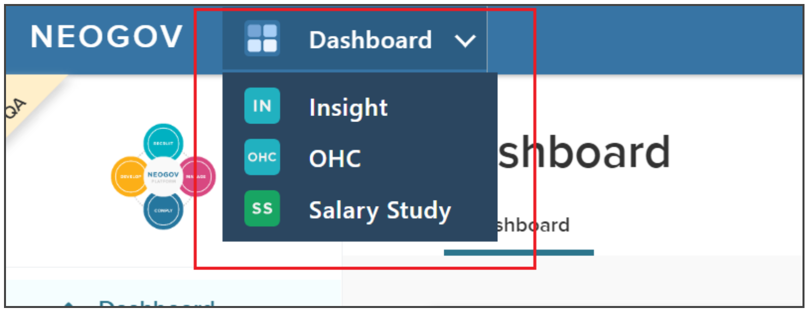
1. Dashboard

Upon logging in with your NEOGOV account, you will see your new Dashboard. This is a central place from where you can easily manage your tasks and quickly access most visited pages.



Dashboard

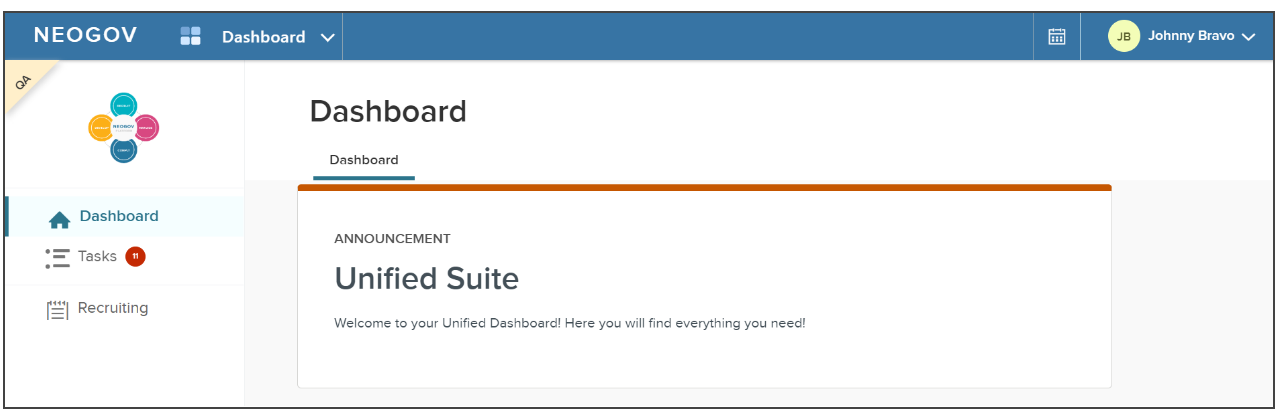
Insight Admins, Insight Users and HR Liaisons will continue to use the NEOGOV suite by switching between products and performing their administrative duties from within the appropriate product.



App Switcher

1.1 Announcements

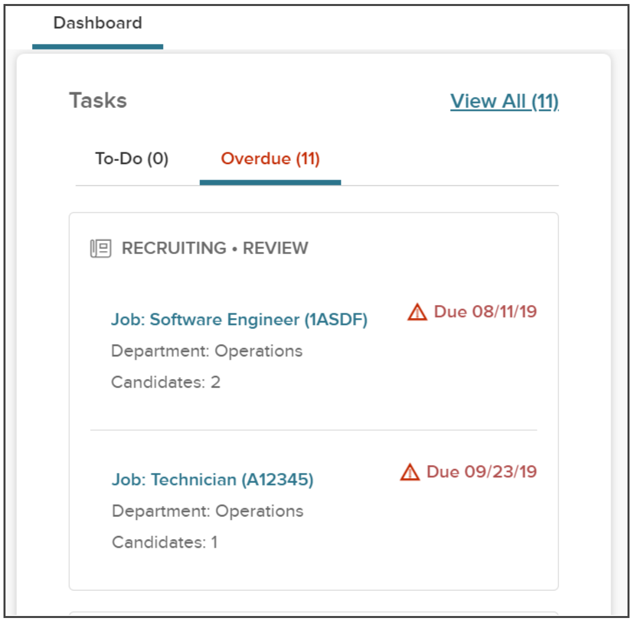
At the top of your Dashboard, a banner will appear with agency-wide Announcements. Announcements help you keep up to date on key news, events, and actions within your agency.



Announcement

1.2 My Tasks

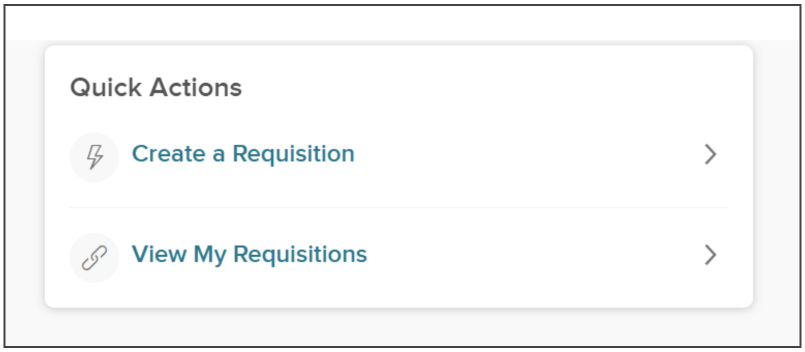
Tasks are accessible in the Tasks widget. Your Dashboard displays your first five upcoming tasks with the earliest due dates. You can switch tabs in the widget to get instant visibility on tasks that are Overdue. To see more than the five earliest tasks, the Tasks page in the left side navigation shows a complete listing of the user's tasks.



Dashboard task widget

1.3 Quick Actions

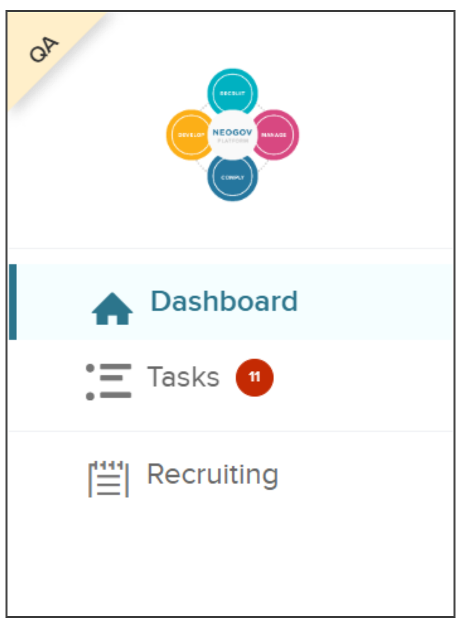
Based on which NEOGOV products your organization has, you'll see a predefined list of Quick Actions. For example if you are an OHC user, you might see quick actions 'Create a Requisition' or 'View My Requisitions'.



Dashboard quick actions widget

2. Left side navigation

On the left side of your dashboard page, you will see a side navigation menu. This menu includes quick links to specific pages for products and role specific actions. The options you will see here will vary based on your user role and the products that your organization uses.

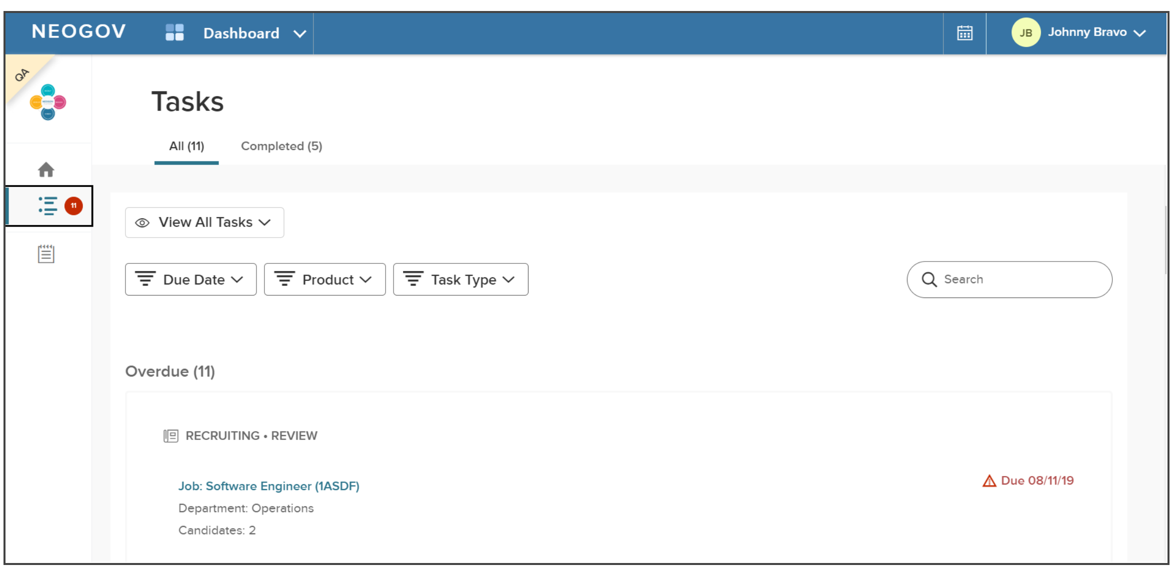


Left side navigation bar

Selecting one of the side menu options will open the chosen page. The side navigation menu will still be available from each of these pages for easy navigation between different work processes. You can also choose to minimize the menu using the arrow icon near the top. Even when minimized, you will still be able to select the page options using the icons. You can expand the menu by selecting the arrow.

3. Tasks Page

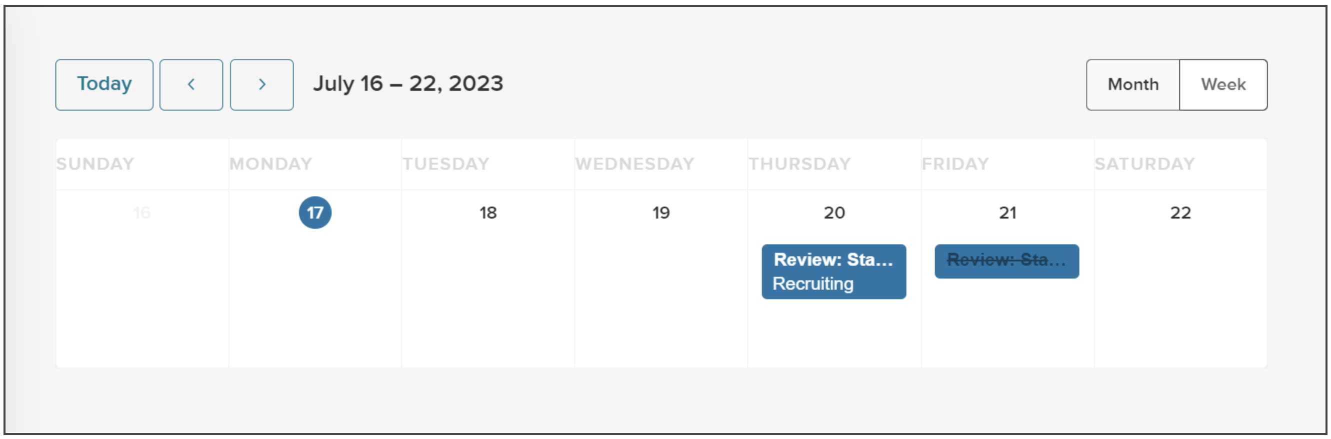
The Tasks page allows you to see all of your tasks in one place. You have tabs for both All and Completed Tasks with quick metrics and task due dates on each. You are able to search for specific tasks, or filter the tasks assigned to you by Due Date, Product, Task Type, or. You can take action on tasks directly from this page. Simply select the name of the task and the system will take you to the task. You are also able to save any combination of filters on the task list and save it as a view. You can choose a default task view which will show every time you go to the task page.



Tasks page

4. Calendar

Centralized Calendar is a place where you can view all of your tasks from a single location; and you will be able to filter the tasks by Status. The Centralized Calendar is easily accessible from your upper navigation menu, by clicking the Centralized Calendar icon.



Calendar

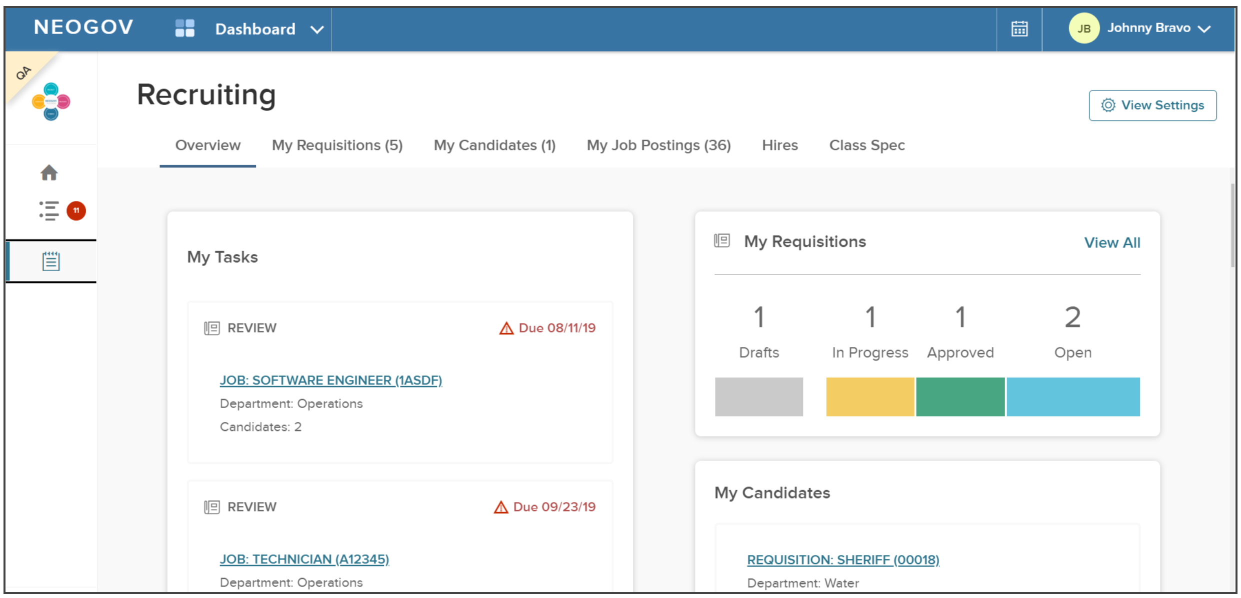
The Calendar will open in a full-screen view, enabling you to have a full view of your week or month and all of the tasks. Clicking on the tasks will open the task in the same manner as in the Task list view. Both week and month views are available, so you can easily get organized!

5. Recruiting page

To access your OHC Dashboard, click on 'Recruiting' in the left side navigation. Recruiting page shows all information related to hiring that you are involved in including requisitions, job postings, interviews and hires.

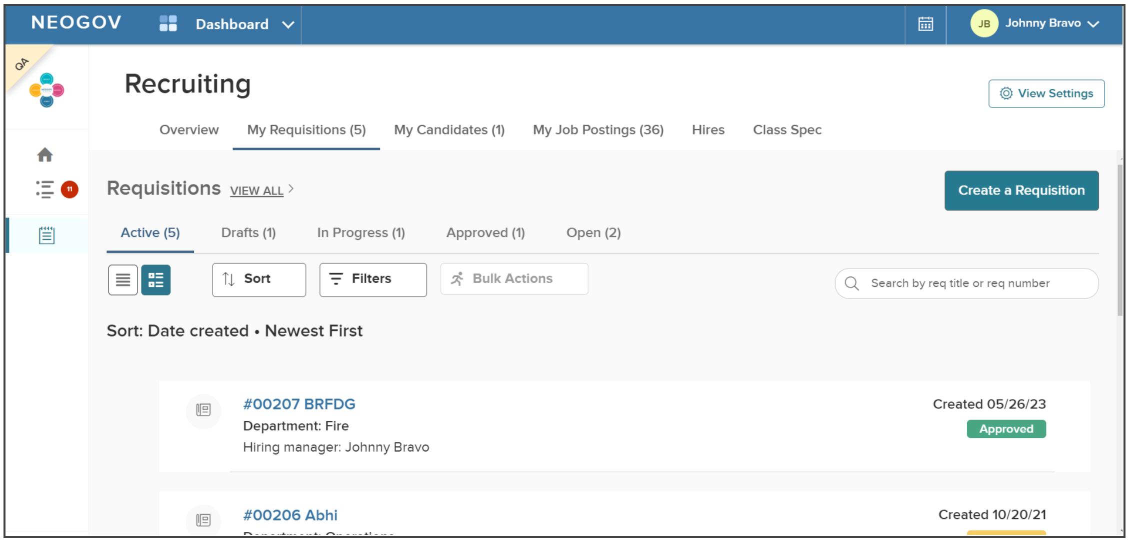
You can access the View Settings from any tab in the Recruiting page.

On the **Overview tab**, you can view your Tasks, Candidates or Recent Hires, Open Job Postings and interactive metrics. The widgets visible on this page will vary depending on your role and responsibility in hiring. You can click directly on the name of your task, requisition, or hire to open up additional information and actionable steps.



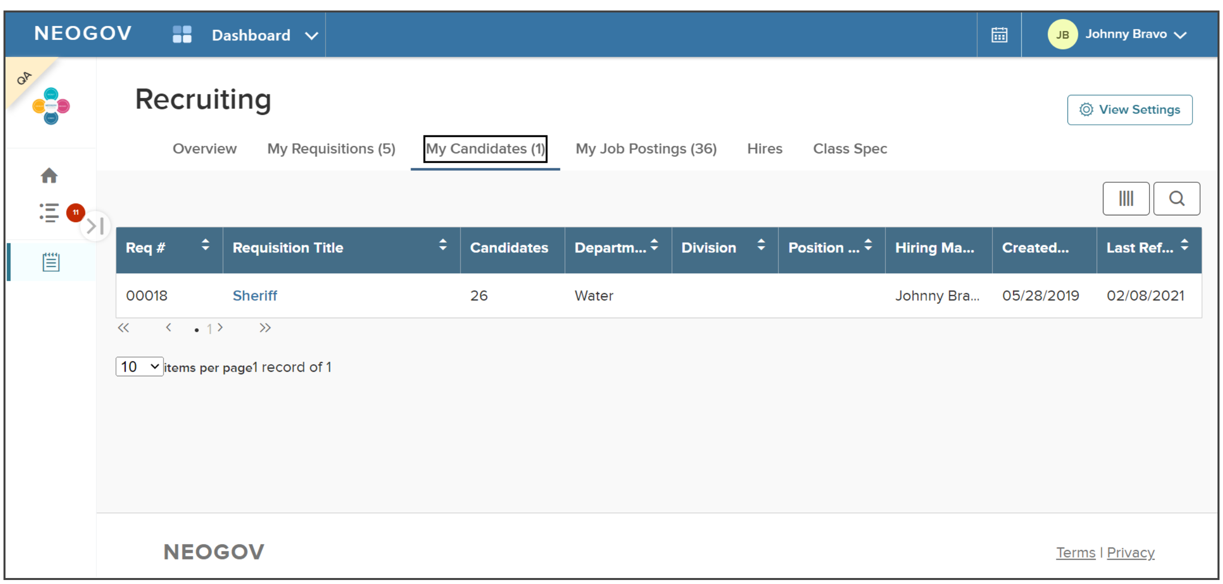
Recruiting Overview page

On the **My Requisitions** tab, you can see any requisitions where you are a hiring manager and the requisition status is Draft, In Progress, Approved or Open. You can click on the name of the requisition to go to it to perform whatever actions are needed. On this tab you can also filter the requisition list, create a requisition or click to view all requisitions you have access to.



Recruiting My Requisitions

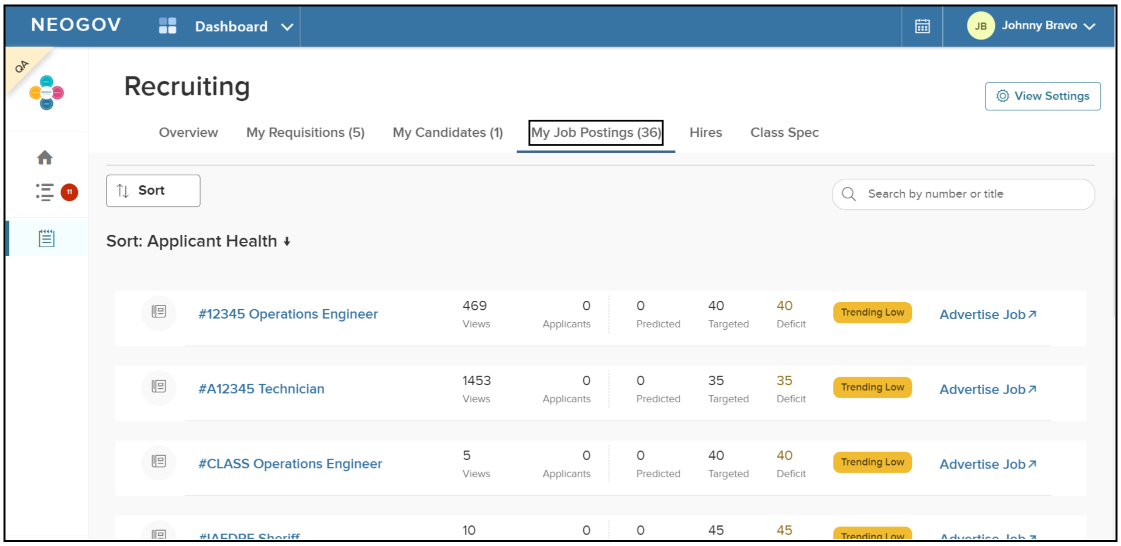
On the **My Candidates** tab, hiring managers will be able to find all of their referred lists. Referred lists will remain here until the status of the associated requisition is changed to a status other than open in Insight (e.g. filled or canceled).



Recruiting My Candidates

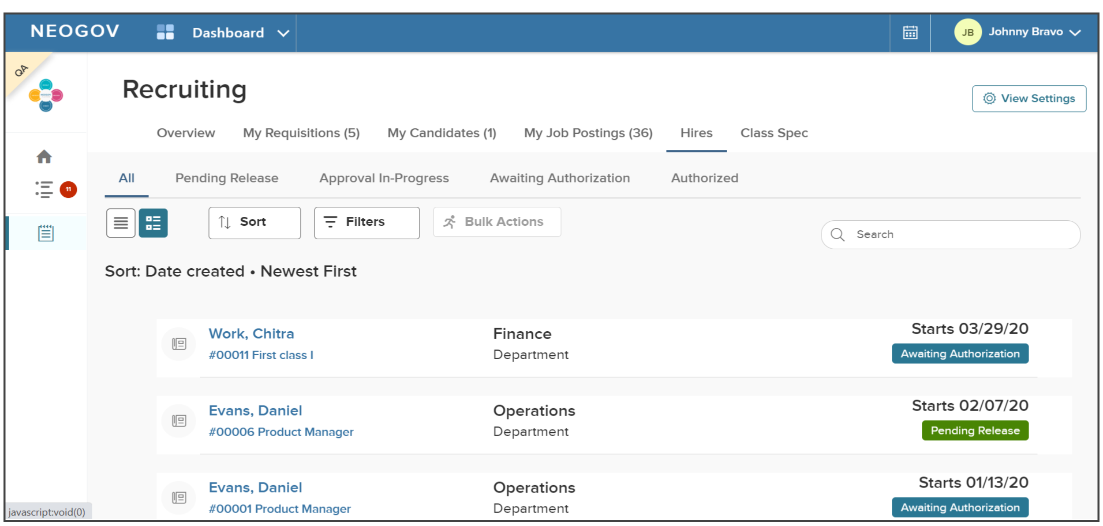
NEOGOV

On the **My Job Postings** tab, you can see all open job postings that you have permissions to see. From this page, you may be able to boost jobs if that is part of your hiring role.



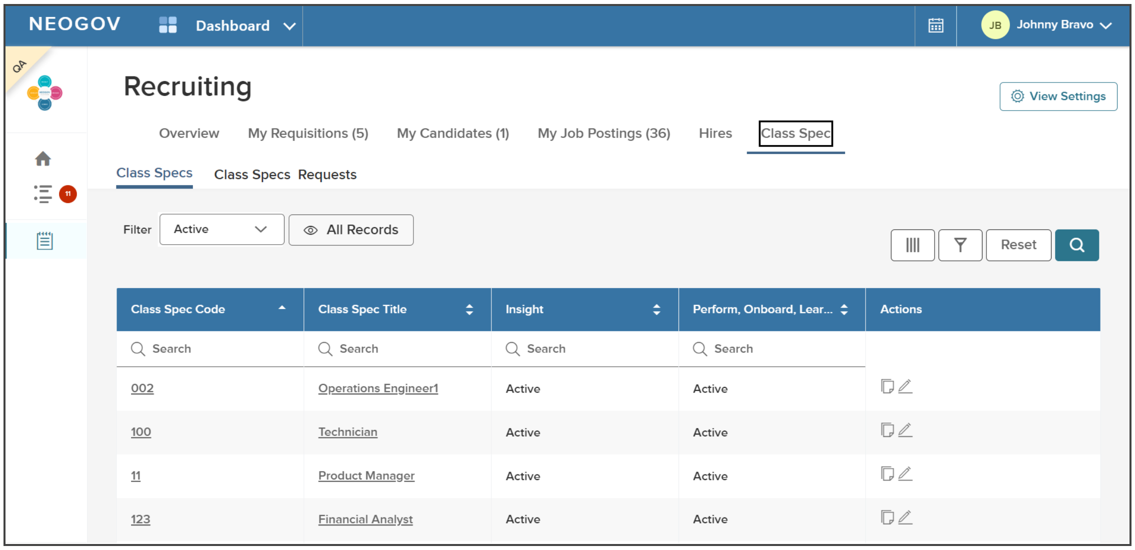
Recruiting My Job Postings

On the **Hires** tab, you will see a list of all hires you are involved in and be able to filter them based on status: Pending Release, Approval In Progress, Awaiting Authorization or Authorized. You can click the hire's name to go to OHC and see more details about the hire.



Recruiting Hires

On the **Class Spec** tab you will be able to access Class Spec management.



Recruiting Class Spec