




## Navigation: Basic Navigation of Bear Trax

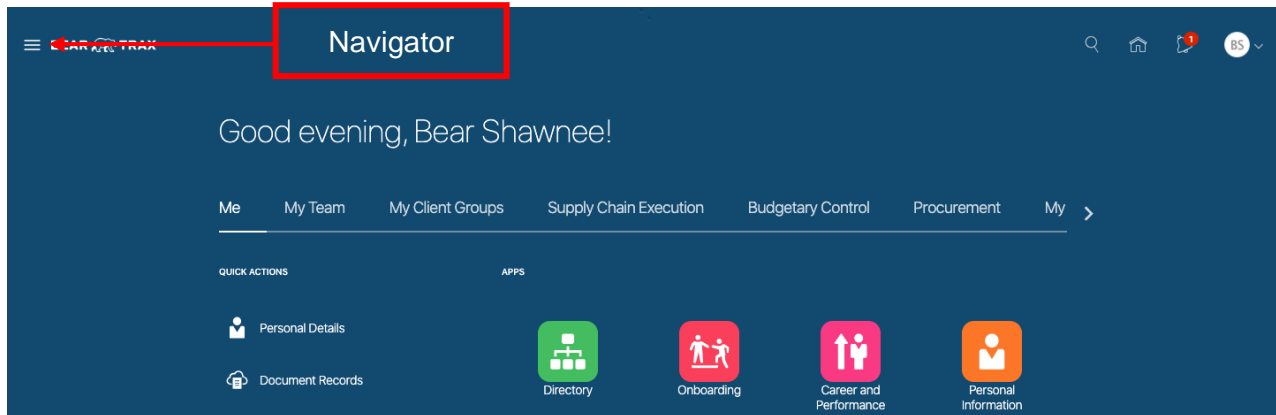
*For All Employees*

### Introduction

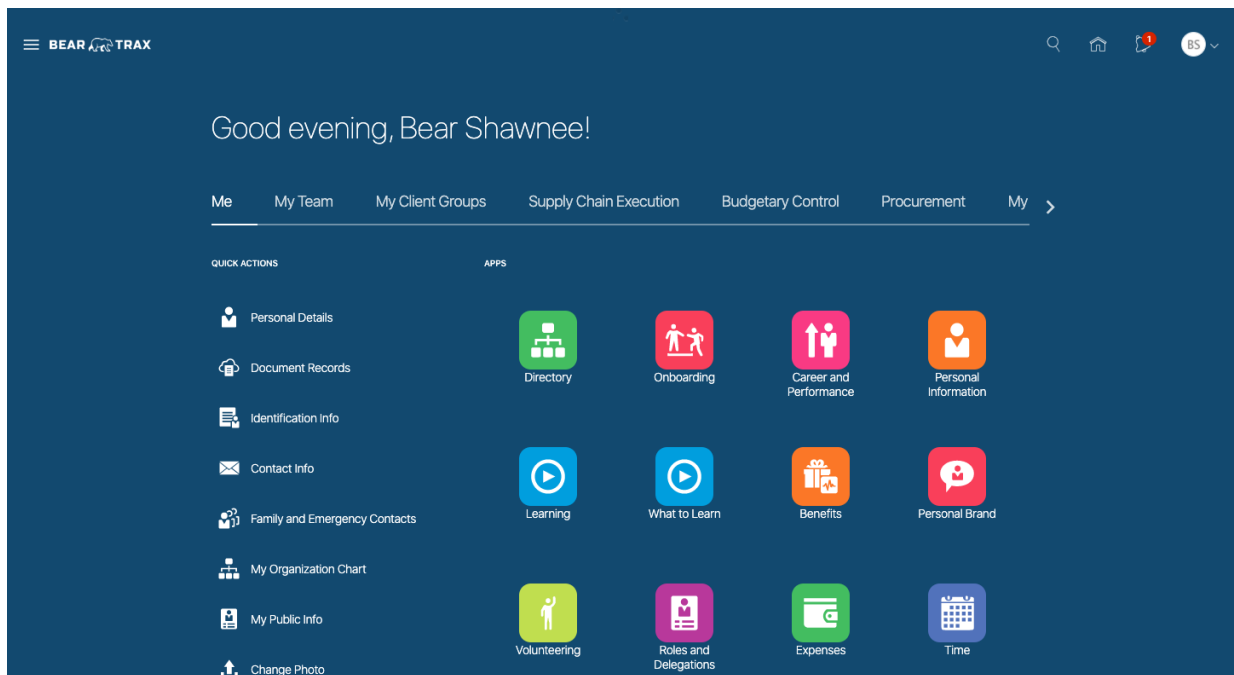
Purpose:	Learn about functionality and basic navigation for Bear Trax.
How to Access:	Log into the system using your employee ID and password.  Click the Home button to go to your springboard.  View your Springboard and the various pages you can visit.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none"><li>• Exploration is a good thing. Click around to explore what's there.</li><li>• Clicking the  icon will always bring you back to your home page.</li><li>• Viewing the  icon notifies you of items requiring your action.</li><li>• Clicking the  icon shows the Navigator menu, which lists major and often-used Bear Trax functions with related actions.</li><li>• Watch Video Tutorials on how to do various tasks by accessing the Getting Started page.</li></ul>
Procedure:	Complete the following steps to explore your Bear Trax Home Page, the tool bar, Navigator and other basic functionality.

## Navigating the Home Page

Click different icons on the Home Page to access other tasks and common functionalities.



1. Click the Home button to return to the Home page at any time.
2. Each tile opens a different workspace where you can complete different tasks.



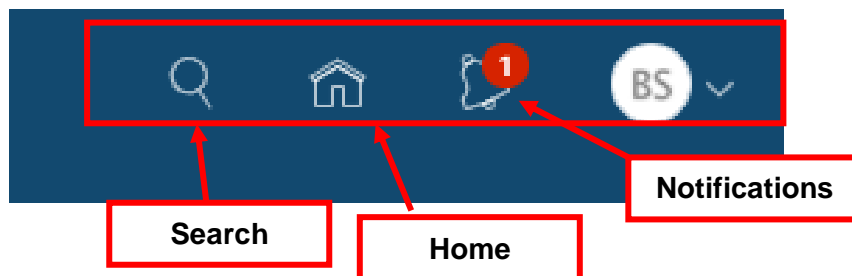
3. Below is a summary of each tile:

4.

Icon	Actions
Me	View and Edit Personal Information, Benefits, Enter Time and Expenses.
Time	View Past and Current Time Entries
Procurement	Submit Purchase Requisitions to Purchase Necessary Items and Upload Receipts
Getting Started	View Video Tutorials on Completing Tasks
My Dashboard	View Important Items or Access your Home Page
Worklist	View and Complete Notifications, Approvals, and Tasks Assigned to You
Reports and Analytics	Create Reports to Make Data-Driven Decisions


## Using the Toolbar

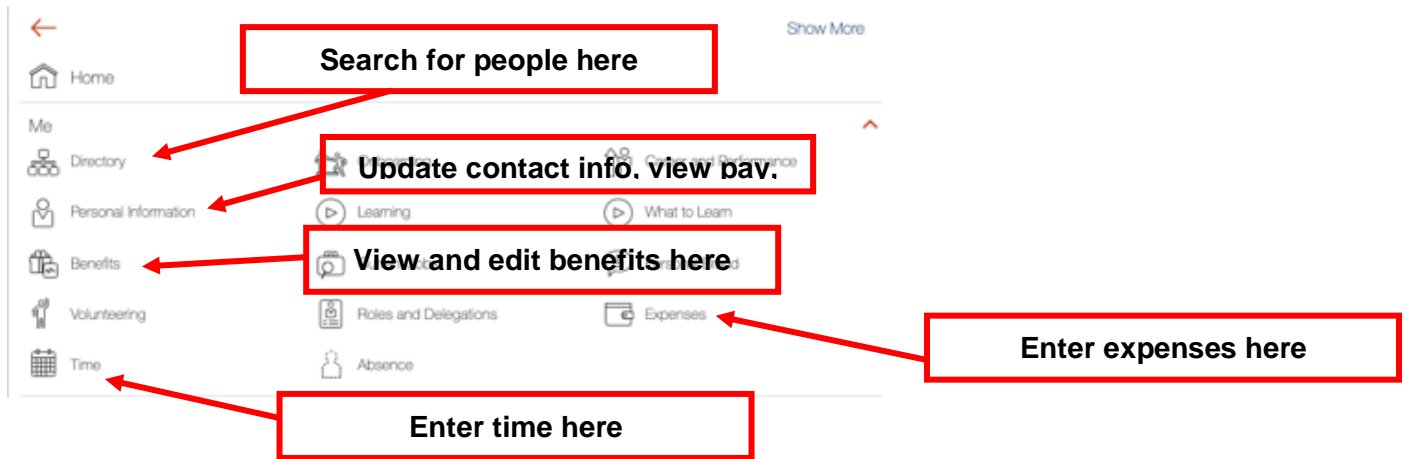
Use the toolbar as shortcuts for the following actions:



Item	Actions
Home	Click to go to the Home Page.
Search Bar	Click to enter tasks or data you need to find and search.
Notifications	Click to view notifications and items requiring your attention.
Settings and Sign Out	Click to adjust various other settings or to sign out of your account.

## Using the Navigator for Employees

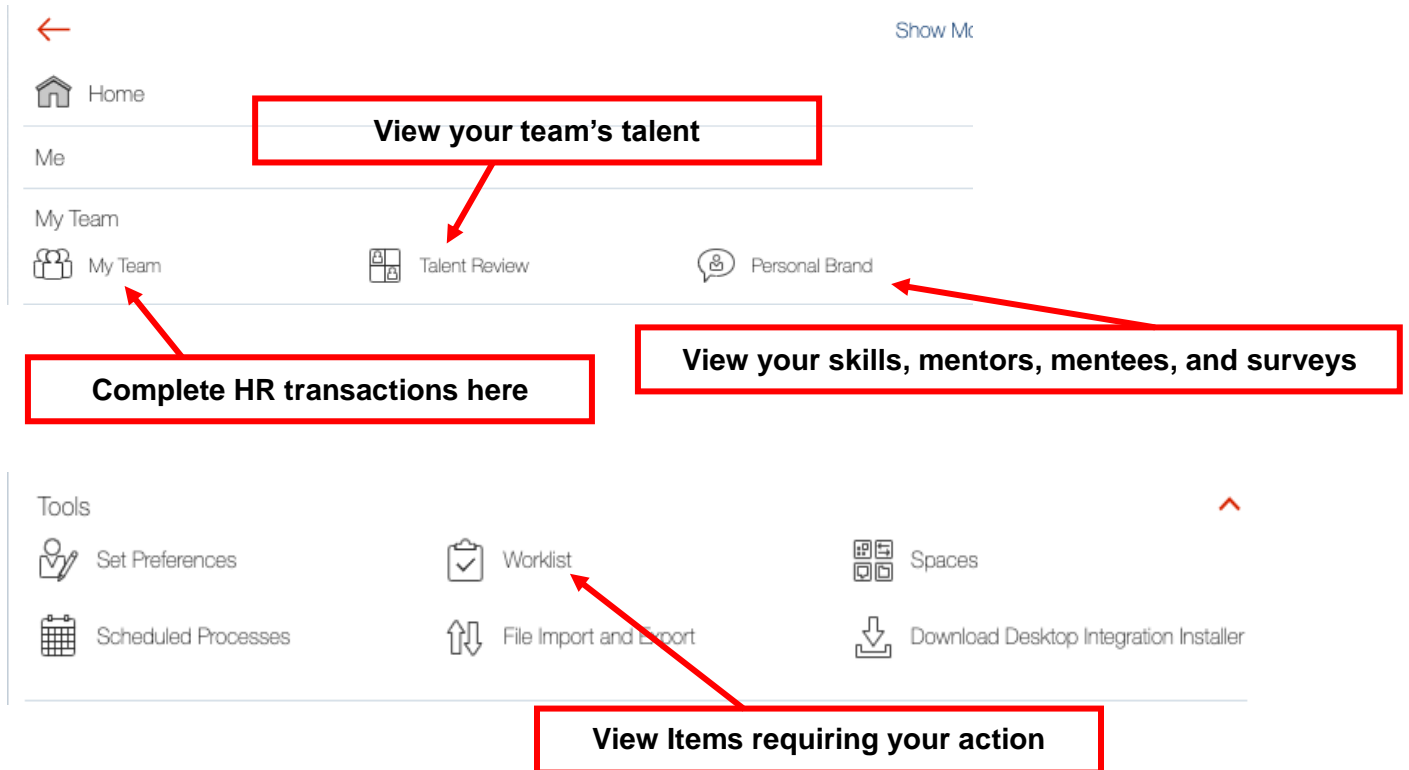
Use the Navigator to quickly complete a variety of actions. Click  to view action categories.



Below are section descriptions:

Category	Links	Actions
Me	Directory	Click to search for specific people and employees in the system and view org charts
	Personal Information	Click to view, edit, or submit various details related to your personal information and absence requests.
	Benefits	Click to view and edit or submit your benefit elections and information about them.
	Personal Brand	Update Skills, Mentorship, and Surveys
	Expenses	Click to submit expense and travel expense reports.
	Time	Click to make time entries and see previous time cards.
	Absence	Short cut to view leave balances or add a new leave request

## Using the Navigator for Managers



The screenshot shows the Bear Trax Navigator for Managers interface. The top navigation bar includes a back arrow, a "Show Me" link, and a "Home" button. Below this is a "Me" section with a "View your team's talent" callout box. The "My Team" section contains "My Team", "Talent Review", and "Personal Brand" options. A "Complete HR transactions here" callout box points to the "My Team" icon, and a "View your skills, mentors, mentees, and surveys" callout box points to the "Personal Brand" icon. The "Tools" section includes "Set Preferences", "Worklist", "Spaces", "Scheduled Processes", "File Import and Export", and "Download Desktop Integration Installer". A "View Items requiring your action" callout box points to the "Worklist" icon.

As a manager with Budget Authority, you can also view your department budget information in this section.

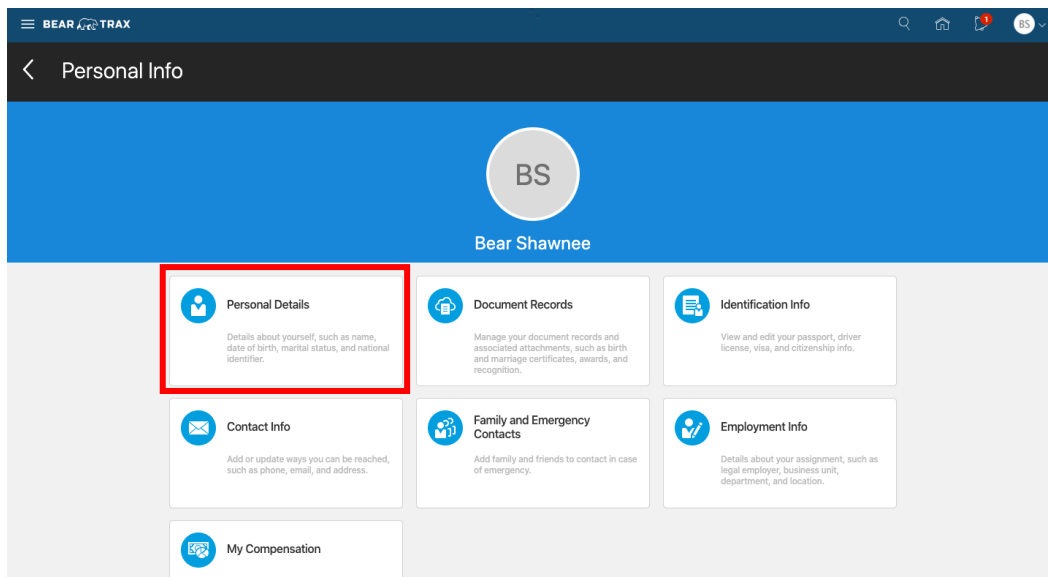
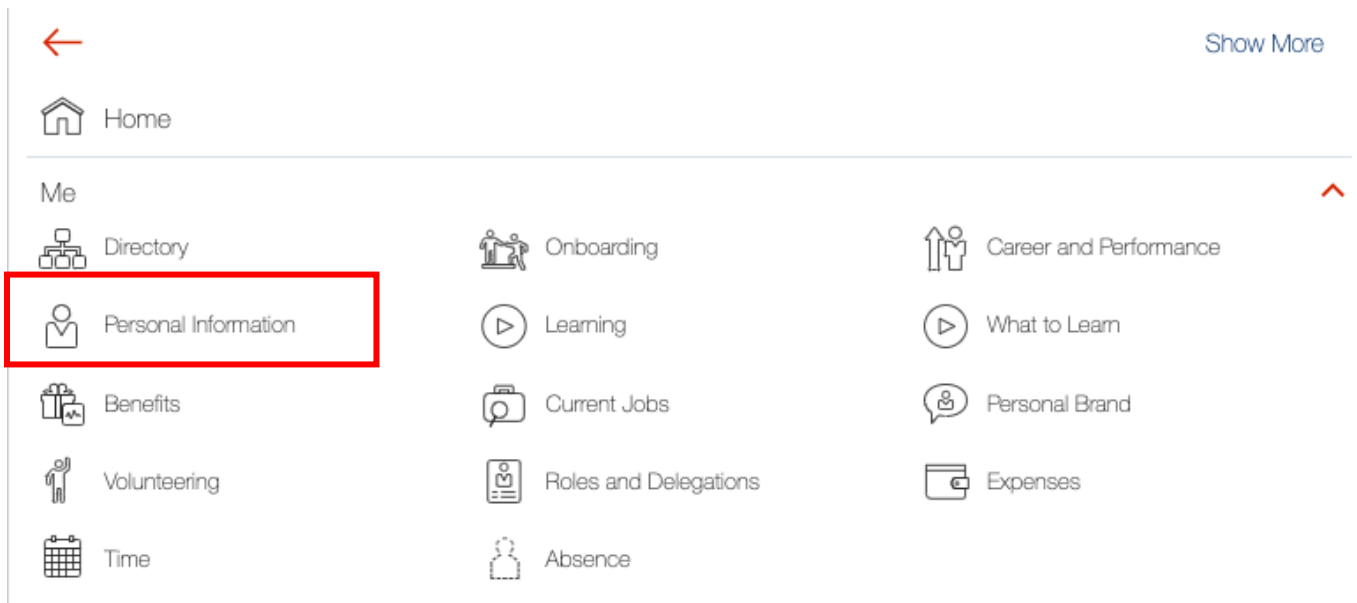
## Using the Me Functions

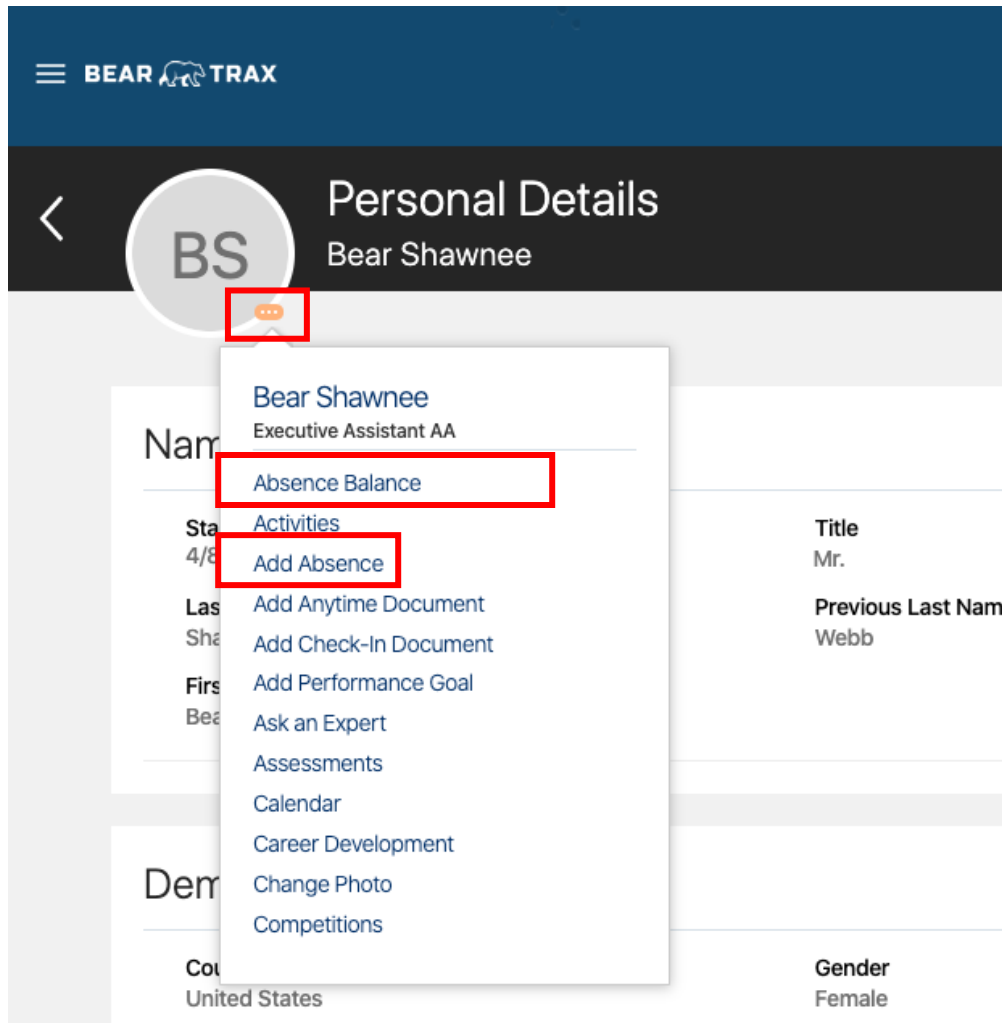
### Personal Information

Edit personal information by following the steps below.

1. Go to Navigator
2. Click Me – Personal Information





3. From this page, select *Personal Details*.
  - a. Click on the orange “...” under your initials and you will have many options under it including absence management.



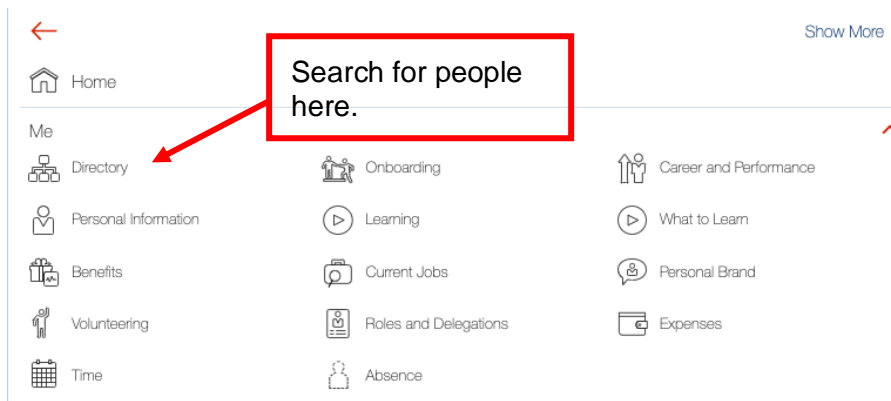


- b. View other important information including benefits, payroll, compensation, and employment.

c. Click the respective icon to access each different page for information.

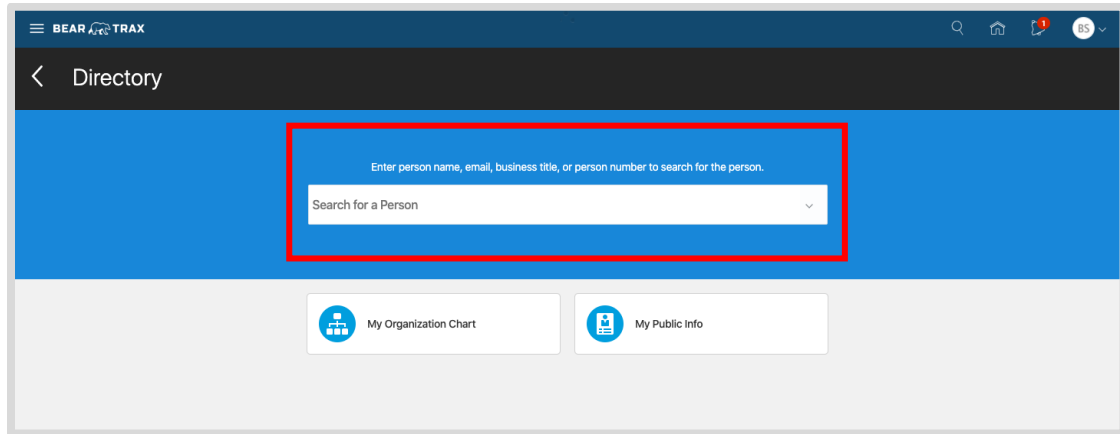
Button Name	Icon	Actions
Employment Details		Use this page to view your hire date and other job details.
My Documents		Use this page to view payslips and other uploaded documents.
Benefits		Use this page to view current enrollments, costs, and to make updates or changes.
Compensation		Use this page to view information salary and position grade information.

## Using the Directory



Search for specific employees by clicking the link for the Directory.





View employees' position in the organization, their managers, and the employees they manage through the Person Gallery.

Directory [View Matrix Chart](#) [Done](#)

Search  [Show Filters](#)







RK Rick Kurtz President
EB **Elinda Boyles** Vice President for Finance & Administration

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Elinda Boyles EB

**Vice President for Finance & Ad...**

EBoyles@shawnee.edu  
1-606-932-6452 12 Directs, 207 Total

<p>Beth Lansky <span style="float: right;">BL</span></p> <p><b>Executive Assistant, FA</b></p> <p>blansky@shawnee.edu 1-740-351-3265 <span style="float: right;">4 Directs, 4 Total</span></p>	<p>C Rockwell </p> <p><b>Director, FA</b></p> <p>brockwell@shawnee.edu 1-740-351-3555 <span style="float: right;">91 Directs, 91 Total</span></p>	<p>Charles Warner <span style="float: right;">CW</span></p> <p><b>Chief Information Officer</b></p> <p>cwarner@shawnee.edu 1-740-574-6829 <span style="float: right;">4 Directs, 8 Total</span></p>	<p>David Thoroughman </p> <p><b>Director, FA</b></p> <p>dthoroughman@shawnee.edu 1-740-776-7711 <span style="float: right;">4 Directs, 16 Total</span></p>	<p>David Zender </p> <p><b>Director, FA</b></p> <p>dzender@shawnee.edu 1-513-476-2438 <span style="float: right;">1 Directs, 2 Total</span></p>
<p>Greg Ballengee <span style="float: right;">GB</span></p> <p><b>Controller</b></p> <p>gballengee@shawnee.edu 1-740-250-1774 <span style="float: right;">6 Directs, 10 Total</span></p>	<p>Joseph Van Deusen </p> <p><b>Director, FA</b></p> <p>jvandeusen@shawnee.edu 1-740-776-6456 <span style="float: right;">1 Directs, 1 Total</span></p>	<p>Lloyd Kotcamp <span style="float: right;">LK</span></p> <p><b>Director, FA Plant Operation</b></p> <p>lkotcamp@shawnee.edu 1-740-352-5383 <span style="float: right;">28 Directs, 29 Total</span></p>	<p>Malonda Johnson </p> <p><b>Director, FA</b></p> <p>mjohnson@shawnee.edu 1-614-452-0706 <span style="float: right;">4 Directs, 11 Total</span></p>	<p>Mark Moore </p> <p><b>Manager, FA Computer Systems</b></p> <p>mmoore@shawnee.edu 1-740-351-3248</p>
<p>Ronald Hubbard <span style="float: right;">RH</span></p> <p><b>Business Advisor</b></p> <p>rhubbard@shawnee.edu 513-460-3836</p>	<p>Vickie Crawford <span style="float: right;">VC</span></p> <p><b>Associate Director, FA</b></p> <p>vcrawford@shawnee.edu 1-606-796-9313 <span style="float: right;">23 Directs, 23 Total</span></p>			

To search:

1. Enter the name, department, job, phone number, or related keywords to search for the employee.
2. Press “Enter” or click the magnifying glass icon to search.
3. View the search results. If you did not find what you were searching for, try a different keyword.

## Directory

Search

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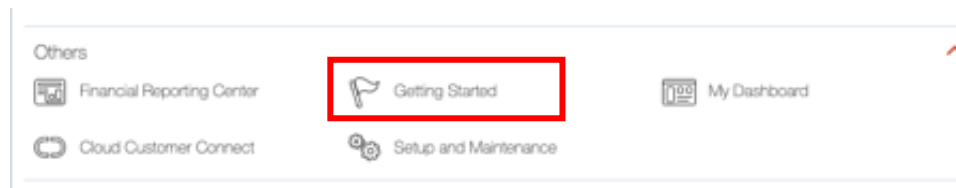
	<b>Boyles, Elinda</b> Vice President for Finance & Admi...	<b>Department</b> FA-Finance & Administration...	<b>Location</b> Main Campus	<a href="mailto:EBoyles@shawnee.edu">EBoyles@shawnee.edu</a>
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Results display the person’s name, office location, position title, and related contact information.

## Getting Started Videos

This section of the application is dedicated to giving you extra resources to find step-by-step instructions on how to accomplish your work in Bear Trax. Use these video tutorials to learn how to accomplish different tasks.



1. Click “Getting Started” to view list of modules. Now, Click on the module you want to learn more about.



## Getting Started



Getting Started with Sales



Getting Started with Financials



Getting Started with Human Resources



Getting Started with Projects



Getting Started with Procurement

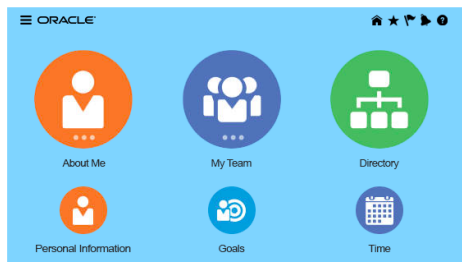


Getting Started with Loyalty



Getting Started with B2B Service

2. View the tutorials, links, and help given on the different sections.



### Get Started with Oracle HCM Cloud: Overview

Watch the short videos in the following tabs to learn how easily you can:

- Review and update your **personal information**
- Find colleagues in the **directory**
- Manage **personal goals**
- Report your absences and work **time**

To learn more about navigating the application you can read [Signino In and Getting Started](#) and [FAQs for Getting Started](#) or watch this video [Signino In and Getting Started](#).

## Final Notes

By following these steps, you have successfully learned how to navigate Bear Trax.