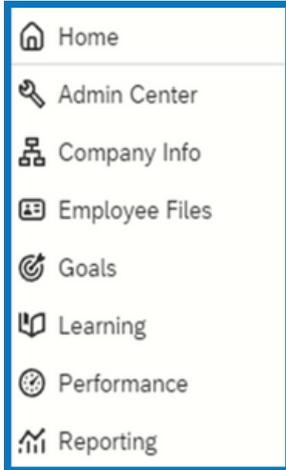# SAP SuccessFactors

How to Navigate your Dashboard

Learning to navigate your dashboard is a time saving process that helps everyone increase communication, enhance productivity, and create a seamless workflow. There are multiple navigation options for many actions on the dashboard.

1 HOME MENU

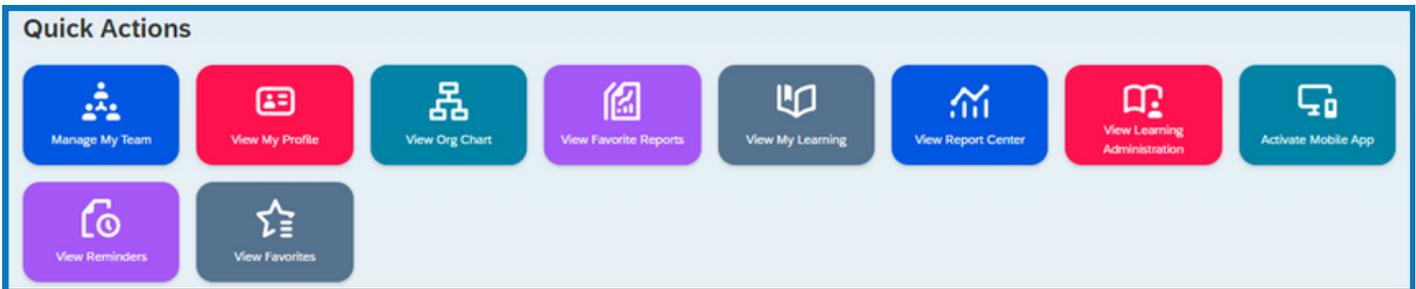This is the "Home" menu and the actions associated with it.

🏠 Home	
🔧 Admin Center	= Available for system administrators only
🖧 Company Info	= Open the Organizational Chart for your agency
🆔 Employee Files	= Open your profile
🎯 Goals	= View the Goal Plan for you and your employees
📖 Learning	= Navigate to the Learning Management System
⏱ Performance	= Navigate to Inbox and CPM Forms
📊 Reporting	= Access the reports available to you

! Your menu options may be different. Function availability is based on your role and responsibilities.
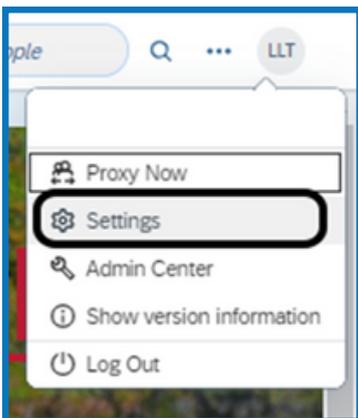
2 QUICK ACTION CARDS

- Many of the same actions, available from the Home drop-down, can be opened here.
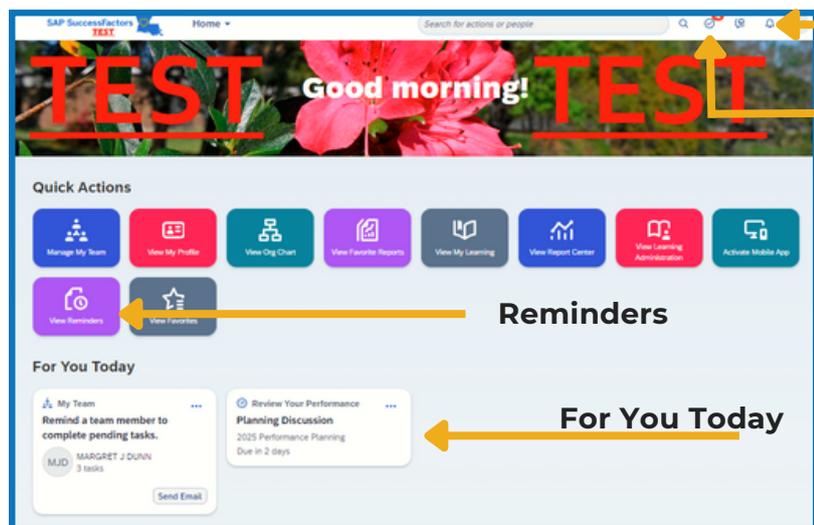- Actions available here ONLY: "View Reminders" and "View Favorites."

Quick Actions

Manage My Team | View My Profile | View Org Chart | View Favorite Reports | View My Learning | View Report Center | View Learning Administration | Activate Mobile App

View Reminders | View Favorites

3 USER ICON

Click "User Icon" to change account settings.

- 🚶 Proxy Now
- ⚙ Settings
- 🔧 Admin Center
- ⓘ Show version information
- ⏻ Log Out

4 NOTIFICATION TOOLS

There are multiple tools to notify you of items that may need your attention.

TEST Good morning! **TEST**

Notifications

To-Do-List

Quick Actions

Manage My Team | View My Profile | View Org Chart | View Favorite Reports | View My Learning | View Report Center | View Learning Administration | Activate Mobile App

View Reminders | View Favorites — Reminders

For You Today

My Team
Remind a team member to complete pending tasks.
MJD MARGRET J DUNN
3 tasks
Send Email

Review Your Performance
Planning Discussion
2025 Performance Planning
Due in 2 days

For You Today