

Talent Connect: Language Selection

English

Deutsch

Español-LA

Français-Canada

Italiano

Melayu

Nederlands

Português

Tiếng Việt

中文

한국어

ไทย

Español-EU

Čeština

Talent Connect: Reference Guide

Getting Started

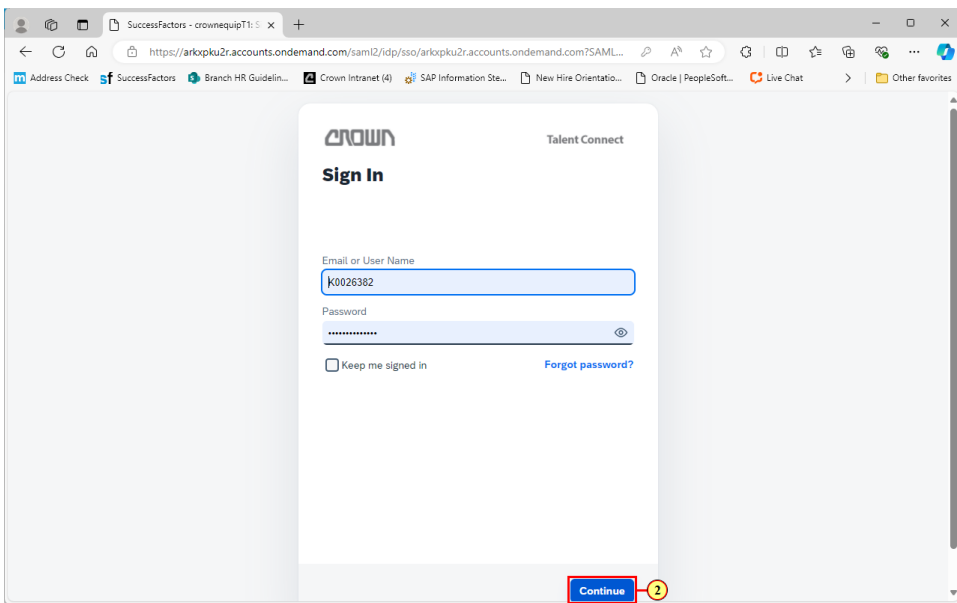
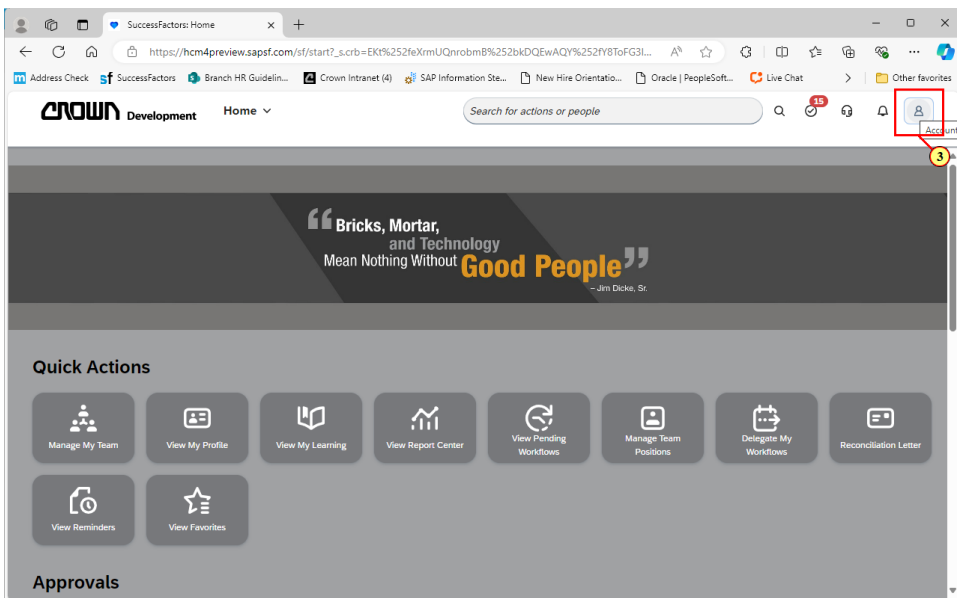
Employee Files

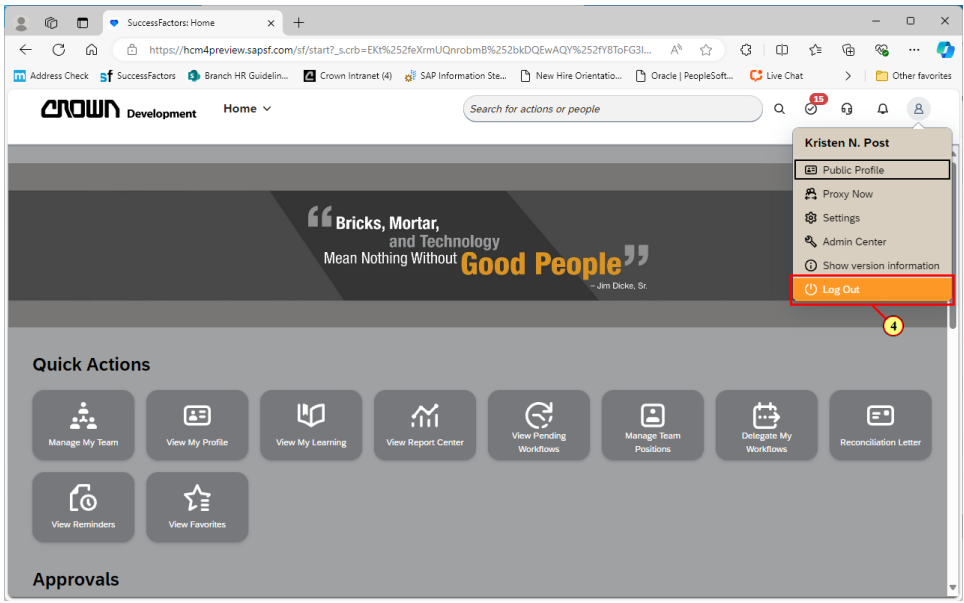
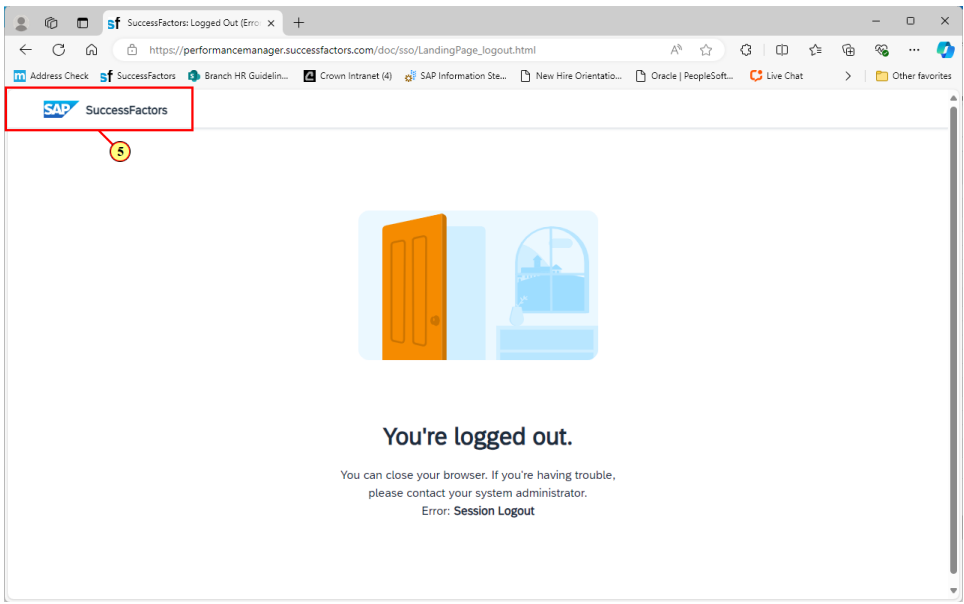


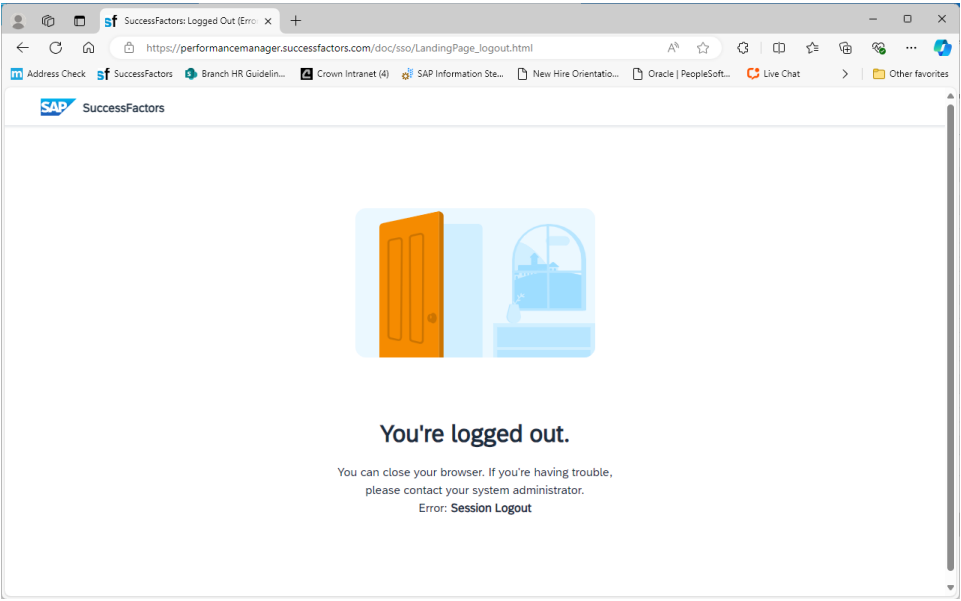
Talent Connect: Log in and Log out

Purpose:

Use this procedure to log in and log out of Talent Connect.

Explanation	Screenshot
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Verify or Enter your email and password. (2) Click Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Click Account Navigation	

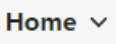
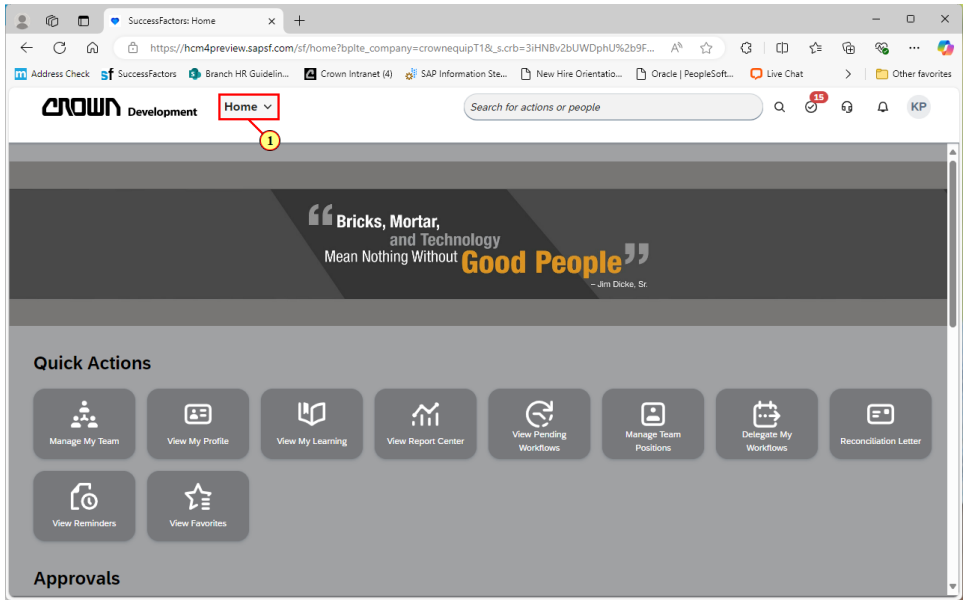
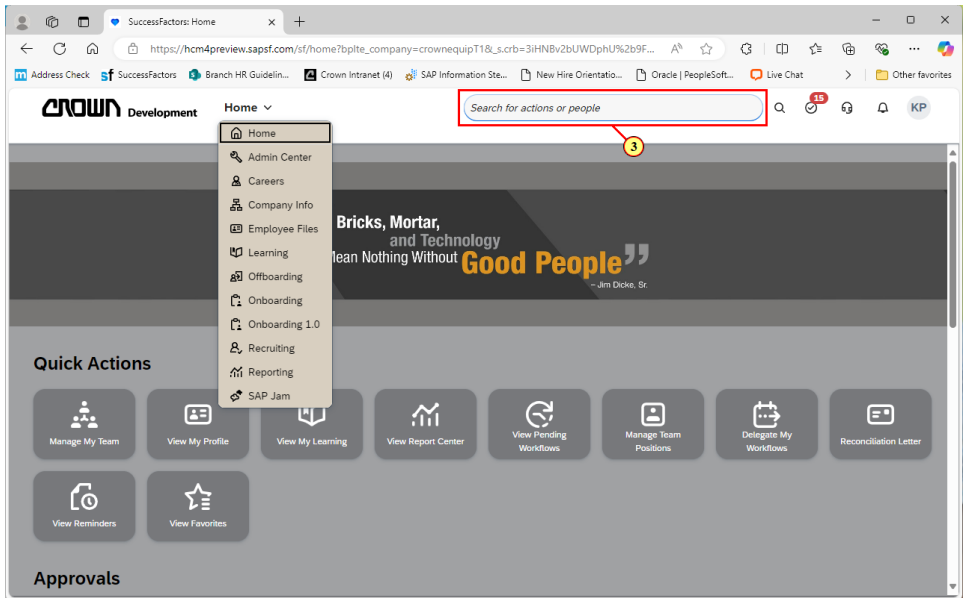
Explanation	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(4) Click Log Out 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
(5) Click SuccessFactors 	

Explanation	Screenshot
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	

Talent Connect: Navigation-Display Button and Screen Components

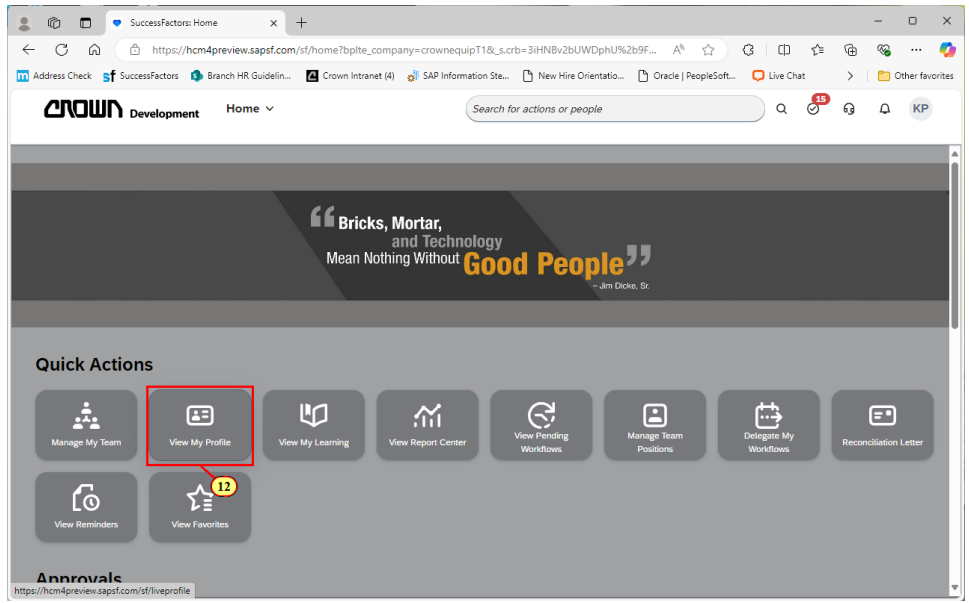
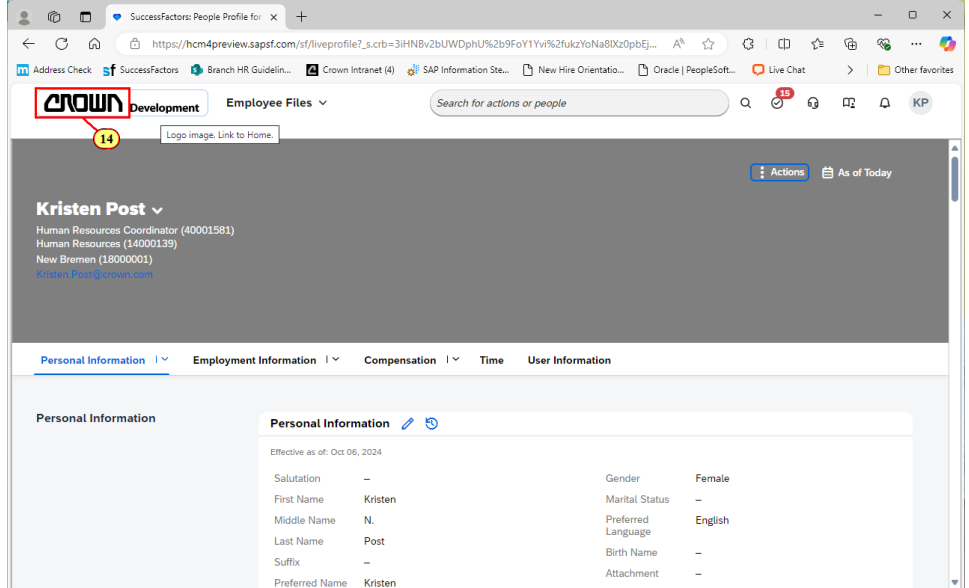
Purpose:

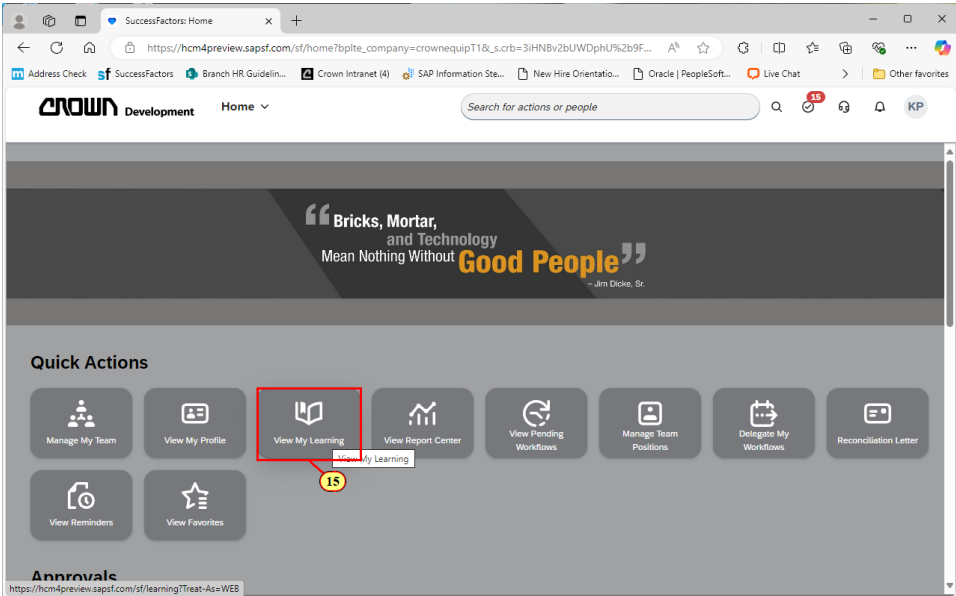
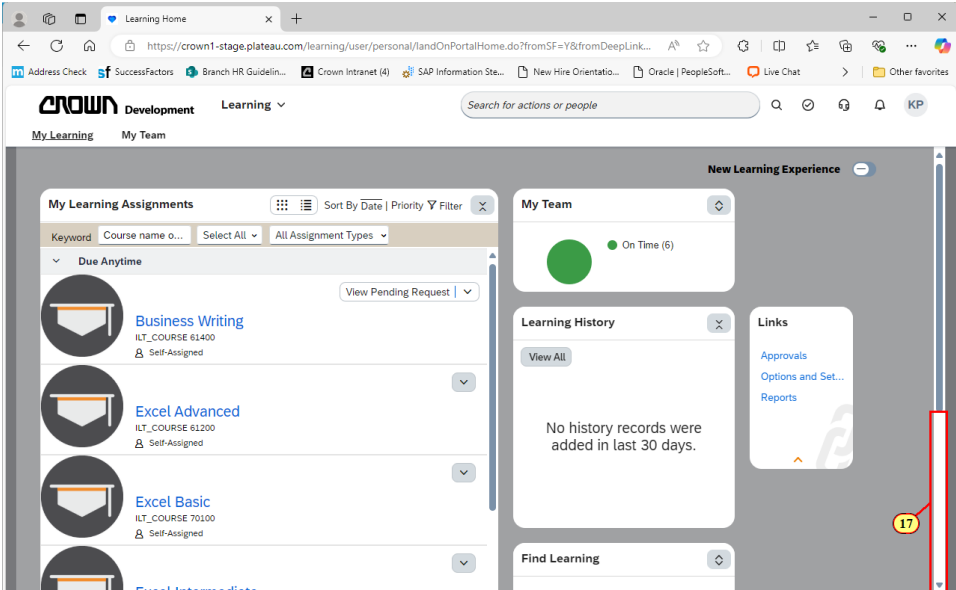
Use this procedure to navigate display button and screen components.

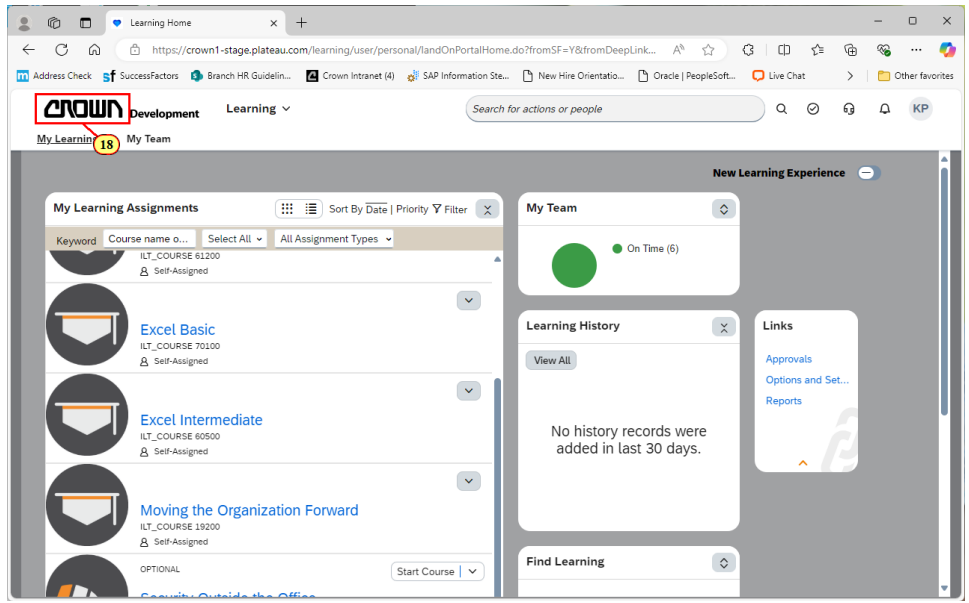
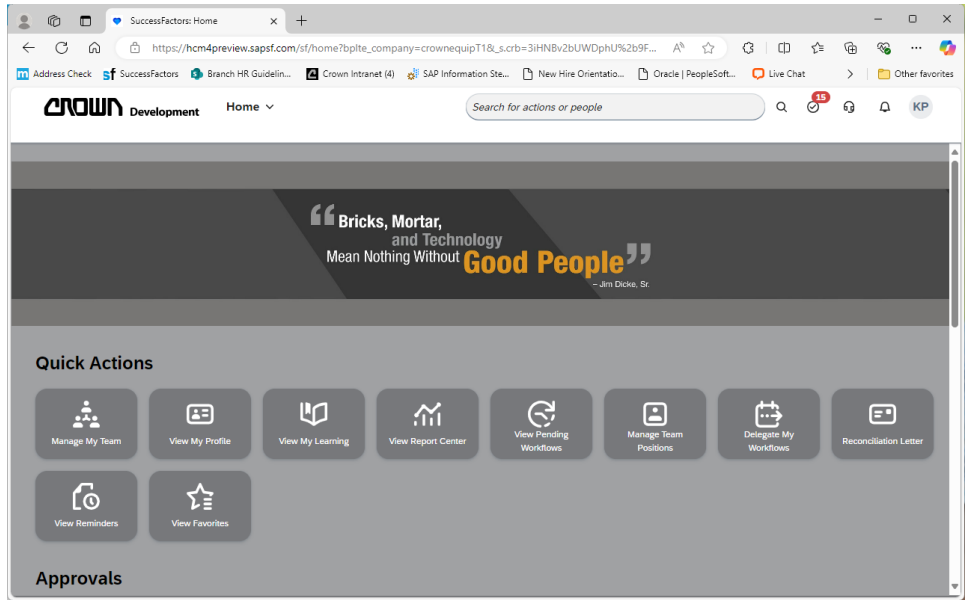
Explanation	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(1) Click Home .	
SuccessFactors: Home - Work - Microsoft Edge	
(2) From the drop-down, you can view the options that are available in Talent Connect. This list is based on role, everyone does not have the same list. (3) Click Search for action or people.	

Explanation	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(4) You can use the search box for key word lookups. (5) Click To Do Items .	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Your items that are due appear here. (7) Click Close .	

Explanation	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(8) Click Account KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) Under your Account, you can navigate to different areas. These areas include Public Profile and Settings. (10) Click Account KP	

Explanation	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(11) Use the Quick Actions to quickly access the actions from the drop-down. (12) Click View My Profile 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) In My Profile you can view your information that includes Personal, Employment, and Compensation. (14) Click Home 	

Explanation	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(15) Click View My Learning 	
Learning Home - Work - Microsoft Edge	
(16) In My Learning you can view your past, present, and future training assignment. You can register for training and if you have direct reports monitor their training as well. (17) Clicking in the scroll area displays the desired screen area.	

Explanation	Screenshot
Learning Home - Work - Microsoft Edge	
(18) Click Home 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS: Access and Update Personal Info

Purpose:

Use this procedure to access and update personal information.

No.	Action	Value
SuccessFactors: Home - Work - Microsoft Edge		
1.	Click View My Profile .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Click Personal Information .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Click Effective Date .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Click Day .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Enter Sam in the Preferred Name box.	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	Click Save .	

No.	Action	Value
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
To view the approver in Workflow, click the Show Workflow Participants button.		
7.	Click Show Workflow Participants .	Show Workflow Participants
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Click Submit .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Click Home .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS Update Personal Information (Employee)

Purpose:

Use this procedure to update personal information.

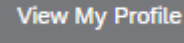
No.	Action	Value
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Click View My Profile .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Click Edit Personal Information .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Click Calendar .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Click 25 .	25
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Click Marital Status .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Click Married .	Married
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Click Save .	Save

No.	Action	Value
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Click Show Workflow Participants .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Click Submit .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Click Crown .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS Update Address (Employee)

Purpose:

Use this procedure to update your address in Talent Connect.

No.	Action	Value
SuccessFactors: Home - Work - Microsoft Edge		
1.	Click View My Profile .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Click in the area below the scroll bar to scroll down.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Click Edit Addresses .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Click Effective Date .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Click Day .	25
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Click Address Line 1 .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Enter 124 Main Street in the Address Line 1 box.	124 Main Street

No.	Action	Value
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
After you enter all the changes, click anywhere on the screen to activate the Save button.		
8.	Click Save .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Click Show Workflow Participants .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Click Submi .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Click Home .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS Update Emergency Contact

Purpose:

Use this procedure to update Emergency Contact Information.

No.	Action	Value
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Click View My Profile .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Click in the area below the scroll bar to scroll down.	
Emergency Contact		
3.	Click Emergency Contact Icon .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Click Name .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Enter Emma Russell in the Name box.	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Click Relationship .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Click Spouse .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Click Mobile Phone .	

No.	Action	Value
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Enter 4196292222 in the Mobile Phone box.	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Enter emma.russell@gmail.com in the Email box.	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Click Save .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Click Home .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS Update Contact Information (Employee)

Purpose:

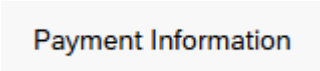
Use this procedure to update contact information.

No.	Action	Value
SuccessFactors: Home - Work - Microsoft Edge		
1.	Click View My Profile .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Click in the area below the scroll bar to scroll down.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Click Edit Contact Information .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Enter andy.russell12@gmail.com in the Email Address box.	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
After you enter all the changes, click anywhere on the screen to activate the Save button.		
5.	Click Save .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Click Crown .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS Direct Deposit

Purpose:

Use this procedure to update your Direct Deposit information in Talent Connect.

No.	Action	Value
SuccessFactors: Home - Work - Microsoft Edge		
1.	Click View My Profile .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Click the Personal Information tab to select it.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Click Payment Information .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Click Payment Information .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Click Effective Date .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Click Day .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Click Account Type .	

No.	Action	Value
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Select the entry Checking by clicking it.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Enter 100001234566 in the Account Number box.	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
To add more accounts, click Add Banking Information and enter the next account. Repeat until all accounts are added.		
10.	Click Save .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
To view the approver in Workflow, click the Show Workflow Participants button.		
11.	Click Show Workflow Participants .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Click Submit .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Click Home .	
SuccessFactors: Home - Work - Microsoft Edge		

Referenzhandbuch Talent Connect

Erste Schritte

Mitarbeiter-Akten

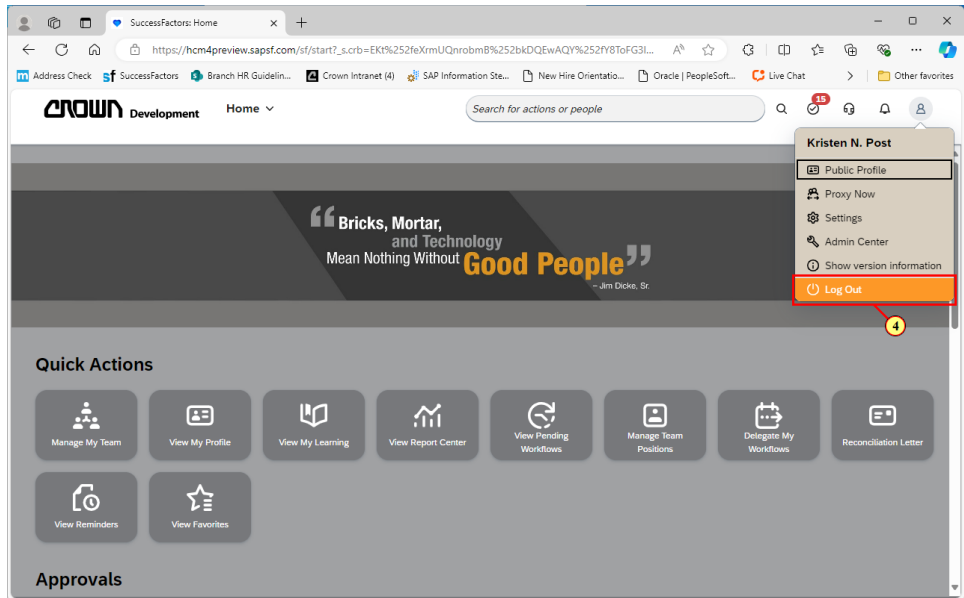
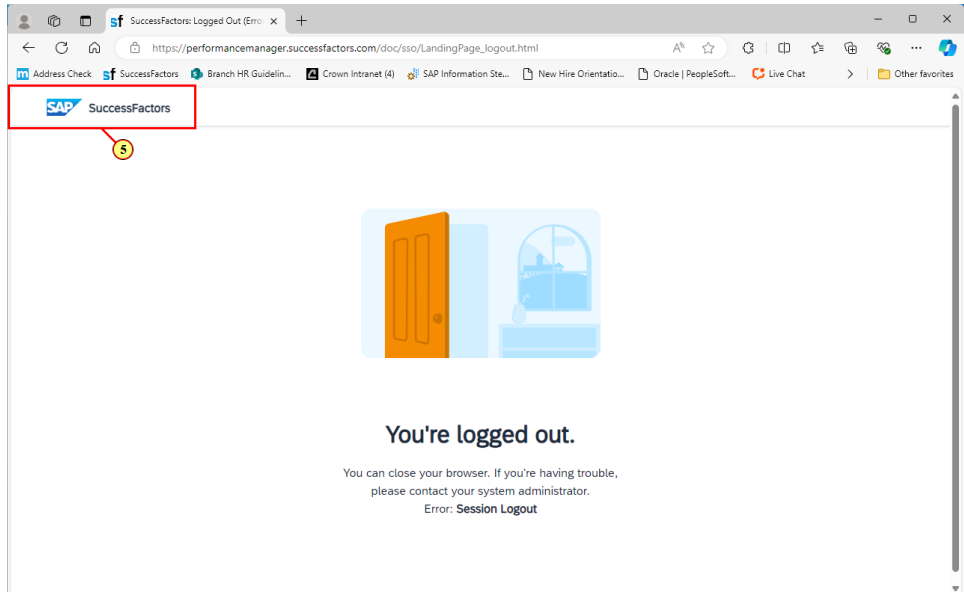


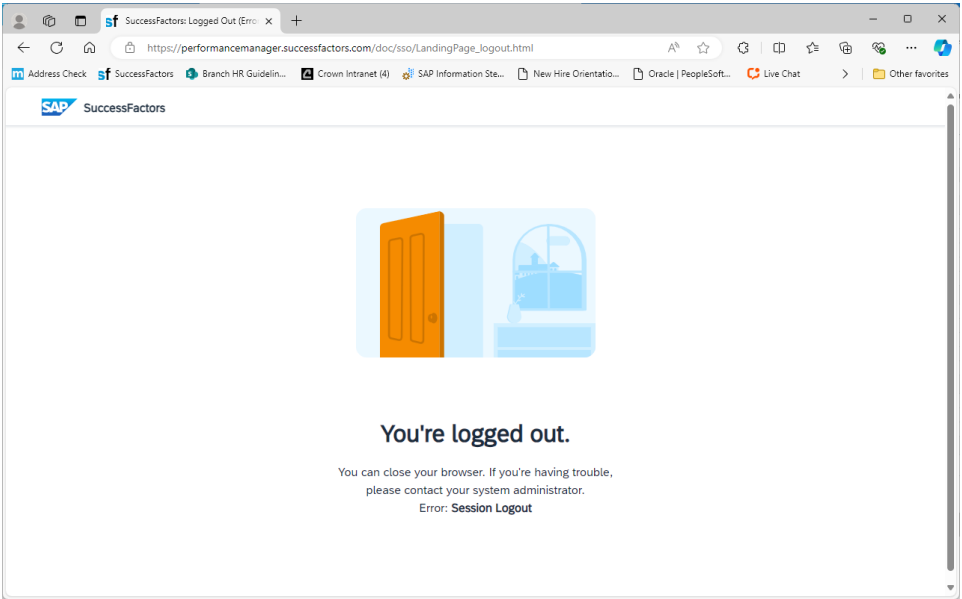
Talent Connect: Anmelden und Abmelden

Zweck:

Mit diesem Verfahren können Sie sich bei Talent Connect an- und abmelden.

Erklärung	Screenshot
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Bestätigen Sie Ihre E-Mail-Adresse und Ihr Passwort oder geben Sie sie ein. (2) Klicken Sie auf Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Klicken Sie auf Konto-Navigation	

Erklärung	Screenshot
SuccessFactors: Home - Work - Microsoft Edge (4) Klicken Sie auf Abmelden 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge (5) Klicken Sie auf SuccessFactors 	

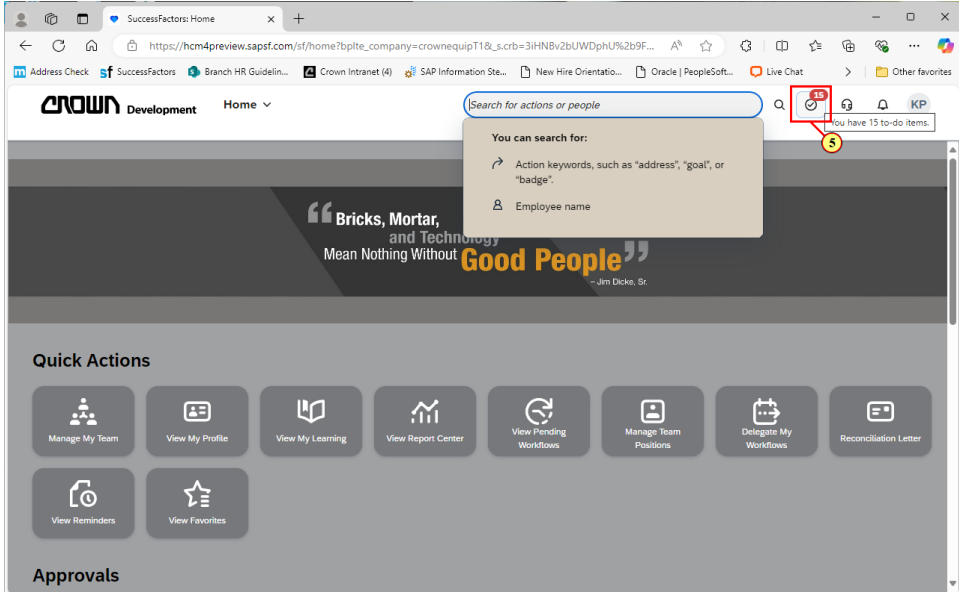
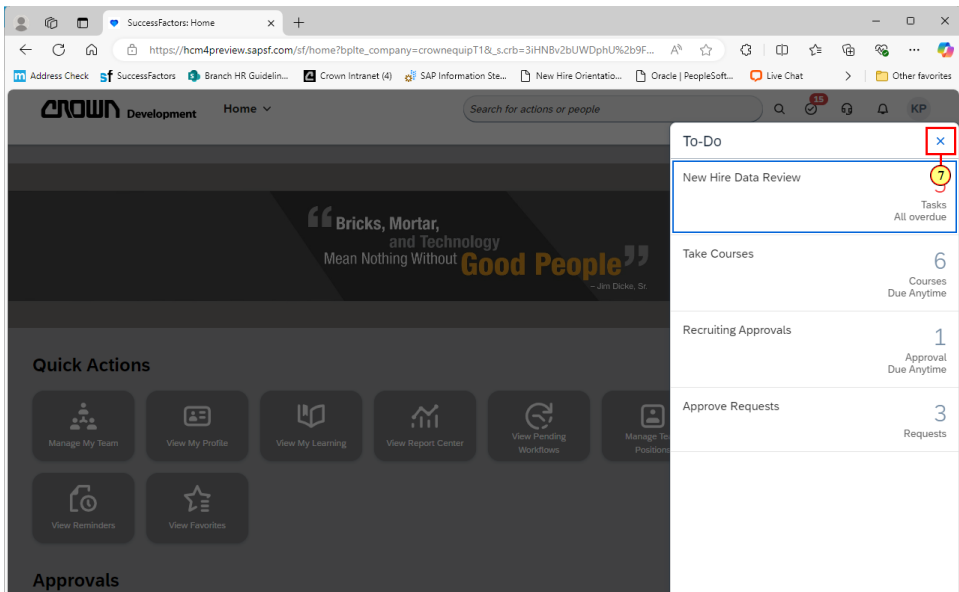
Erklärung	Screenshot
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	

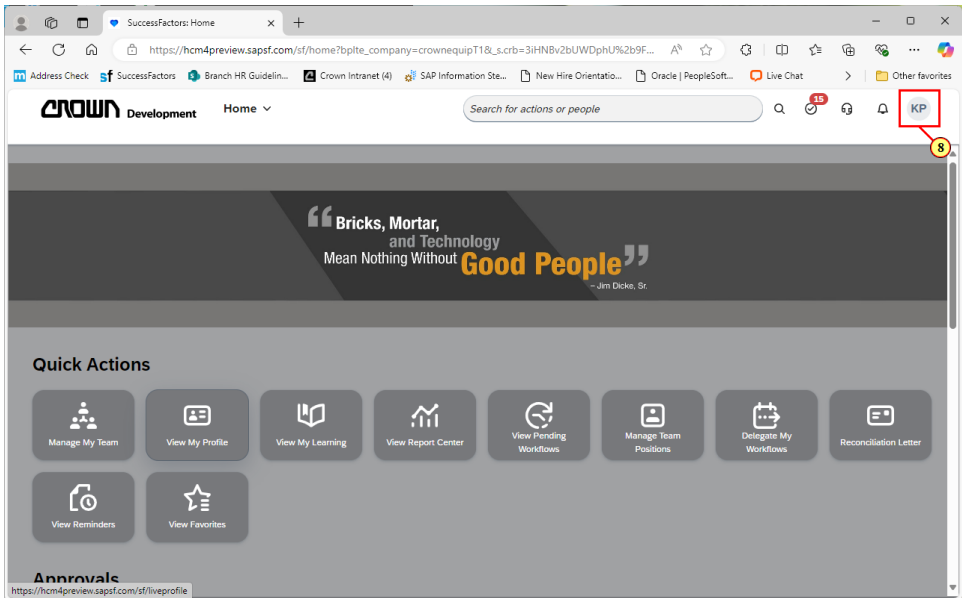
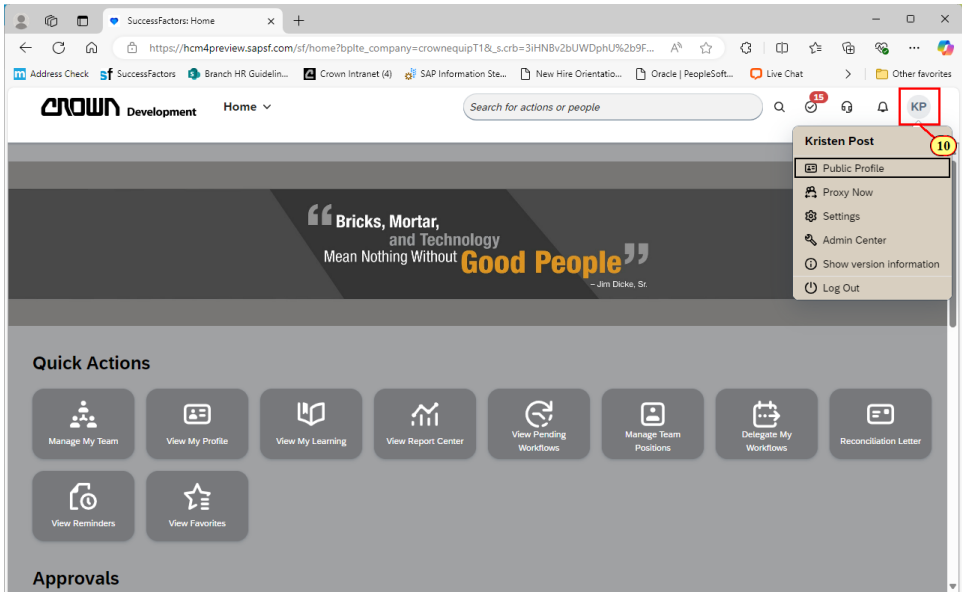
Talent Connect: Komponenten der Anzeigetasten und des Bildschirms

Zweck:

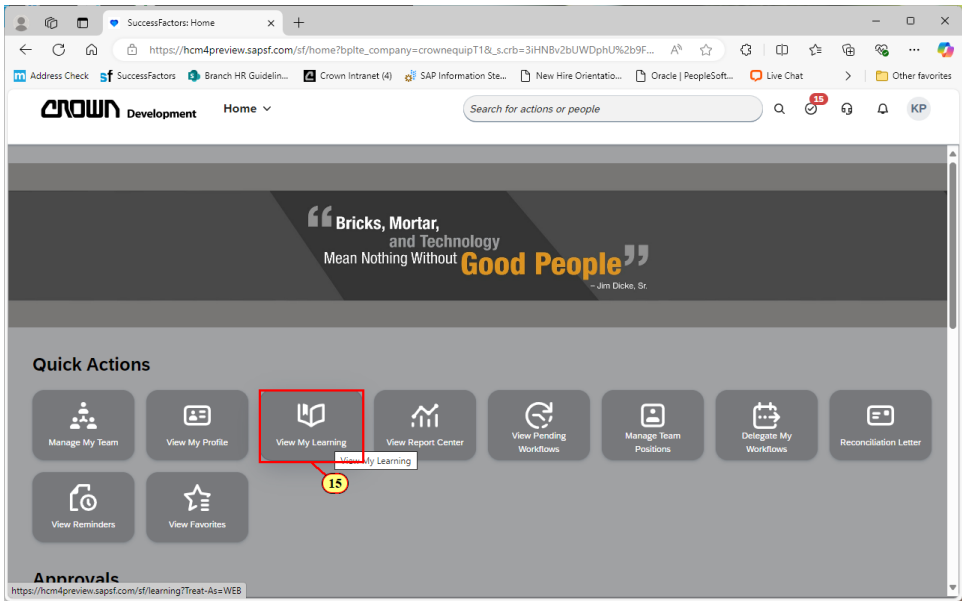
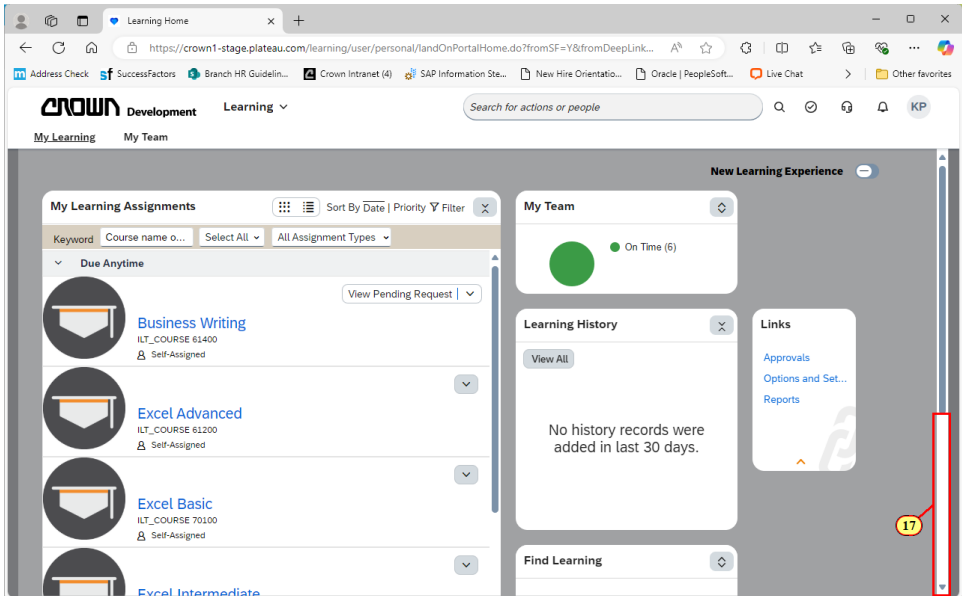
Mit diesem Verfahren können Sie durch die Anzeigetasten und Bildschirmkomponenten navigieren.

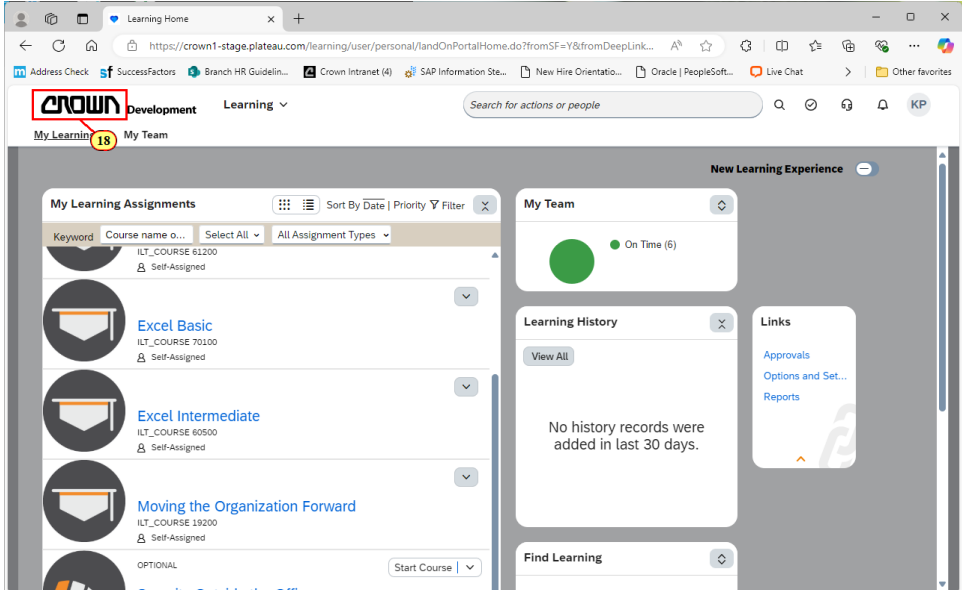
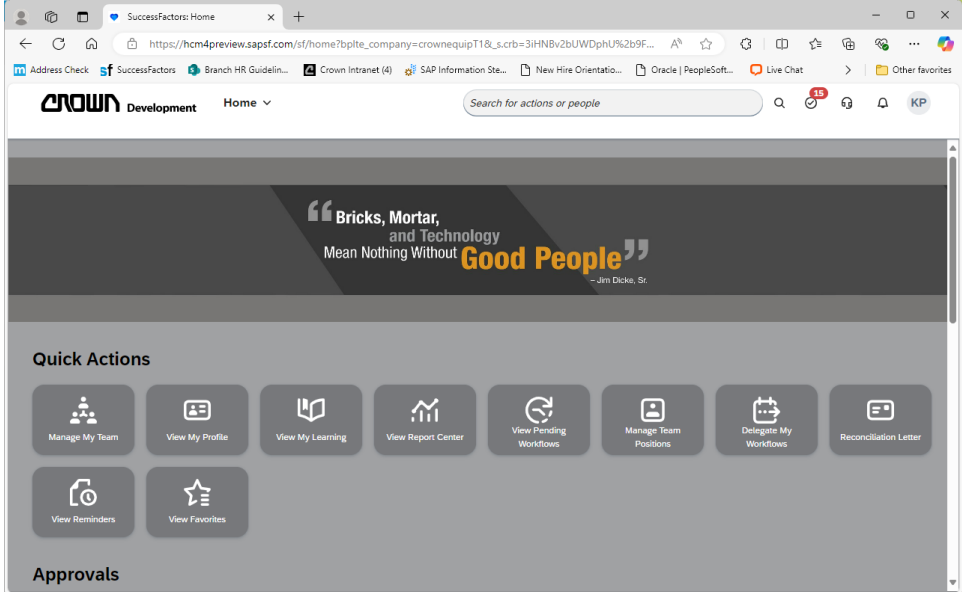
Erklärung	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(1) Klicken Sie auf Heim Home	
SuccessFactors: Home - Work - Microsoft Edge	
(2) Über das Dropdown-Menü können Sie die in Talent Connect verfügbaren Optionen anzeigen. Diese Liste basiert auf der jeweiligen Rolle, es wird nicht für jeden dieselbe Liste angezeigt. (3) Klicken Sie auf Suche nach Aktion oder Personen .	

Erklärung	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(4) Sie können das Suchfeld für die Suche nach Stichwörtern verwenden. (5) Klicken Sie auf . Aufgaben	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Hier werden Ihre fälligen Artikel angezeigt. (7) Klicken Schließen .	

Erklärung	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(8) Klicken Konto 	
SuccessFactors: Home - Work - Microsoft Edge	
(9) Unter Ihrem Konto können Sie zu verschiedenen Bereichen navigieren. Zu diesen Bereichen gehören Öffentliches Profil und Einstellungen. (10) Klicken Konto 	

Erklärung	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(11) Verwenden Sie die Schnellaktionen, um schnell auf die Aktionen aus der Dropdown-Liste zuzugreifen. (12) Klicken Mein Profil anzeigen	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) In „Mein Profil“ können Sie Ihre persönlichen Daten, Ihre Beschäftigungsdaten und Ihre Vergütung einsehen. (14) Klicken Heim	

Erklärung	Screenshot
SuccessFactors: Home - Work - Microsoft Edge (15) Klicken Mein Lernen anzeigen 	
Learning Home - Work - Microsoft Edge (16) Unter „Mein Lernen“ können Sie Ihre vergangenen, aktuellen und zukünftigen Schulungsaufgaben einsehen. Sie können sich für Schulungen anmelden und, falls Sie direkte Untergebene haben, deren Schulungen überwachen. (17) Durch Klicken in den Scroll-Bereich wird der gewünschte Bildschirmbereich angezeigt.	

Erklärung	Screenshot
Learning Home - Work - Microsoft Edge	
(18) Klicken Heim 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS: Zugriff auf und Aktualisierung persönlicher Informationen

Zweck:

Mit diesem Verfahren können Sie auf Ihre personenbezogenen Daten zugreifen und diese aktualisieren.

Nr.	Aktion	Wert
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klicken Sie auf Mein Profil ansehen .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Klicken Sie auf Persönliche Informationen .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Klicken Sie auf Datum des Inkrafttretens .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Klicken Sie auf Tag .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Geben Sie Sam in das Feld Liebblingsname ein.	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	Klicken Sie auf Speichern .	

Nr.	Aktion	Wert
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Um den Genehmiger im Workflow anzuzeigen, klicken Sie auf die Schaltfläche „ Workflow-Teilnehmer anzeigen “.		
7.	Klicken Sie auf Workflow-Teilnehmer anzeigen ..	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Klicken Sie auf Einreichen .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Klicken Sie auf Heim .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS – Persönliche Informationen aktualisieren

Zweck:

Mit diesem Verfahren können Sie Ihre personenbezogenen Daten aktualisieren.

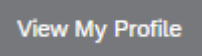
Nr.	Aktion	Wert
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Klicken Sie auf Mein Profil ansehen .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Klicken Sie auf Persönliche Informationen bearbeiten .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Klicken Sie auf Kalender .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Klicken Sie auf 25 .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Klicken Sie auf Familienstand .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Klicken Sie auf Verheiratet .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Klicken Sie auf Speichern .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Klicken Sie auf Workflow-Teilnehmer anzeigen .	

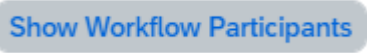
Nr.	Aktion	Wert
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Klicken Sie auf Einreichen .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Klicken Sie auf Crown .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS-Update-Adresse

Zweck:

Mit diesem Verfahren können Sie Ihre Adresse in Talent Connect aktualisieren.

Nr.	Aktion	Wert
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klicken Sie auf Mein Profil anzeigen .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Klicken Sie zum Scrollen nach unten in den Bereich unterhalb der Scroll-Leiste .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Klicken Sie auf Adressen bearbeiten .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Klicken Sie auf Datum des Inkrafttretens .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Klicken Sie auf Tag .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Klicken Sie auf Adresszeile 1 .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Geben Sie 124 Main Street in das Feld Adresszeile 1 ein.	124 Main Street

Nr.	Aktion	Wert
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Nachdem Sie alle Änderungen eingegeben haben, klicken Sie irgendwo auf den Bildschirm, um die Schaltfläche „Speichern“ zu aktivieren.		
8.	Klicken Sie auf Speichern .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Klicken Sie auf Workflow-Teilnehmer anzeigen .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Klicken Sie auf Einreichen .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Klicken Sie auf Heim .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS-Notfallkontakt aktualisieren

Zweck:

Mit diesem Verfahren können Sie Ihre Notfallkontaktinformationen aktualisieren.

Nr.	Aktion	Wert
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Klicken Mein Profil anzeigen .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Klicken Sie zum Scrollen nach unten in den Bereich unterhalb der Scroll-Leiste .	
Emergency Contact		
3.	Klicken Sie auf Symbol für Notfallkontakt .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Klicken Name .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Geben Sie Emma Russell in das Feld „ Name “ ein.	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Klicken Relationship.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Klicken Ehepartner .	

Nr.	Aktion	Wert
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Klicken Mobiltelefon .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Geben Sie 4196292222 in das Feld Mobiltelefon ein.	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Geben Sie emma.russell@gmail.com in das Feld E-Mail ein.	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Klicken Speichern .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Klicken Heim .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS-Update – Kontaktinformationen

Zweck:

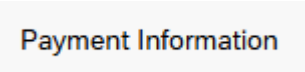
Mit diesem Verfahren können Sie Ihre Kontaktdaten aktualisieren.

Nr.	Aktion	Wert
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klicken Sie auf Mein Profil anzeigen .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Klicken Sie zum Scrollen nach unten in den Bereich unterhalb der Scroll-Leiste .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Klicken Sie auf Kontaktinformationen bearbeiten .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Geben Sie andy.russell12@gmail.com in das Feld E-Mail-Adresse ein.	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Nachdem Sie alle Änderungen eingegeben haben, klicken Sie irgendwo auf den Bildschirm, um die Schaltfläche „Speichern“ zu aktivieren..		
5.	Klicken Sie auf Speichern .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Klicken Sie auf Crown .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS Direkteinzahlung

Zweck:

Mit diesem Verfahren können Sie Ihre Direkteinzahlungsinformationen in Talent Connect aktualisieren..

Nr.	Aktion	Wert
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klicken Sie auf Mein Profil anzeigen .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Klicken Sie auf die Registerkarte Persönliche Informationen , um sie auszuwählen.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Klicken Sie auf Zahlungsinformationen .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Klicken Sie auf Zahlungsinformationen .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Klicken Sie auf Datum des Inkrafttretens .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Klicken Sie auf Tag .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Klicken Sie auf Kontotyp .	

Nr.	Aktion	Wert
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Wählen Sie den Eintrag Überprüfung durch einen Klick aus.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Geben Sie 100001234566 in das Feld Kontonummer ein.	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Um weitere Konten hinzuzufügen, klicken Sie auf „Bankdaten hinzufügen“ und geben Sie das nächste Konto ein. Wiederholen Sie den Vorgang, bis alle Konten hinzugefügt sind.		
10.	Klicken Sie auf Speichern .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Um den Genehmiger im Workflow anzuzeigen, klicken Sie auf die Schaltfläche „Workflow-Teilnehmer anzeigen“.		
11.	Klicken Sie auf Workflow-Teilnehmer anzeigen .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Klicken Sie auf Einreichen .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Klicken Sie auf Heim .	
SuccessFactors: Home - Work - Microsoft Edge		

Guía de referencia de Talent Connect

Empecemos

Archivos de empleados

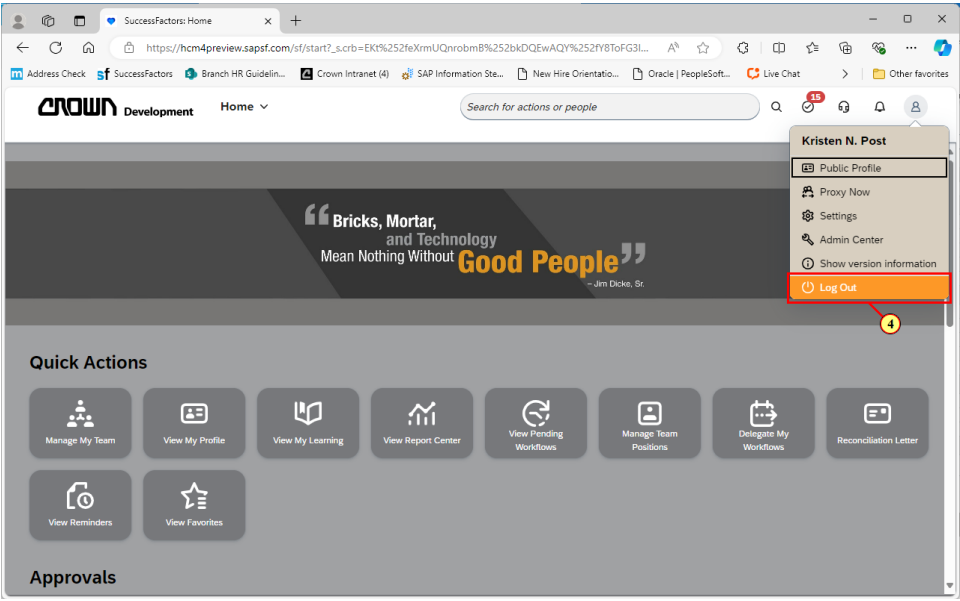
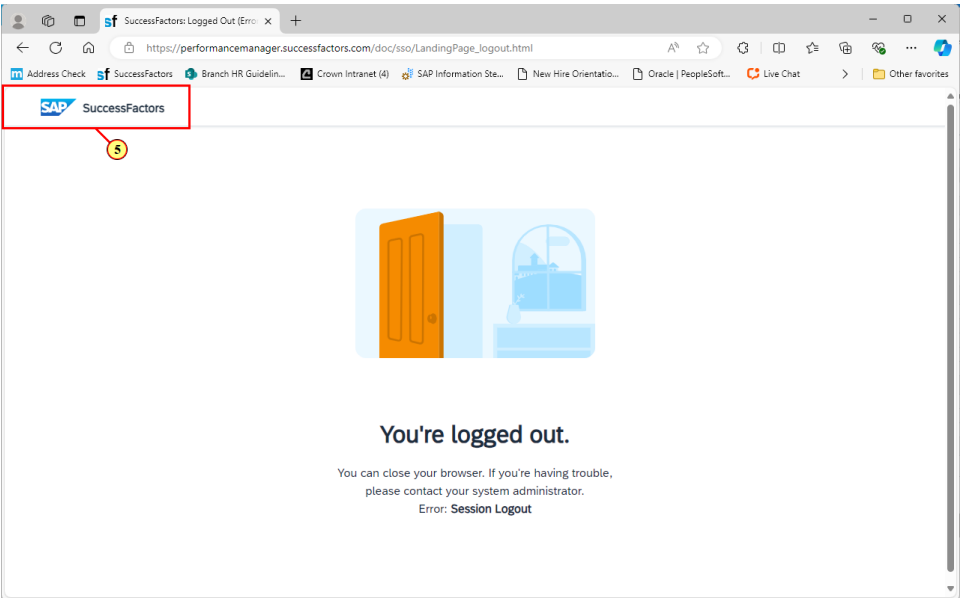


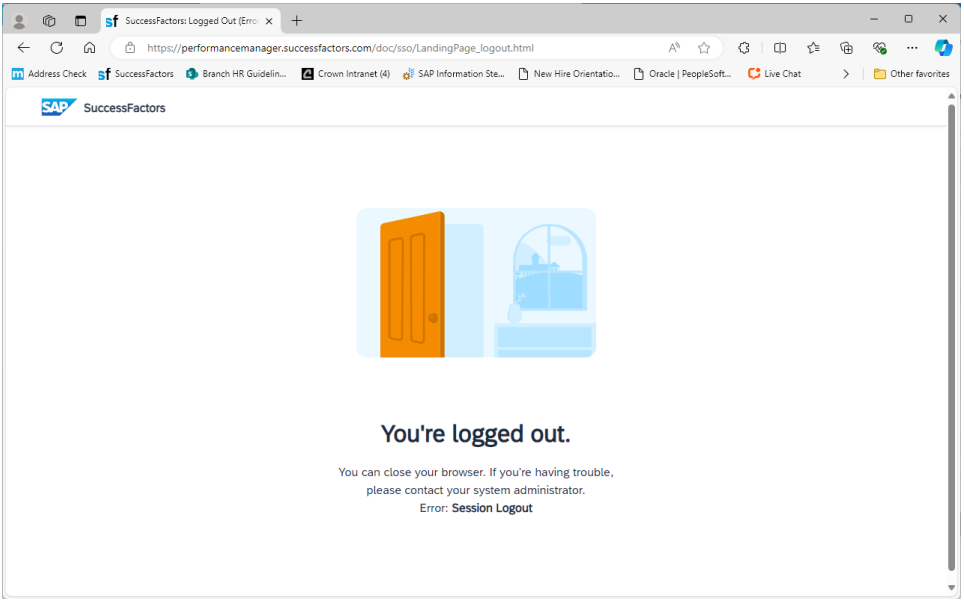
Talent Connect: iniciar sesión y cerrar sesión

Objetivo:

Utilice este procedimiento para iniciar y cerrar sesión en Talent Connect.

Explicación	Captura de pantalla
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Verifica o ingresa tu email y contraseña. (2) Haga clic en Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Haga clic en Navegación de la cuenta	

Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(4) Haga clic en Finalizar la sesión 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
(5) Haga clic en SuccessFactors 	

Explicación	Captura de pantalla
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	 A screenshot of a Microsoft Edge browser window displaying a SuccessFactors 'Logged Out' error page. The browser's address bar shows the URL 'https://performancemanager.successfactors.com/doc/sso/LandingPage_logout.html'. The page features the SAP SuccessFactors logo at the top left. In the center, there is an illustration of an orange door and a window with a clock. Below the illustration, the text reads 'You're logged out.' followed by a message: 'You can close your browser. If you're having trouble, please contact your system administrator.' and the error code 'Error: Session Logout'.

Talent Connect: botón del display de navegación y componentes de la pantalla

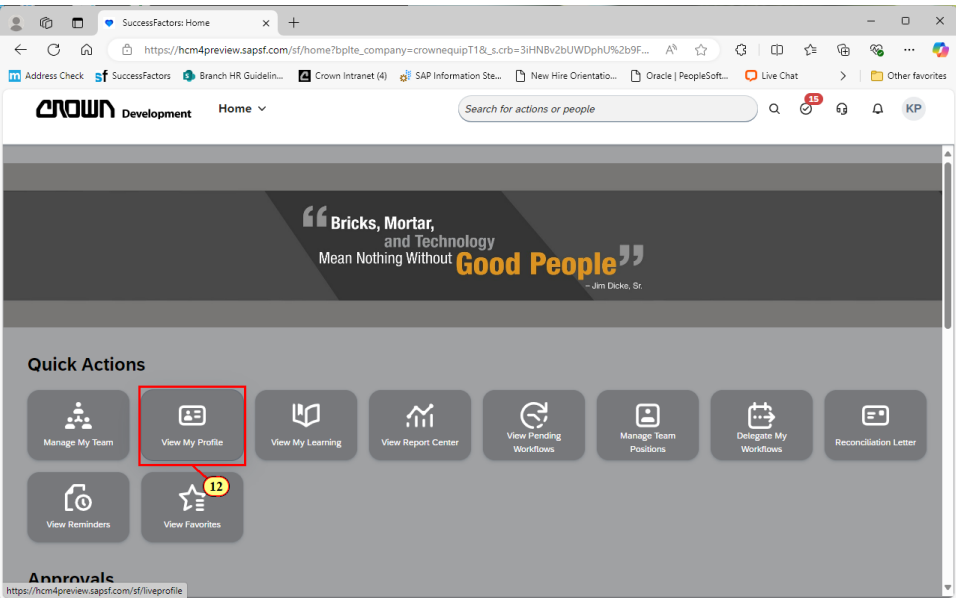
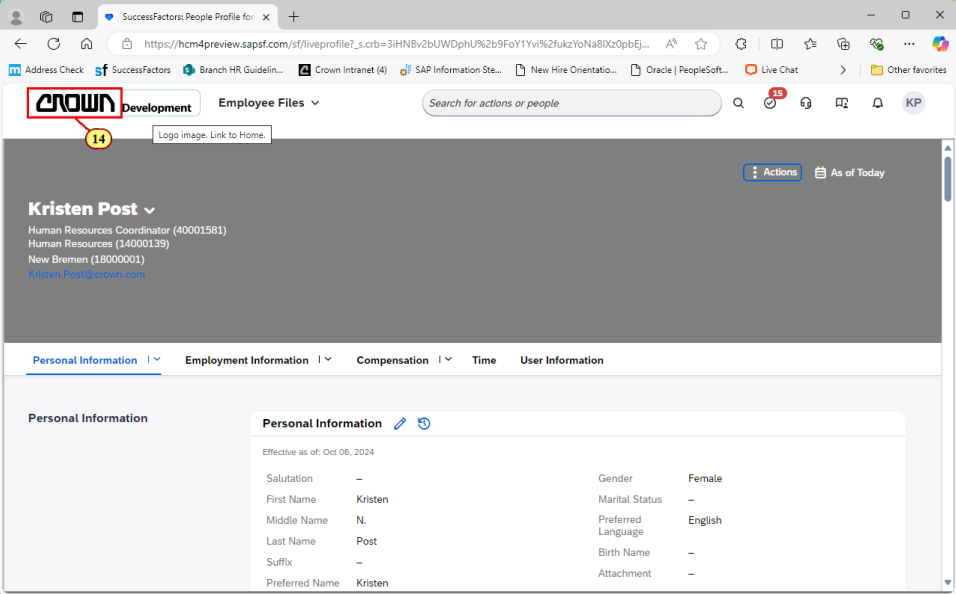
Objetivo:

Utilice este procedimiento para navegar por los botones y componentes de la pantalla.

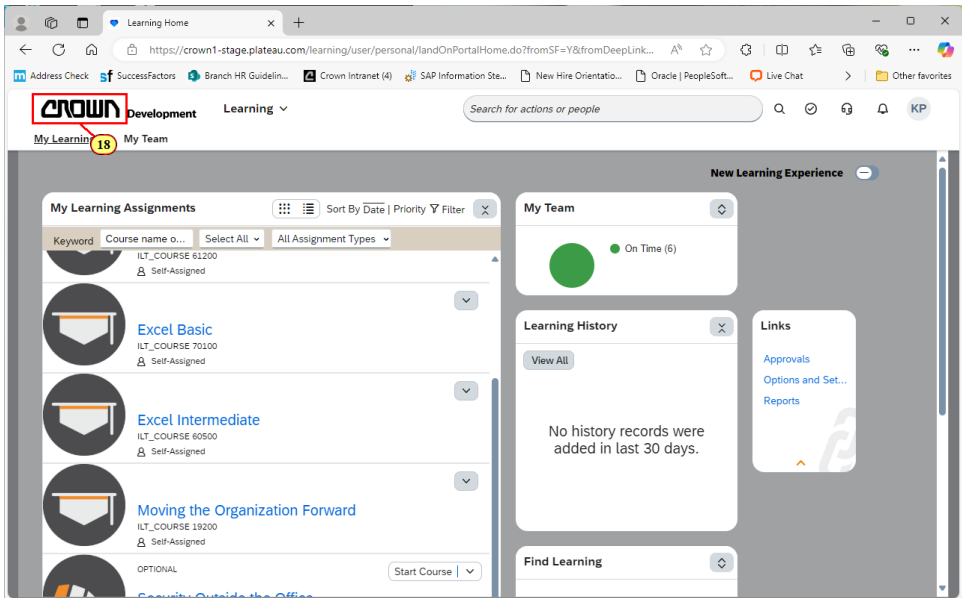
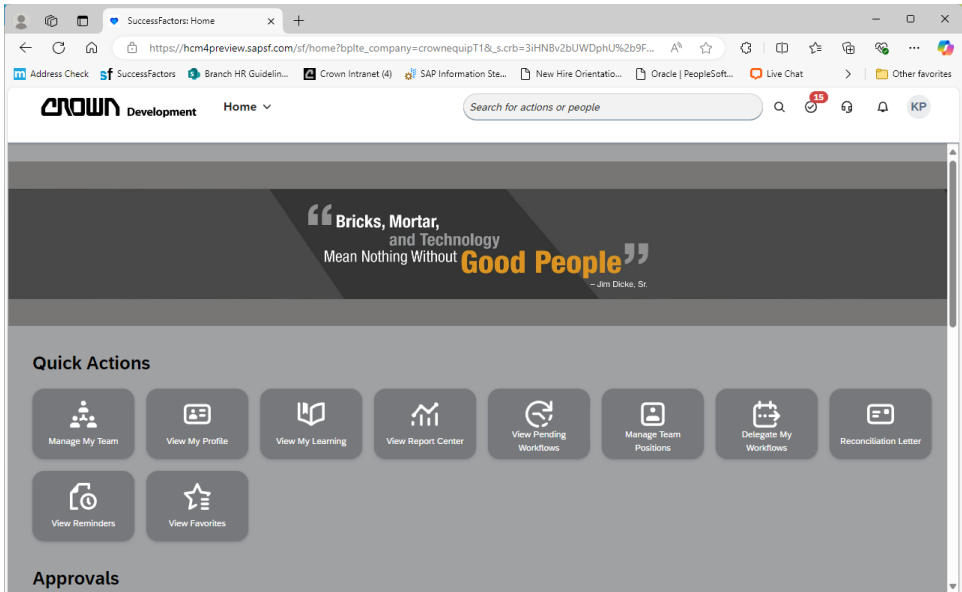
Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(1) Haga clic Hogar	
SuccessFactors: Home - Work - Microsoft Edge	
(2) En el menú desplegable, puede ver las opciones disponibles en Talent Connect. Esta lista se basa en el rol; no todos tienen la misma lista. (3) Haga clic Buscar acción o personas.	

Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(4) Puede utilizar el cuadro de búsqueda para buscar palabras clave. (5) Haga clic en Elementos por hacer	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Los artículos que debes entregar aparecen aquí. (7) Haga clic Cerca	

Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(8) Haga clic Cuenta KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) En tu Cuenta, puedes navegar a diferentes áreas, como Perfil Público y Configuración. (10) Hacer clic Cuenta KP	

Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(11) Utilice las Acciones rápidas para acceder rápidamente a las acciones desde el menú desplegable. (12) Hacer clic Ver mi perfil 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) En Mi perfil puedes ver tu información que incluye información personal, empleo y compensación. (14) Hacer clic Hogar 	

Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(15) Hacer clic Ver mi aprendizaje	
Learning Home - Work - Microsoft Edge	
(16) En Mi Aprendizaje, puedes consultar tus capacitaciones pasadas, presentes y futuras. Puedes registrarte para la capacitación y, si tienes subordinados directos, supervisar su capacitación. (17) Al hacer clic en el área de desplazamiento, se visualiza el área de pantalla deseada.	

Explicación	Captura de pantalla
Learning Home - Work - Microsoft Edge	
(18) Hacer clic Hogar 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS: Acceso y actualización de información personal

Finalidad:

Utilice este procedimiento para acceder y actualizar su información personal.

Número	Acción	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Haga clic en Ver mi perfil.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Haga clic en Información personal.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Haga clic en Fecha de entrada en vigor.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Haga clic en Día.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Indique Sam en la casilla Nombre preferido.	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	Haga clic en Ahorrar.	

Número	Acción	Valor
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Para ver al aprobador en el flujo de trabajo, haga clic en el botón Mostrar participantes del flujo de trabajo.		
7.	Haga clic en Mostrar participantes del flujo de trabajo.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Haga clic en Entregar.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Haga clic en Hogar.	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Actualización de información personal de ESS

Finalidad:

Utilice este procedimiento para actualizar su información personal.

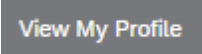
Número	Acción	Valor
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Haga clic en Ver mi perfil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Haga clic en Editar información personal .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Haga clic en Calendario .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Haga clic en 25 .	25
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Haga clic en Estado civil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Haga clic en Married .	Married
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Haga clic en Ahorrar .	Save

Número	Acción	Valor
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Haga clic en Mostrar participantes del flujo de trabajo.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Haga clic en Entregar.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Haga clic en Crown.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Dirección de actualización de ESS

Objetivo:

Utilice este procedimiento para actualizar su dirección en Talent Connect.

Número	Acción	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Haga clic en View My Profile .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Haga clic en el área abajo de la barra de desplazamiento para desplazarse hacia abajo.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Haga clic en Editar direcciones .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Haga clic en Fecha de entrada en vigor .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Haga clic en.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Haga clic en Dirección Línea 1 .	

Número	Acción	Valor
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Indique 124 Main Street en la casilla Dirección Línea 1 .	124 Main Street
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Después de ingresar todos los cambios, haga clic en cualquier parte de la pantalla para activar el botón Guardar.		
8.	Haga clic en Ahorrar .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Haga clic en Mostrar participantes del flujo de trabajo .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Haga clic en Entregar .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Haga clic en Hogar .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Actualización del contacto de emergencia de ESS

Objetivo:

Utilice este procedimiento para actualizar la información de contacto de emergencia.

Número	Acción	Valor
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Hacer clic Ver mi perfil.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Haga clic en el área abajo de la barra de desplazamiento para desplazarse hacia abajo.	
Emergency Contact		
3.	Haga clic en Icono de contacto de emergencia.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Haga clic Nombre.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Ingresa Emma Russell en el cuadro Nombre.	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Haga clic Relación.	

Número	Acción	Valor
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Hacer clic Esposo .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Haga clic Teléfono móvil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Indique 4196292222 en la casilla Teléfono móvil .	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Indique emma.russell@gmail.com en la casilla Correo electrónico .	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Haga clic Ahorrar .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Haga clic Hogar .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Actualización de la información de contacto de ESS

Finalidad:

Utilice este procedimiento para actualizar su información de contacto.

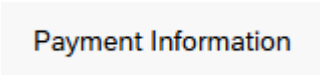
Número	Acción	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Haga clic en Ver mi perfil .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Haga clic en el área bajo la barra de desplazamiento para desplazarse hacia abajo.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Haga clic en Editar información de contacto .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Indique andy.russell12@gmail.com en el campo Dirección de correo electrónico .	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Después de ingresar todos los cambios, haga clic en cualquier parte de la pantalla para activar el botón Guardar.		
5.	Haga clic en Save .	

Número	Acción	Valor
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Haga clic en Crown .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Depósito directo de ESS

Objetivo:

Utilice este procedimiento para actualizar su información de depósito directo en Talent Connect.

Número	Acción	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Haga clic en Ver mi perfil .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Haga clic en la pestaña Información personal para seleccionarla.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Haga clic en Información de pago .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Haga clic en Información de pago .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Haga clic en Fecha de entrada en vigor .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Haga clic en Día .	

Número	Acción	Valor
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Haga clic en Tipo de cuenta .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Haga clic en la entrada De cheques para seleccionarla.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Indique 100001234566 en la casilla Número de cuenta .	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Para agregar más cuentas, haga clic en "Agregar información bancaria" e ingrese la siguiente cuenta. Repita este proceso hasta agregar todas las cuentas.		
10.	Haga clic en Ahorrar .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Para ver al aprobador en el flujo de trabajo, haga clic en el botón Mostrar participantes del flujo de trabajo.		
11.	Haga clic en Mostrar participantes del flujo de trabajo .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Haga clic en Entregar .	



Número	Acción	Valor
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Haga clic en Home .	
SuccessFactors: Home - Work - Microsoft Edge		

Guide de référence Talent Connect

Guide de démarrage

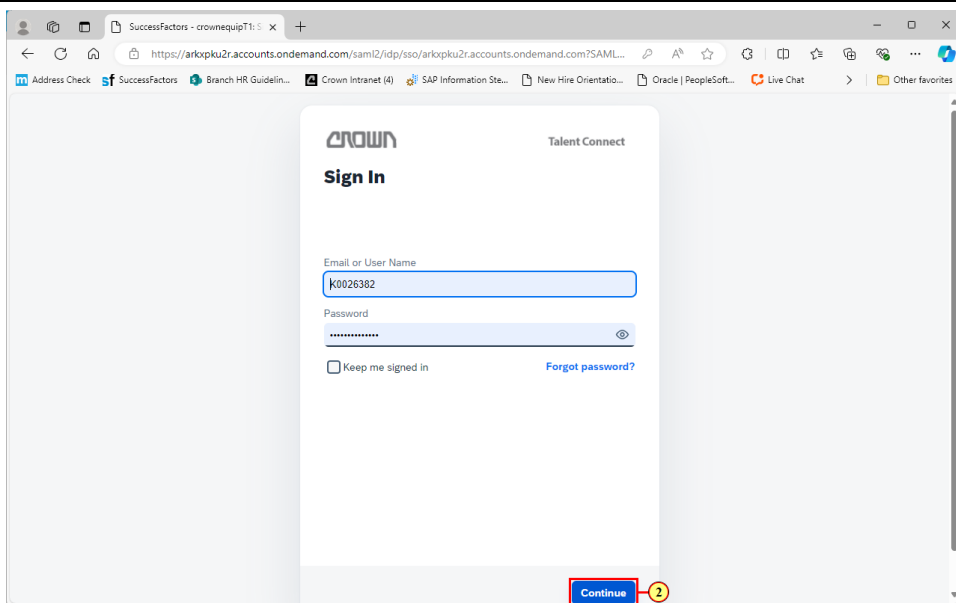
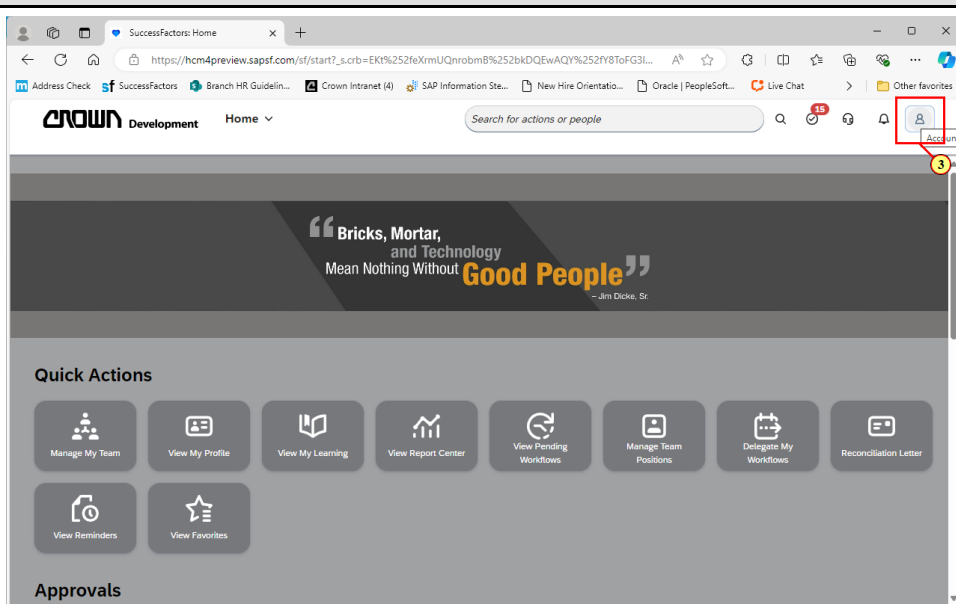
Dossiers des employés

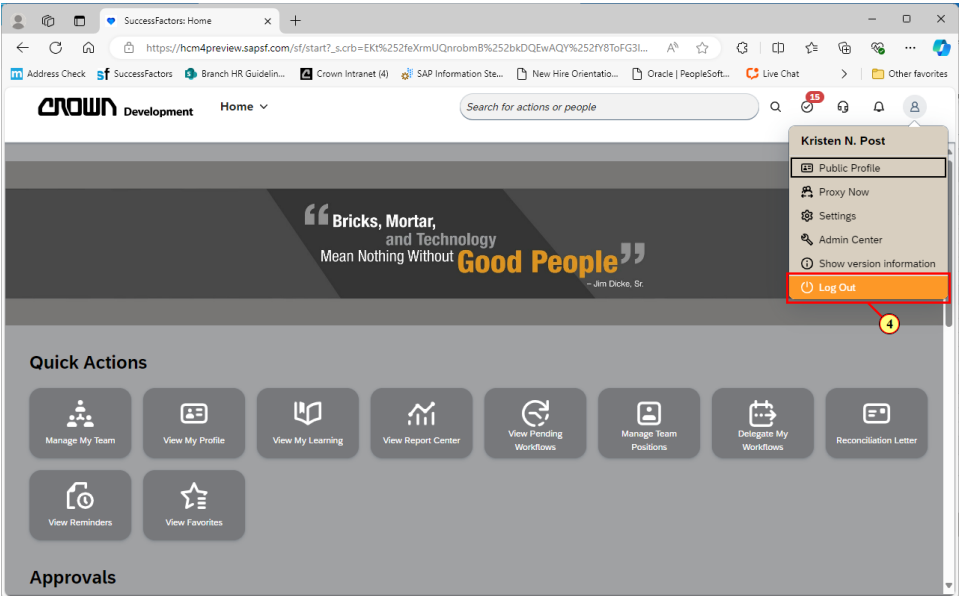
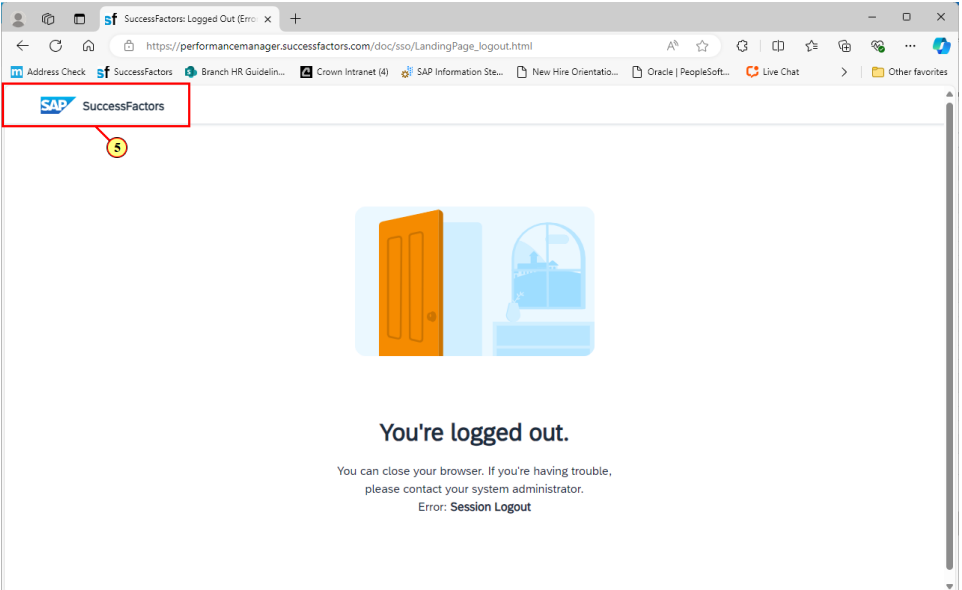


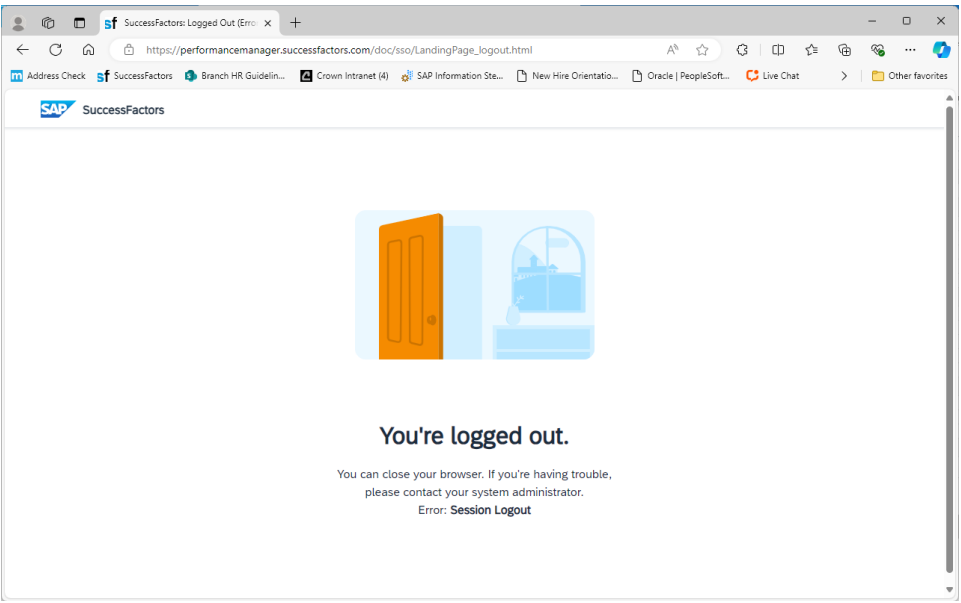
Talent Connect: Connexion et déconnexion

Objectif :

Utilisez cette procédure pour vous connecter et vous déconnecter de Talent Connect.

Explication	Capture d'écran
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Vérifiez ou entrez votre courriel et votre mot de passe. (2) Cliquez sur Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Cliquez sur Navigation du compte	

Explication	Capture d'écran
SuccessFactors: Home - Work - Microsoft Edge	
(4) Cliquez sur Se déconnecter 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
(5) Cliquez sur Facteurs de succès 	

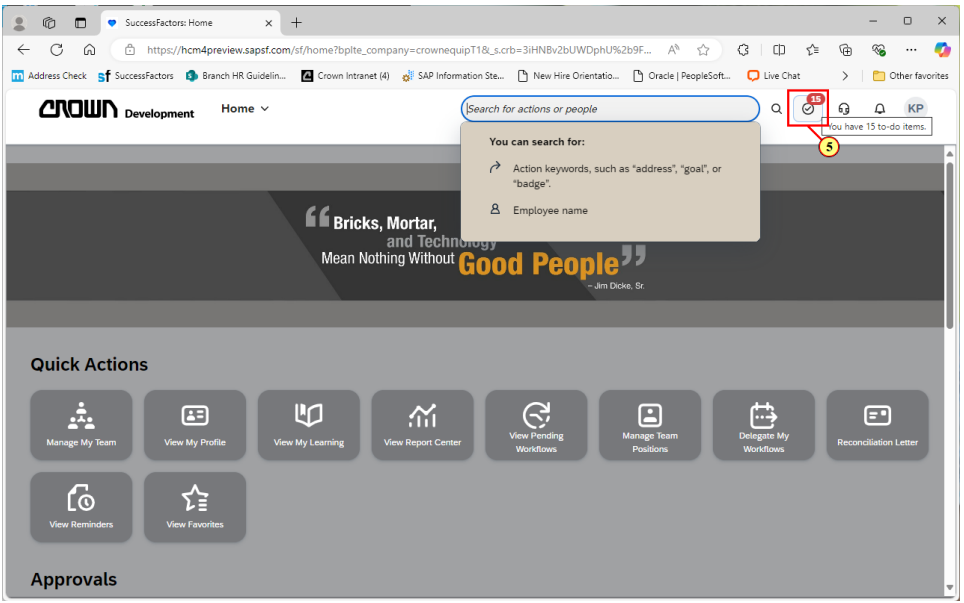
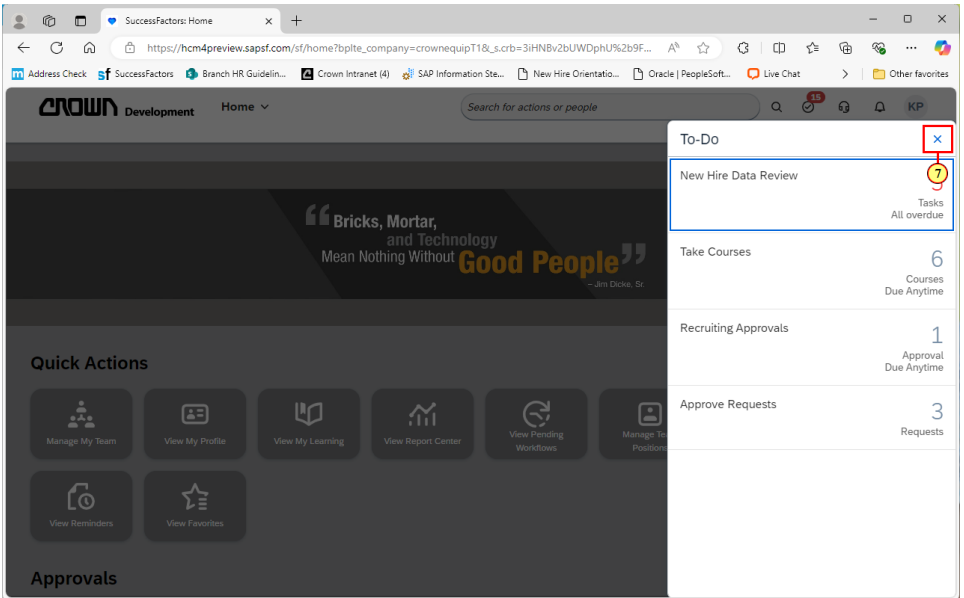
Explication	Capture d'écran
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	

Talent Connect: boutons de navigation et d'affichage et composants d'écran

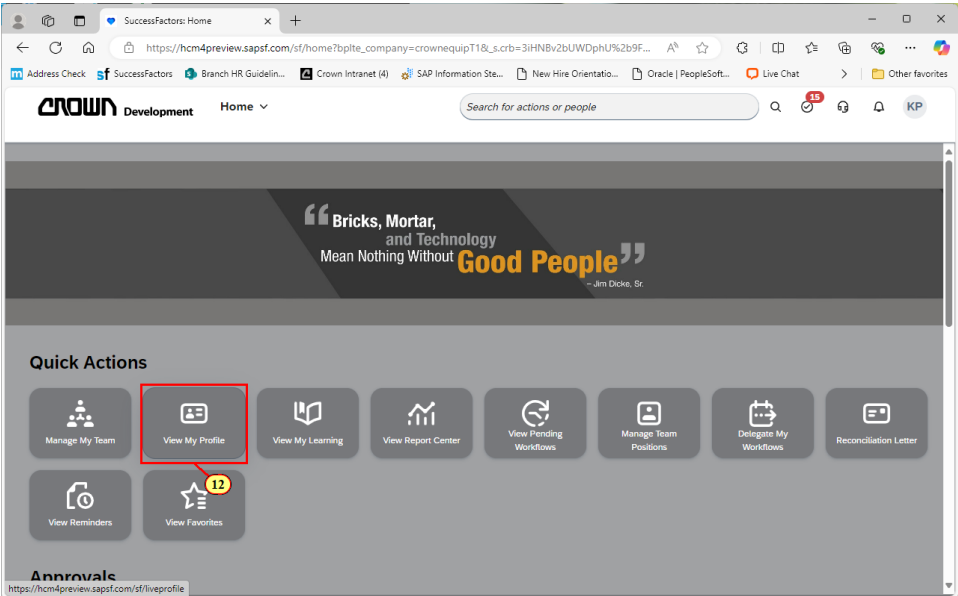
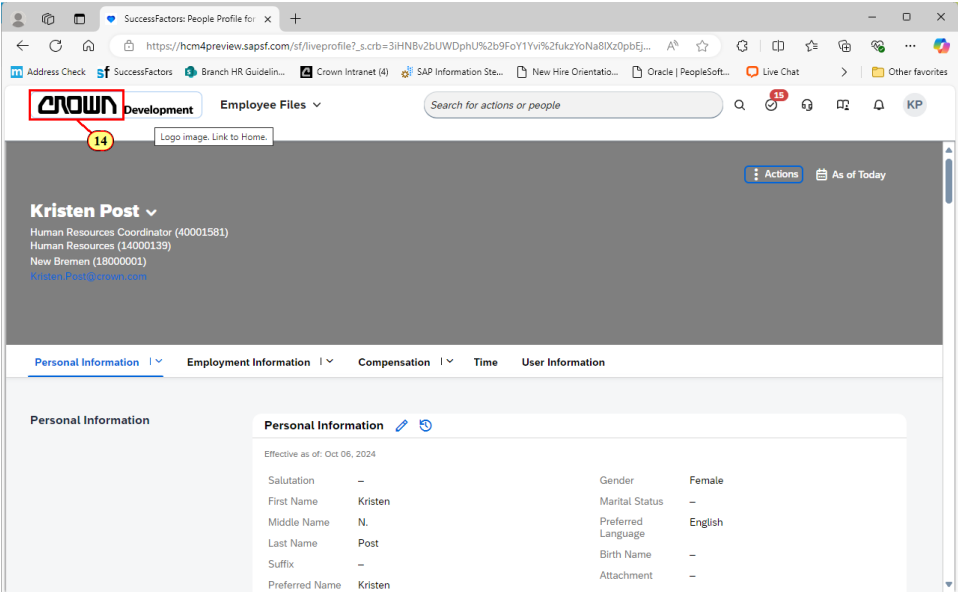
Objectif :

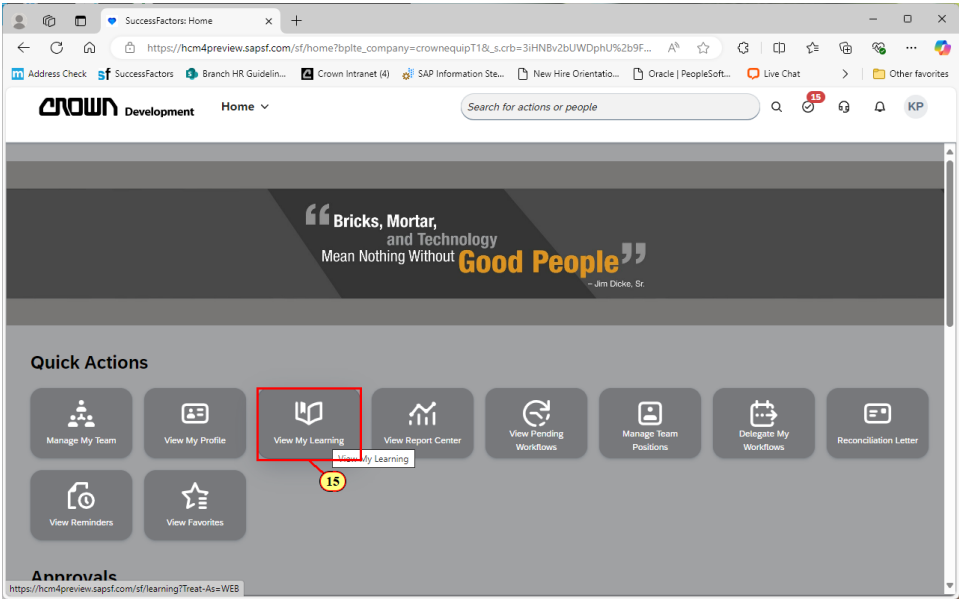
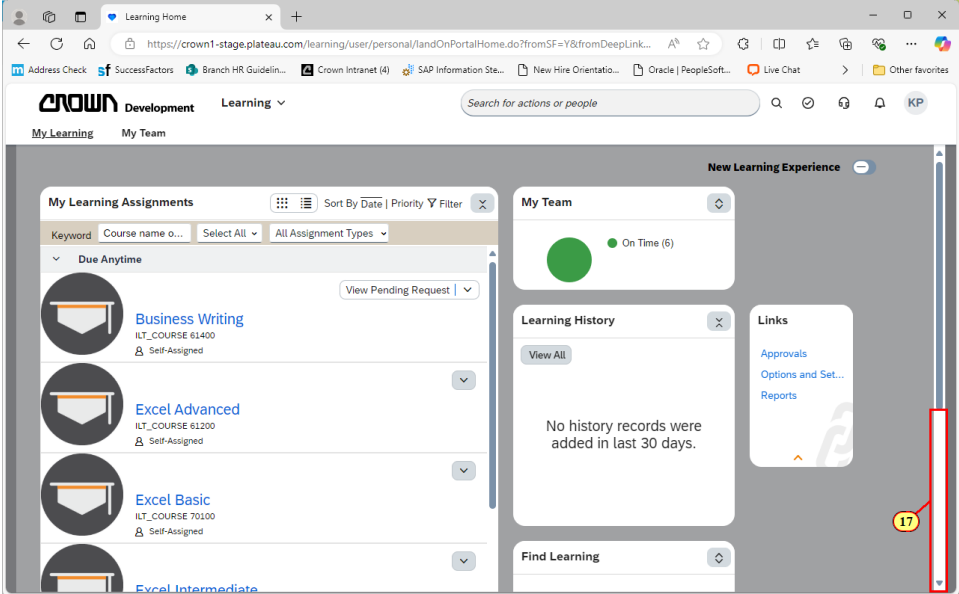
Utilisez cette procédure pour parcourir les boutons d'affichage et les composants de l'écran.

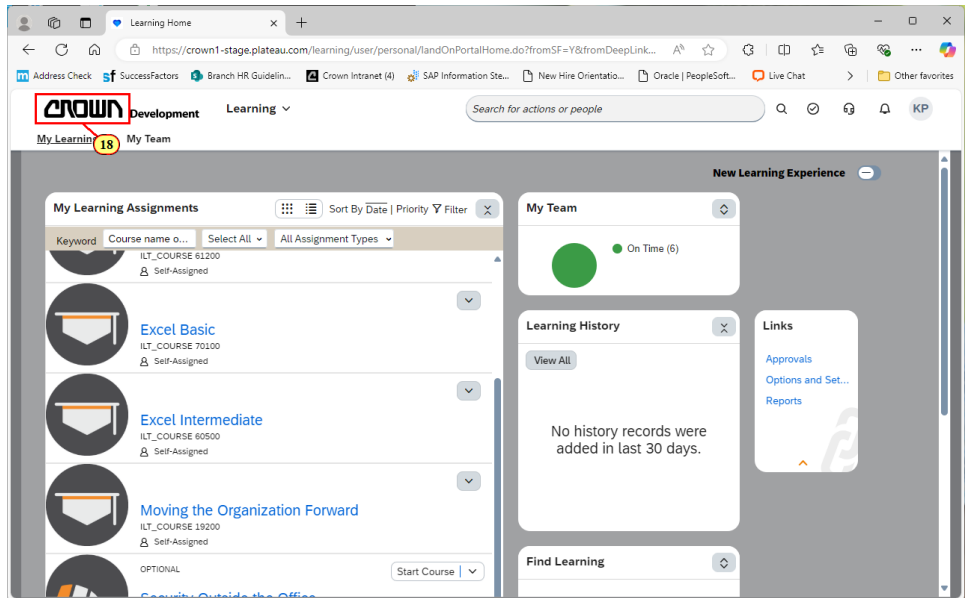
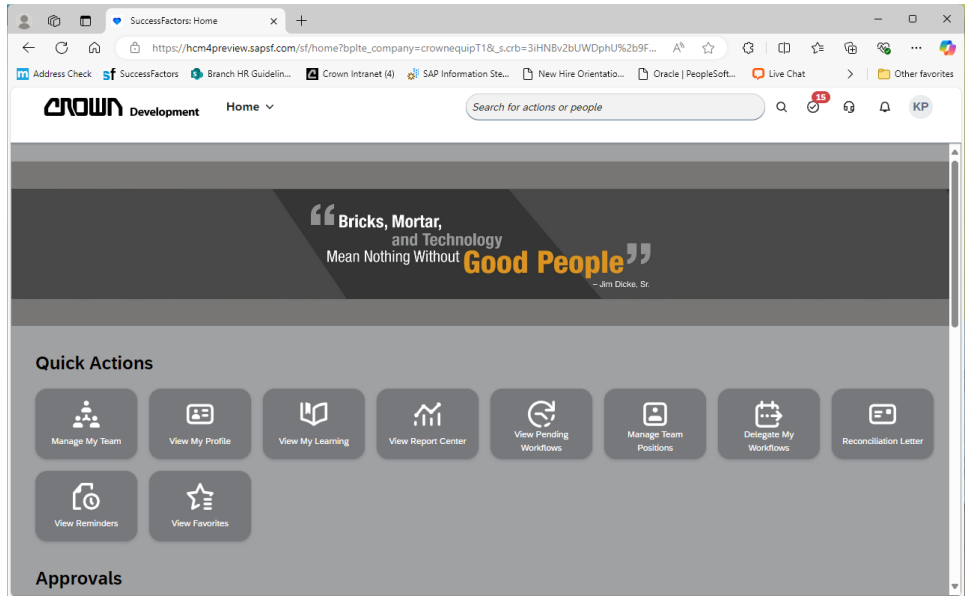
Explication	Capture d'écran
SuccessFactors: Home - Work - Microsoft Edge	
(1) Cliquez sur Maison Home ▾.	
SuccessFactors: Home - Work - Microsoft Edge	
(2) Le menu déroulant vous permet de voir les options disponibles dans Talent Connect. Cette liste est basée sur le rôle ; chaque profil peut avoir sa propre liste. (3) Cliquez sur Rechercher une action ou des personnes.	

Explication	Capture d'écran
SuccessFactors: Home - Work - Microsoft Edge	
(4) Vous pouvez utiliser la boîte de recherche pour trouver des mots clés. (5) Cliquez sur Éléments à faire .	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Vos articles à rendre apparaissent ici. (7) Cliquez Fermer .	

Explication	Capture d'écran
SuccessFactors: Home - Work - Microsoft Edge	
(8) Cliquez Compte KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) Sous votre compte, vous pouvez accéder à différentes sections, y compris votre profil public et vos paramètres. KP (10) Cliquez Compte	

Explication	Capture d'écran
SuccessFactors: Home - Work - Microsoft Edge	
(11) Utilisez les actions rapides pour accéder rapidement aux actions à partir de la liste déroulante. (12) Cliquez Voir mon profil 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) Dans Mon profil, vous pouvez consulter vos renseignements personnels, professionnels et de rémunération. (14) Cliquez Home 	

Explication	Capture d'écran
SuccessFactors: Home - Work - Microsoft Edge	
(15) Cliquez Voir mon apprentissage 	
Learning Home - Work - Microsoft Edge	
(16) Dans « Mon apprentissage », vous pouvez consulter vos formations passées, présentes et futures. Vous pouvez vous inscrire à une formation et, si vous avez du personnel direct, suivre leur formation. (17) Vous pouvez afficher la zone d'écran souhaitée en cliquant dans la zone de défilement.	

Explication	Capture d'écran
Learning Home - Work - Microsoft Edge	
(18) Cliquez Maison 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS : accès et mise à jour des renseignements personnels

Finalité :

Utilisez cette procédure pour accéder à vos renseignements personnels et les mettre à jour.

N°	Action	Valeur
SuccessFactors: Home - Work - Microsoft Edge		
1.	Cliquez sur Voir mon profil .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Cliquez sur Renseignements personnels .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Cliquez sur Date d'entrée en vigueur .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Cliquez sur Jour .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Saisissez Sam dans la zone Nom préféré .	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	Cliquez sur Sauver .	

N°	Action	Valeur
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Pour afficher l'approbateur dans le flux de travail, cliquez sur le bouton Afficher les participants au flux de travail.		
7.	Cliquez sur Afficher les participants au flux de travail .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Cliquez sur Soumettre .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Cliquez sur Home .	
SuccessFactors: Home - Work - Microsoft Edge		
10.	Cliquez sur Maison .	

Talent Connect: Mise à jour des renseignements personnels de l'ESS

Objectif :

Utilisez cette procédure pour mettre à jour vos informations personnelles.

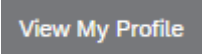
N°	Action	Valeur
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Cliquez sur Voir mon profil.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Cliquez sur Modifier les renseignements personnels.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Cliquez sur Calendrier.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Cliquez sur 25.	25
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Cliquez sur Calendrier.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Cliquez sur Mariée.	Married

N°	Action	Valeur
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Cliquez sur Sauver .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Cliquez sur Afficher les participants au flux de travail .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Cliquez sur Soumettre .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Cliquez sur Crown .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: adresse de mise à jour de l'ESS

Objectif :

Suivez cette procédure pour mettre à jour votre adresse dans Talent Connect.

N°	Action	Valeur
SuccessFactors: Home - Work - Microsoft Edge		
1.	Cliquez sur Voir mon profil .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Cliquez dans la zone sous la barre de défilement pour faire défiler vers le bas.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Cliquez sur Modifier les adresses .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Cliquez sur Date d'entrée en vigueur .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Cliquez sur Jour .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Cliquez sur Adresse, ligne 1 .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Saisissez 124 Main Street dans la zone Adresse, ligne 1 .	124 Main Street

N°	Action	Valeur
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Après avoir entré toutes les modifications, cliquez n'importe où sur l'écran pour activer le bouton Enregistrer.		
8.	Cliquez sur Sauver .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Cliquez sur Afficher les participants au flux de travail .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Cliquez sur Soumettre .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Cliquez sur Maison .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect : Mise à jour de l'ESS : Contact d'urgence

Objectif :

Suivez cette procédure pour mettre à jour les coordonnées d'urgence.

N°	Action	Valeur
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Click Voir mon profil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Cliquez sur zone de défilement pour déplacer la page.	
Emergency Contact		
3.	Cliquez sur Contact d'urgence .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Cliquez Nom .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Entrer Emma Russell dans le Nom boîte	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Click Relationship .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Cliquez Épouse .	Spouse

N°	Action	Valeur
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Cliquez Téléphone cellulaire .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Saisissez 4196292222 dans la zone Téléphone cellulaire .	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Saisissez emma.russell@gmail.com dans la zone courriel .	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Cliquez Sauver .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Click Maison .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Mise à jour des coordonnées du service ESS

Objectif :

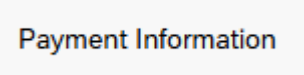
Suivez cette procédure pour mettre à jour vos coordonnées.

N°	Action	Valeur
SuccessFactors: Home - Work - Microsoft Edge		
1.	Cliquez sur Voir mon profil .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Cliquez dans la zone sous la barre de défilement pour faire défiler vers le bas.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Cliquez sur Modifier les coordonnées .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Saisissez andy.russell12@gmail.com dans la zone Adresse courriel .	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Après avoir entré toutes les modifications, cliquez n'importe où sur l'écran pour activer le bouton Enregistrer.		
5.	Cliquez sur Sauver .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Cliquez sur Crown .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect : dépôt direct ESS

Objectif :

Suivez cette procédure pour mettre à jour vos informations de dépôt direct dans Talent Connect.

N°	Action	Valeur
SuccessFactors: Home - Work - Microsoft Edge		
1.	Cliquez sur Voir mon profil .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Cliquez sur l'onglet Renseignements personnels pour le sélectionner.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Cliquez sur Informations sur le paiement .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Cliquez sur Informations sur le paiement .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Cliquez sur Date d'entrée en vigueur .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Cliquez sur Jour .	

N°	Action	Valeur
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Cliquez sur Type de compte .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Sélectionnez l'entrée Vérification en cliquant dessus.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Saisissez 100001234566 dans la zone Numéro de compte .	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Pour ajouter d'autres comptes, cliquez sur « Ajouter des renseignements bancaires » et entrez le compte suivant. Répétez l'opération jusqu'à ce que tous les comptes soient ajoutés.		
10.	Cliquez sur Sauver .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Pour afficher l'approbateur dans le flux de travail, cliquez sur le bouton Afficher les participants au flux de travail .		
11.	Cliquez sur Afficher les participants au flux de travail .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Cliquez sur Soumettre .	

N°	Action	Valeur
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Cliquez sur Maison .	
SuccessFactors: Home - Work - Microsoft Edge		

Guida di riferimento Talent Connect

Per iniziare

File dei dipendenti

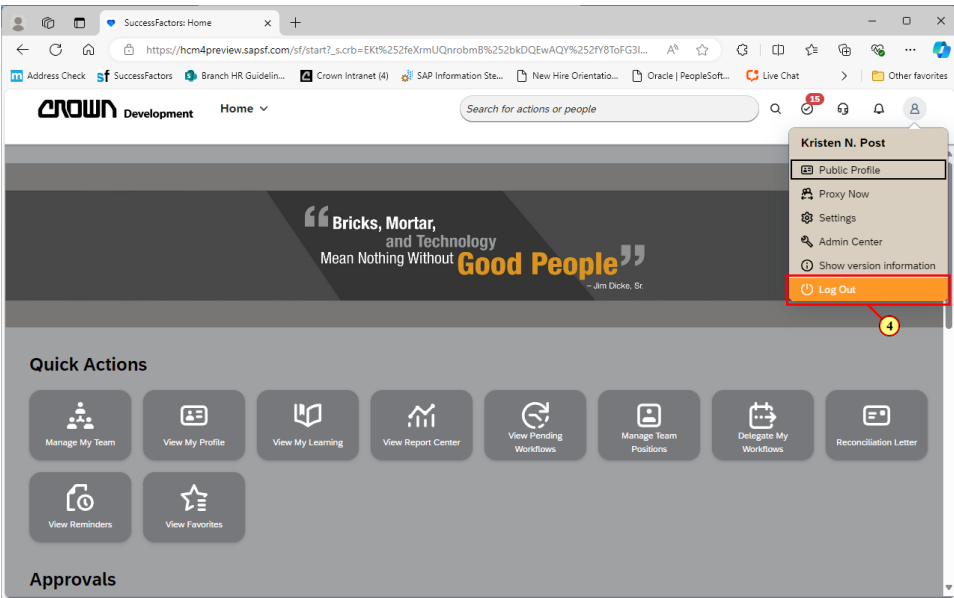
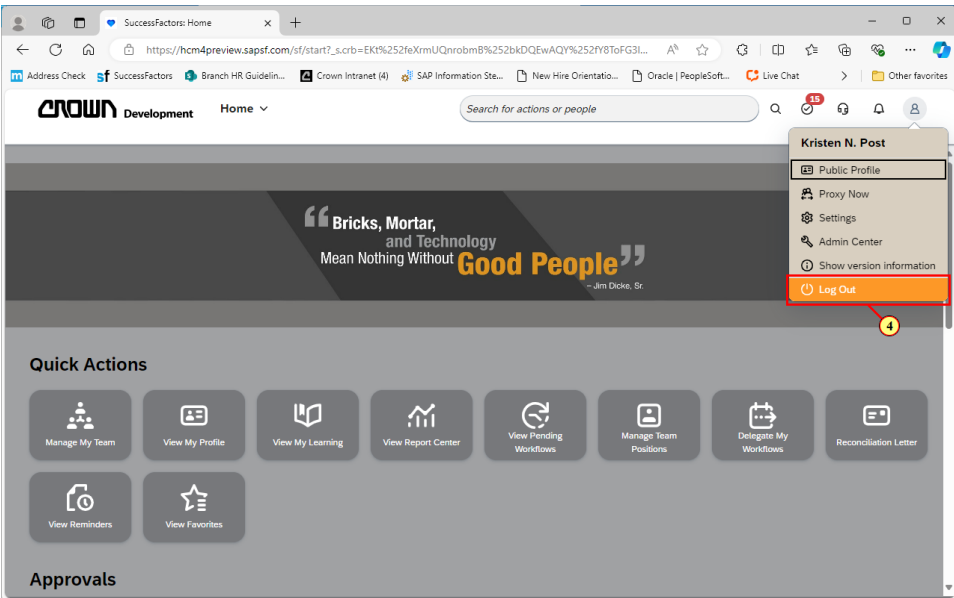
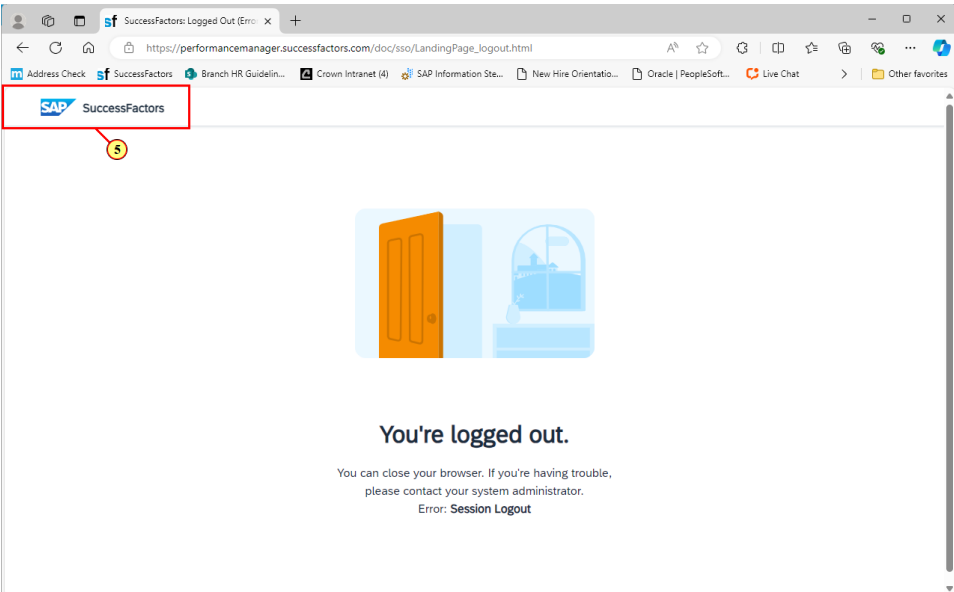
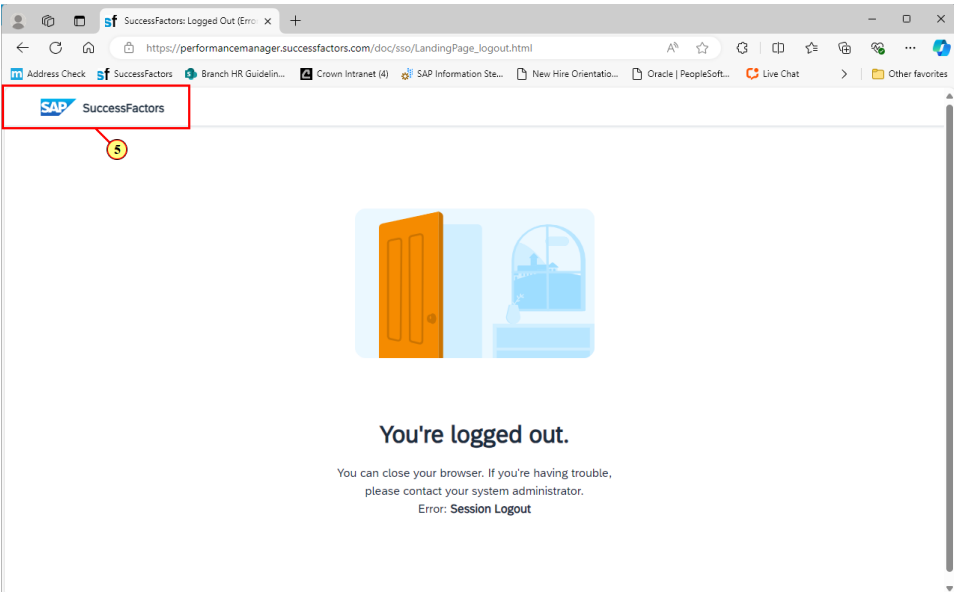


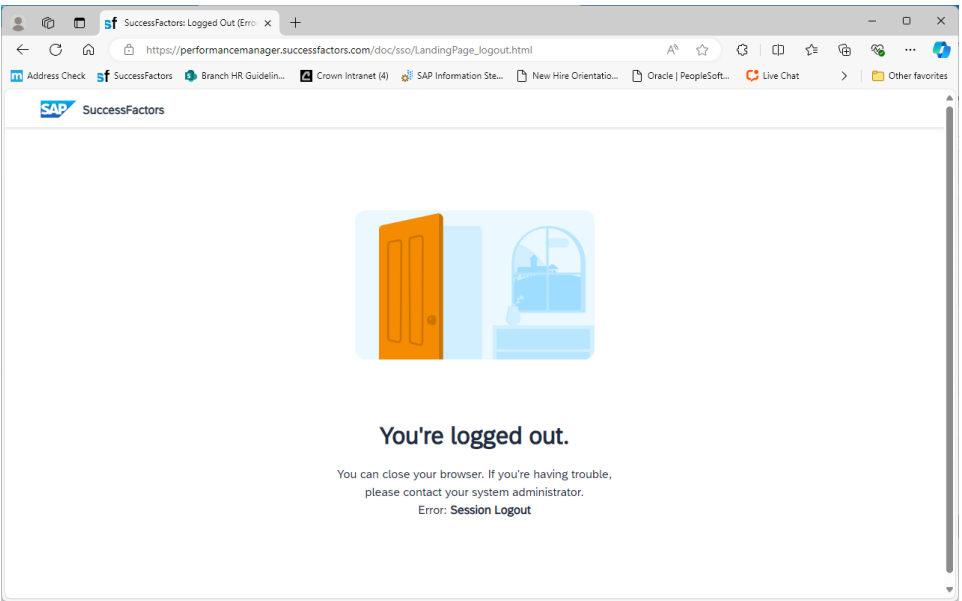
Talent Connect: accedere e uscire

Scopo:

Utilizzare questa procedura per accedere e uscire da Talent Connect.

Spiegazione	Screenshot
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Verifica o inserisci la tua email e la tua password. (2) Fare clic su Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Fare clic su Navigazione dell'account	

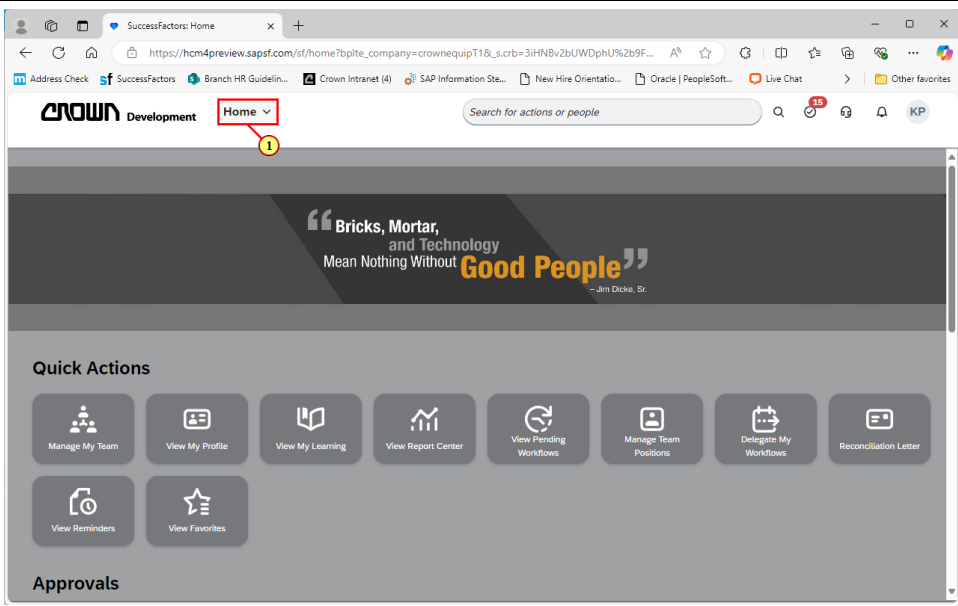
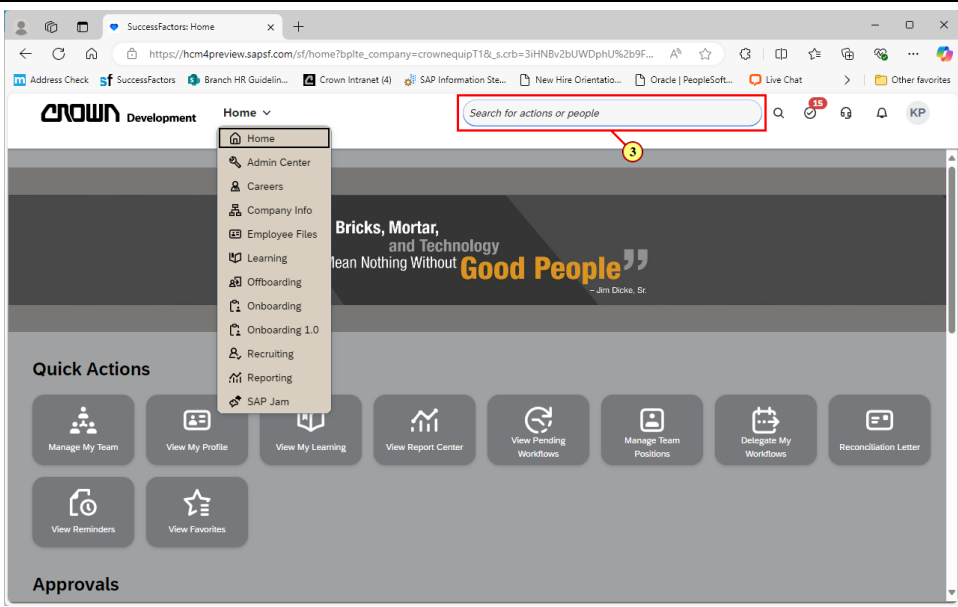
Spiegazione	Screenshot
SuccessFactors: Home - Work - Microsoft Edge (4) Fare clic su Disconnetti 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge (5) Fare clic su SuccessFactors 	

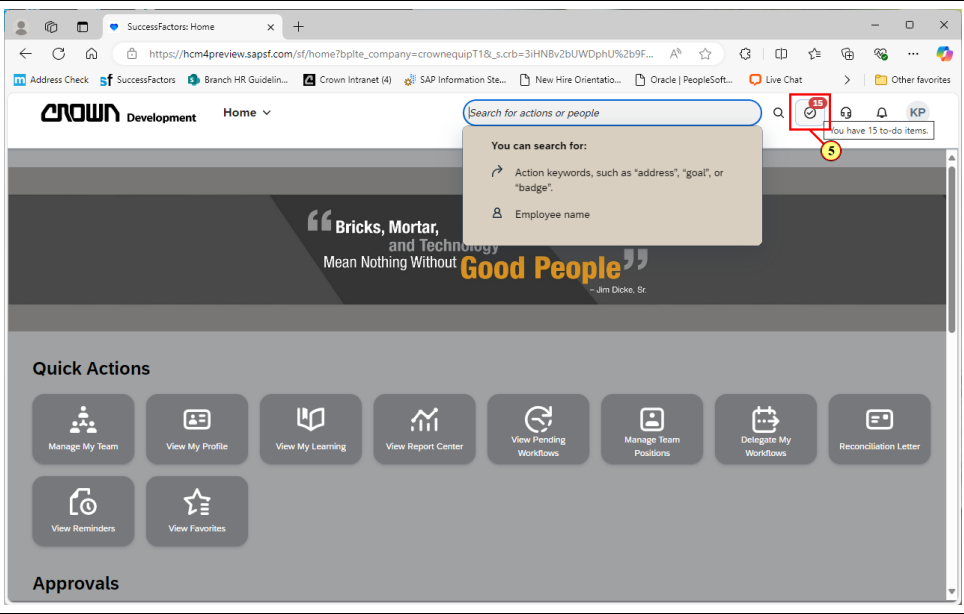
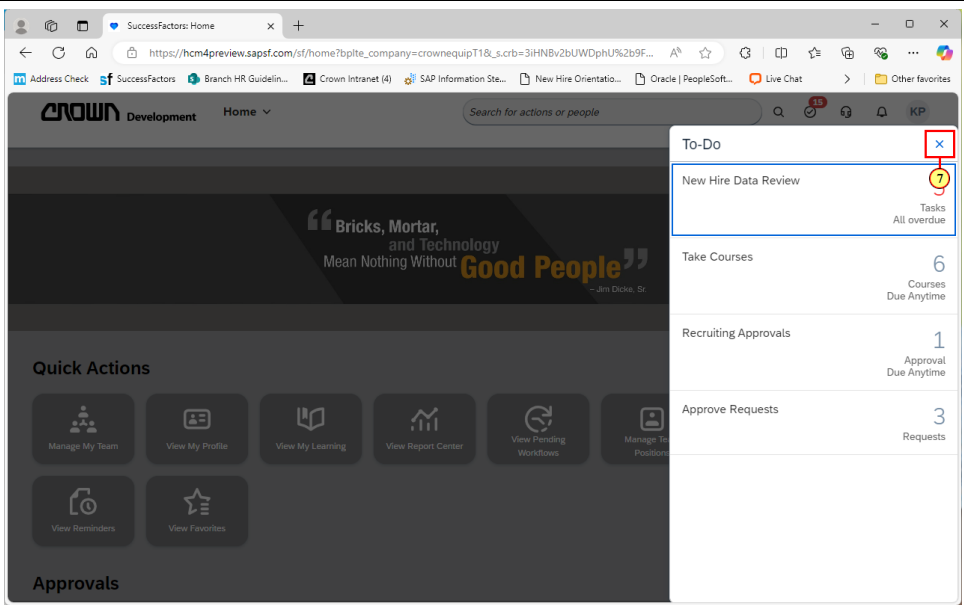
Spiegazione	Screenshot
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	

Talent Connect: navigazione, pulsanti del display e componenti della schermata

Scopo:

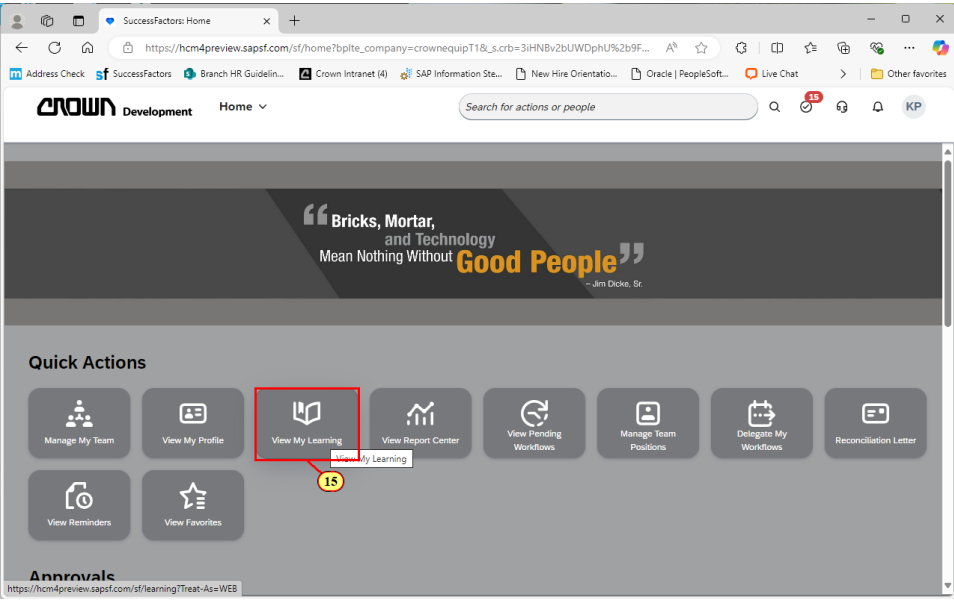
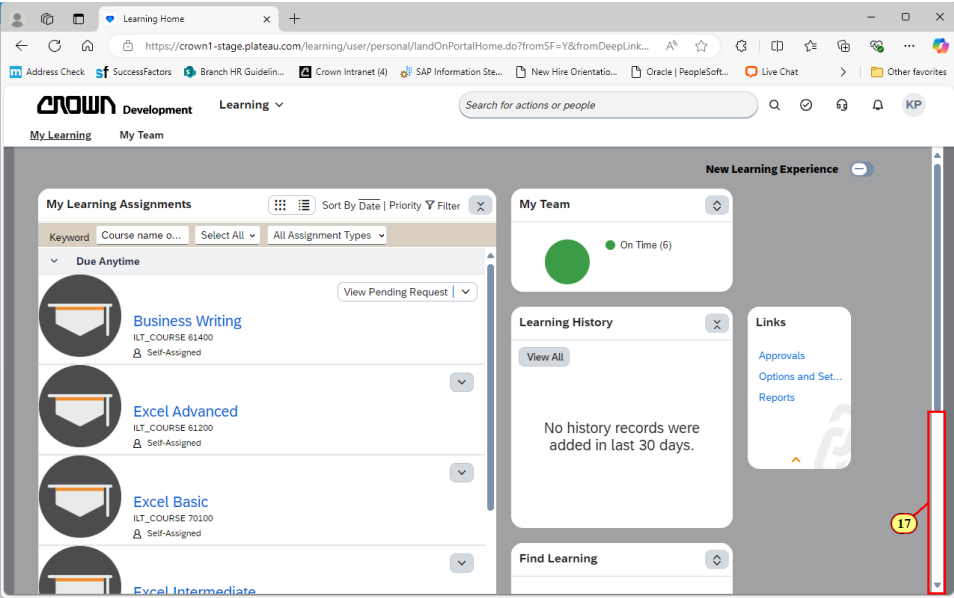
Utilizzare questa procedura per navigare tra i pulsanti del display e i componenti dello schermo.

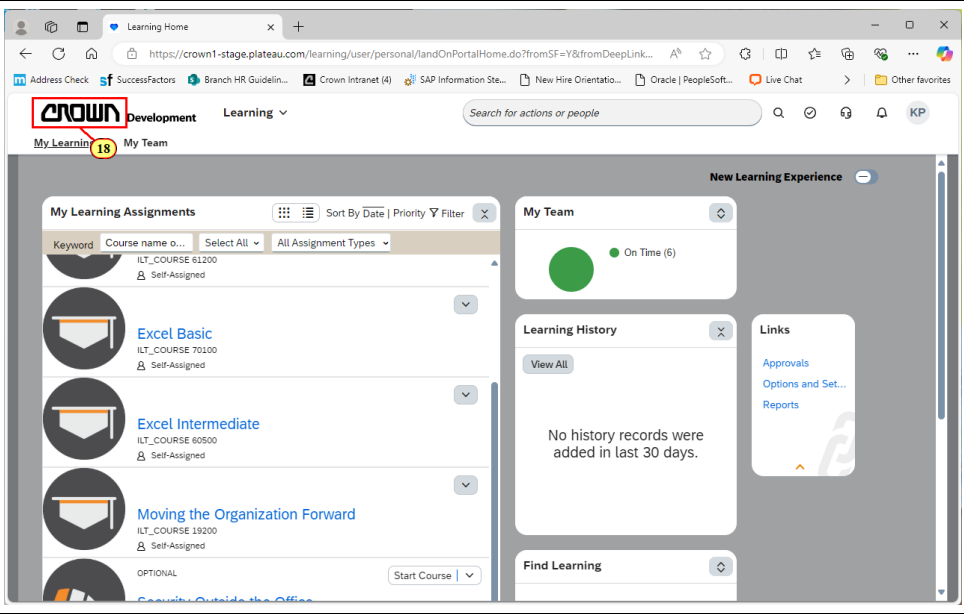
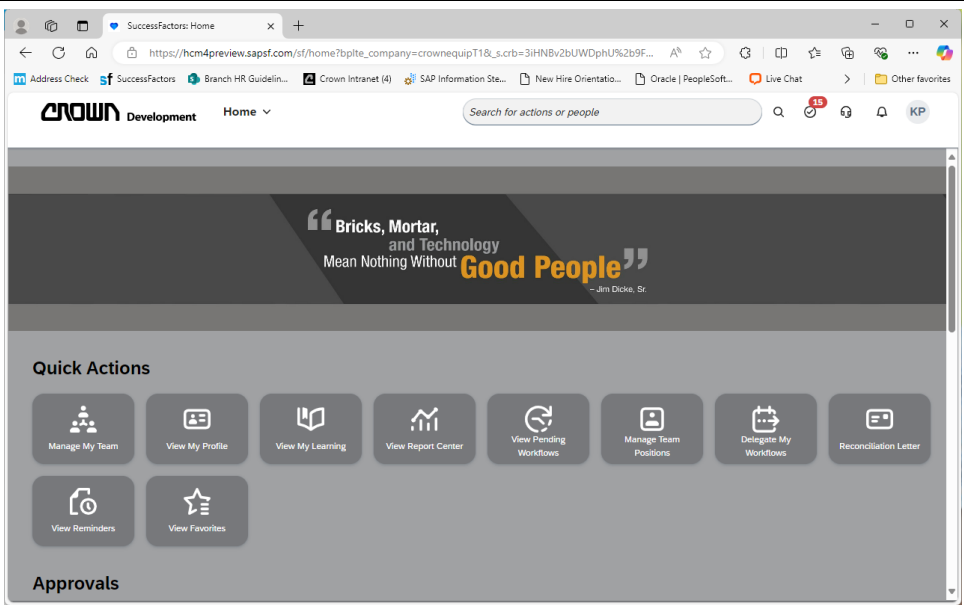
Spiegazione	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(1) Fare clic su Casa Home ▾ .	
SuccessFactors: Home - Work - Microsoft Edge	
(2) Dal menu a tendina puoi visualizzare le opzioni disponibili in Talent Connect. Questo elenco è basato sul ruolo, non tutti hanno lo stesso elenco. (3) Fare clic su Cerca azione o persone .	

Spiegazione	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(4) È possibile utilizzare la casella di ricerca per ricerche di parole chiave. (5) Fare clic su Cose da fare .	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Gli articoli in scadenza vengono visualizzati qui. (7) Clic Vicino .	

Spiegazione	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(8) Clic Account KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) Dal tuo Account puoi accedere a diverse sezioni, tra cui Profilo pubblico e Impostazioni. (10) Clic Account KP	

Spiegazione	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(11) Utilizzare le Azioni rapide per accedere rapidamente alle azioni dal menu a discesa. (12) Clic Visualizza il mio profilo	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) Nel mio profilo puoi visualizzare le tue informazioni personali, lavorative e di retribuzione. (14) Clic Casa	

Spiegazione	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(15) Clic Visualizza il mio apprendimento 	
Learning Home - Work - Microsoft Edge	
(16) In "My Learning" puoi visualizzare i tuoi incarichi formativi passati, presenti e futuri. Puoi iscriverti ai corsi di formazione e, se hai collaboratori diretti, monitorarne anche la formazione. (17) Cliccando nell'area di scorrimento si visualizza l'area desiderata.	

Spiegazione	Screenshot
Learning Home - Work - Microsoft Edge	
(18) Clic Casa 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS: accesso e aggiornamento delle informazioni personali

Scopo:

Utilizzare questa procedura per accedere e aggiornare i dati personali.

N.	Azione	Valore
SuccessFactors: Home - Work - Microsoft Edge		
1.	Clic Visualizza il mio profilo.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Clic Informazioni personali.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Clic Data di efficacia.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Clic Giorno.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Immettere Sam nel campo Nome preferito .	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	Fare clic su Salva.	

N.	Azione	Valore
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Per visualizzare l'approvatore nel flusso di lavoro, fare clic sul pulsante Mostra partecipanti al flusso di lavoro.		
7.	Fare clic su Mostra partecipanti al flusso di lavoro.	Show Workflow Participants
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Fare clic su Invia.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Fare clic su Casa.	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS aggiorna le informazioni personali

Scopo:

Utilizzare questa procedura per aggiornare le informazioni personali.

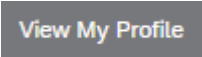
N.	Azione	Valore
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Fare clic su Visualizza il mio profilo.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Fare clic su Modifica informazioni personali.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Fare clic su Calendario.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Fare clic su 25.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Fare clic su Stato civile.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Fare clic su Sposato.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Fare clic su Salva.	

N.	Azione	Valore
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Fare clic su Mostra partecipanti al flusso di lavoro.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Fare clic su Invia.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Fare clic su Crown.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: indirizzo di aggiornamento ESS

Scopo:

Utilizza questa procedura per aggiornare il tuo indirizzo in Talent Connect.

N.	Azione	Valore
SuccessFactors: Home - Work - Microsoft Edge		
1.	Fare clic su Visualizza il mio profilo.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Cliccare nell' area al di sotto della barra di scorrimento per scorrere verso il basso.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Fare clic su Modifica indirizzi.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Fare clic su Data di efficacia.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Fare clic su Giorno.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Fare clic su Indirizzo Linea 1 .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Immettere 124 Main Street nel campo Indirizzo Linea 1 .	124 Main Street

N.	Azione	Valore
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Dopo aver apportato tutte le modifiche, fare clic in un punto qualsiasi dello schermo per attivare il pulsante Salva.		
8.	Fare clic su Salva .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Fare clic su Mostra partecipanti al flusso di lavoro .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Fare clic su Invia .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Fare clic su Casa .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: contatto di emergenza per l'aggiornamento ESS

Scopo:

Utilizzare questa procedura per aggiornare le informazioni di contatto di emergenza.

N.	Azione	Valore
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Clic Visualizza il mio profilo.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Cliccare nell' area al di sotto della barra di scorrimento per scorrere verso il basso.	
Emergency Contact		
3.	Fare clic su Icona del contatto di emergenza.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Clic Nome.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Entra Emma Russell nella scatola Nome.	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Clic Relazione.	

N.	Azione	Valore
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Clic Coniuge.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Clic Telefono cellulare.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Immettere 4196292222 nel campo Telefono cellulare .	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Immettere emma.russell@gmail.com nel campo E-mail .	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Clic Salva.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Clic Casa.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS aggiorna le informazioni di contatto

Scopo:

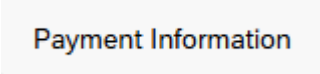
Utilizzare questa procedura per aggiornare le informazioni di contatto.

N.	Azione	Valore
SuccessFactors: Home - Work - Microsoft Edge		
1.	Fare clic su Visualizza il mio profilo.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Cliccare nell' area al di sotto della barra di scorrimento per scorrere verso il basso.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Fare clic su Modifica le informazioni di contatto.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Immettere andy.russell12@gmail.com nel campo Indirizzo e-mail .	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Dopo aver apportato tutte le modifiche, fare clic in un punto qualsiasi dello schermo per attivare il pulsante Salva.		
5.	Fare clic su Salva.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Fare clic su Crown.	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: deposito diretto ESS

Scopo:

Utilizza questa procedura per aggiornare le informazioni relative al tuo deposito diretto in Talent Connect.

N.	Azione	Valore
SuccessFactors: Home - Work - Microsoft Edge		
1.	Fare clic su Visualizza il mio profilo.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Cliccare sulla scheda Informazioni personali per selezionarla.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Fare clic su Informazioni sul pagamento.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Fare clic su Informazioni sul pagamento.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Fare clic su Data di efficacia.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Fare clic su Giorno.	

N.	Azione	Valore
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Fare clic su Tipo di account .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Selezionare la voce Controllo con un clic.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Immettere 100001234566 nel campo Numero di conto .	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Per aggiungere altri conti, clicca su "Aggiungi informazioni bancarie" e inserisci il conto successivo. Ripeti la procedura fino a quando non avrai aggiunto tutti i conti.		
10.	Fare clic su Salva .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Per visualizzare l'approvatore nel flusso di lavoro, fare clic sul pulsante Mostra partecipanti al flusso di lavoro .		
11.	Fare clic su Mostra partecipanti al flusso di lavoro .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Fare clic su Invia .	

N.	Azione	Valore
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Fare clic su Casa .	
SuccessFactors: Home - Work - Microsoft Edge		

Panduan Rujukan Talent Connect

Bermula

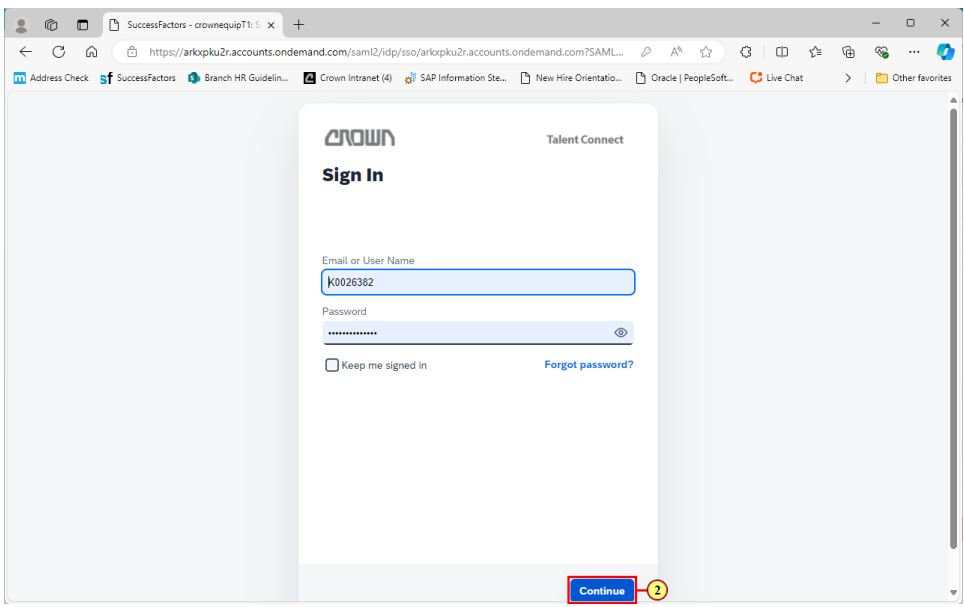
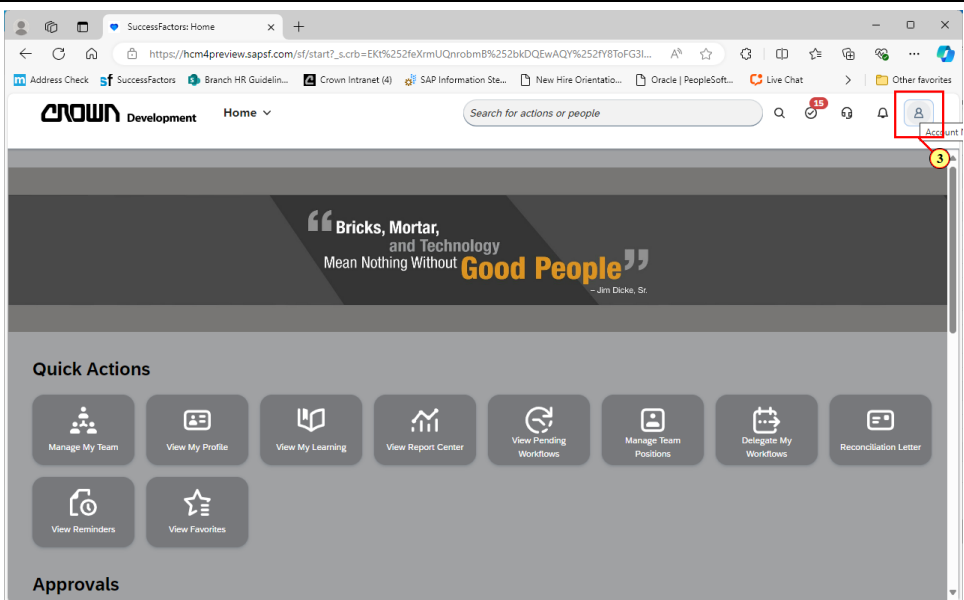
Fail Pekerja

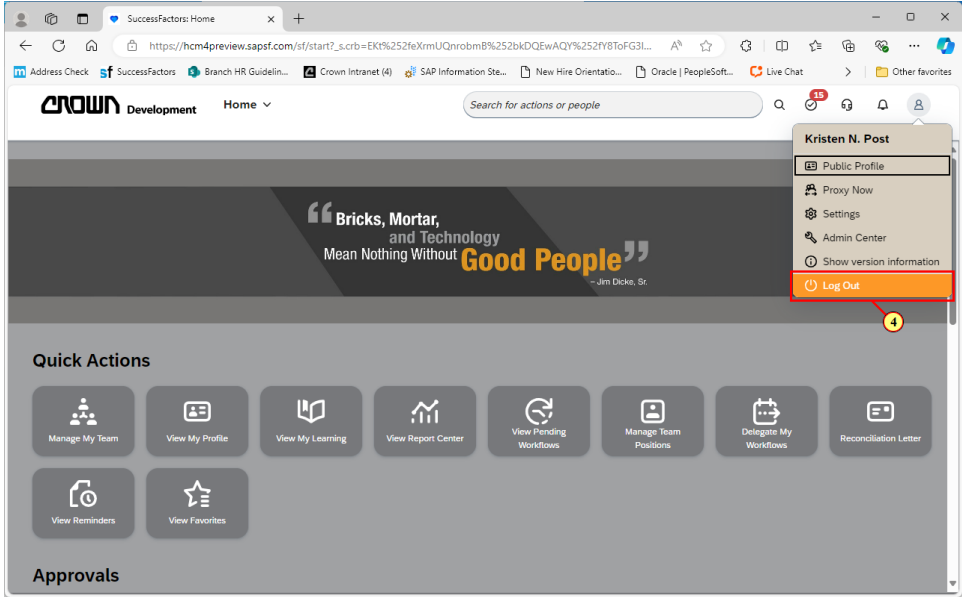
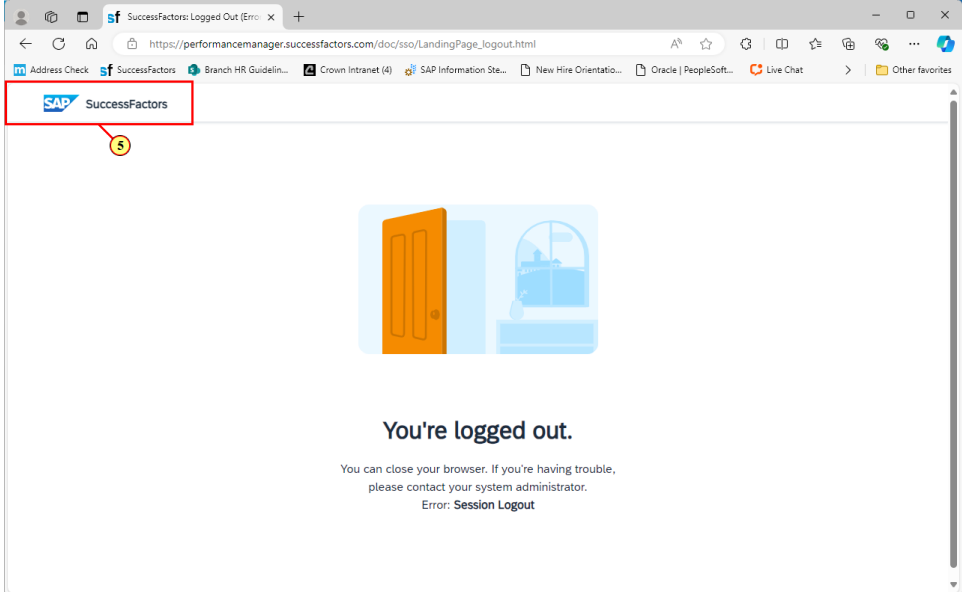


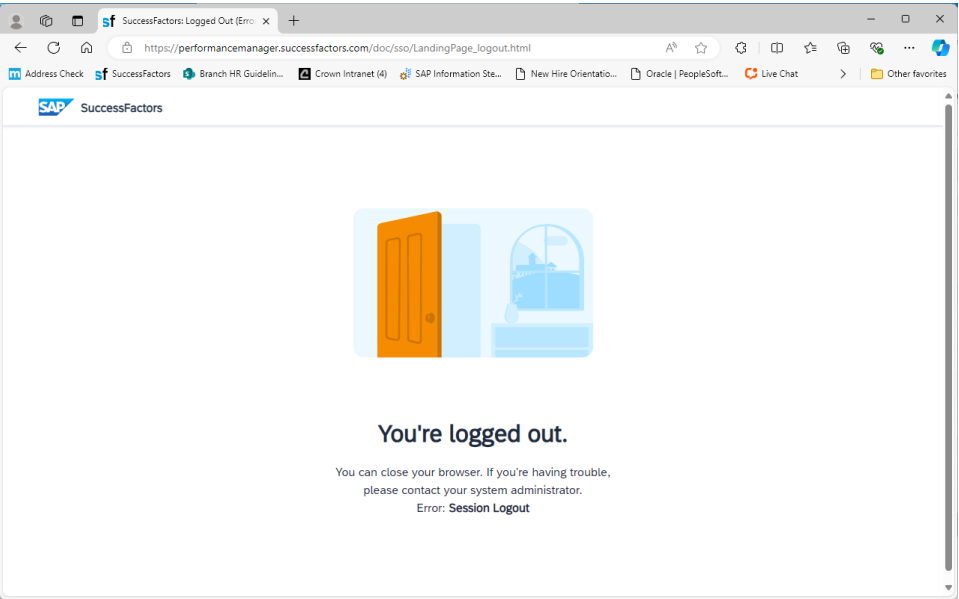
Talent Connect: Log masuk dan Log keluar

Tujuan:

Gunakan prosedur ini untuk log masuk dan log keluar dari Talent Connect.

Penerangan	Syot layar
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Sahkan atau Masukkan e-mel dan kata laluan anda. (2) Klik Continue teruskan	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Klik Navigasi Akaun	

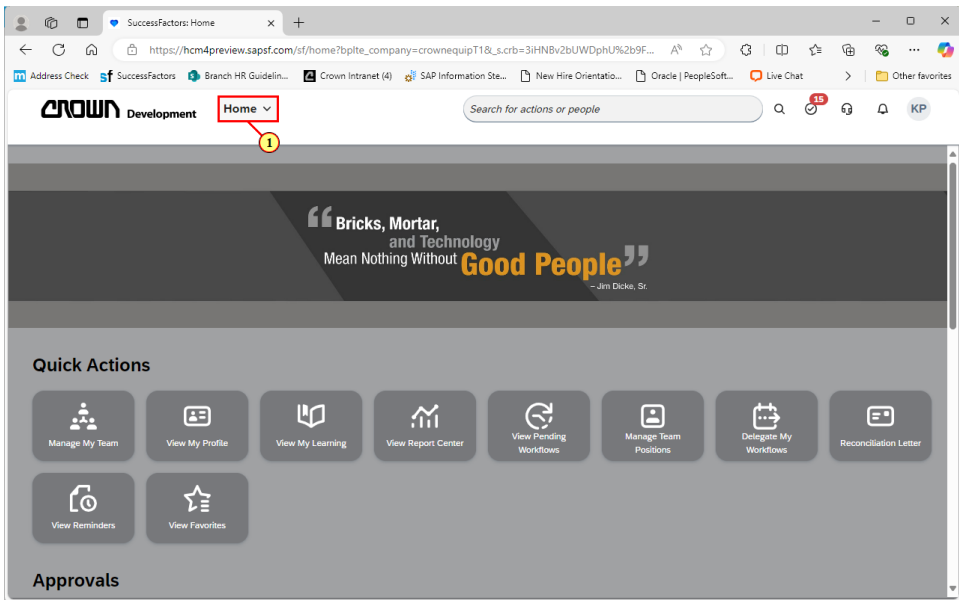
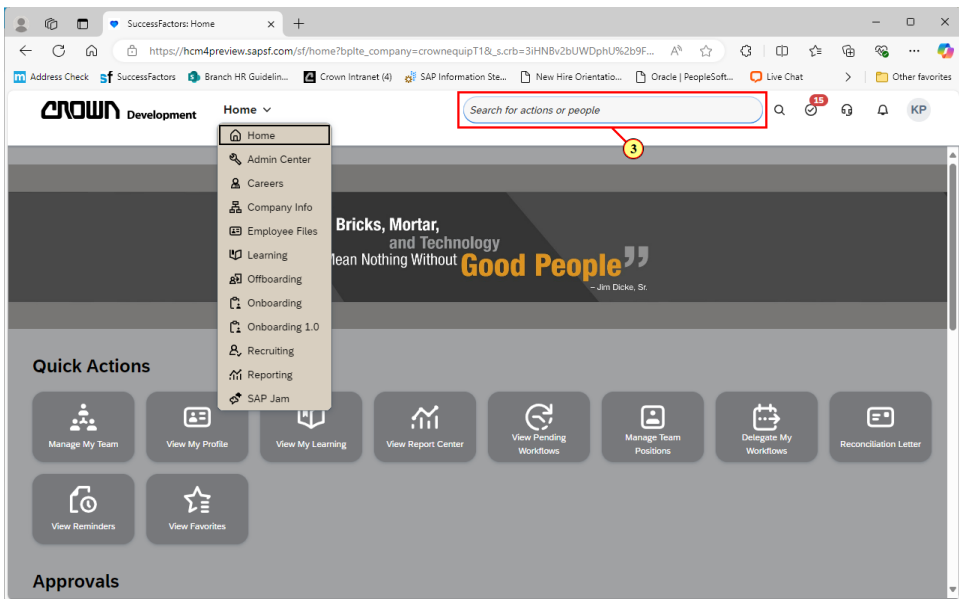
Penerangan	Syot layar
SuccessFactors: Home - Work - Microsoft Edge	
(4) Klik Log Keluar 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
(5) Klik Faktor Kejayaan 	

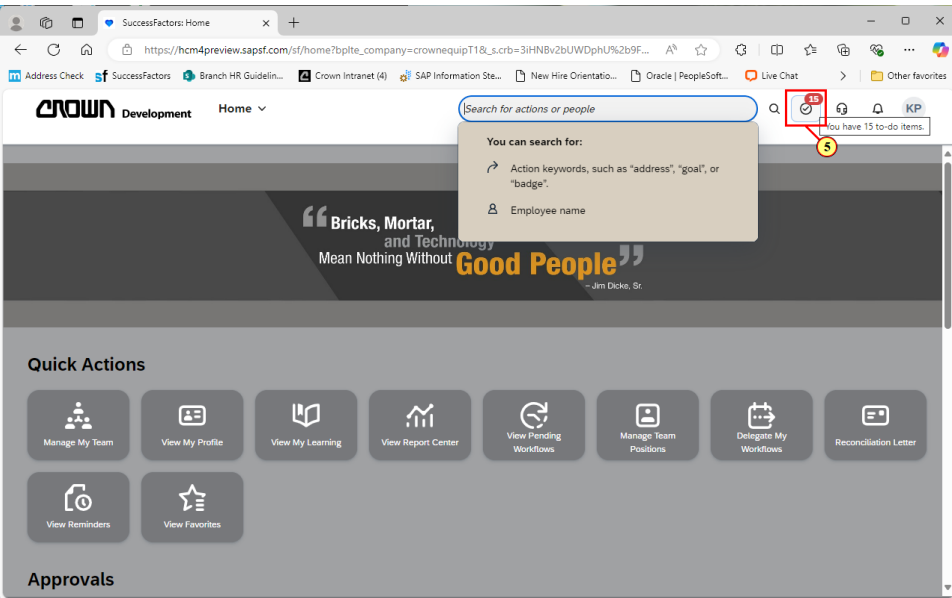
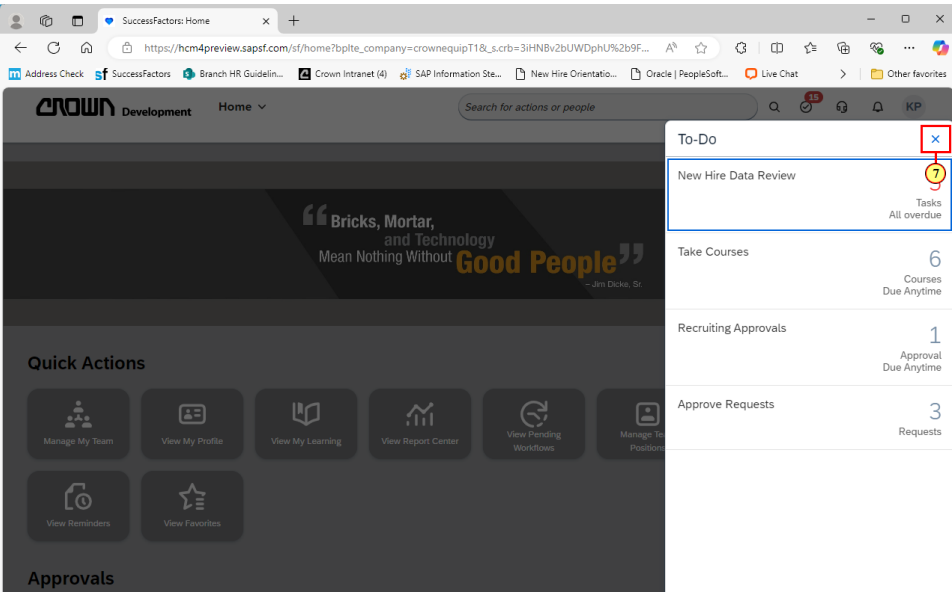
Penerangan	Syot layar
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	

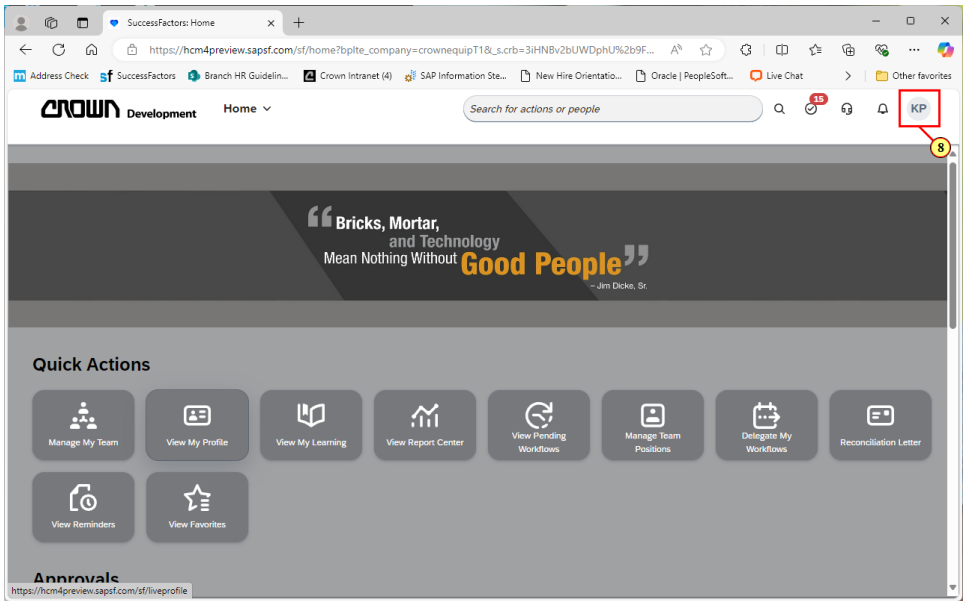
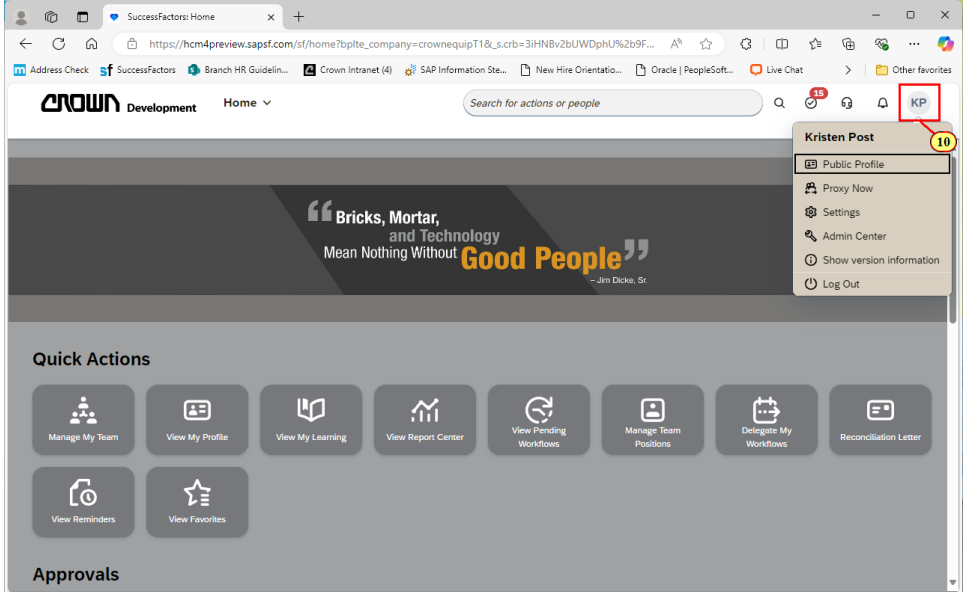
Talent Connect: Butang Paparan Navigasi dan Komponen Skrin

Tujuan:

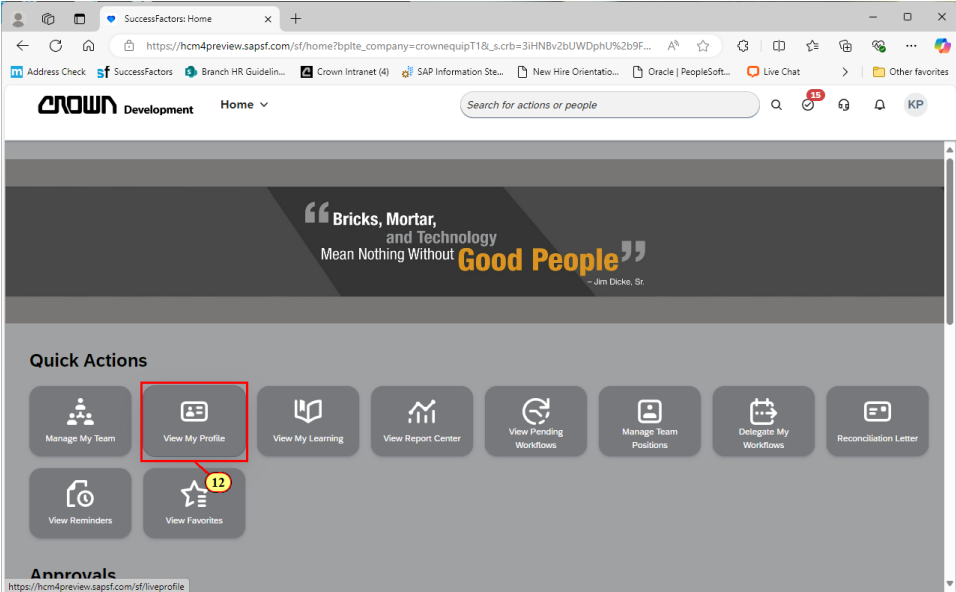
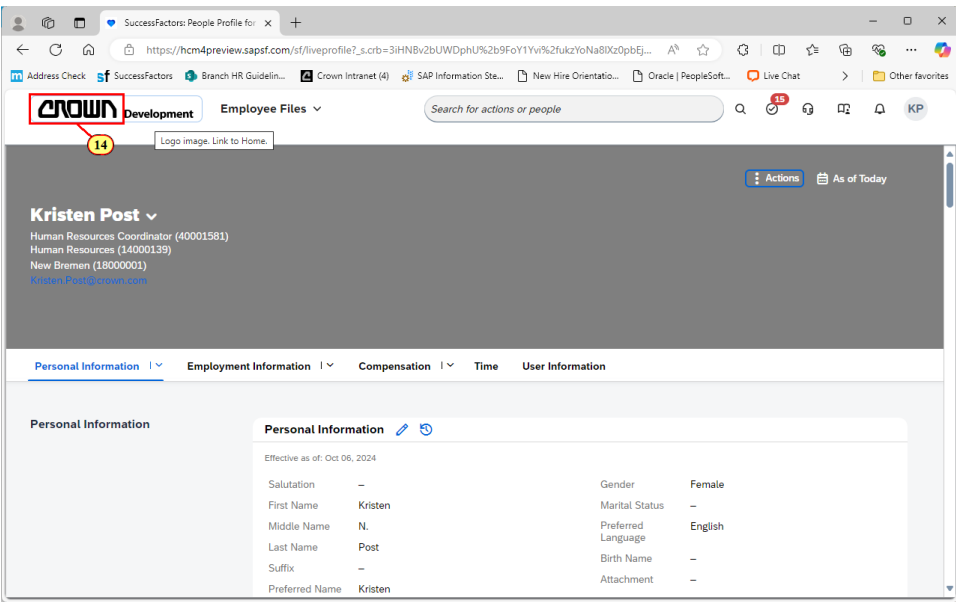
Gunakan prosedur ini untuk menavigasi butang paparan dan komponen skrin.

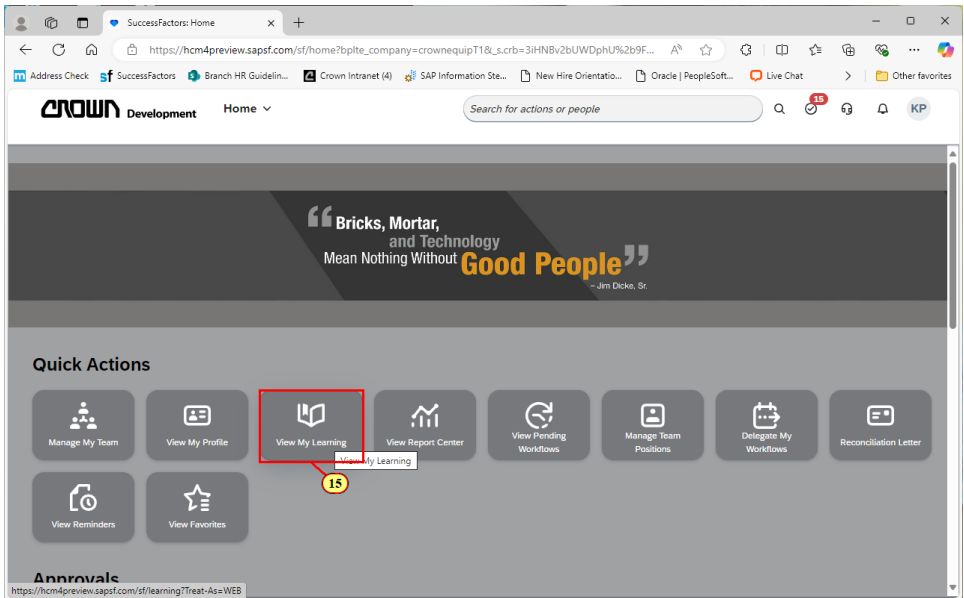
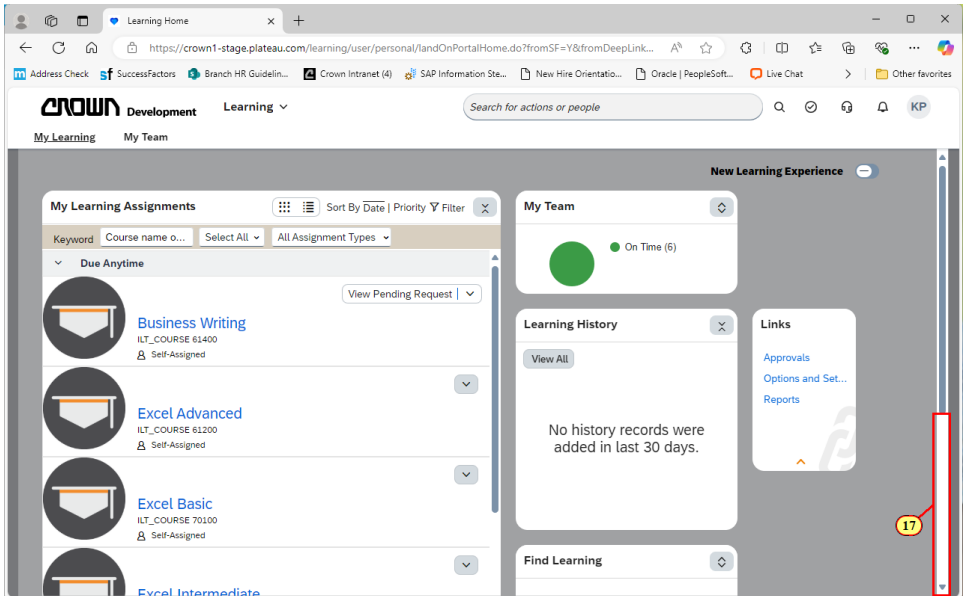
Penerangan	Syot layar
SuccessFactors: Home - Work - Microsoft Edge	
(1) Klik rumah Home ▾ .	
SuccessFactors: Home - Work - Microsoft Edge	
(2) Daripada menu lungsur, anda boleh melihat pilihan yang tersedia dalam Talent Connect. Senarai ini berdasarkan peranan, semua orang tidak mempunyai senarai yang sama. (3) Klik Cari tindakan atau orang .	

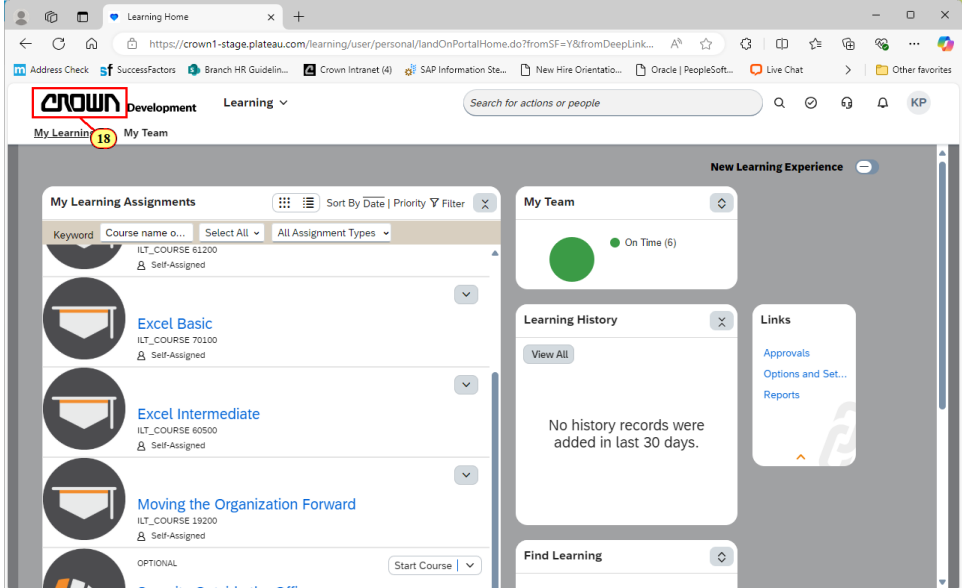
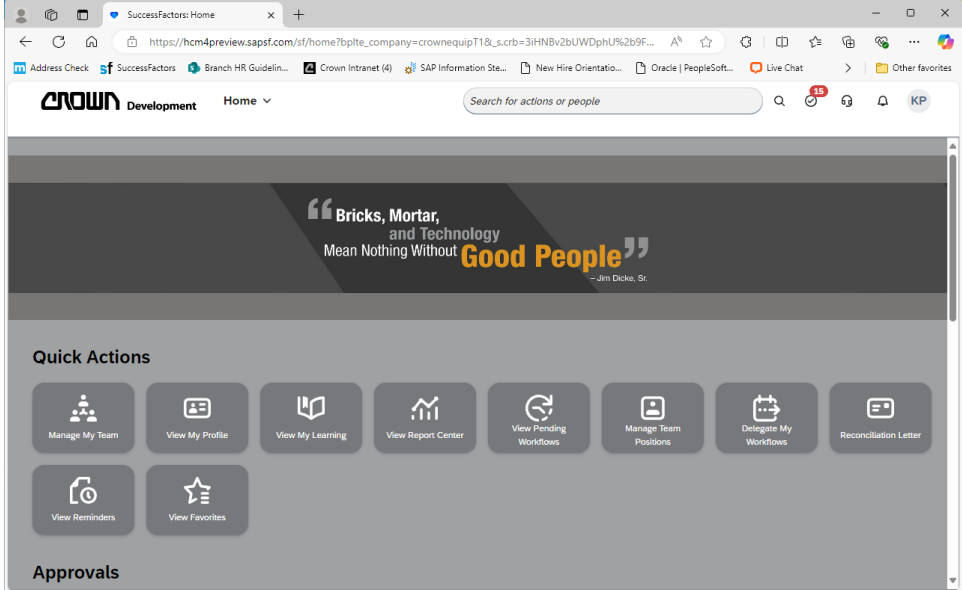
Penerangan	Syot layar
SuccessFactors: Home - Work - Microsoft Edge	
(4) Anda boleh menggunakan kotak carian untuk carian kata kunci. (5) Klik Untuk Melakukan Item 	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Item anda yang perlu dibayar muncul di sini. (7) Klik tutup 	

Penerangan	Syot layar
SuccessFactors: Home - Work - Microsoft Edge	
(8) Klik Akaun 	
SuccessFactors: Home - Work - Microsoft Edge	
(9) Di bawah Akaun anda, anda boleh menavigasi ke kawasan yang berbeza. Kawasan ini termasuk Profil Awam dan Tetapan. (10) Klik Akaun 	

Talent Connect Reference Guide

Penerangan	Syot layar
SuccessFactors: Home - Work - Microsoft Edge	
(11) Gunakan Tindakan Pantas untuk mengakses tindakan dengan cepat dari menu lungsur. (12) klik Lihat Profil Saya 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) Dalam Profil Saya, anda boleh melihat maklumat anda yang termasuk Peribadi, Pekerjaan dan Pampasan. (14) klik Rumah 	

Penerangan	Syot layar
SuccessFactors: Home - Work - Microsoft Edge	
(15) klik Lihat Pembelajaran Saya 	
Learning Home - Work - Microsoft Edge	
(16) Dalam Pembelajaran Saya, anda boleh melihat tugas latihan anda yang lalu, sekarang dan akan datang. Anda boleh mendaftar untuk latihan dan jika anda mempunyai laporan langsung memantau latihan mereka juga. (17) Mengklik pada kawasan skrol memaparkan kawasan skrin yang diingini.	

Penerangan	Syot layar
Learning Home - Work - Microsoft Edge	
(18) klik Rumah 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS: Akses dan Kemas Kini Maklumat Peribadi

Tujuan:

Gunakan prosedur ini untuk mengakses dan mengemas kini maklumat peribadi.

No.	Tindakan	Nilai
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klik Lihat Profil Saya.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Klik Maklumat Peribadi .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Klik Tarikh Berkuatkuasa .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Klik Hari .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Masukkan Sam dalam kotak Nama Pilihan.	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	klik jimat .	

No.	Tindakan	Nilai
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Untuk melihat pelulus dalam Aliran Kerja, klik butang Tunjukkan Peserta Aliran Kerja.		
7.	Klik Tunjukkan Peserta Aliran Kerja .	Show Workflow Participants
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Klik Hantar .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Klik Rumah .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Kemas Kini Maklumat Peribadi ESS

Tujuan:

Gunakan prosedur ini untuk mengemas kini maklumat peribadi.

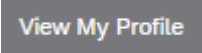
No.	Tindakan	Nilai
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Klik View My Profile .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Klik Edit Maklumat Peribadi .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Klik Kalendar .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Klik 25 .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Klik Status Perkahwinan .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Klik dah kahwin .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Klik Jimat .	

No.	Tindakan	Nilai
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Klik Tunjukkan Peserta Aliran Kerja.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Klik Hantar.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Klik Crown.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Alamat Kemas Kini ESS

Tujuan:

Gunakan prosedur ini untuk mengemas kini alamat anda dalam Talent Connect.

No.	Tindakan	Nilai
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klik Lihat Profil Saya .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Mengklik pada kawasan di bawah bar skrol untuk skrol ke bawah.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Klik Edit Alamat .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Klik Edit Alamat .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Klik Hari .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Klik Talian Alamat 1 .	

No.	Tindakan	Nilai
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Masukkan 124 Main Street ke dalam Talian Alamat 1 kotak.	124 Main Street
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Selepas anda memasukkan semua perubahan, klik di mana-mana pada skrin untuk mengaktifkan butang Simpan.		
8.	Klik Jimat .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Klik Tunjukkan Peserta Aliran Kerja .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Klik Hantar .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Klik Rumah .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Kemas Kini ESS Hubungan Kecemasan

Tujuan:

Gunakan prosedur ini untuk mengemas kini Maklumat Hubungan Kecemasan.

No.	Tindakan	Nilai
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	klik Lihat Profil Saya .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Mengklik pada kawasan di bawah bar skrol untuk skrol ke bawah.	
Emergency Contact		
3.	Klik Ikon Hubungan Kecemasan .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Klik Nama.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Masukkan Emma Russell dalam kotak Nama .	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Click Perhubungan .	

No.	Tindakan	Nilai
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	klik pasangan .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	klik Telefon Bimbit .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Masukkan 4196292222 ke dalam Telefon Bimbit kotak.	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Masukkan emma.russell@gmail.com ke dalam E-mel kotak.	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	klik Jimat .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	klik Rumah .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Kemas Kini Maklumat Hubungan ESS

Tujuan:

Gunakan prosedur ini untuk mengemas kini maklumat hubungan.

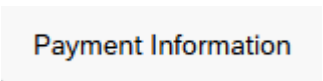
No.	Tindakan	Nilai
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klik Lihat Profil Saya .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Mengklik pada kawasan di bawah bar skrol untuk skrol ke bawah.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Klik Edit Maklumat Hubungan .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Masukkan andy.russell12@gmail.com ke dalam Alamat E-mel kotak.	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Selepas anda memasukkan semua perubahan, klik di mana-mana pada skrin untuk mengaktifkan butang Simpan.		
5.	Klik Jimat .	

No.	Tindakan	Nilai
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Klik Crown .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Deposit Langsung ESS

Tujuan:

Gunakan prosedur ini untuk mengemas kini maklumat Deposit Langsung anda dalam Talent Connect.

No.	Tindakan	Nilai
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klik Lihat Profil Saya .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Klik tab Personal Information untuk memilihnya.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Klik Maklumat Pembayaran .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Klik Maklumat Pembayaran .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Klik Tarikh Berkuatkuasa .	

No.	Tindakan	Nilai
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Klik Hari .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Klik Jenis Akaun .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Memilih entri Menyemak dengan memilihnya.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Masukkan 100001234566 ke dalam Nombor Akaun kotak.	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Untuk menambah lebih banyak akaun, klik Tambah Maklumat Perbankan dan masukkan akaun seterusnya. Ulang sehingga semua akaun ditambahkan.		
10.	Klik jimat .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Untuk melihat pelulus dalam Aliran Kerja, klik butang Tunjukkan Peserta Aliran Kerja.		
11.	Klik Tunjukkan Peserta Aliran Kerja .	

No.	Tindakan	Nilai
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Klik Hantar .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Klik Rumah .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect-referentiegids

Aan de slag

Bestanden van werknemers

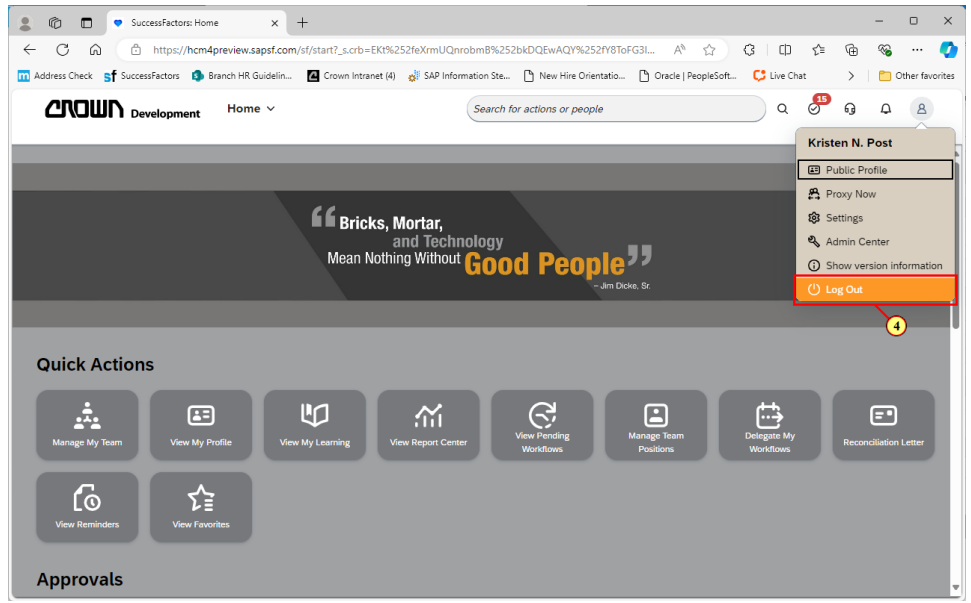
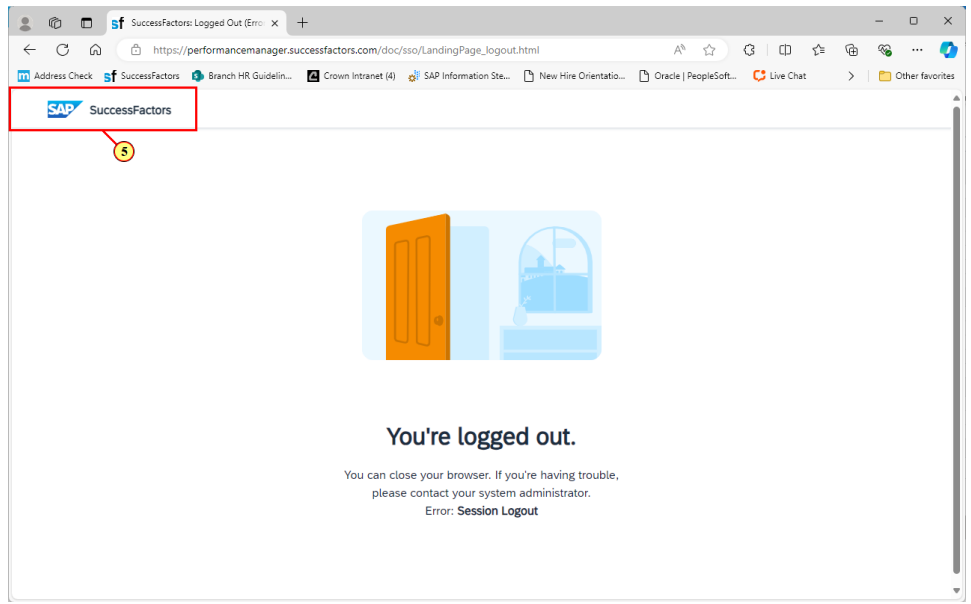


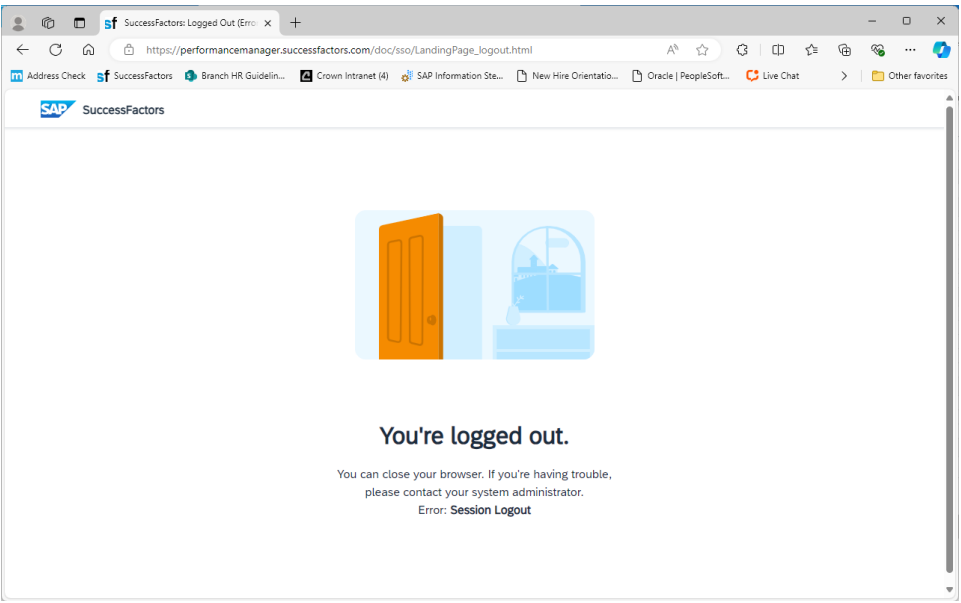
Talent Connect: Aanmelden en afmelden

Doel:

Volg deze procedure om u aan en af te melden bij Talent Connect.

Toelichting	Screenshot
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Ověřte nebo zadejte svou e-mailovou adresu a heslo. (2) Klik op Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Klik op Navigace úctu	

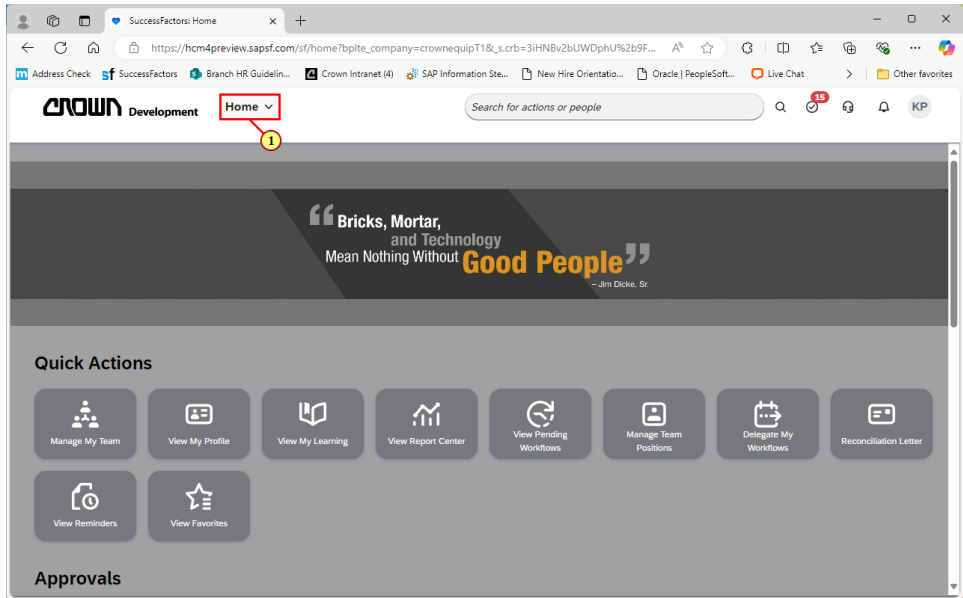
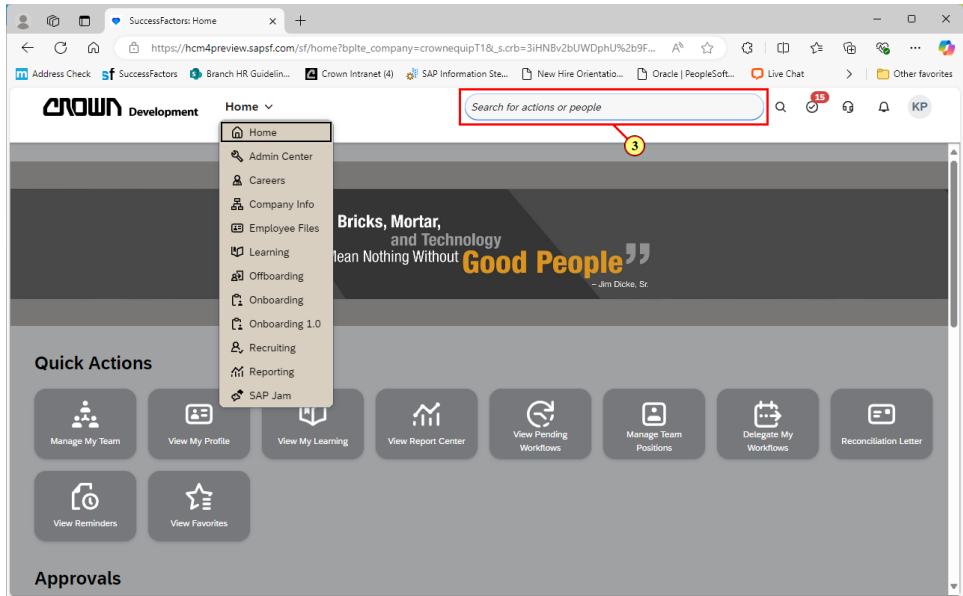
Toelichting	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(4) Klik op Odhlásit se 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
(5) Klik op SuccessFactors 	

Toelichting	Screenshot
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	

Talent Connect: Navigatie-weergaveknop en schermcomponenten

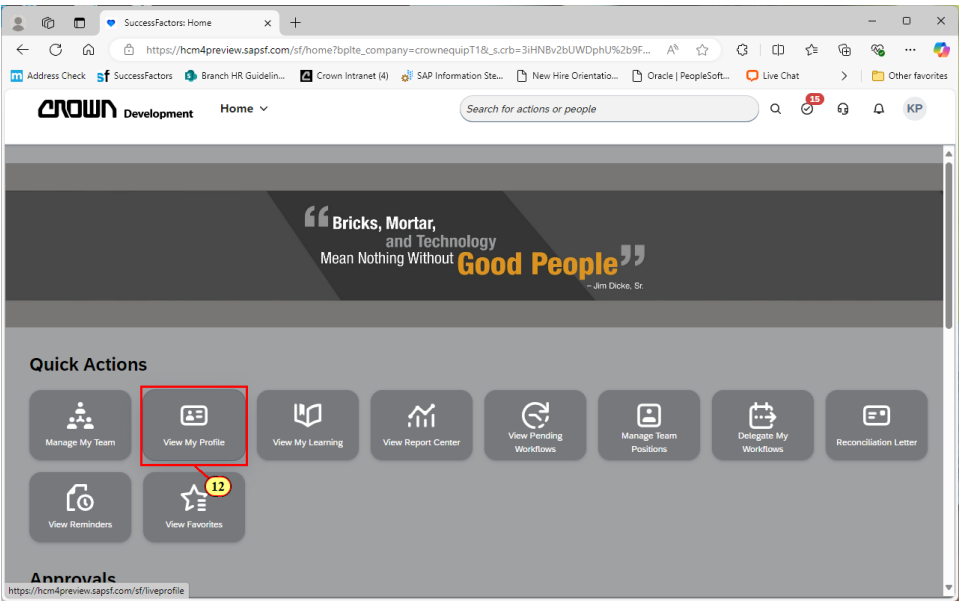
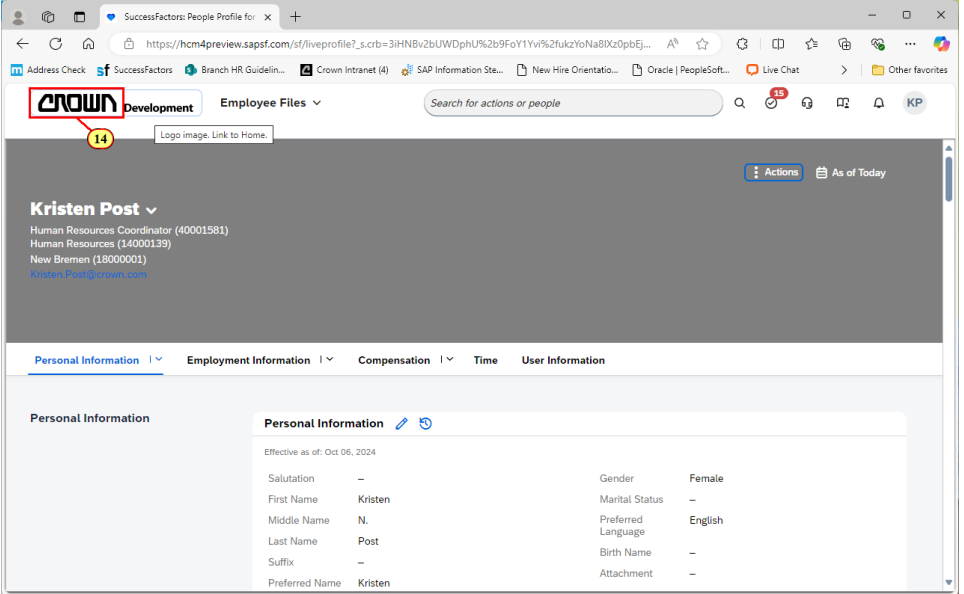
Doel:

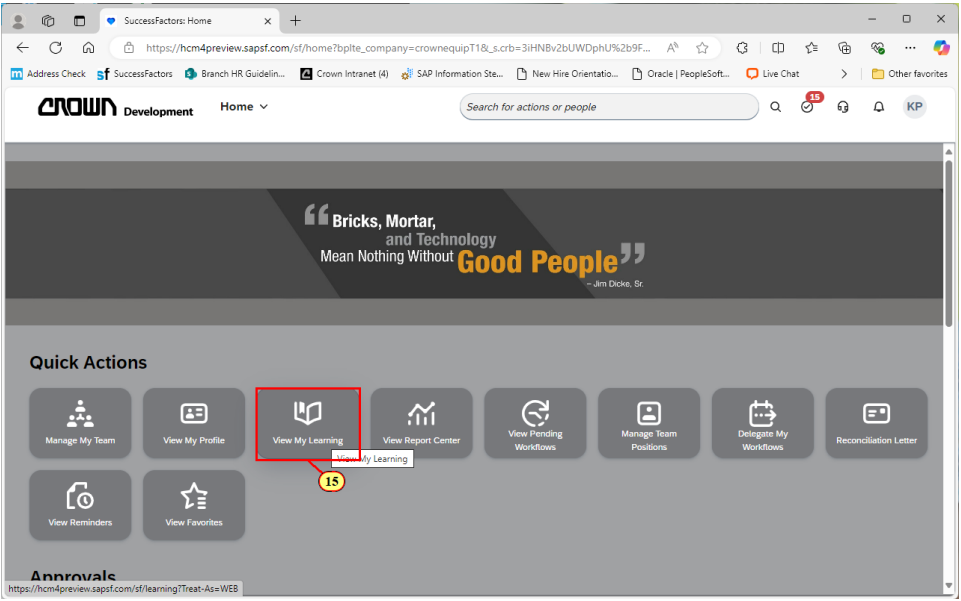
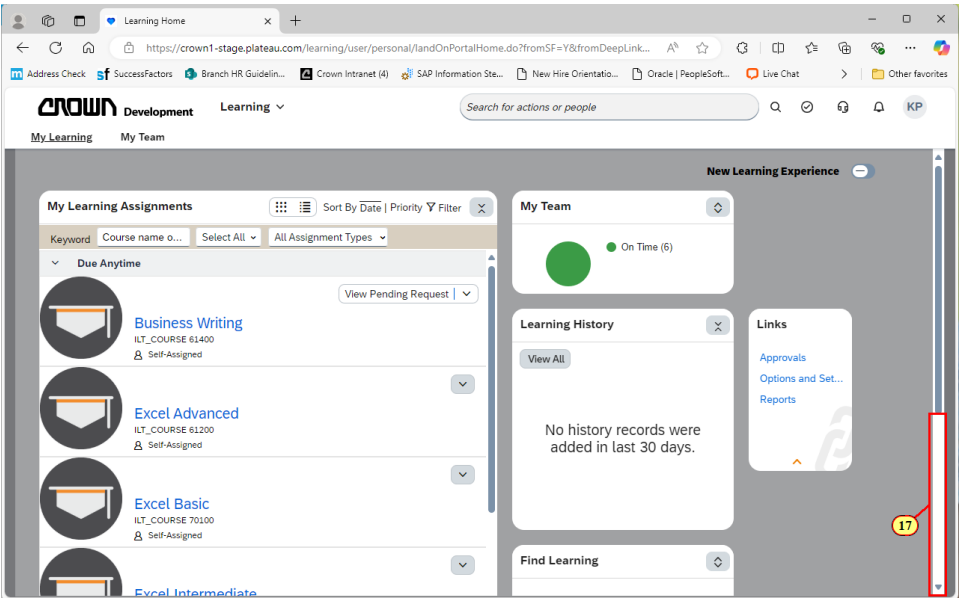
Gebruik deze procedure om door de knoppen en schermcomponenten van het display te navigeren.

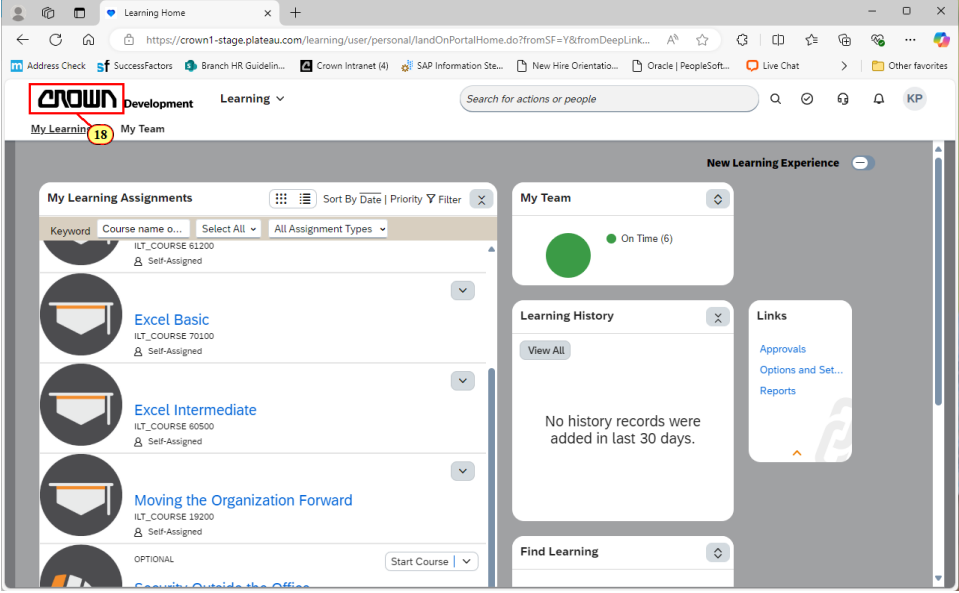
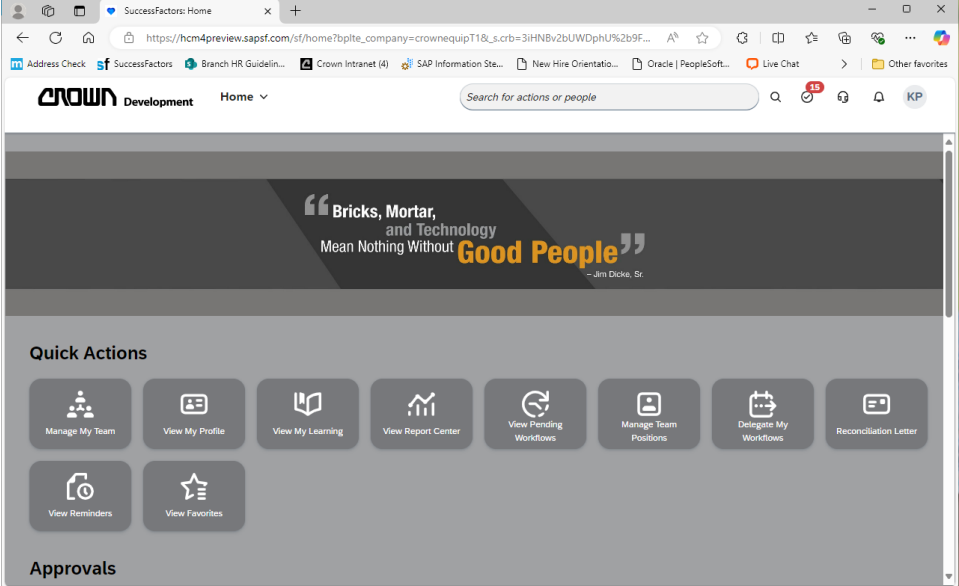
Toelichting	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(1) Klik op Thuis Home ▾.	
SuccessFactors: Home - Work - Microsoft Edge	
(2) Via de dropdown kun je de beschikbare opties in Talent Connect bekijken. Deze lijst is gebaseerd op rol; niet iedereen heeft dezelfde lijst. (3) Klik op Zoeken naar actie of mensen.	

Toelichting	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(4) U kunt het zoekvak gebruiken om op trefwoorden te zoeken. (5) Klik op Te doen items	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Hier verschijnen de items die u moet inleveren. (7) Klik Dichtbij	

Toelichting	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(8) Klik Rekening KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) Onder je account kun je naar verschillende onderdelen navigeren, zoals Openbaar profiel en Instellingen. (10) Klik Rekening KP	

Toelichting	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(11) Gebruik de Snelle acties om snel toegang te krijgen tot de acties via de vervolgkeuzelijst. (12) Klik Bekijk mijn profiel 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) In Mijn Profiel kunt u uw persoonlijke gegevens, arbeidsgegevens en salarisgegevens bekijken. (14) Click Home 	

Toelichting	Screenshot
SuccessFactors: Home - Work - Microsoft Edge	
(15) Klik Bekijk mijn leerproces 	
Learning Home - Work - Microsoft Edge	
(16) In Mijn Leren kunt u uw eerdere, huidige en toekomstige trainingsopdrachten bekijken. U kunt zich inschrijven voor trainingen en, indien u ondergeschikten hebt, hun trainingen ook volgen. (17) Door te klikken in het bladergebied wordt het gewenste gebied weergegeven.	

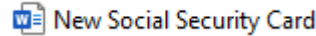
Toelichting	Screenshot
Learning Home - Work - Microsoft Edge	
(18) Klik Thuis 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect: ESS Toegang en Persoonlijke Informatie Bijwerken

Doel:

Gebruik deze procedure om toegang te krijgen tot en uw persoonlijke informatie in Talent Connect bij te werken.

Nr.	Actie	Waarde
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klik op Zoek naar acties of mensen .	
SuccessFactors: Home - Work - Microsoft Edge		
2.	Voer Monica Test in het veld Zoek naar acties of mensen in.	Monica Test
SuccessFactors: Home - Work - Microsoft Edge		
3.	Klik op Mensen .	
SuccessFactors: People Profile for Monica Test - Work - Microsoft Edge		
4.	Klik op Persoonlijke gegevens bewerken .	
SuccessFactors: People Profile for Monica Test - Work - Microsoft Edge		
5.	Klik op Ingangsdatum .	
SuccessFactors: People Profile for Monica Test - Work - Microsoft Edge		
6.	Klik op Dag .	24
SuccessFactors: People Profile for Monica Test - Work - Microsoft Edge		
7.	Voer Smith in het veld Achternaam in.	Smith

Nr.	Actie	Waarde
SuccessFactors: People Profile for Monica Test - Work - Microsoft Edge		
8.	Klik op Burgerlijke staat .	
SuccessFactors: People Profile for Monica Test - Work - Microsoft Edge		
9.	Klik op Getrouwd .	
SuccessFactors: People Profile for Monica Test - Work - Microsoft Edge		
In dit voorbeeld moet u documentatie uploaden ter ondersteuning van de wijziging. Niet alle wijzigingen vereisen gedocumenteerde ondersteuning.		
10.	Klik op Uploaden .	
Open		
11.	Dubbelklik op Persoonlijke gegevens .	
SuccessFactors: People Profile for Monica Test - Work - Microsoft Edge		
12.	Klik op Redden .	
SuccessFactors: People Profile for Monica Test - Work - Microsoft Edge		
13.	Klik op Thuis .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS-update persoonlijke gegevens

Doel:

Gebruik deze procedure om persoonlijke gegevens bij te werken.

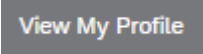
Nr.	Actie	Waarde
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Klik op Bekijk mijn profiel.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Klik op Persoonlijke gegevens bewerken.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Klik op Calendar.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Klik op 25.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Klik op Burgerlijke staat.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Klik op Getrouwd.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Klik op Redden.	

Nr.	Actie	Waarde
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Klik op Workflowdeelnemers weergeven .	Show Workflow Participants
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Klik op Indienen .	Submit
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Klik op Crown .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS-updateadres

Doel:

Gebruik deze procedure om uw adres in Talent Connect bij te werken.

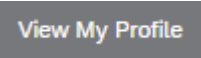
Nr.	Actie	Waarde
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klik op Bekijk mijn profiel .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Klik in het gebied onder de schuifbalk om naar onder te bladeren.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Klik op Adressen bewerken .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Klik op Ingangsdatum .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Klik op Dag .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Klik op Adresregel 1 .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Voer 124 Main Street in het veld Adresregel 1 in.	124 Main Street

Nr.	Actie	Waarde
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Nadat u alle wijzigingen hebt ingevoerd, klikt u ergens op het scherm om de knop Opslaan te activeren.		
8.	Klik op Redden .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Klik op Workflowdeelnemers weergeven .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Klik op Indienen .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Klik op Home .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS Update Noodcontact

Doel:

Gebruik deze procedure om contactgegevens voor noodgevallen bij te werken.

Nr.	Actie	Waarde
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Klik op Bekijk mijn profiel .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Klik in het gebied onder de schuifbalk om naar onder te bladeren.	
Emergency Contact		
3.	Klik op Noodcontactpersoon .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Klik op Naam Robert Russell .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Voer in het veld Robert Russell in.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Klik Relatie .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Klik Echtgenoot .	

Nr.	Actie	Waarde
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Klik Mobiele telefoon .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Voer 4196292222 in het veld Mobiele telefoon in.	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Voer emma.russell@gmail.com in het veld E-mail in.	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Klik Redden .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Klik Home .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS-contactgegevens bijwerken

Doel:

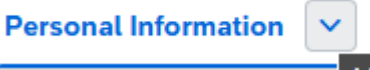
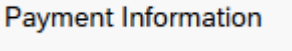
Gebruik deze procedure om contactgegevens bij te werken.

Nr.	Actie	Waarde
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klik op Bekijk mijn profiel.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Klik in het gebied onder de schuifbalk om naar onder te bladeren.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Klik op Contactgegevens bewerken.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Voer andy.russell12@gmail.com in het veld E-mailadres in.	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Nadat u alle wijzigingen hebt ingevoerd, klikt u ergens op het scherm om de knop Opslaan te activeren.		
5.	Klik op Redden.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Klik op Crown.	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS Directe Storting

Doel:

Gebruik deze procedure om uw gegevens voor directe storting in Talent Connect bij te werken.

Nr.	Actie	Waarde
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klik op Bekijk mijn profiel .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Klik op het tabblad Persoonlijke gegevens om het te selecteren.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Klik op Betalingsinformatie .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Klik op Betalingsinformatie .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Klik op Ingangsdatum .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Klik op Dag .	

Nr.	Actie	Waarde
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Klik op Accounttype .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Selecteer de invoer Controleren door erop te klikken.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Voer 100001234566 in het veld Rekeningnummer in.	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Om meer rekeningen toe te voegen, klikt u op 'Bankgegevens toevoegen' en voert u de volgende rekening in. Herhaal dit totdat alle rekeningen zijn toegevoegd.		
10.	Klik op Save .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Als u de goedkeurder in Workflow wilt bekijken, klikt u op de knop Workflowdeelnemers weergeven.		
11.	Klik op Workflowdeelnemers weergeven .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Klik op Indienen .	

Nr.	Actie	Waarde
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Klik op Thuis .	
SuccessFactors: Home - Work - Microsoft Edge		

Guia de referência do Talent Connect

Introdução

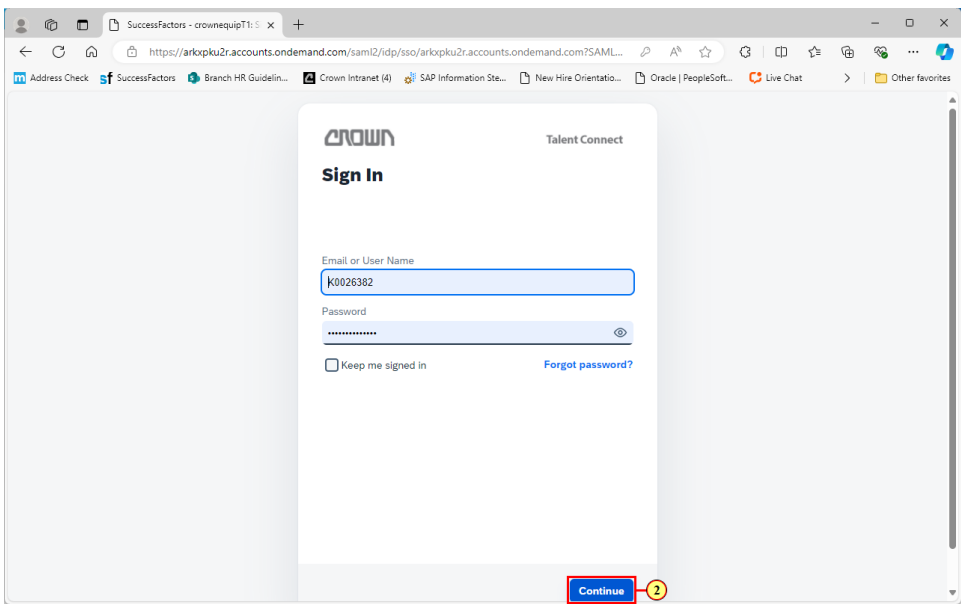
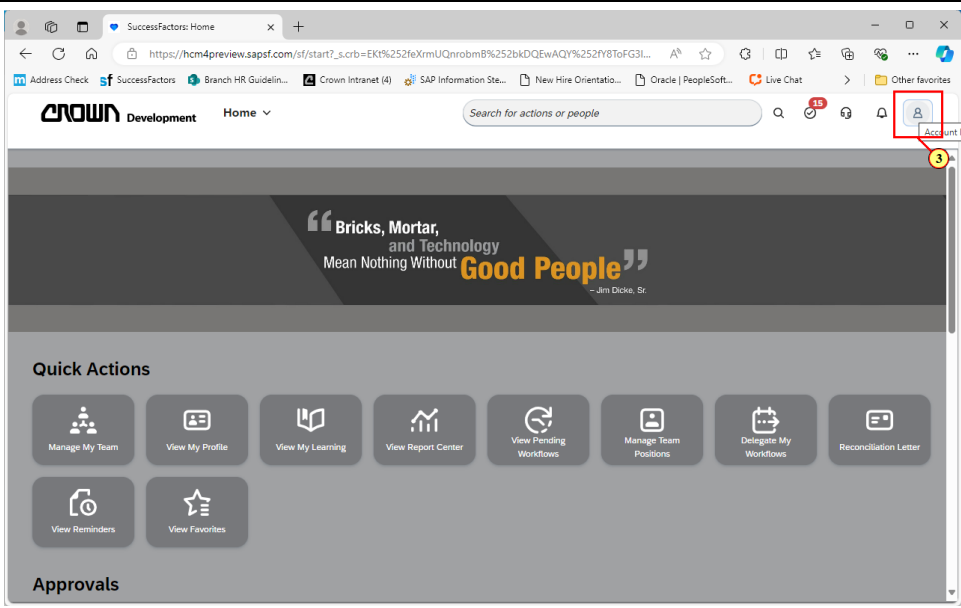
Arquivos de funcionários

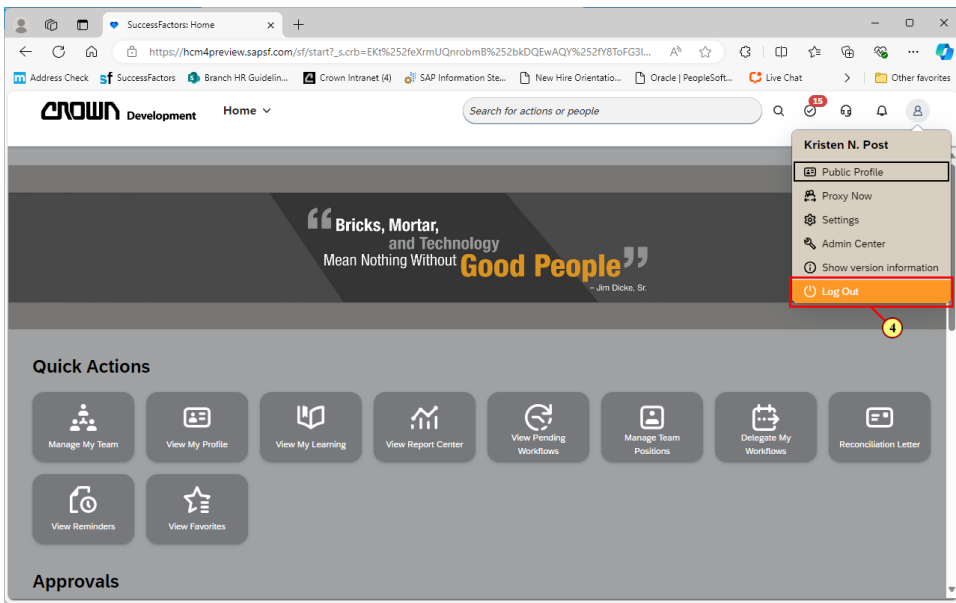
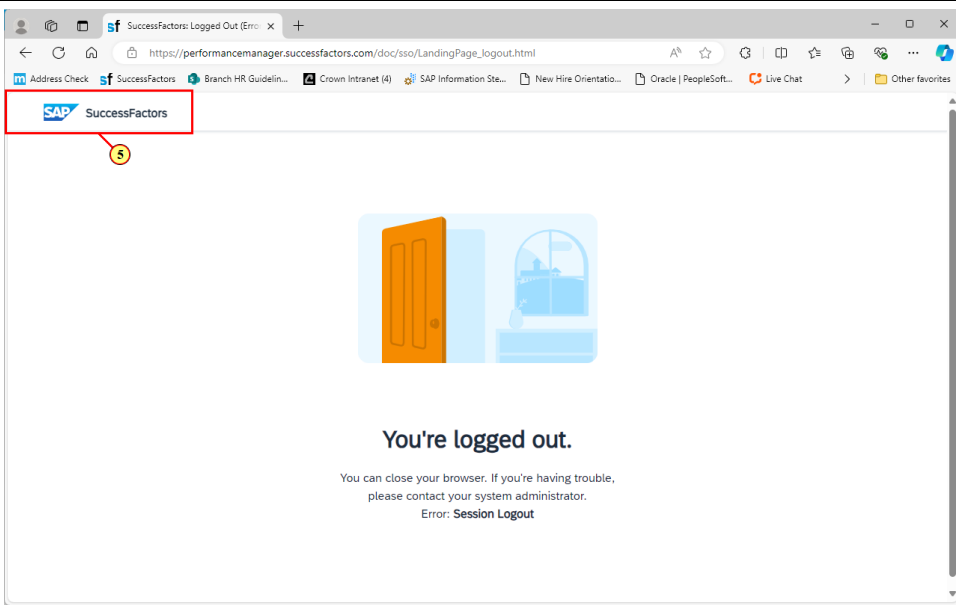


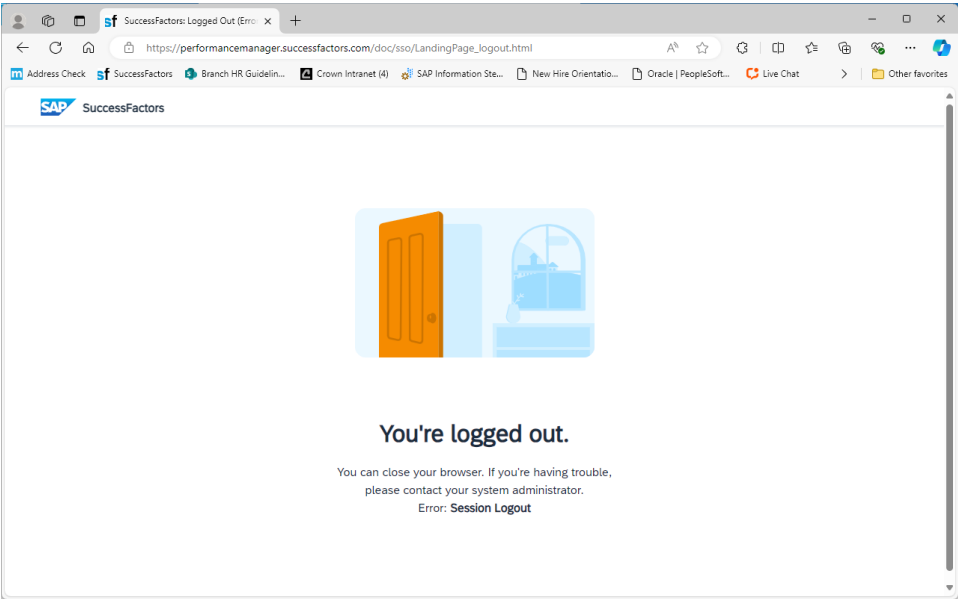
Talent Connect: faça login e logout

Finalidade:

Use este procedimento para fazer login e logout no Talent Connect.

Explicação	Captura de tela
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Verifique ou insira seu e-mail e senha. (2) Clique em Continuar.	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Clique em Navegação da conta.	

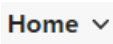
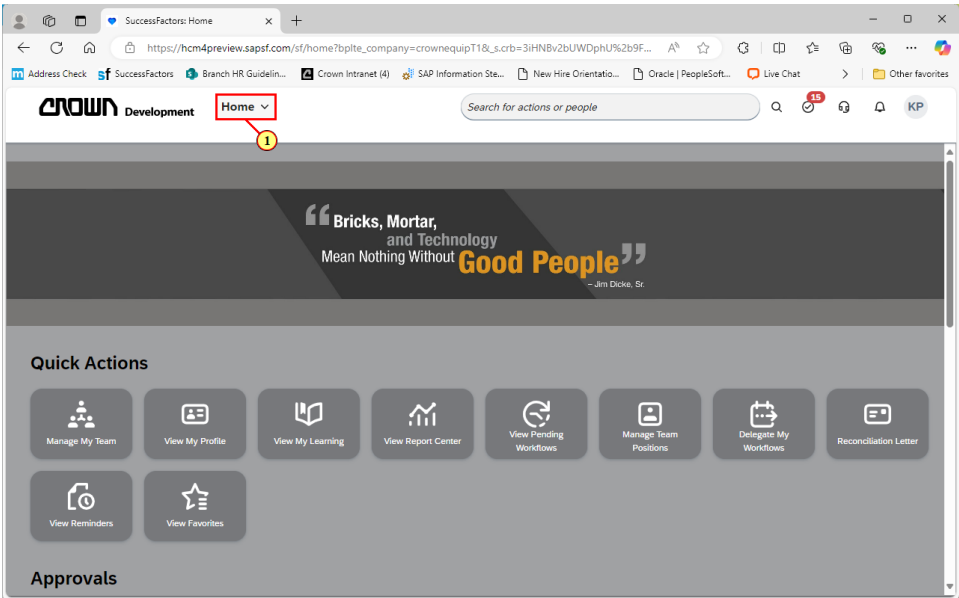
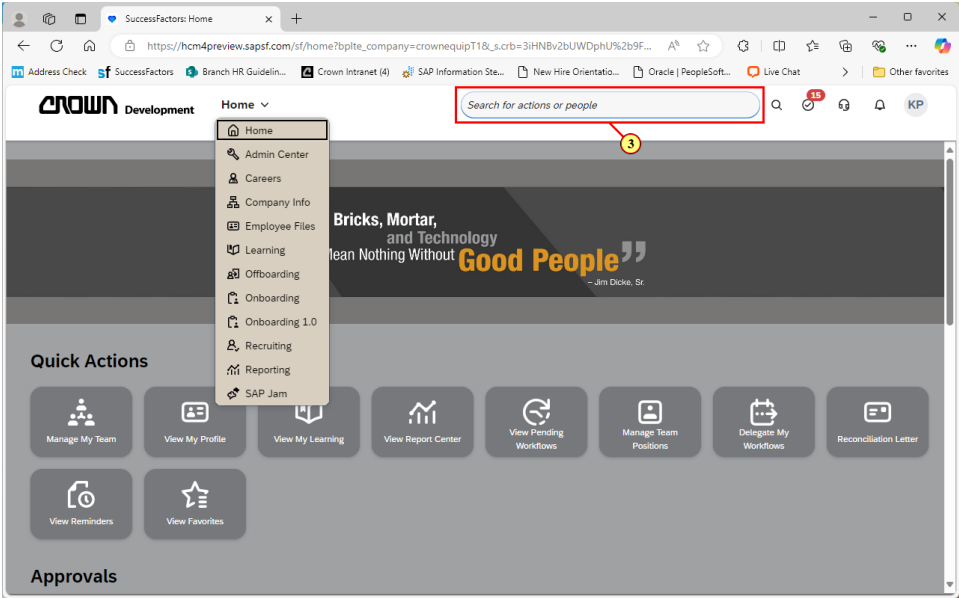
Explicação	Captura de tela
SuccessFactors: Home - Work - Microsoft Edge	
(4) Clique em Sair 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
(5) Clique em SuccessFactors 	

Explicação	Captura de tela
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	

Talent Connect: botões de exibição de navegação e componentes de tela

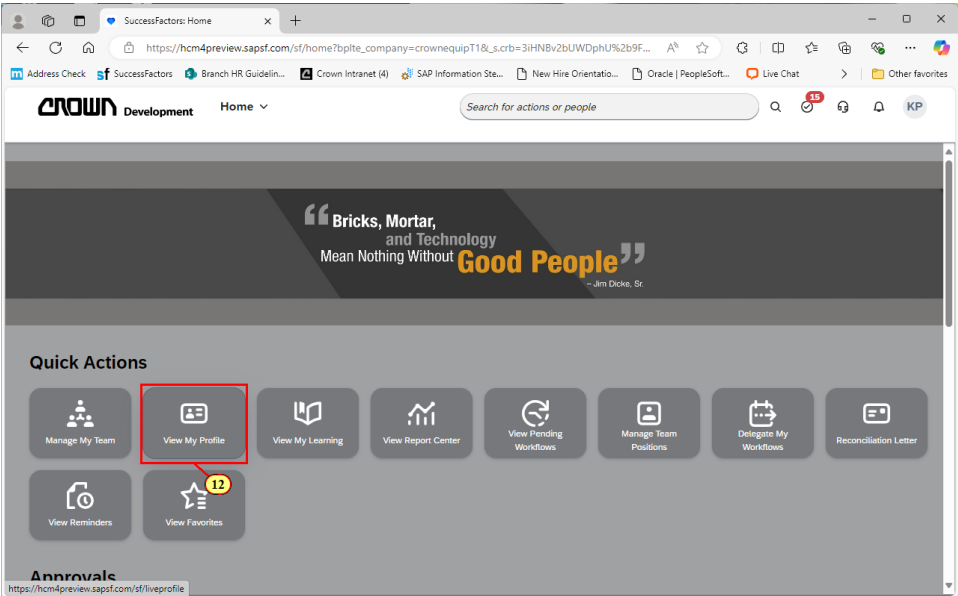
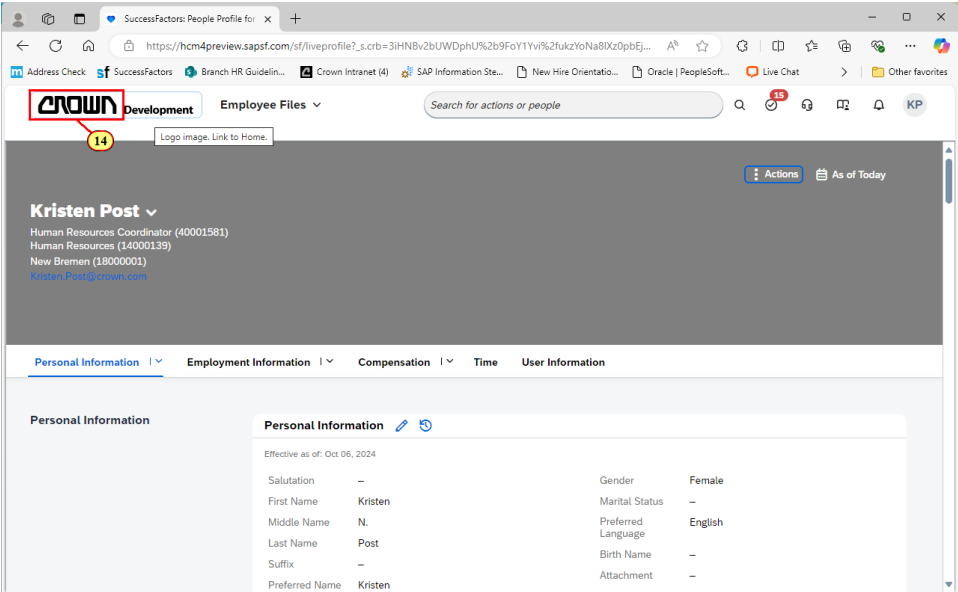
Objetivo:

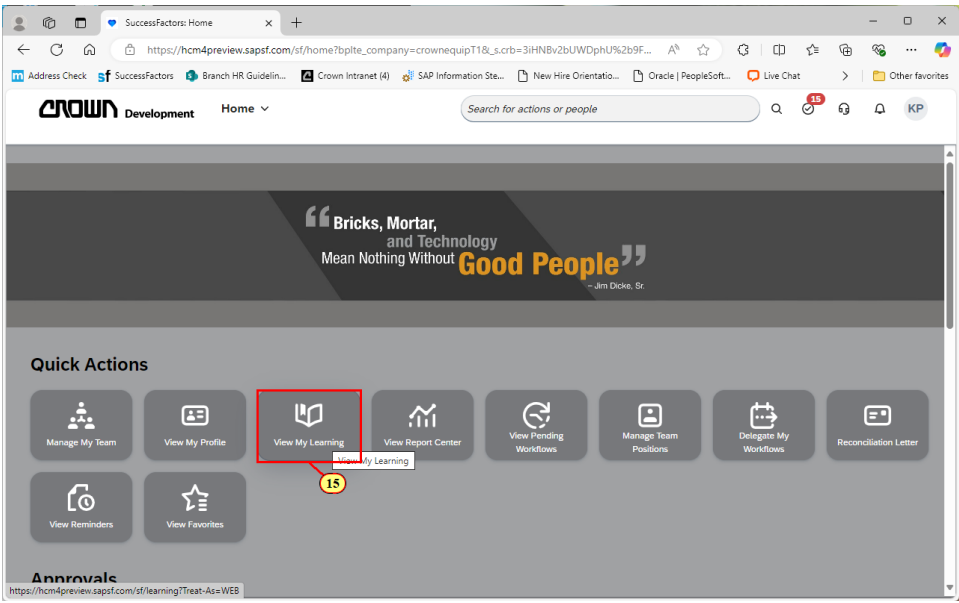
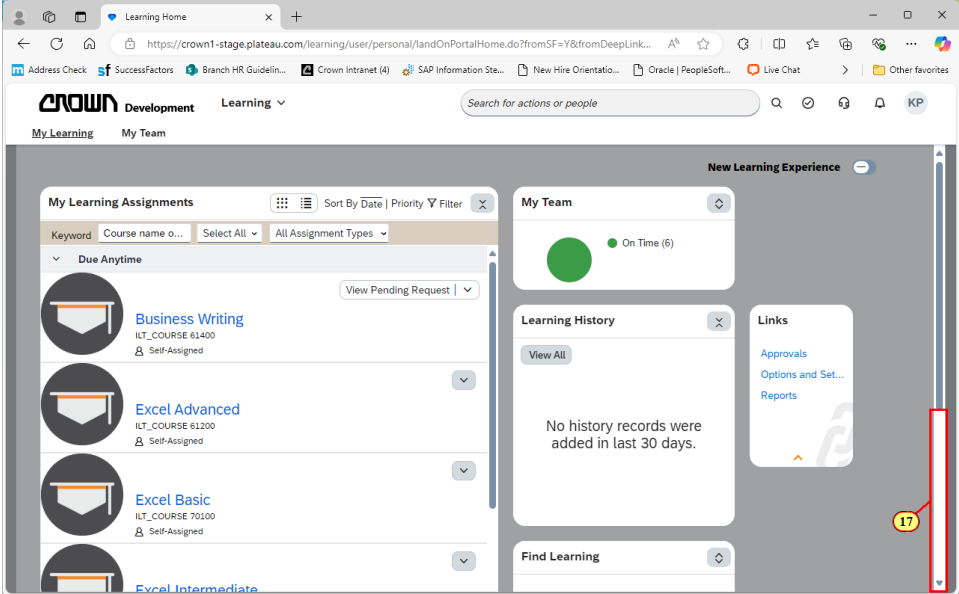
Use este procedimento para navegar pelos botões de exibição e componentes da tela.

Explicação	Captura de tela
SuccessFactors: Home - Work - Microsoft Edge	
(1) Clique em Lar 	
SuccessFactors: Home - Work - Microsoft Edge	
(2) No menu suspenso, você pode visualizar as opções disponíveis no Talent Connect. Esta lista é baseada na função, não sendo a mesma para todos. (3) Clique em Procure por ação ou pessoas .	

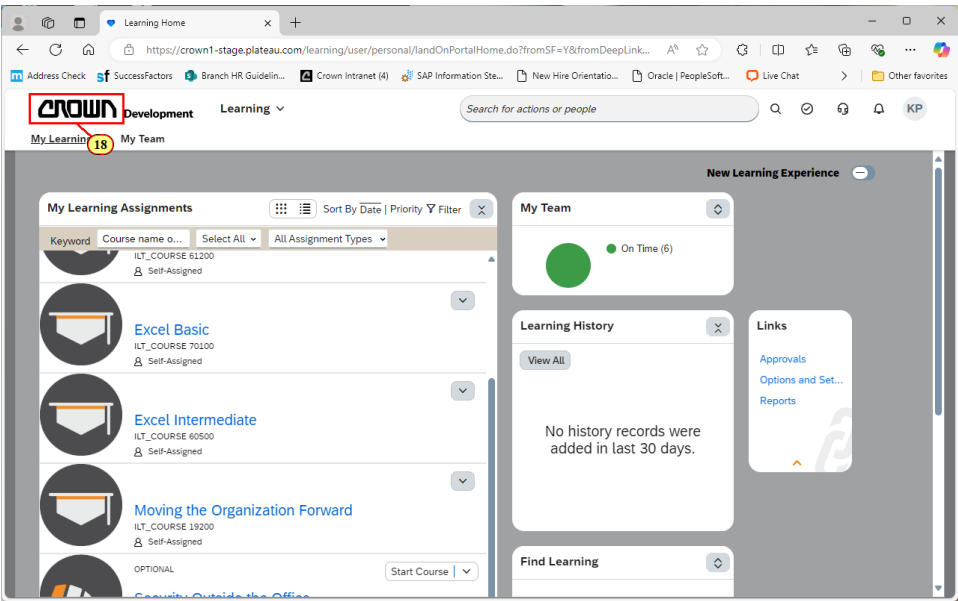
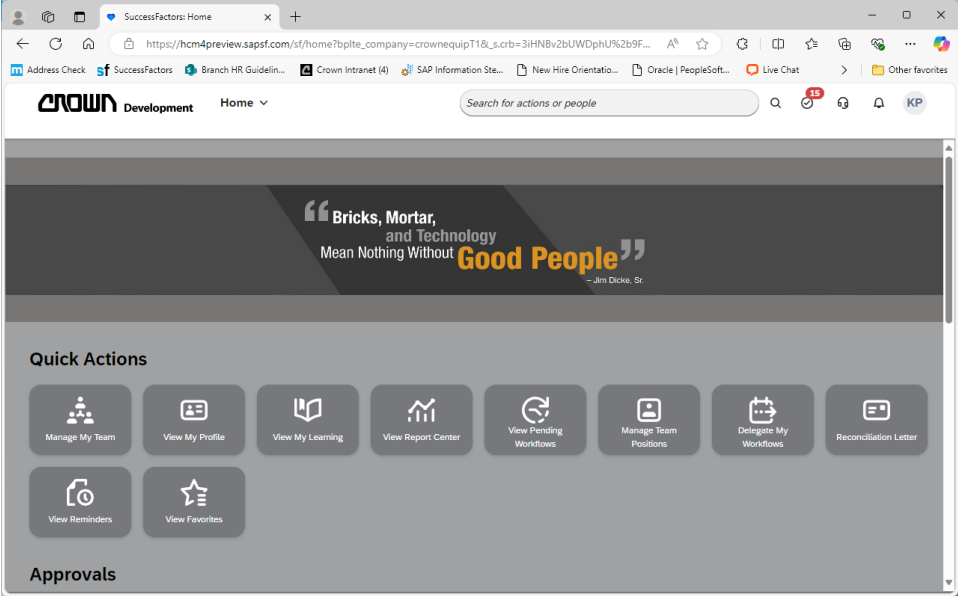
Explicação	Captura de tela
SuccessFactors: Home - Work - Microsoft Edge	
(4) Você pode usar a caixa de pesquisa para pesquisas por palavras-chave. (5) Clique em Itens para fazer	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Seus itens com vencimento aparecem aqui. (7) Clique Fechar	

Explicação	Captura de tela
SuccessFactors: Home - Work - Microsoft Edge	
(8) Clique Conta KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) Na sua Conta, você pode navegar por diferentes áreas, incluindo Perfil Público e Configurações. (10) Clique Conta KP	

Explicação	Captura de tela
SuccessFactors: Home - Work - Microsoft Edge	
(11) Use as Ações rápidas para acessar rapidamente as ações no menu suspenso. (12) Clique Ver meu perfil 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) Em Meu Perfil, você pode visualizar suas informações, incluindo informações pessoais, de emprego e remuneração. (14) Click Home 	

Explicação	Captura de tela
SuccessFactors: Home - Work - Microsoft Edge	
(15) Clique Ver meu aprendizado 	
Learning Home - Work - Microsoft Edge	
(16) Em Meu Aprendizado, você pode visualizar suas atribuições de treinamento passadas, presentes e futuras. Você pode se inscrever para o treinamento e, se tiver subordinados diretos, também monitorar os treinamentos deles. (17) Se clicar na área de rolagem, a área pretendida será exibida.	



Explicação	Captura de tela
Learning Home - Work - Microsoft Edge	
(18) Clique Lar 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS: Acessar e atualizar informações pessoais

Finalidade:

Use este procedimento para acessar e atualizar informações pessoais.

Número	Ação	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Clique em Ver meu perfil .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Clique em Informações pessoais .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Clique em Data de vigência .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Clique em Dia .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Insira Sam no campo Nome preferido .	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	Clique em Salvar .	

Número	Ação	Valor
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Para visualizar o aprovador no fluxo de trabalho, clique no botão Mostrar participantes do fluxo de trabalho.		
7.	Clique em Mostrar participantes do fluxo de trabalho .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Clique em Enviar .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Clique em Lar .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Atualização de informações pessoais do ESS

Finalidade:

Use este procedimento para atualizar informações pessoais.

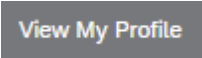
Número	Ação	Valor
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Clique em Ver meu perfil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Clique em Editar informações pessoais .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Clique em Calendário .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Clique em 25 .	25
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Clique em Estado civil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Clique em Casada .	Married
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Clique em Salvar .	Save

Número	Ação	Valor
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Clique em Mostrar participantes do fluxo de trabalho.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Clique em Enviar.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Clique em Coroa.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Atualização de endereço do ESS

Finalidade:

Use este procedimento para atualizar seu endereço no Talent Connect.

Número	Ação	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Clique em Ver meu perfil .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Clique na área por baixo da barra de rolagem para avançar.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Clique em Editar endereços .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Clique em Data de vigência .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Clique em Dia .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Clique em Endereço Linha 1 .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Insira 124 Main Street no campo Endereço Linha 1 .	124 Main Street

Número	Ação	Valor
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Depois de inserir todas as alterações, clique em qualquer lugar na tela para ativar o botão Salvar.		
8.	Clique em Salvar .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Clique em Mostrar participantes do fluxo de trabalho .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Clique em Enviar .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Clique em Lar .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Atualização do contato de emergência do ESS

Objetivo:

Use este procedimento para atualizar as Informações de Contato de Emergência.

Número	Ação	Valor
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Clique Ver meu perfil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Clique na área por baixo da barra de rolagem para avançar.	
Emergency Contact		
3.	Clique em Ícone de contato de emergência .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Clique Nome .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Digite Emma Russell na caixa Nome.	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Clique Relação .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Clique Cônjuge .	

Número	Ação	Valor
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Clique Celular .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Insira 4196292222 no campo Celular .	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Insira emma.russell@gmail.com no campo E-mail .	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Clique Salvar .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Clique Lar .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS Update Contact Information

Purpose:

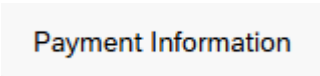
Use this procedure to update contact information.

Número	Ação	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Clique em Ver meu perfil .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Clique na área por baixo da barra de rolagem para avançar.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Clique em Editar informações de contato .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Insira andy.russell12@gmail.com no campo Endereço de email .	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Depois de inserir todas as alterações, clique em qualquer lugar na tela para ativar o botão Salvar.		
5.	Clique em Save .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Clique em Crown .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Depósito Direto ESS

Finalidade:

Use este procedimento para atualizar suas informações de Depósito Direto no Talent Connect.

Número	Ação	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Clique em Ver meu perfil .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Clique na ficha Informações pessoais para selecioná-la.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Clique em Informações de pagamento .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Clique em Informações de pagamento .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Clique em Data de vigência .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Clique em Dia .	

Número	Ação	Valor
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Clique em Tipo de conta .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Selecione a entrada Verificando clicando nela.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Insira 100001234566 no campo Account Number .	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Para adicionar mais contas, clique em Adicionar informações bancárias e insira a próxima conta. Repita até que todas as contas sejam adicionadas.		
10.	Clique em Salvar .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Para visualizar o aprovador no fluxo de trabalho, clique no botão Mostrar participantes do fluxo de trabalho.		
11.	Clique em Mostrar participantes do fluxo de trabalho .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Clique em Enviar .	

Número	Ação	Valor
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Clique em Lar .	
SuccessFactors: Home - Work - Microsoft Edge		

Hướng dẫn tham khảo Talent Connect

Bắt đầu

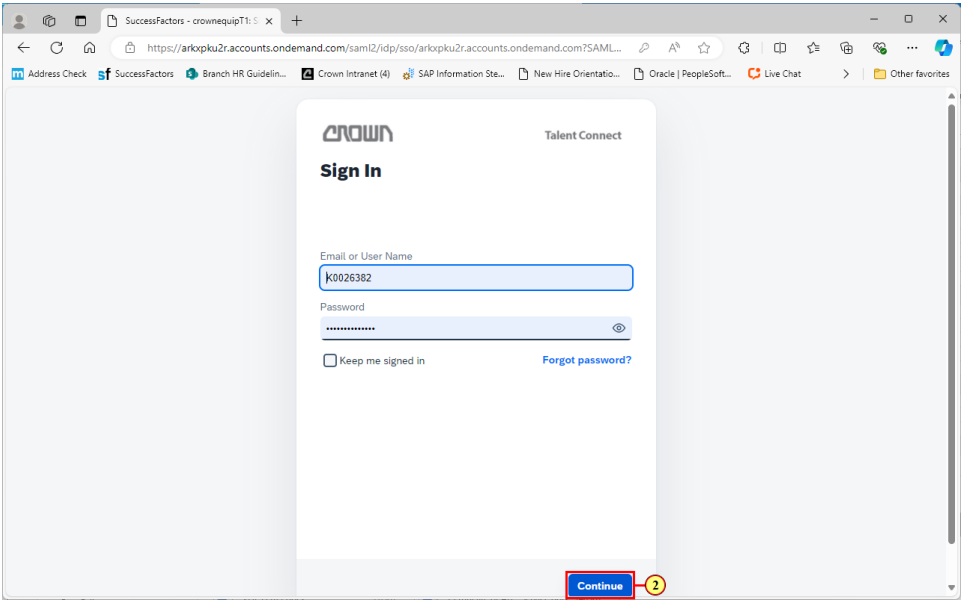
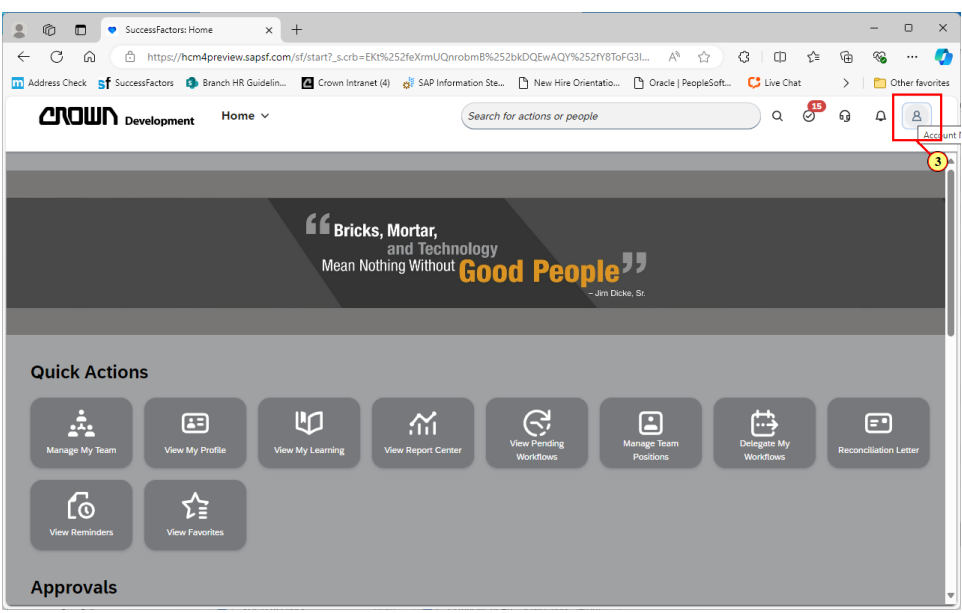
Hồ sơ nhân viên

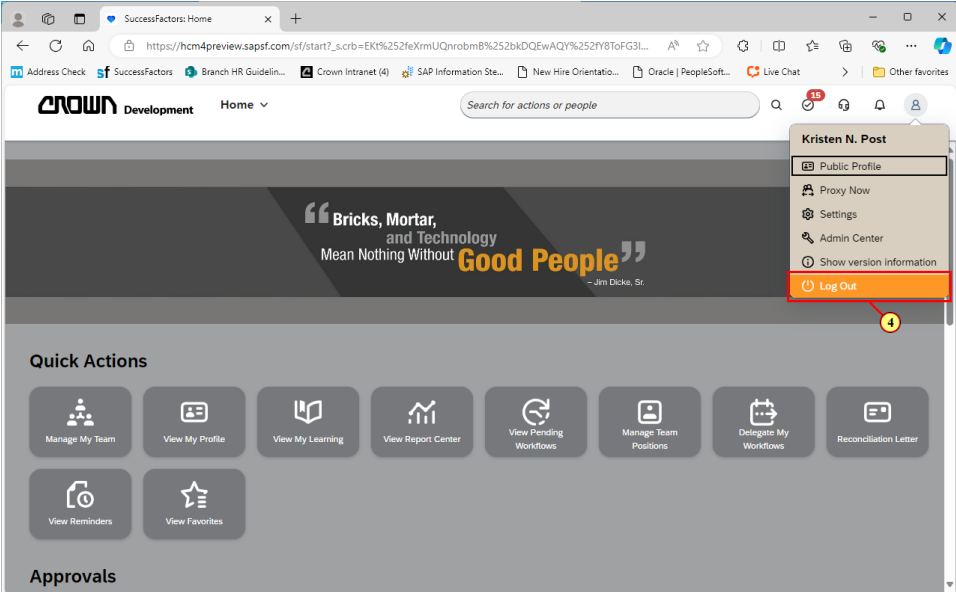
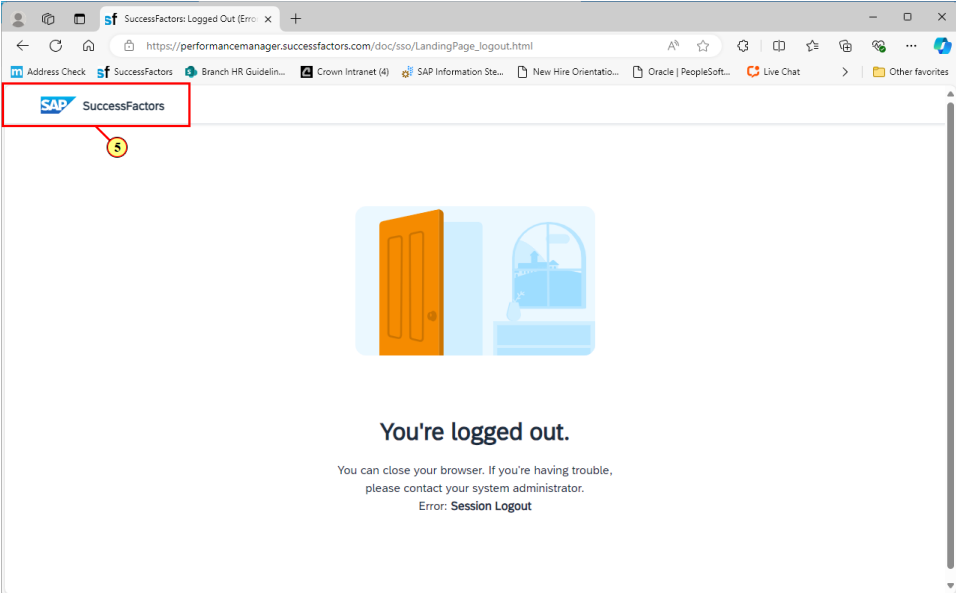


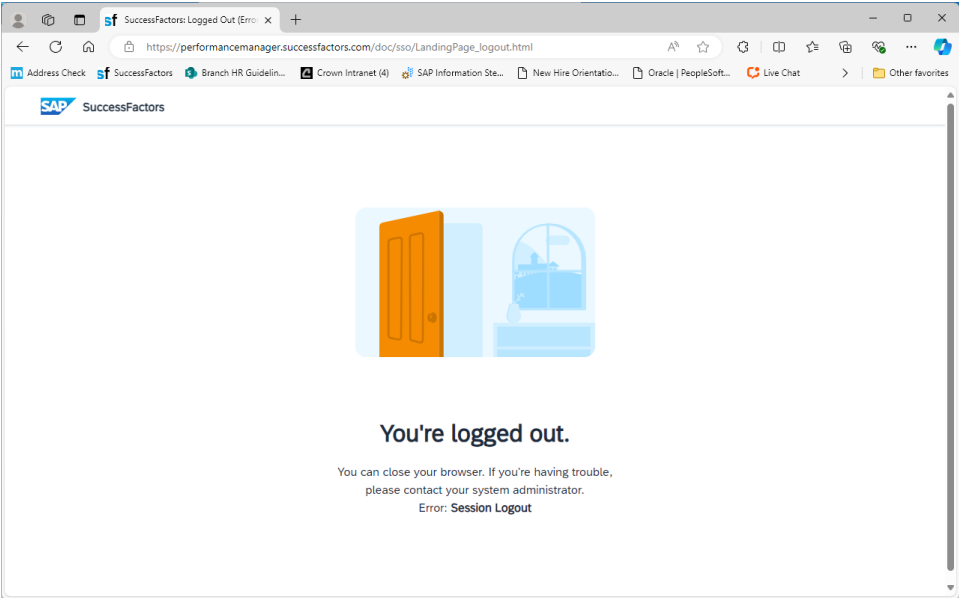
Talent Connect: Đăng nhập và Đăng xuất

Mục đích:

Sử dụng quy trình này để đăng nhập và đăng xuất khỏi Talent Connect.

Giải thích	Ảnh chụp màn hình
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge (1) Xác minh hoặc Nhập email và mật khẩu của bạn. (2) Nhấp chuột Tiếp tục.	
SuccessFactors: Home - Work - Microsoft Edge (3) Nhấp chuột Điều hướng tài khoản.	

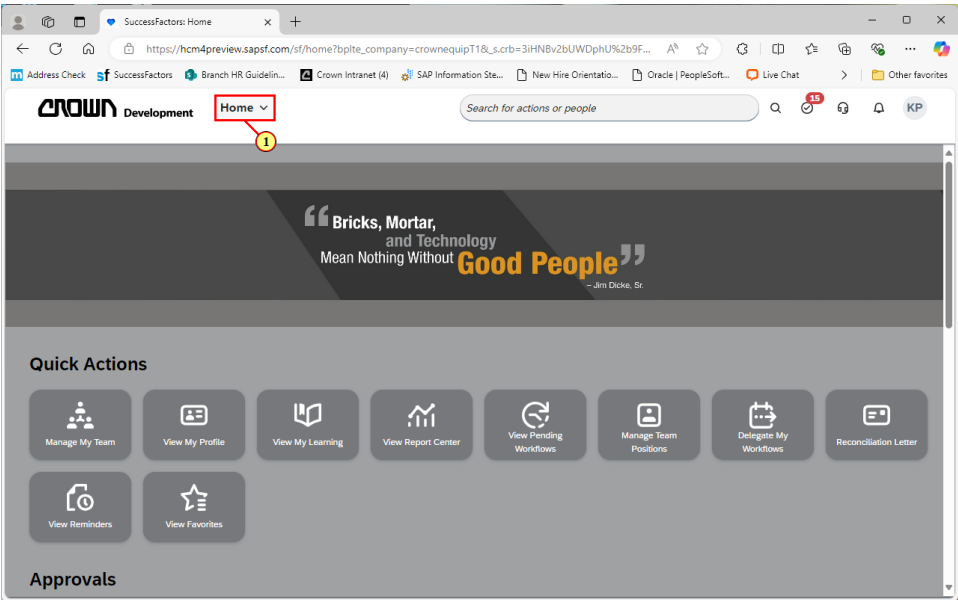
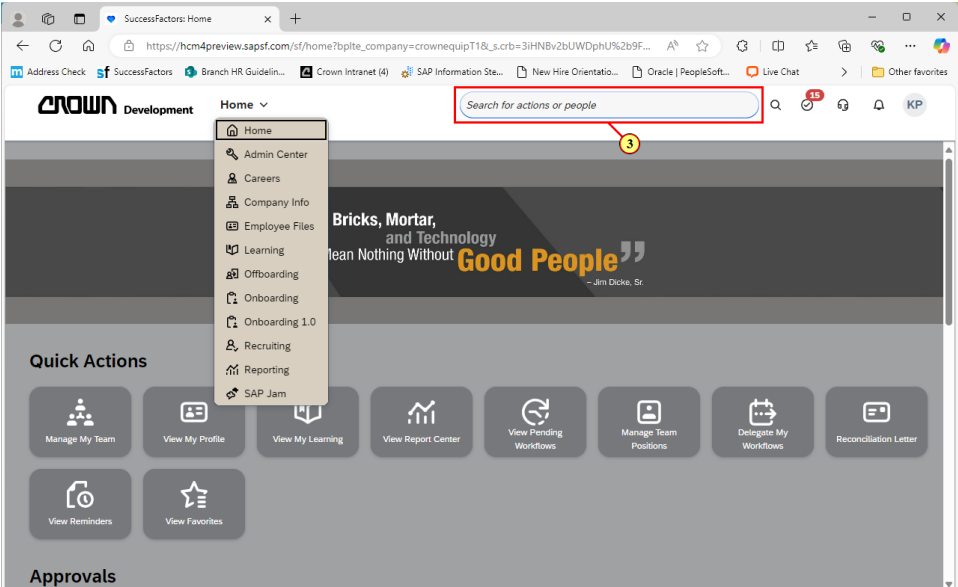
Giải thích	Ảnh chụp màn hình
SuccessFactors: Home - Work - Microsoft Edge (4) Nhấp chuột Đăng xuất 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge (5) Nhấp chuột SuccessFactors 	

Giải thích	Ảnh chụp màn hình
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	 A screenshot of a Microsoft Edge browser window showing a 'SuccessFactors: Logged Out (Error)' page. The address bar shows the URL 'https://performancemanager.successfactors.com/doc/sso/LandingPage_logout.html'. The page content includes the SAP SuccessFactors logo at the top, followed by an illustration of an orange door and a blue clock. Below the illustration, the text reads: 'You're logged out.' followed by a message: 'You can close your browser. If you're having trouble, please contact your system administrator.' and an error message: 'Error: Session Logout'.

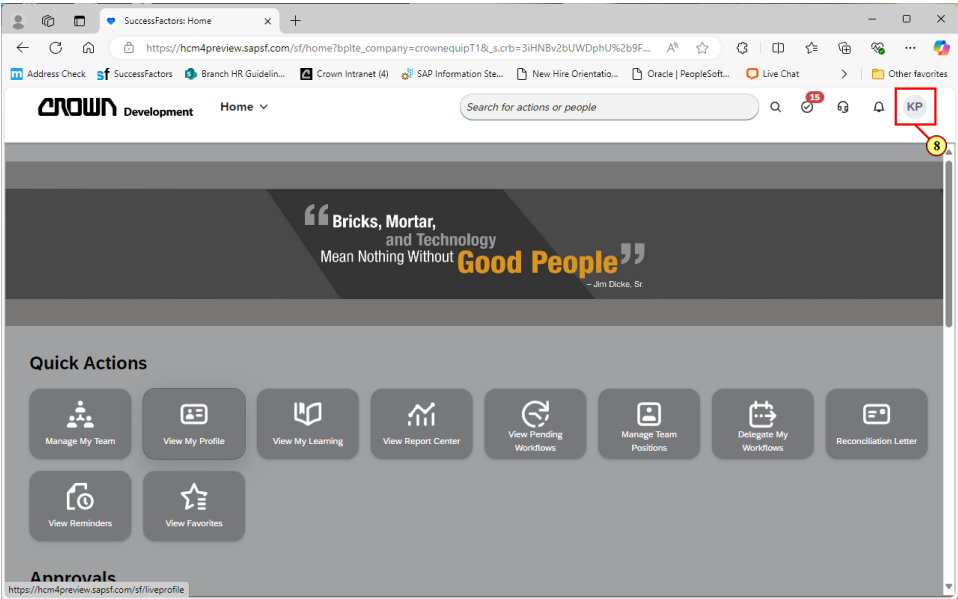
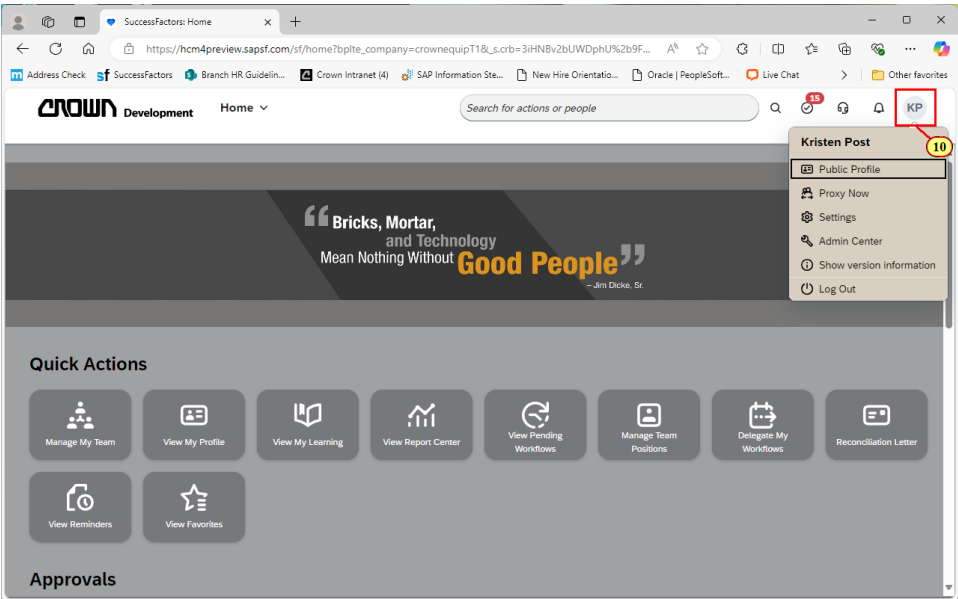
Talent Connect: Nút điều hướng-hiển thị và các thành phần màn hình

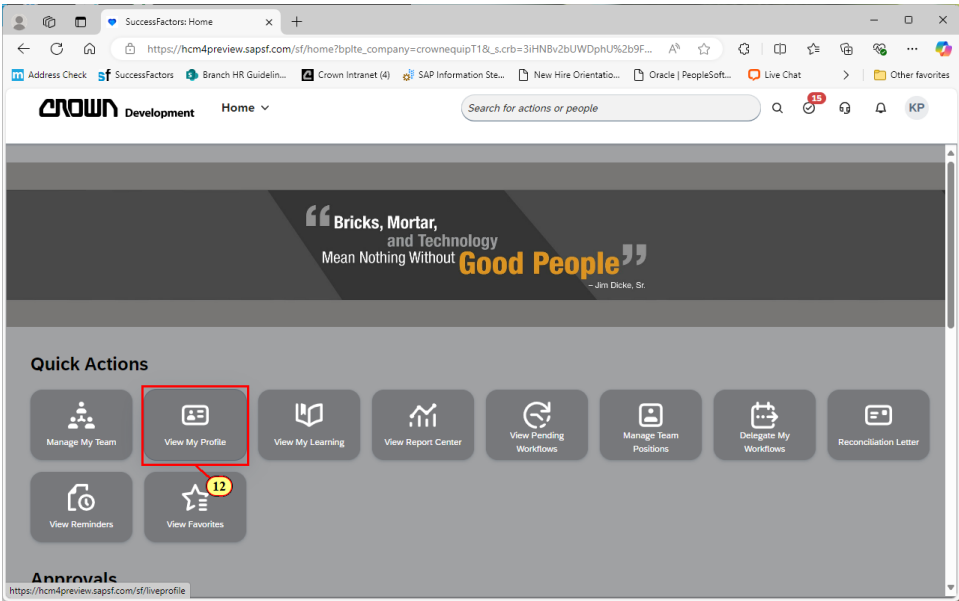
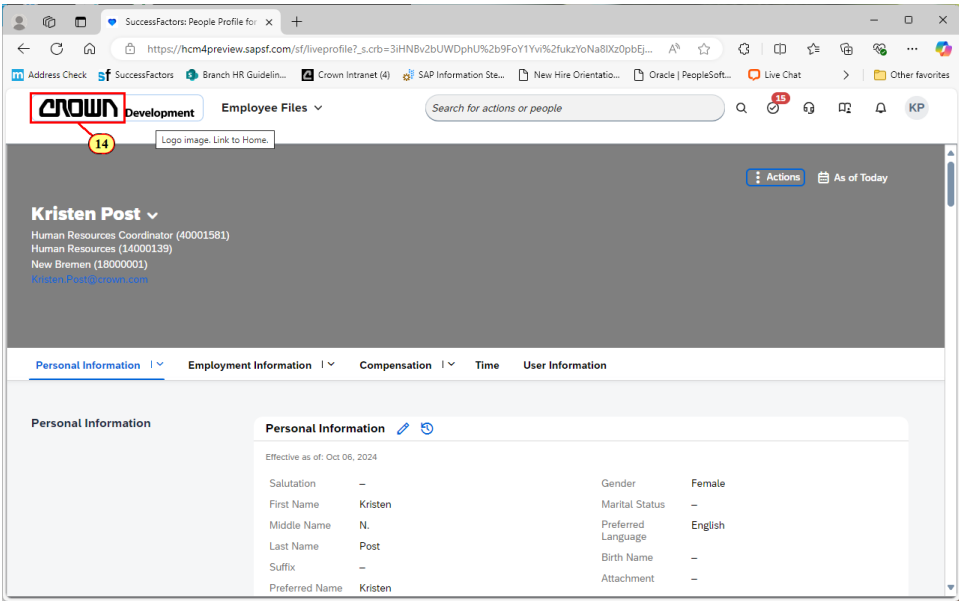
Mục đích:

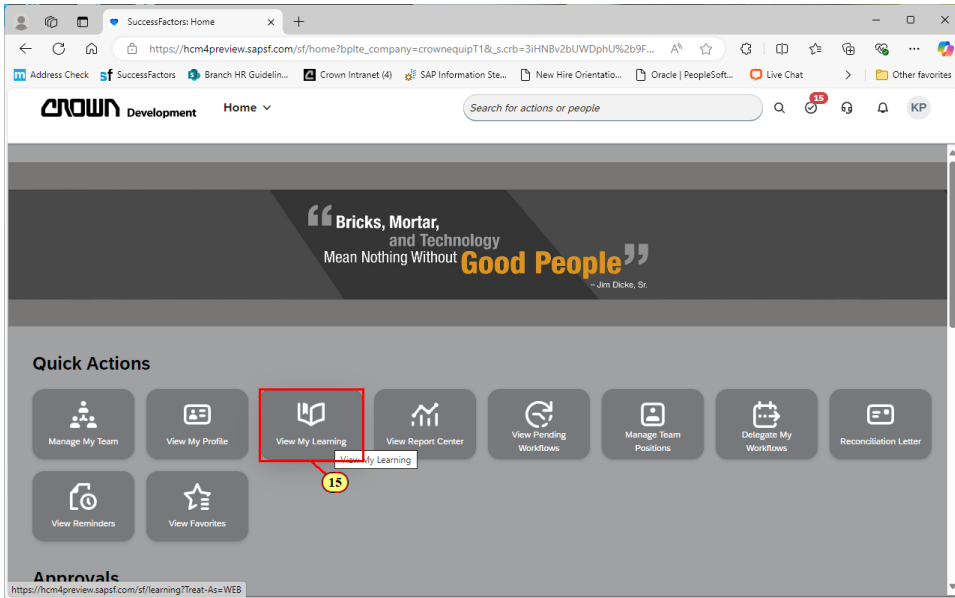
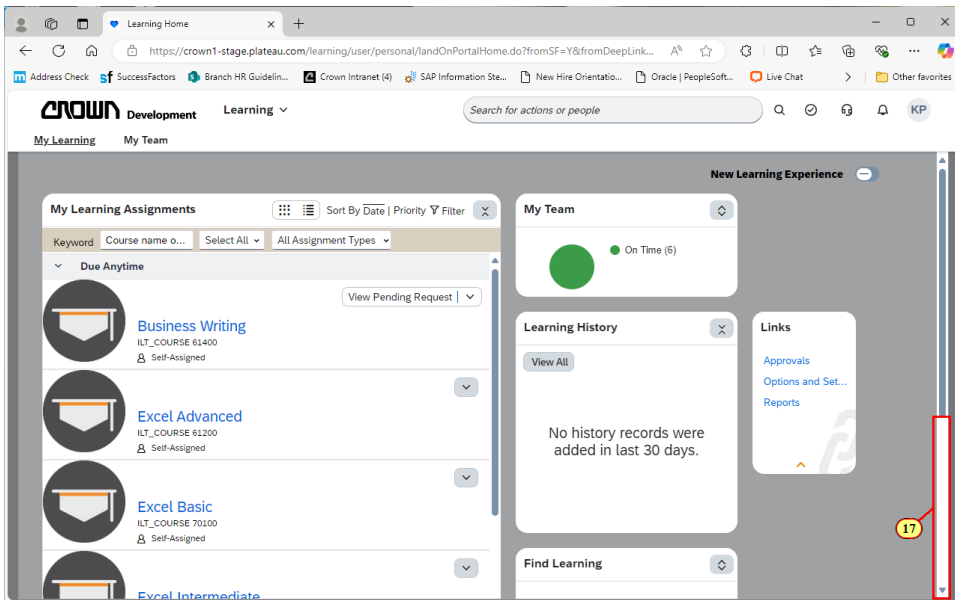
Sử dụng quy trình này để điều hướng nút hiển thị và các thành phần màn hình

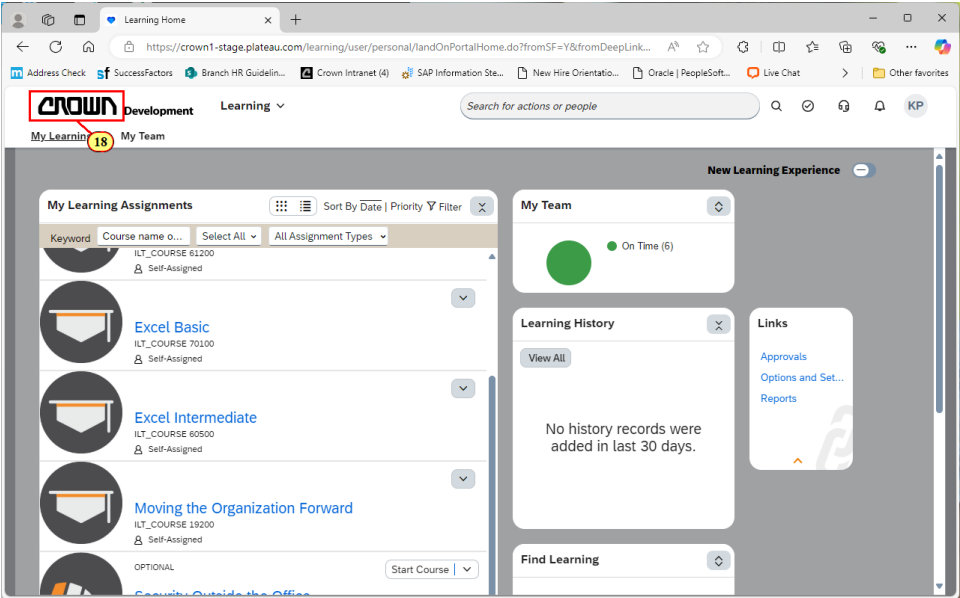
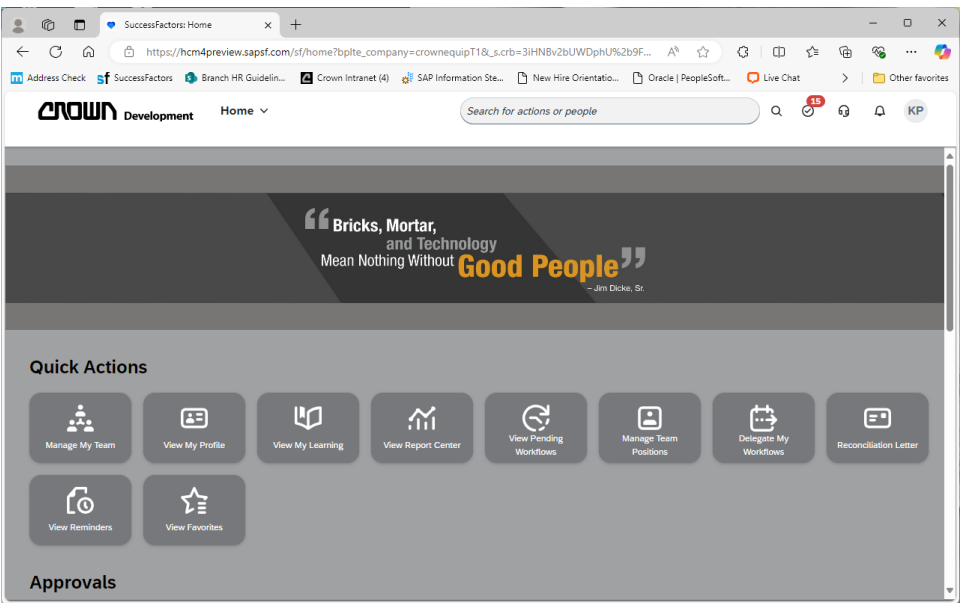
Giải thích	Ảnh chụp màn hình
SuccessFactors: Home - Work - Microsoft Edge (1) Nhấp chuột Trang chủ Home ▾.	
SuccessFactors: Home - Work - Microsoft Edge (2) Từ danh sách thả xuống, bạn có thể xem các tùy chọn có sẵn trong Talent Connect. Danh sách này dựa trên vai trò, không phải ai cũng có cùng danh sách. (3) Nhấp chuột Tìm kiếm hành động hoặc người.	

Giải thích	Ảnh chụp màn hình
SuccessFactors: Home - Work - Microsoft Edge	
(4) Bạn có thể sử dụng hộp tìm kiếm để tra cứu từ khóa. (5) Nhấp chuột Các mục cần làm	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Các mục cần nộp của bạn sẽ xuất hiện ở đây. (7) Nhấp chuột Đóng	

Giải thích	Ảnh chụp màn hình
SuccessFactors: Home - Work - Microsoft Edge	
(8) Nhấp chuột Tài khoản KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) Trong Tài khoản của bạn, bạn có thể điều hướng đến các khu vực khác nhau. Các khu vực này bao gồm Hồ sơ công khai và Cài đặt. (10) Nhấp chuột Tài khoản KP	

Giải thích	Ảnh chụp màn hình
SuccessFactors: Home - Work - Microsoft Edge	
(11) Sử dụng Hành động nhanh để truy cập nhanh vào các hành động từ danh sách thả xuống. (12) Nhấp chuột Xem Hồ sơ của tôi 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) Trong Hồ sơ của tôi, bạn có thể xem thông tin của mình bao gồm Thông tin cá nhân, Việc làm và Bồi thường. (14) Nhấp chuột Trang chủ 	

Giải thích	Ảnh chụp màn hình
SuccessFactors: Home - Work - Microsoft Edge	
(15) Nhấp chuột Xem việc học của tôi 	
Learning Home - Work - Microsoft Edge	
(16) Trong My Learning, bạn có thể xem bài tập đào tạo trước đây, hiện tại và tương lai của mình. Bạn có thể đăng ký đào tạo và nếu bạn có báo cáo trực tiếp, hãy theo dõi quá trình đào tạo của họ. (17) Việc bấm vào vùng cuộn làm cho vùng mong muốn xuất hiện.	

Giải thích	Ảnh chụp màn hình
Learning Home - Work - Microsoft Edge	
(18) Nhấp chuột Trang chủ CROWN	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS: Truy cập và cập nhật thông tin cá nhân

Mục đích:

Sử dụng quy trình này để truy cập và cập nhật thông tin cá nhân.

Số	Hành động	Giá trị
SuccessFactors: Home - Work - Microsoft Edge		
1.	Nhấp chuột Xem Hồ sơ của tôi.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Nhấp chuột Thông tin cá nhân.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Nhấp chuột Ngày có hiệu lực.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Nhấp chuột Ngày.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Vui lòng nhập Sam vào hộp Tên ưa thích .	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	Nhấp chuột Cứu.	

Số	Hành động	Giá trị
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Để xem người phê duyệt trong Quy trình làm việc, hãy nhấp vào nút Hiển thị người tham gia Quy trình làm việc.		
7.	Nhấp chuột Hiển thị Người tham gia quy trình làm việc.	Show Workflow Participants
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Nhấp chuột Nộp.	Submit
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Nhấp chuột Trang chủ.	CROWN
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Cập nhật thông tin cá nhân của ESS

Mục đích:

Sử dụng quy trình này để cập nhật thông tin cá nhân.

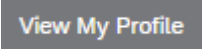
Số	Hành động	Giá trị
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Nhấp chuột Xem Hồ sơ của tôi.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Nhấp chuột Chỉnh sửa thông tin cá nhân.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Nhấp chuột Lịch.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Nhấp chuột 25.	25
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Nhấp chuột Tình trạng hôn nhân.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Nhấp chuột Đã cưới.	Married

Số	Hành động	Giá trị
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Nhấp chuột Cứu .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Nhấp chuột Hiển thị Người tham gia quy trình làm việc .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Nhấp chuột Nộp .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Nhấp chuột Crown .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Địa chỉ cập nhật ESS

Mục đích:

Sử dụng quy trình này để cập nhật địa chỉ của bạn trong Talent Connect.

Số	Hành động	Giá trị
SuccessFactors: Home - Work - Microsoft Edge		
1.	Nhấp chuột Xem Hồ sơ của tôi.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Bấm vào vùng dưới thanh cuộn để cuộn.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Nhấp chuột Chỉnh sửa Địa chỉ.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Nhấp chuột Ngày có hiệu lực.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Nhấp chuột Ngày.	25
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Nhấp chuột Dòng địa chỉ 1 .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Vui lòng nhập 124 Main Street vào hộp Dòng địa chỉ 1 .	124 Main Street

Số	Hành động	Giá trị
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Sau khi nhập tất cả thay đổi, hãy nhấp vào bất kỳ đâu trên màn hình để kích hoạt nút Lưu.		
8.	Nhấp chuột Cứu .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Nhấp chuột Hiển thị Người tham gia quy trình làm việc .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Nhấp chuột Nộp .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Nhấp chuột Trang chủ .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Cập nhật ESS Liên hệ khẩn cấp

Mục đích:

Sử dụng quy trình này để cập nhật Thông tin liên hệ khẩn cấp.

Số	Hành động	Giá trị
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Nhấp chuột Xem Hồ sơ của tôi.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Bấm vào vùng dưới thanh cuộn để cuộn.	
Emergency Contact		
3.	Nhấp chuột Biểu tượng liên lạc khẩn cấp.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Nhấp chuột Tên.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Nhập Emma Russell vào ô Tên.	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Nhấp chuột Mối quan hệ.	

Số	Hành động	Giá trị
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Nhấp chuột Vợ chồng.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Nhấp chuột Điện thoại di động.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Vui lòng nhập 4196292222 vào hộp Điện thoại di động .	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Vui lòng nhập emma.russell@gmail.com vào hộp E-mail .	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Nhấp chuột Cứu.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Nhấp chuột Trang chủ.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Thông tin liên hệ cập nhật của ESS

Mục đích:

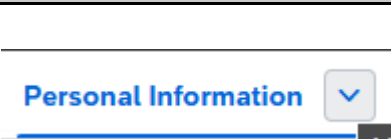
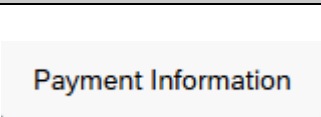
Sử dụng quy trình này để cập nhật thông tin liên hệ.

Số	Hành động	Giá trị
SuccessFactors: Home - Work - Microsoft Edge		
1.	Nhấp chuột Xem Hồ sơ của tôi.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Bấm vào vùng dưới thanh cuộn để cuộn.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Nhấp chuột Chỉnh sửa thông tin liên lạc.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Vui lòng nhập andy.russell12@gmail.com vào hộp Địa chỉ Email .	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Sau khi nhập tất cả thay đổi, hãy nhấp vào bất kỳ đâu trên màn hình để kích hoạt nút Lưu.		
5.	Nhấp chuột Cứu.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Nhấp chuột Crown.	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Gửi tiền trực tiếp ESS

Mục đích:

Sử dụng quy trình này để cập nhật thông tin Gửi tiền trực tiếp của bạn trong Talent Connect.

Số	Hành động	Giá trị
SuccessFactors: Home - Work - Microsoft Edge		
1.	Nhấp chuột Xem Hồ sơ của tôi .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Bấm vào tab Thông tin cá nhân để chọn nó.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Nhấp chuột Thông tin thanh toán .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Nhấp chuột Thông tin thanh toán .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Nhấp chuột Ngày có hiệu lực .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Nhấp chuột Ngày .	

Số	Hành động	Giá trị
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Nhấp chuột Loại tài khoản .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Lựa chọn mục nhập Kiểm tra bằng cách nhấp chuột vào nó.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Vui lòng nhập 100001234566 vào hộp Số tài khoản .	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Để thêm nhiều tài khoản hơn, hãy nhấp vào Thêm thông tin ngân hàng và nhập tài khoản tiếp theo. Lặp lại cho đến khi tất cả các tài khoản được thêm vào.		
10.	Nhấp chuột Cứu .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Để xem người phê duyệt trong Quy trình làm việc, hãy nhấp vào nút Hiển thị người tham gia Quy trình làm việc.		
11.	Nhấp chuột Hiển thị Người tham gia quy trình làm việc .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Nhấp chuột Nộp .	

Số	Hành động	Giá trị
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Nhấp chuột Home .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect 参考指南

开始

员工档案

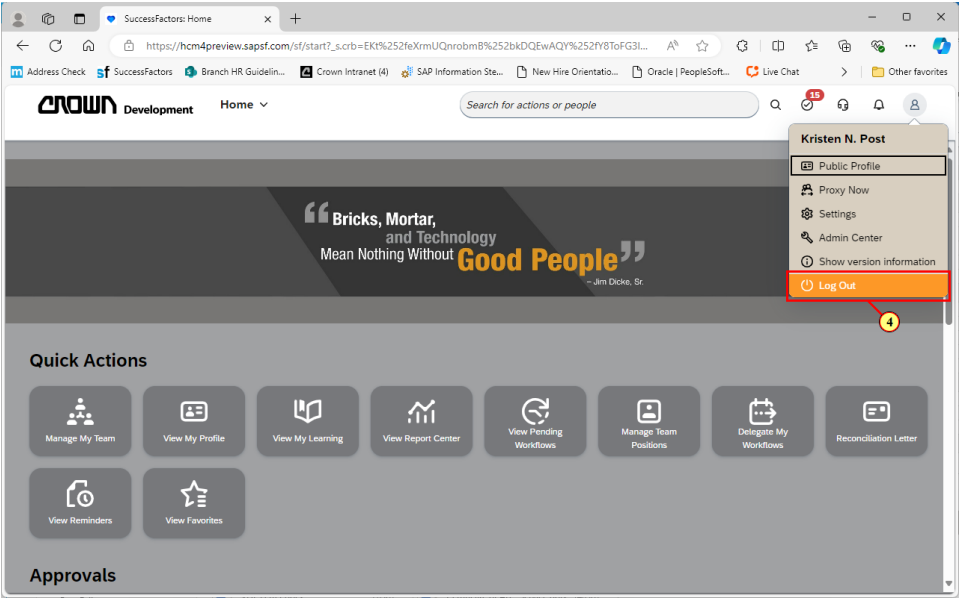
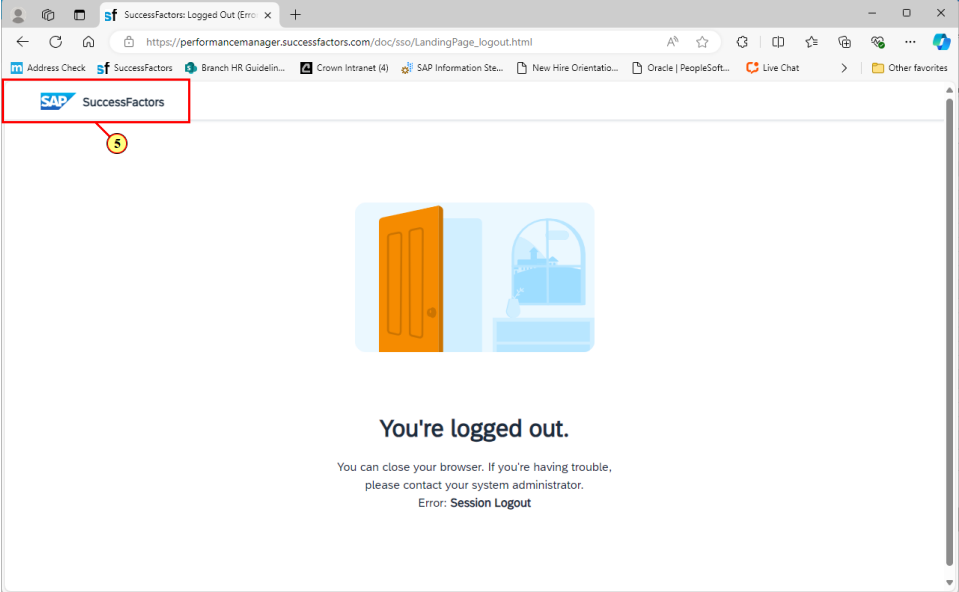


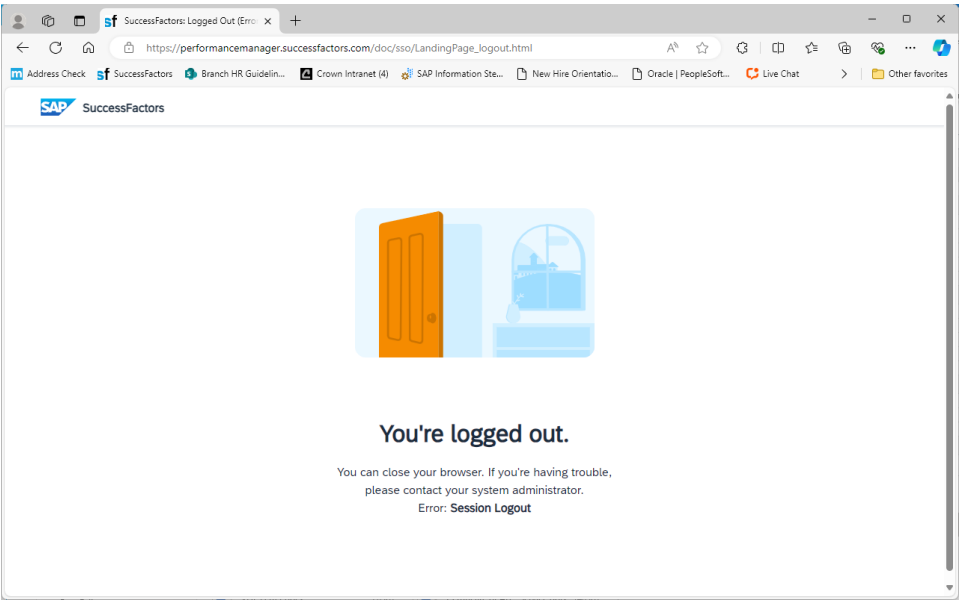
Talent Connect: 登录和退出

目的：

使用此流程登录和退出 **Talent Connect**。

说明	截屏
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) 确认或输入您的电子邮箱和密码。 (2) Click Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Click 账户导航	

说明	截屏
SuccessFactors: Home - Work - Microsoft Edge	
(4) Click 注销 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
(5) Click 成功因素 	

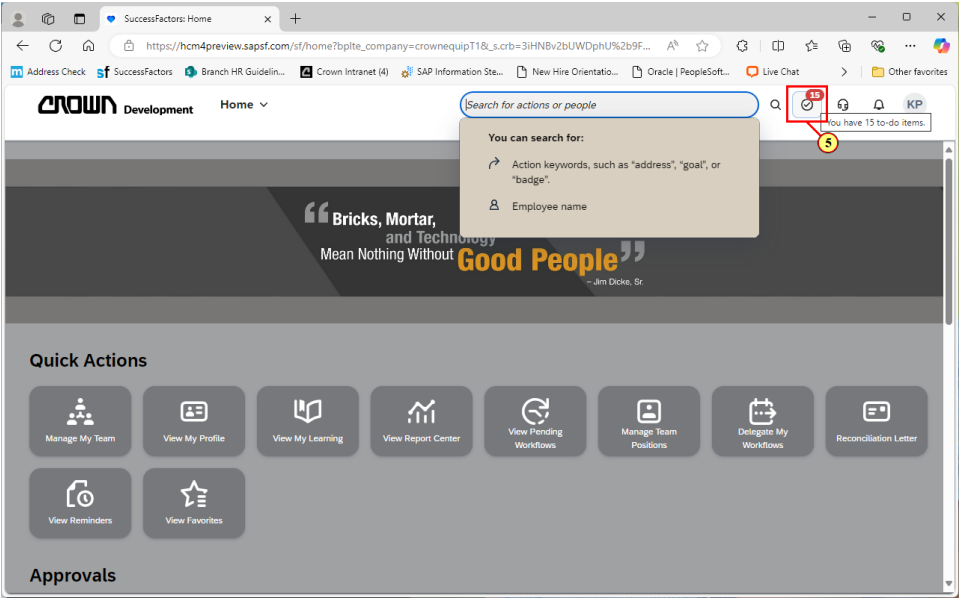
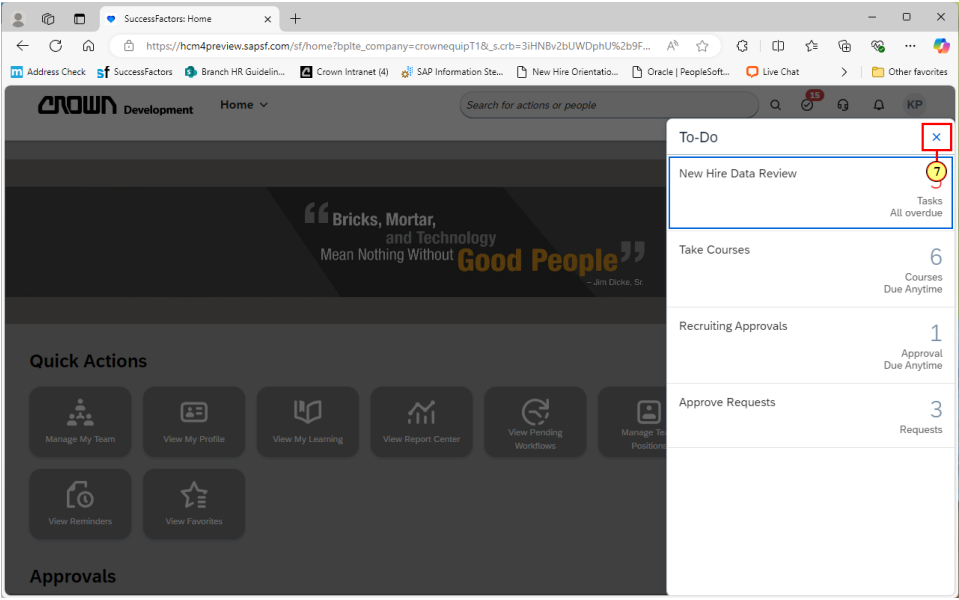
说明	截屏
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	

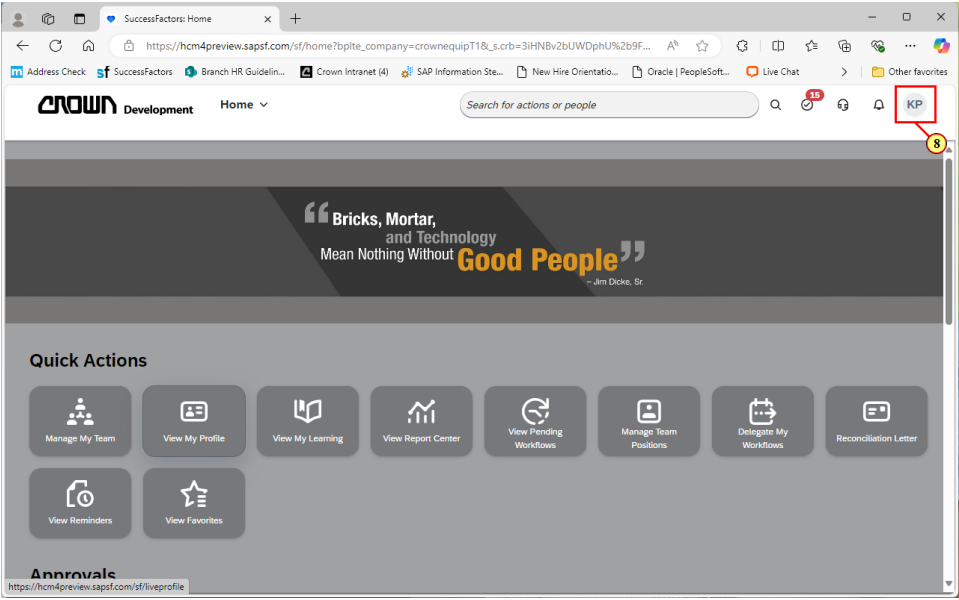
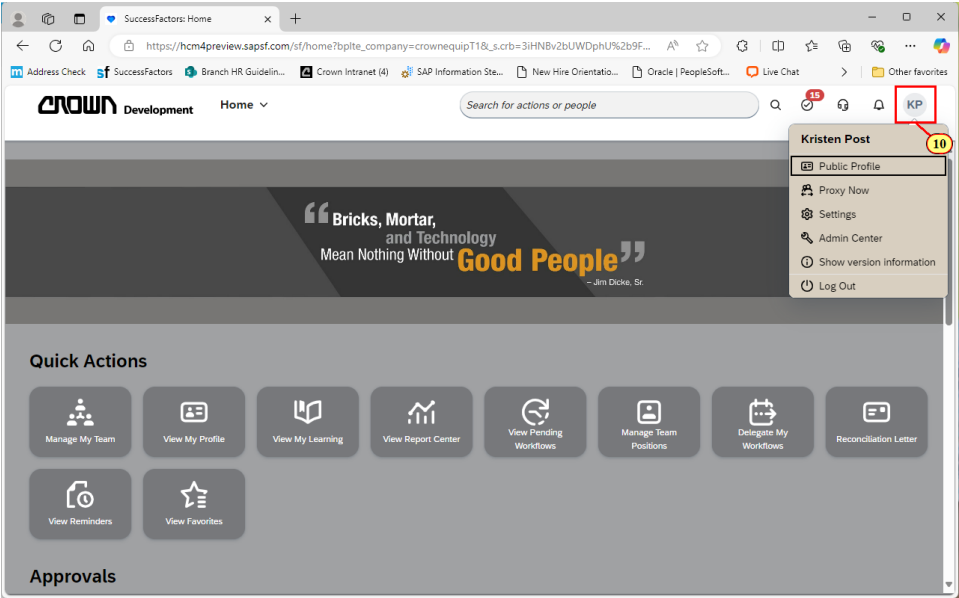
Talent Connect: 导航 - 显示按钮和屏幕部件

目的：

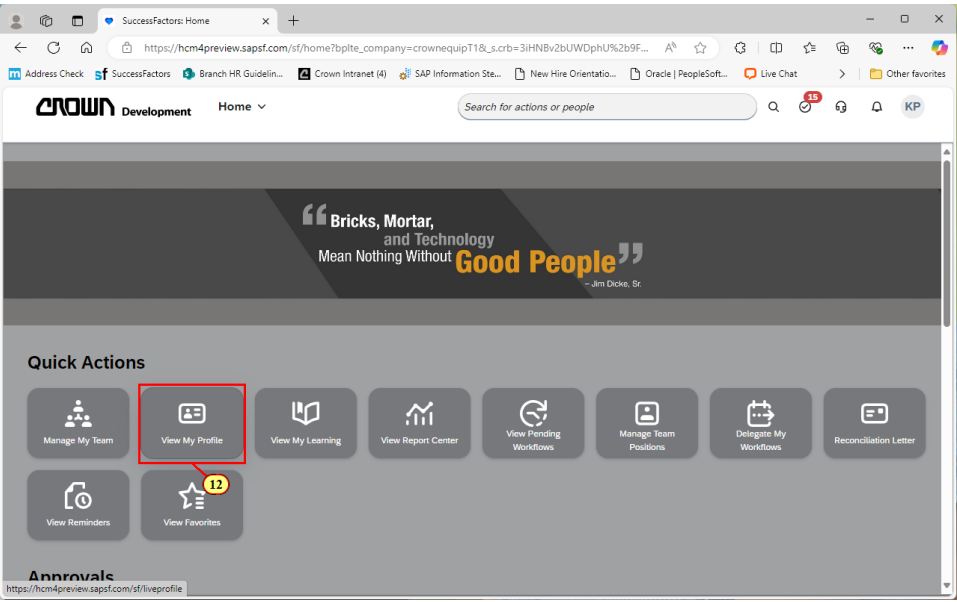
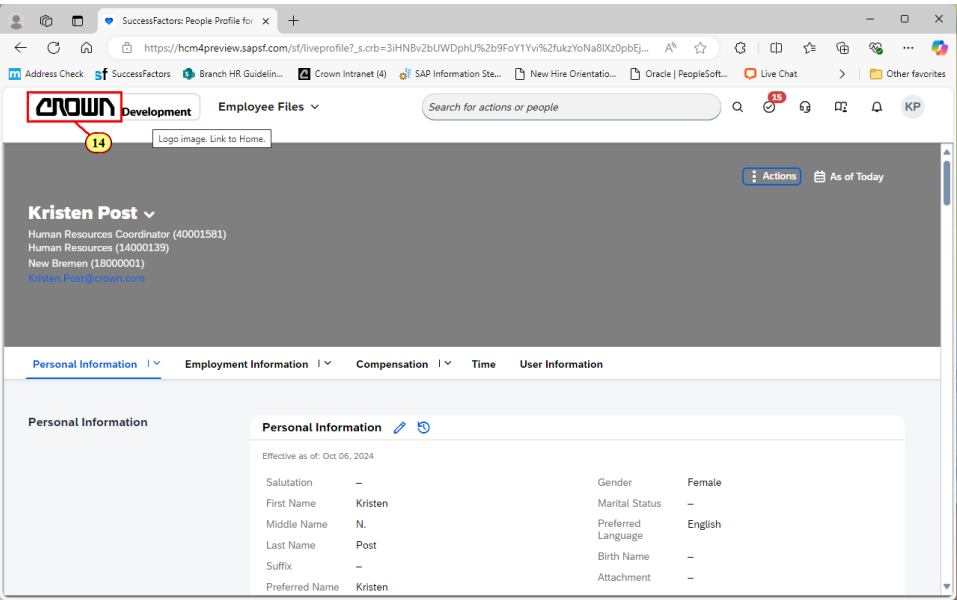
使用此流程浏览显示按钮和屏幕部件。

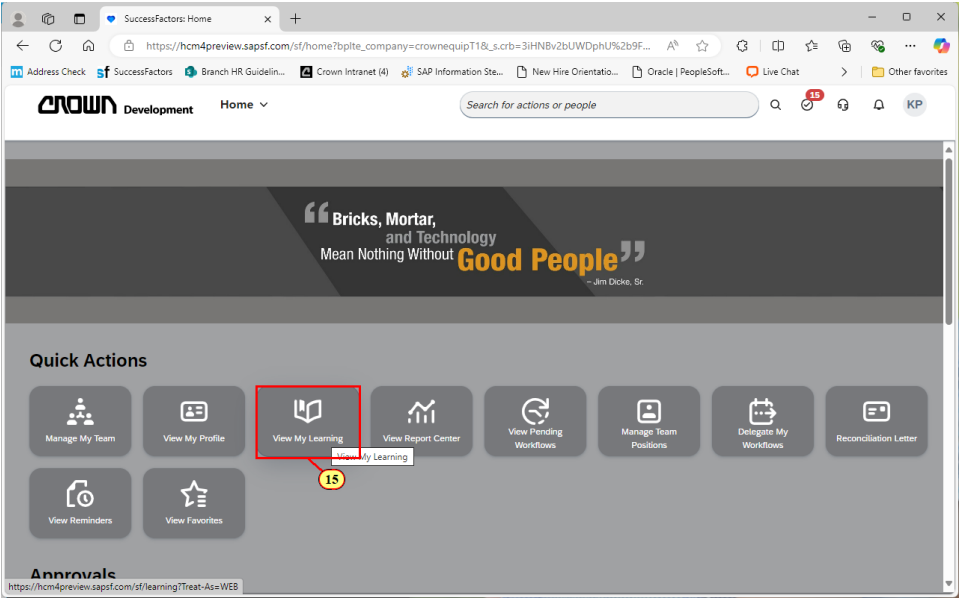
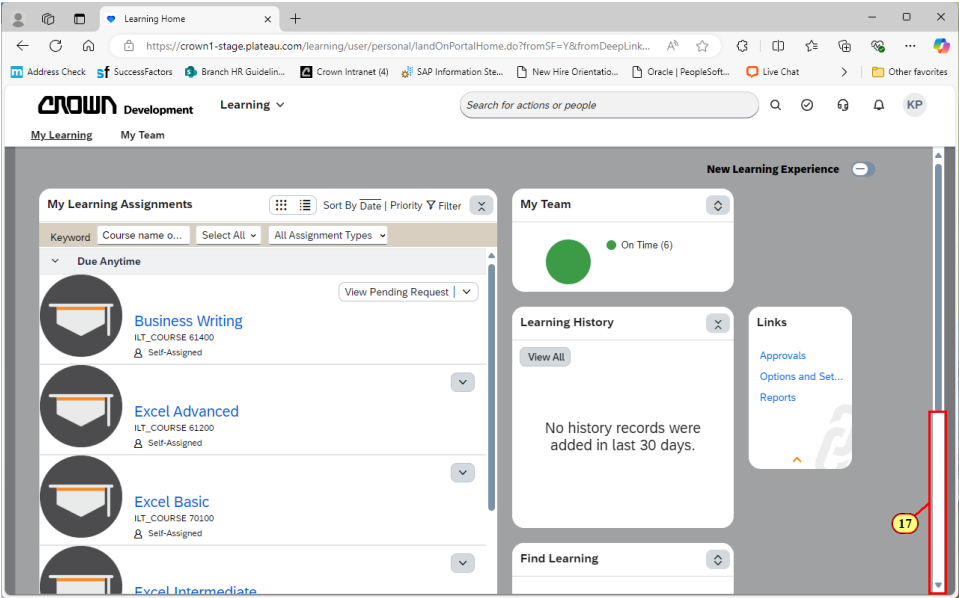
说明	截屏
SuccessFactors: Home - Work - Microsoft Edge	
(1) 单击 家 Home ▾。	
SuccessFactors: Home - Work - Microsoft Edge	
(2) 从下拉列表中，您可以查看 Talent Connect 的可用选项。该列表基于角色，每个人的列表不同。 (3) 单击 搜索行动或人。	

说明	截屏
SuccessFactors: Home - Work - Microsoft Edge	
(4) 您的到期项目会显示在此处。 (5) 单击 待办事项 。	
SuccessFactors: Home - Work - Microsoft Edge	
(6) 您的到期项目会显示在此处。 (7) Click 关闭 	

说明	截屏
SuccessFactors: Home - Work - Microsoft Edge	
(8) Click 账户 	
SuccessFactors: Home - Work - Microsoft Edge	
(9) 在您的账户下，您可以导航到不同的区域。这些区域包括公开个人资料和设置。 	



说明	截屏
SuccessFactors: Home - Work - Microsoft Edge	
(11) 使用“快速操作”可快速访问下拉列表中的操作。 (12) Click View My Profile 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) 在“我的个人资料”中，您可以查看包括个人信息、在职信息和薪酬信息在内的内容。 (14) Click 家 	

说明	截屏
SuccessFactors: Home - Work - Microsoft Edge	
(15) Click View My Learning 	
Learning Home - Work - Microsoft Edge	
(16) 在“我的学习”中，您可以查看过去、当前和未来的培训任务安排。您可以注册进行培训，并且如果您有直接下属，还可以查看他们的培训情况。 (17) 在滚动区域内单击，显示所需屏幕区域。	



说明	截屏
Learning Home - Work - Microsoft Edge	
(18) Click 家 	

Talent Connect ESS（员工自助）：访问并更新个人信息

目的：

使用此流程访问并更新个人信息

编号	操作	值
SuccessFactors: Home - Work - Microsoft Edge		
1.	点击 查看我的个人资料.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	点击个人信息.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	点击生效日期.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	点击日.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	在首选名称框中输入Sam。	Sam



编号	操作	值
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	点击 保存.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
要查看工作流程中的审批人，请单击显示工作流程参与者 (Show Workflow Participants) 按钮。		
7.	点击 显示工作流程参与者.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	点击 提交	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	点击家	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect : 使用 ESS（员工自助）访问并更新个人信息

目的：

使用此流程在 Talent Connect 中访问并更新您的个人信息

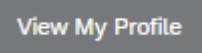
编号	操作	值
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	单击 查看我的个人资料。	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	单击 编辑个人信息。	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	单击 日历。	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	单击 25。	25
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	单击 婚姻状态。	

编号	操作	值
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	单击 已婚。	Married
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	单击 保存。	Save
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	单击 显示工作流程参与者。	Show Workflow Participants
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	单击 提交。	Submit
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	单击 Crown。	CROWN
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect : 使用 ESS 更新地址

目的 :

使用此流程在 **Talent Connect** 中更新您的地址。

编号	操作	值
SuccessFactors: Home - Work - Microsoft Edge		
1.	单击 View My Profile 。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	在滚动条下方的区域内单击，向下滚动。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	单击 编辑地址 。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	单击 生效日期 。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	单击 日 。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	单击 地址行 1 。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	在 地址行 1 框中输入 124 Main Street 。	124 Main Street

编号	操作	值
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
输入所有变更后，点击屏幕上的任意位置以激活保存按钮。		
8.	单击 Save 。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	单击 显示工作流程参与者。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	单击 Submit 。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	单击 家。	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: 更新紧急联系人信息。

目的：

使用此程序更新紧急联系人信息。

编号	操作	值
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	点击 查看我的个人资料	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	点击滚动条下方的区域向下滚动。	
紧急联系人		
3.	点击紧急联系图标	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	点击 名称.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	输入 Emma Russell 在 名称盒子。	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	点击关系	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	点击 配偶	Spouse

编号	操作	值
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	点击 手机.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	输入 4196292222 在 手机 盒子。	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	输入 emma.russell@gmail.com 在 电子邮件 盒子。	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	点击 保存.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	点击 家.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect : 使用 ESS 更新联系方式

目的 :

使用此流程更新联系方式。

编号	操作	值
SuccessFactors: Home - Work - Microsoft Edge		
1.	单击 查看我的个人资料。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	在滚动条下方的区域内单击，向下滚动。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	单击 编辑联系信息。	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	在 电子邮件地址 框中输入 andy.russell12@gmail.com 。	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
输入所有变更后，点击屏幕上的任意位置以激活保存按钮。		
5.	单击 保存。	

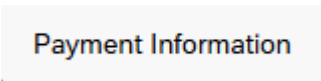


编号	操作	值
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	单击 Crown 。	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect : ESS 直接存款

目的 :

使用此流程在 **Talent Connect** 中更新直接存款信息。

编号	操作	值
SuccessFactors: Home - Work - Microsoft Edge		
1.	点击 查看我的个人资料.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Click the 个人信息 tab to select it.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	点击 付款信息 .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	点击 付款信息	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	点击 生效日期	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	点击 日	

编号	操作	值
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	点击 账户类型	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	点击条目 检查 选择它。	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	输入 100001234566 在 账号 盒子	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
要添加更多帐户，请点击添加银行信息并输入下一个帐户。重复此步骤，直到所有帐户添加完成。		
10.	Click 保存 .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
要查看 workflow 中的审批人，请点击显示 workflow 参与者按钮。		
11.	点击 显示 workflow 参与者	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	点击 提交	



编号	操作	值
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	点击 家	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect 참조 가이드

시작하기

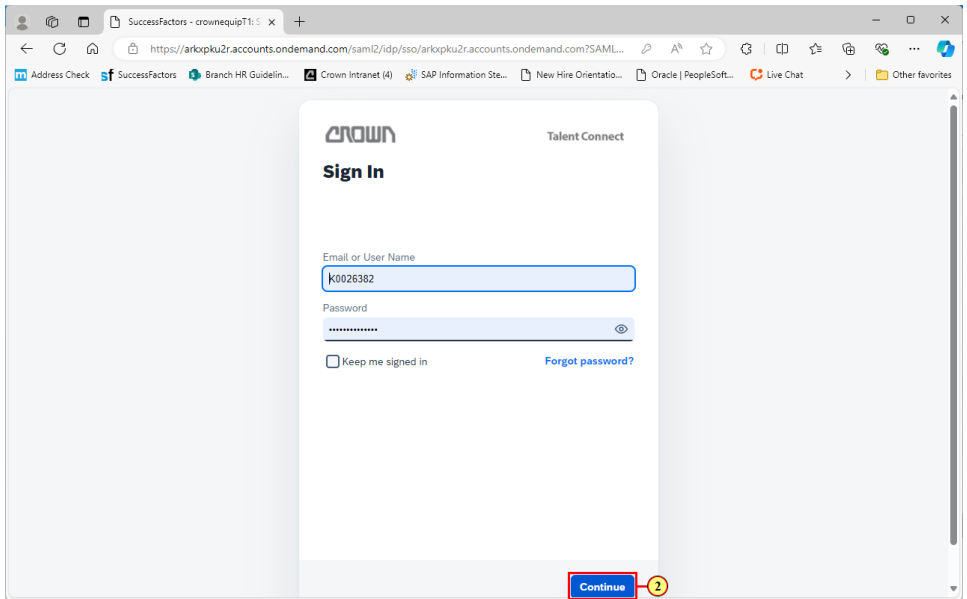
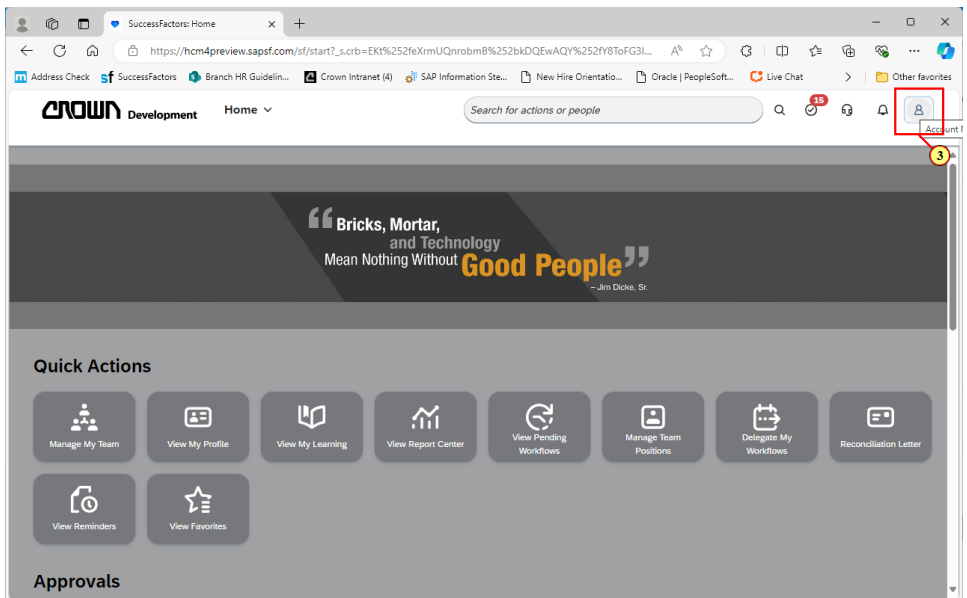
직원 파일

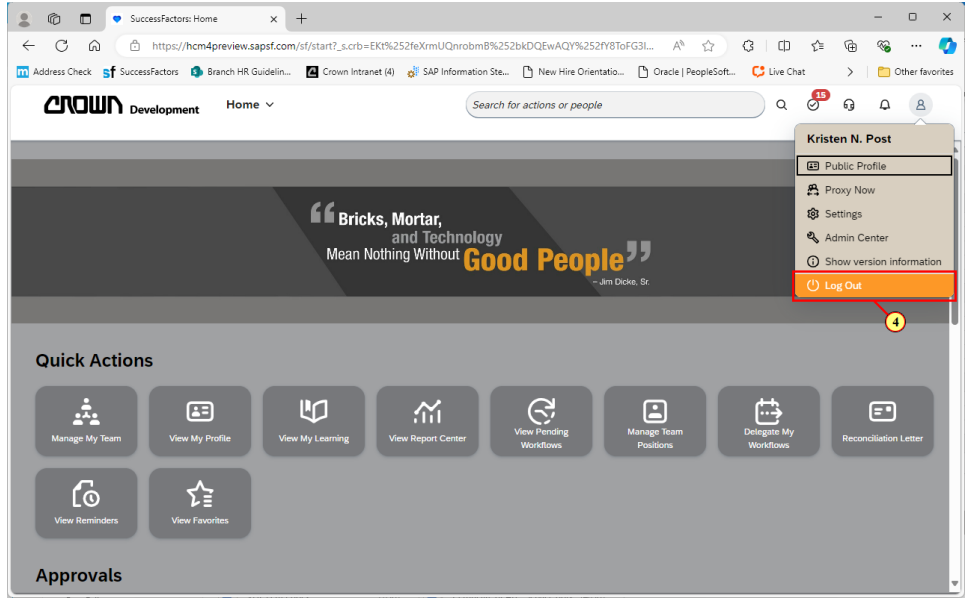
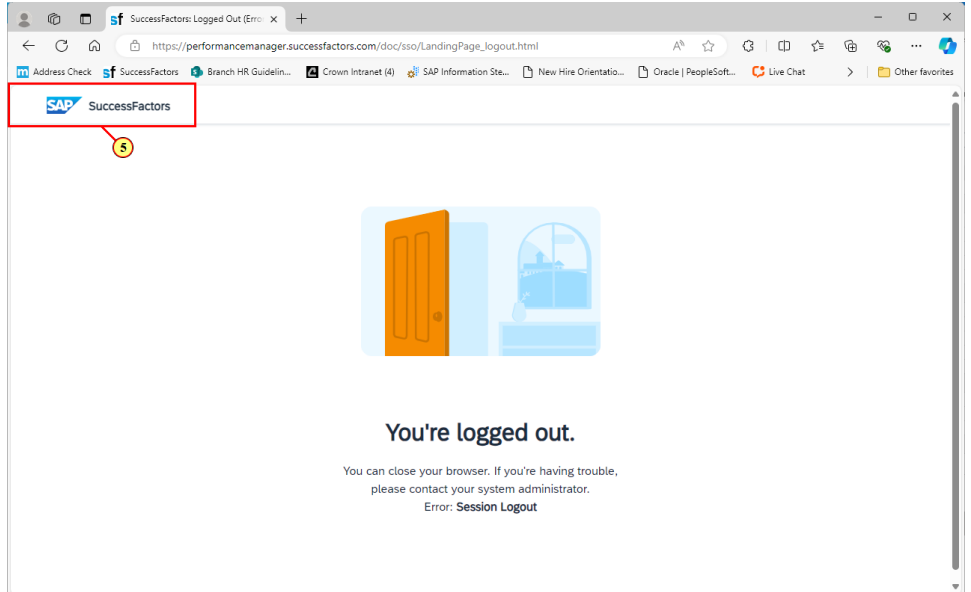


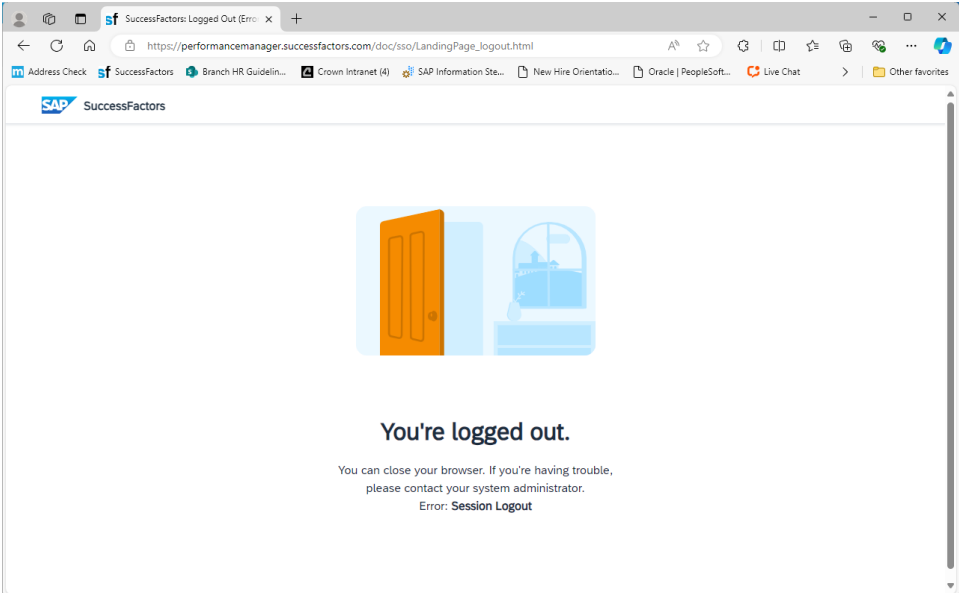
Talent Connect: 로그인 및 로그아웃

목적:

Talent Connect에 로그인하고 로그아웃하려면 다음 절차를 따르세요.

설명	스크린샷
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) 이메일과 비밀번호를 확인하거나 입력하세요. (2) 계속하다 Continue 을(를) 클릭하십시오.	
SuccessFactors: Home - Work - Microsoft Edge	
(3) 계정 탐색  을(를) 클릭하십시오.	

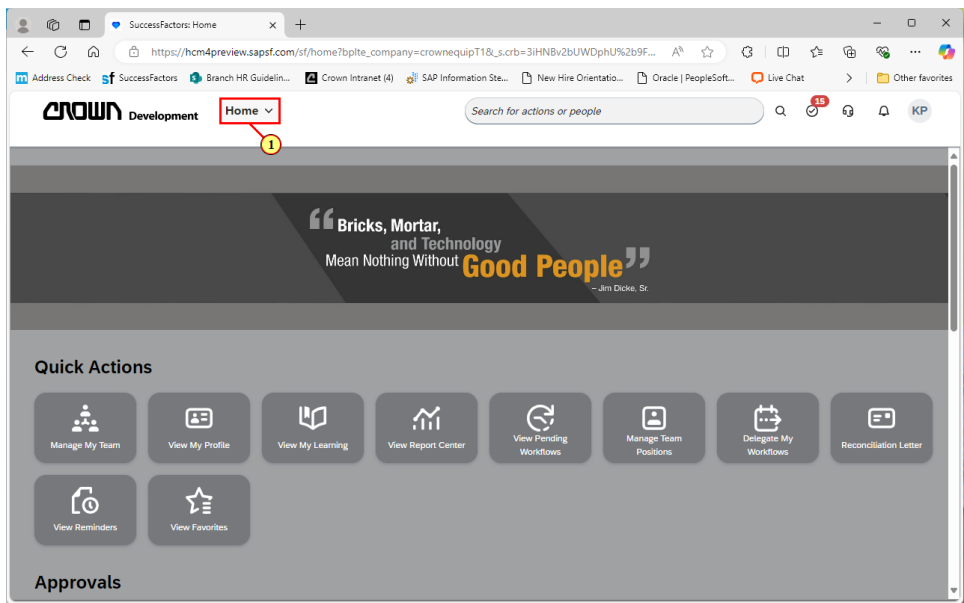
설명	스크린샷
SuccessFactors: Home - Work - Microsoft Edge (4) 로그아웃 을(를) 클릭하십시오. 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge (5) 성공 요인 을(를) 클릭하십시오. 	

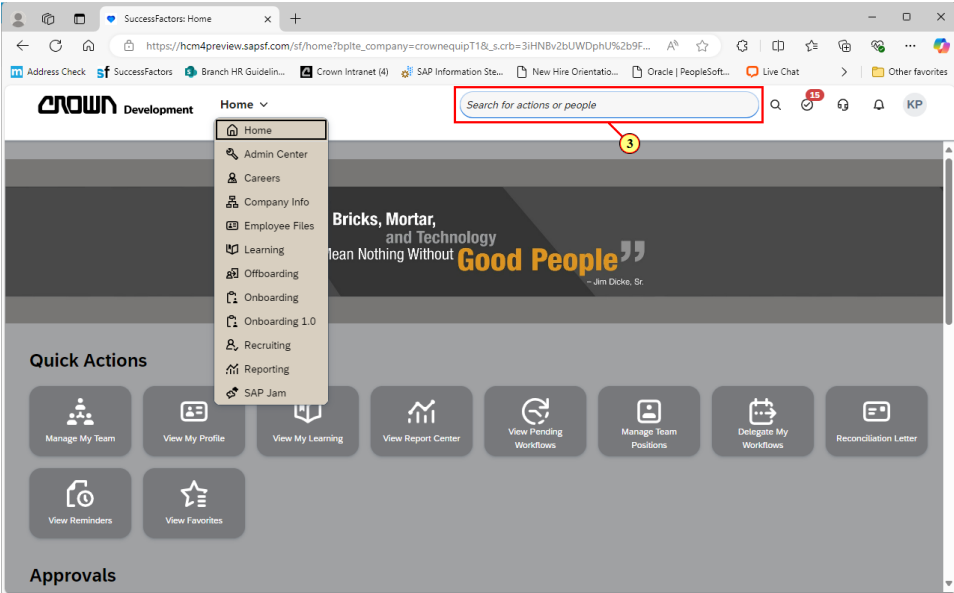
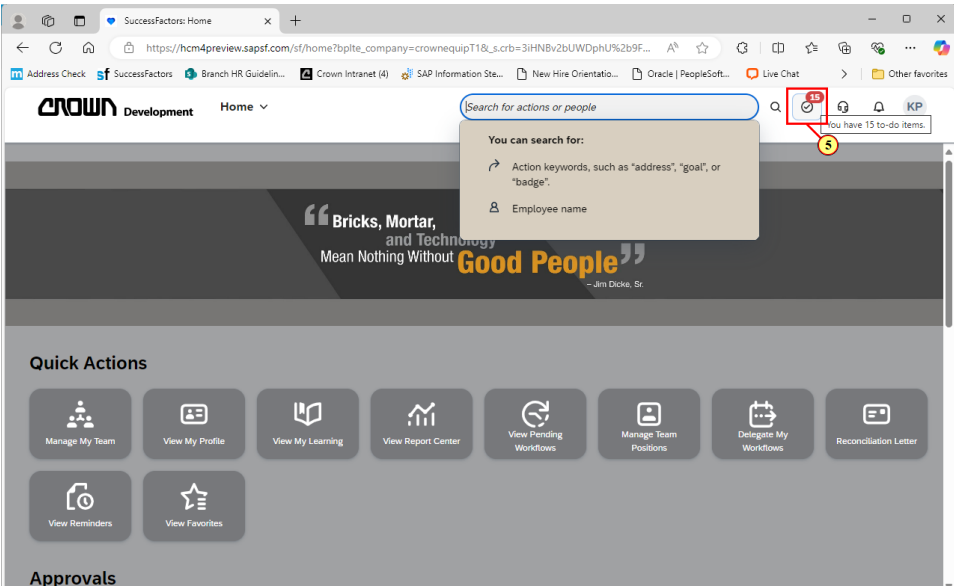
설명	스크린샷
	SuccessFactors: Logged Out (Error) - Work - Microsoft Edge 

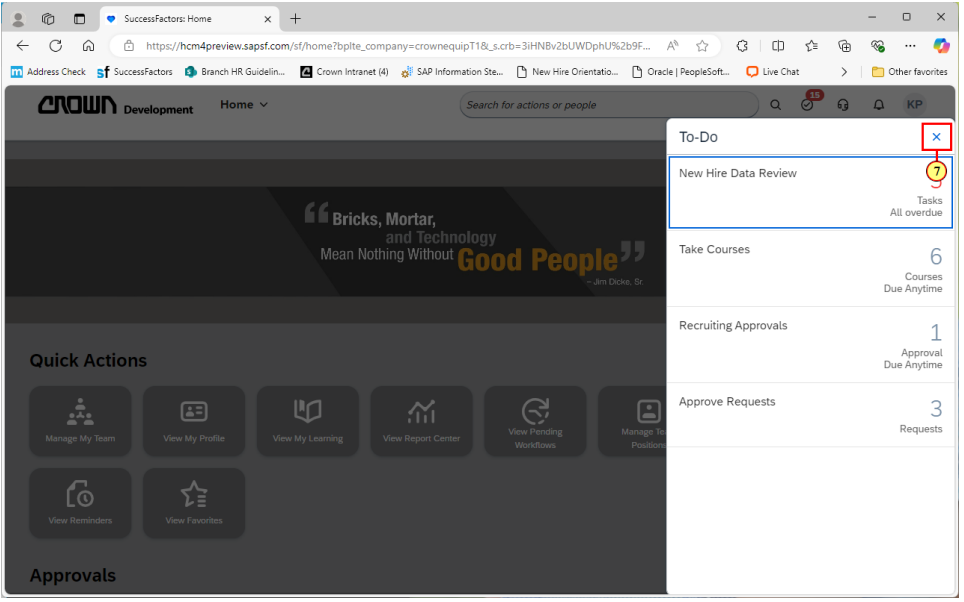
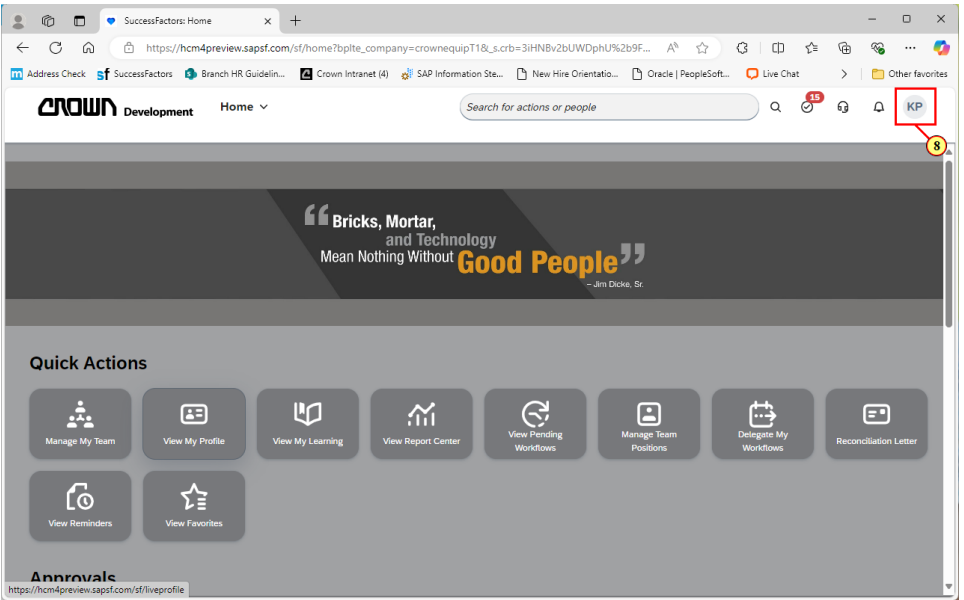
Talent Connect: 내비게이션 디스플레이 버튼 및 화면 구성 요소

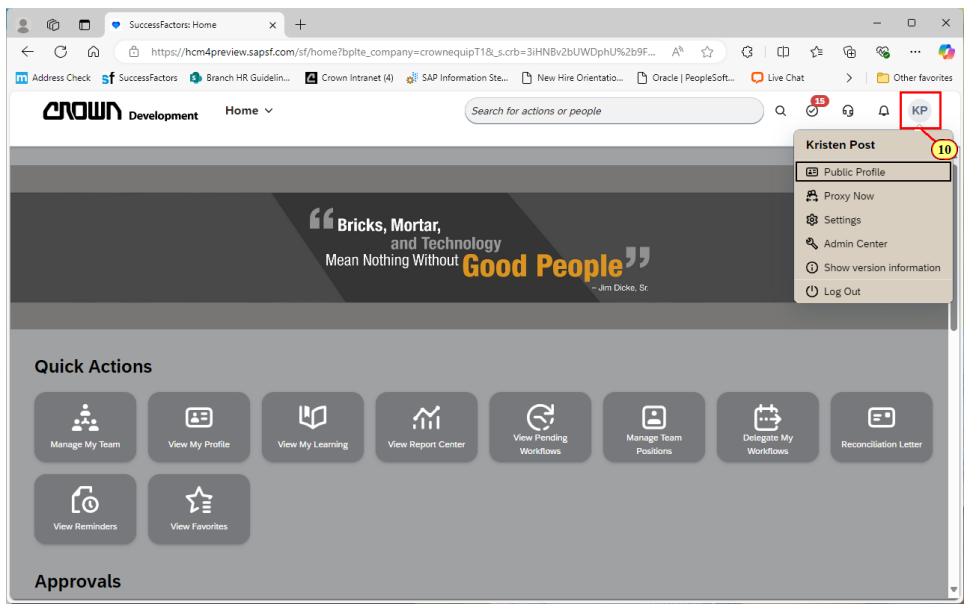
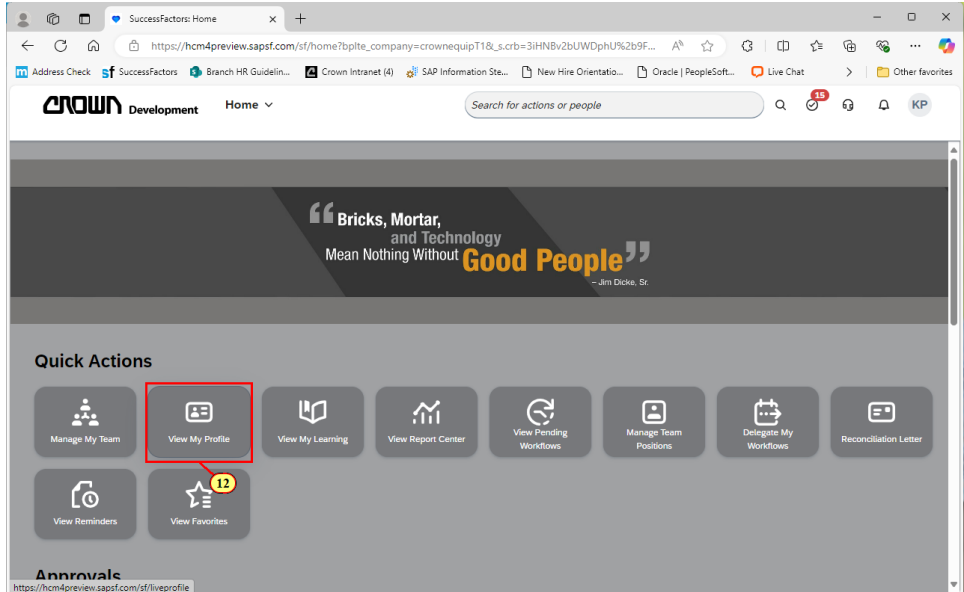
목적:

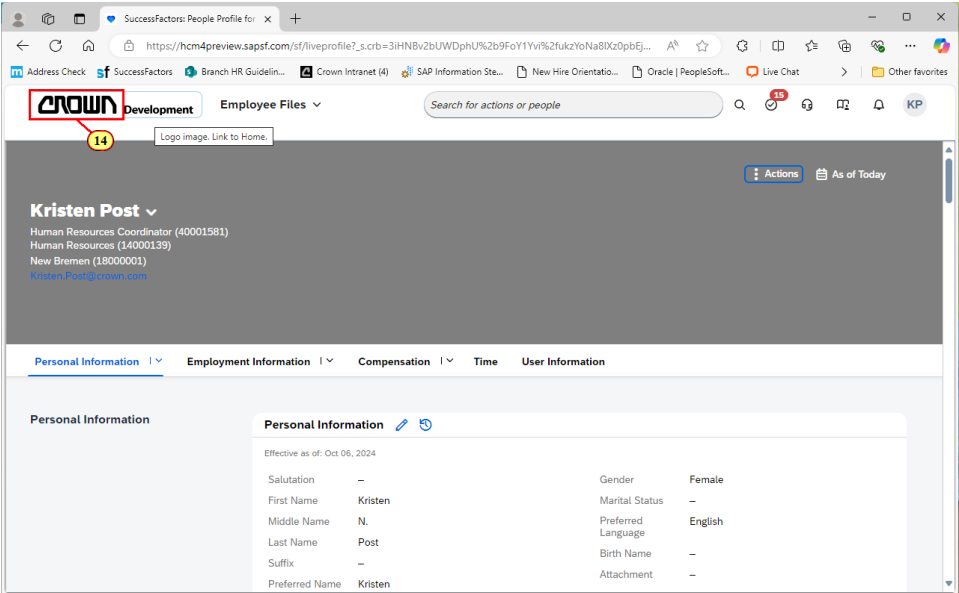
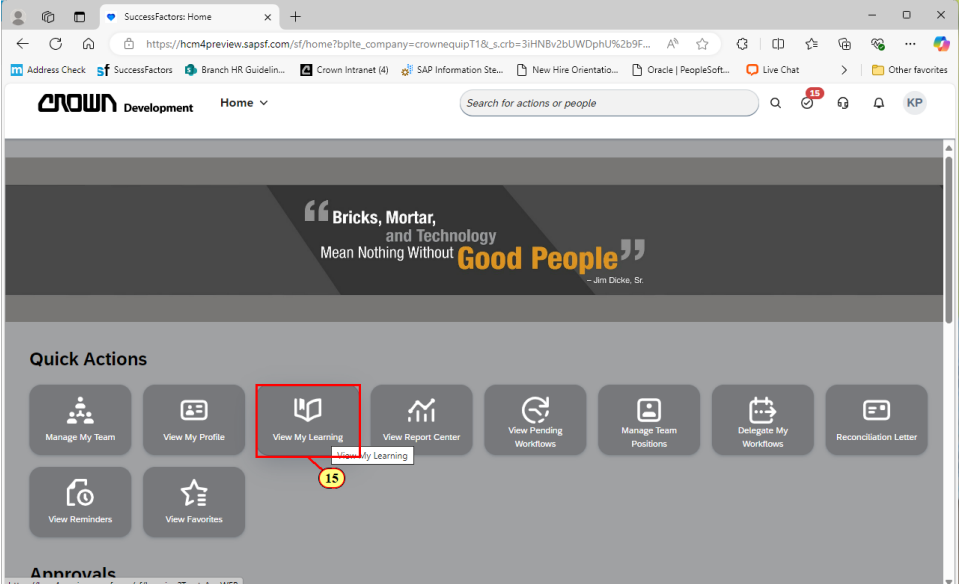
이 절차를 사용하여 디스플레이 버튼과 화면 구성 요소를 탐색하세요.

설명	스크린샷
SuccessFactors: Home - Work - Microsoft Edge	
(1) 집 Home 을(를) 클릭하십시오.	 The screenshot shows the SuccessFactors Home page. At the top, there is a navigation bar with the CROWN Development logo and a 'Home' button. The 'Home' button is highlighted with a red box, and a yellow callout bubble with the number '1' points to it. Below the navigation bar is a search bar with the text 'Search for actions or people'. The main content area features a banner with the quote 'Bricks, Mortar, and Technology Mean Nothing Without Good People' by Jim Dicke, Sr. Below the banner is a 'Quick Actions' section with several buttons: 'Manage My Team', 'View My Profile', 'View My Learning', 'View Report Center', 'View Pending Workflows', 'Manage Team Positions', 'Delegate My Workflows', 'Reconciliation Letter', 'View Reminders', and 'View Favorites'. At the bottom, there is an 'Approvals' section.

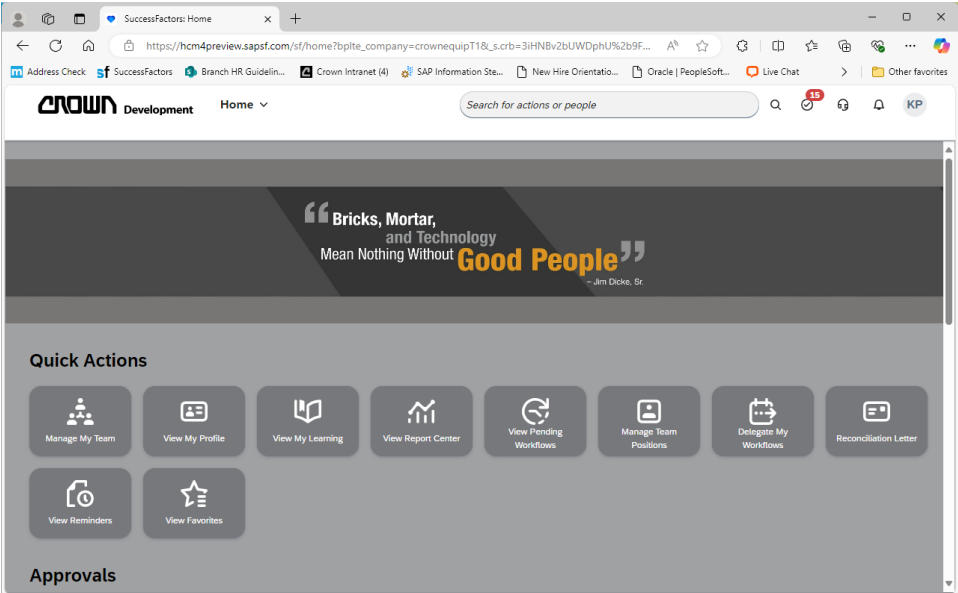
설명	스크린샷
SuccessFactors: Home - Work - Microsoft Edge (2) Talent Connect에서 사용할 수 있는 옵션을 드롭다운 목록에서 볼 수 있습니다. 이 목록은 역할을 기반으로 하며 모든 사람에게 동일한 목록이 표시되지는 않습니다. (3) 액션이나 사람을 검색하세요 을(를) 클릭하십시오.	
SuccessFactors: Home - Work - Microsoft Edge (4) 검색 창을 사용하여 키워드를 조회할 수 있습니다. (5) 할 일 항목 을(를) 클릭하십시오.	

설명	스크린샷
SuccessFactors: Home - Work - Microsoft Edge	
(6) 기한이 도래한 항목이 여기에 표시됩니다. (7) 딸깍 하는 소리 닫다 ✕	
SuccessFactors: Home - Work - Microsoft Edge	
(8) 딸깍 하는 소리 계정	

설명	스크린샷
SuccessFactors: Home - Work - Microsoft Edge	
(9) 계정 아래에서 다른 영역으로 이동할 수 있습니다. 이러한 영역에는 공개 프로필과 설정이 있습니다. (10) 딸깍 하는 소리 계정 	
SuccessFactors: Home - Work - Microsoft Edge	
(11) 드롭다운에서 작업에 빠르게 액세스하려면 빠른 작업을 사용하세요. (12) 딸깍 하는 소리 내 프로필 보기 	

설명	스크린샷
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge (13) 내 프로필에서는 개인 정보, 고용 정보, 보상 등의 정보를 볼 수 있습니다. (14) Click Home 	
SuccessFactors: Home - Work - Microsoft Edge (15) 딸깍 하는 소리 내 학습 보기 	

설명	스크린샷
Learning Home - Work - Microsoft Edge	
(16) "내 학습"에서 과거, 현재, 그리고 미래의 교육 과제를 확인할 수 있습니다. 교육에 등록할 수 있으며, 직속 부하직원의 교육 현황도 모니터링할 수 있습니다. (17) 스크롤 영역을 클릭하면 원하는 화면 영역이 표시됩니다.	
Learning Home - Work - Microsoft Edge	
(18) 딸깍 하는 소리 집	

설명	스크린샷
SuccessFactors: Home - Work - Microsoft Edge	

Talent Connect ESS: 개인 정보 액세스 및 업데이트

목적:

이 절차를 사용하여 개인 정보에 접근하고 업데이트하세요.

번호	동작	값
SuccessFactors: Home - Work - Microsoft Edge		
1.	딸깍 하는 소리 내 프로필 보기 .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	딸깍 하는 소리 개인 정보 .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	딸깍 하는 소리 발효일 .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	딸깍 하는 소리 낮 .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	선호하는 이름 상자에 Sam 을(를) 입력하십시오.	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	구하다 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Workflow에서 승인자를 보려면 Workflow 참가자 표시 버튼을 클릭하세요.		
7.	워크플로 참가자 표시 을(를) 클릭하십시오.	Show Workflow Participants

번호	동작	값
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	제출하다 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Home 을(를) 클릭하십시오.	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS 개인 정보 업데이트

목적:

이 절차를 사용하여 개인 정보를 업데이트하세요.

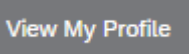
번호	동작	값
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	내 프로필 보기 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	개인 정보 편집 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	달력 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	25 을(를) 클릭하십시오.	25
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	결혼 여부 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	기혼 을(를) 클릭하십시오.	Married
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	구하다 을(를) 클릭하십시오.	Save

번호	동작	값
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	워크플로 참가자 표시 을(를) 클릭하십시오.	Show Workflow Participants
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	제출하다 을(를) 클릭하십시오.	Submit
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Crown 을(를) 클릭하십시오.	CROWN
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS 업데이트 주소

목적:

Talent Connect에서 주소를 업데이트하려면 다음 절차를 따르세요.

번호	동작	값
SuccessFactors: Home - Work - Microsoft Edge		
1.	내 프로필 보기 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	아래로 스크롤하려면 스크롤바 아래에 있는 영역을 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	주소 편집 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	발효일 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	낮 을(를) 클릭하십시오.	25
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	주소 1행 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Address Line 1 상자에 124 Main Street 을(를) 입력하십시오.	124 Main Street

번호	동작	값
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
모든 변경 사항을 입력한 후 화면의 아무 곳이나 클릭하여 저장 버튼을 활성화합니다.		
8.	구하다 을(를) 클릭하십시오.	Save
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	워크플로 참가자 표시 을(를) 클릭하십시오.	Show Workflow Participants
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	제출하다 을(를) 클릭하십시오.	Submit
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	집 을(를) 클릭하십시오.	CROWN Development
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS 업데이트 비상 연락처

목적:

이 절차를 사용하여 비상 연락처 정보를 업데이트하세요.

번호	동작	값
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	딸깍 하는 소리 내 프로필 보기.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	아래로 스크롤하려면 스크롤바 아래에 있는 영역을 클릭하십시오.	
Emergency Contact		
3.	비상 연락처 아이콘 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	이름을 클릭하세요.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	이름 상자에 Emma Russell을 입력합니다.	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	딸깍 하는 소리 관계.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	딸깍 하는 소리 배우자.	Spouse

번호	동작	값
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	딸깍 하는 소리 휴대폰.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	휴대폰 상자에 4196292222 을(를) 입력하십시오.	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	이메일 상자에 emma.russell@gmail.com 을(를) 입력하십시오.	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	딸깍 하는 소리 구하다.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	딸깍 하는 소리 집.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS 연락처 정보 업데이트

목적:

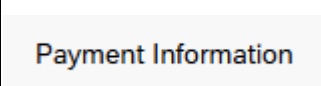
이 절차를 사용하여 연락처 정보를 업데이트하세요.

번호	동작	값
SuccessFactors: Home - Work - Microsoft Edge		
1.	내 프로필 보기 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	아래로 스크롤하려면 스크롤바 아래에 있는 영역을 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	연락처 정보 편집 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	이메일 주소 상자에 andy.russell12@gmail.com 을(를) 입력하십시오.	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
모든 변경 사항을 입력한 후 화면의 아무 곳이나 클릭하여 저장 버튼을 활성화합니다.		
5.	구하다 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Crown 을(를) 클릭하십시오.	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS 직접 입금

목적:

Talent Connect에서 직접 입금 정보를 업데이트하려면 다음 절차를 따르세요.

번호	동작	값
SuccessFactors: Home - Work - Microsoft Edge		
1.	딸깍 하는 소리 내 프로필 보기 .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	선택하려면 개인 정보 탭을 클릭하십시오.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	결제 정보 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	결제 정보 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	발효일 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	날 을(를) 클릭하십시오.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	계정 유형 을(를) 클릭하십시오.	

번호	동작	값
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	확인 중 항목을 클릭하여 선택하십시오.	Checking
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	계좌번호 상자에 100001234566 을(를) 입력하십시오.	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
계좌를 더 추가하려면 '은행 정보 추가'를 클릭하고 다음 계좌를 입력하세요. 모든 계좌가 추가될 때까지 반복하세요.		
10.	구하다 을(를) 클릭하십시오.	Save
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Workflow에서 승인자를 보려면 Workflow 참가자 표시 버튼을 클릭하세요.		
11.	워크플로 참가자 표시 을(를) 클릭하십시오.	Show Workflow Participants
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	제출하다 을(를) 클릭하십시오.	Submit
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	집 을(를) 클릭하십시오.	CROWN
SuccessFactors: Home - Work - Microsoft Edge		

คำแนะนำอ้างอิงสำหรับ Talent Connect

เริ่มต้น

ไฟล์พนักงาน

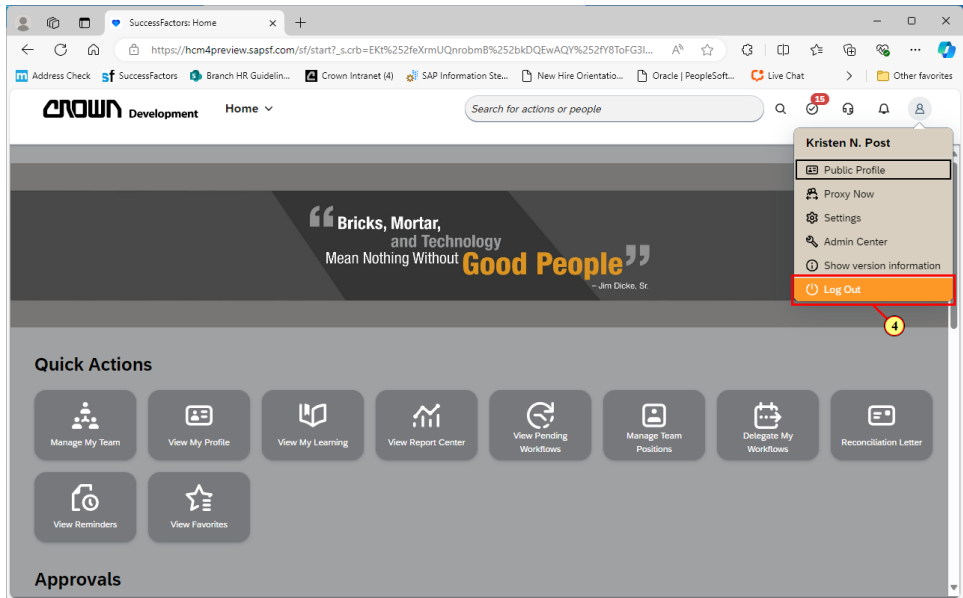
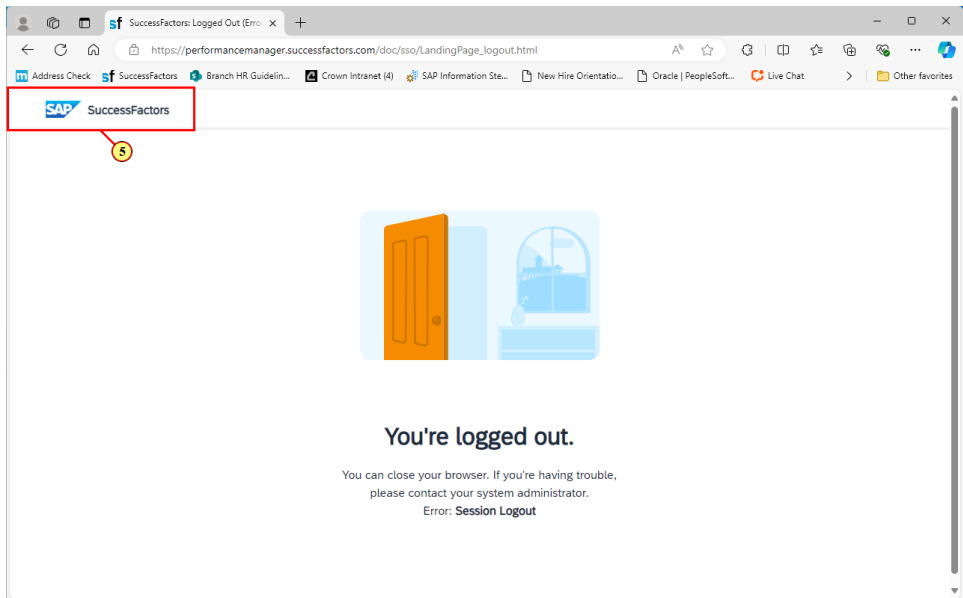


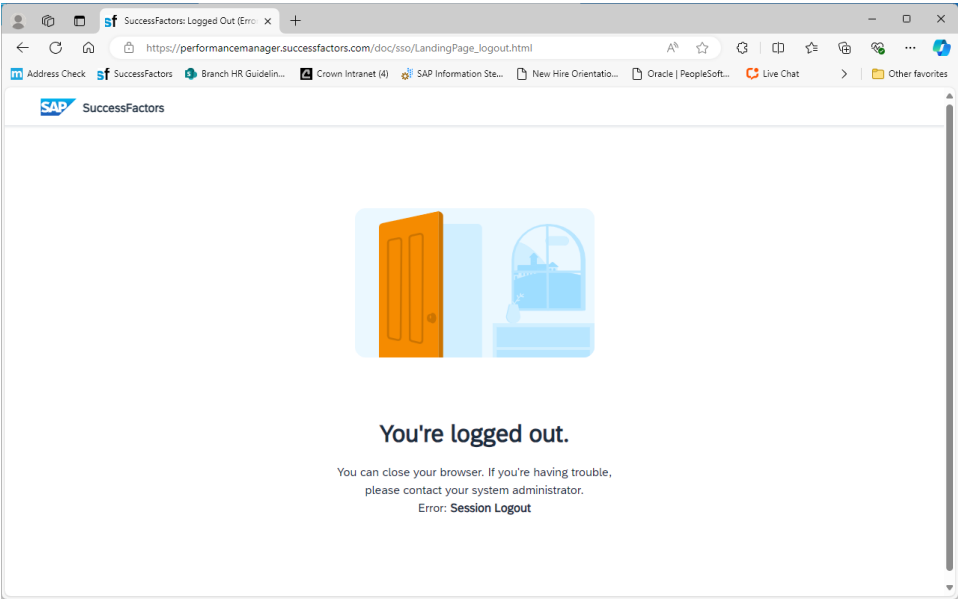
Talent Connect: เข้าสู่ระบบและออกจากระบบ

วัตถุประสงค์:

ใช้ขั้นตอนนี้เพื่อเข้าสู่ระบบและออกจากระบบ Talent Connect

คำอธิบาย	سكرีนช็อต
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) ยืนยันหรือป้อนอีเมลและรหัสผ่านของคุณ (2) คลิก Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) คลิก การนำทางบัญชี	

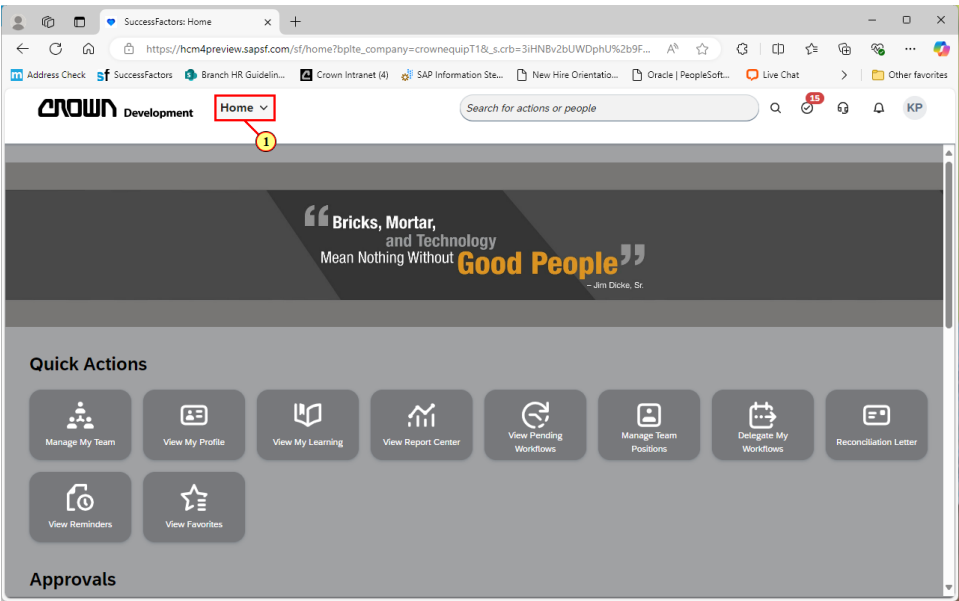
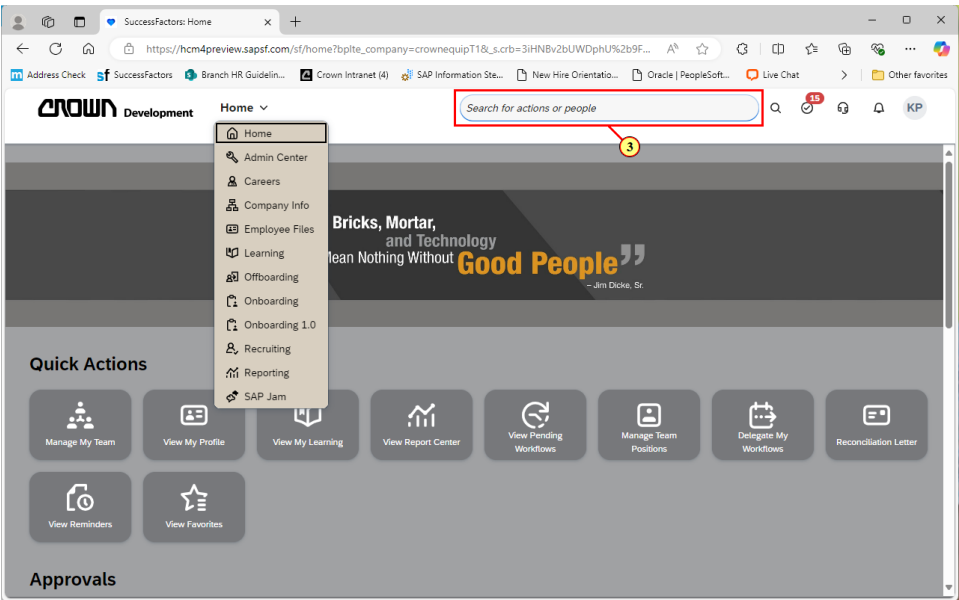
คำอธิบาย	سكرينشอต
SuccessFactors: Home - Work - Microsoft Edge (4) คลิก ออกจากระบบ 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge (5) คลิก SuccessFactors 	

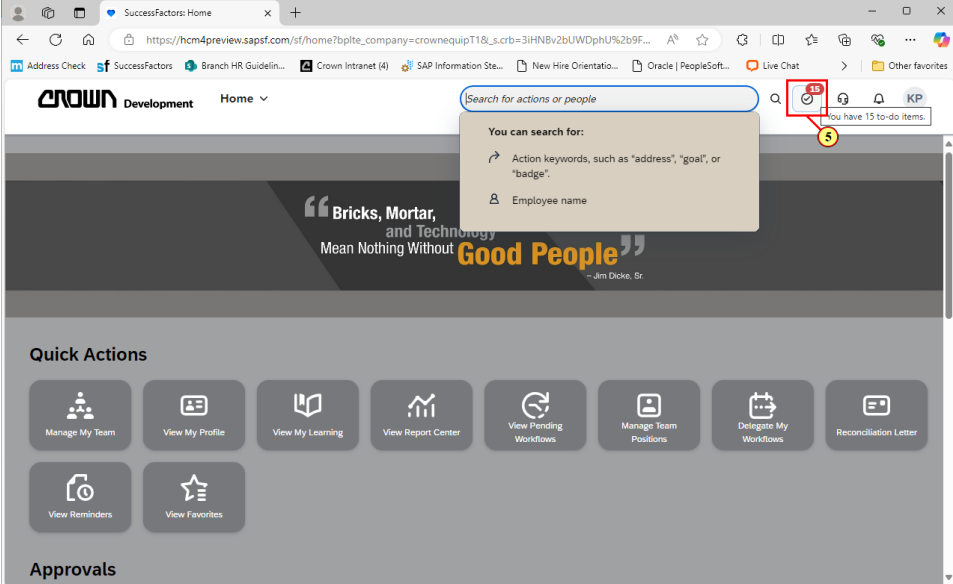
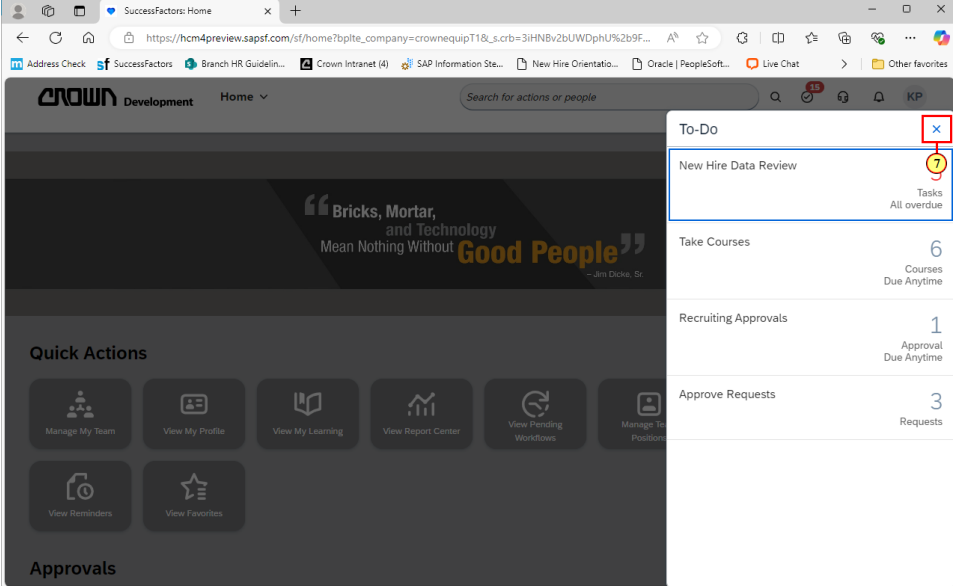
คำอธิบาย	سكرีนชอต
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	 A screenshot of a Microsoft Edge browser window displaying a SuccessFactors login error page. The browser's address bar shows the URL: https://performancemanager.successfactors.com/doc/sso/LandingPage_logout.html. The page features the SAP SuccessFactors logo at the top left. In the center, there is a graphic of an orange door and a blue clock. Below the graphic, the text reads: "You're logged out." followed by a message: "You can close your browser. If you're having trouble, please contact your system administrator." and the error message: "Error: Session Logout". The browser's taskbar at the bottom shows several open tabs, including "Address Check", "SuccessFactors", "Branch HR Guidelin...", "Crown Intranet (4)", "SAP Information Ste...", "New Hire Orientatio...", "Oracle PeopleSoft...", "Live Chat", and "Other favorites".

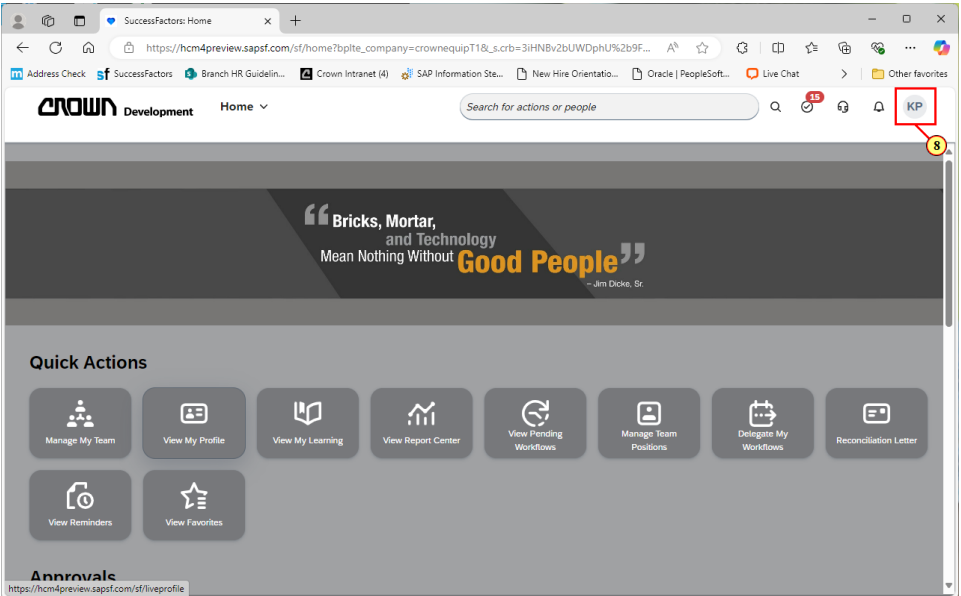
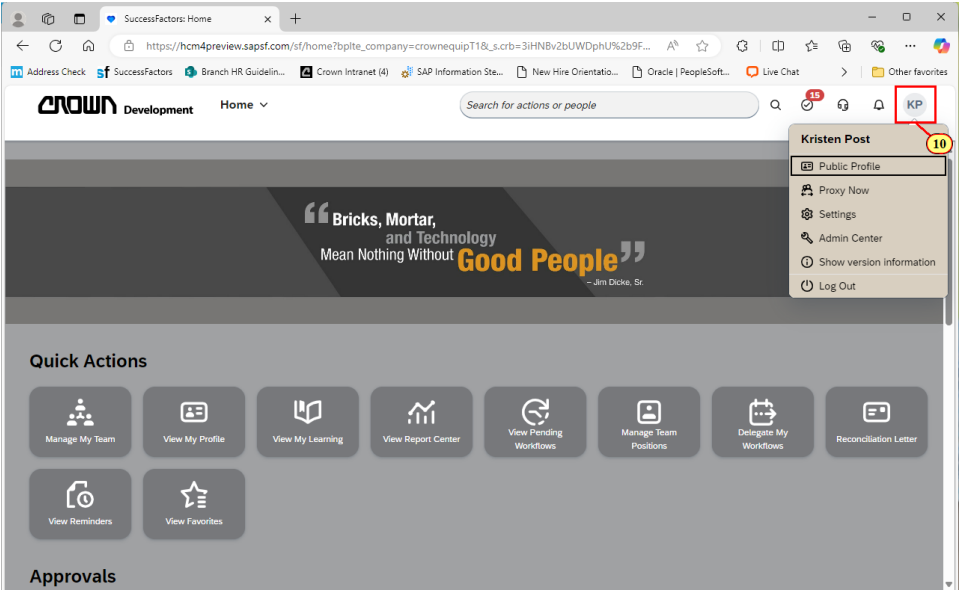
Talent Connect: ปุ่มนำทาง- แสดงข้อมูลและส่วนประกอบหน้าจอ

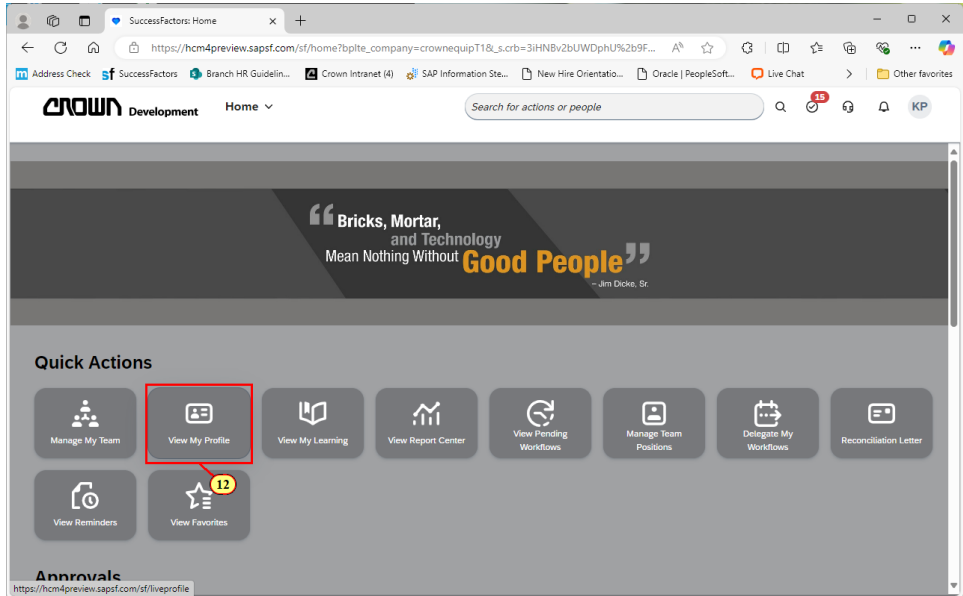
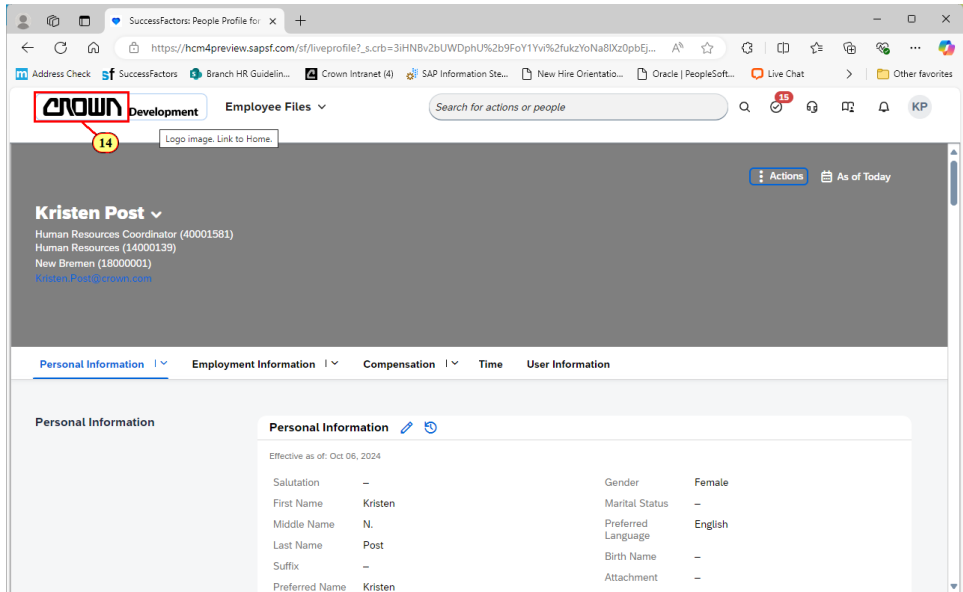
วัตถุประสงค์:

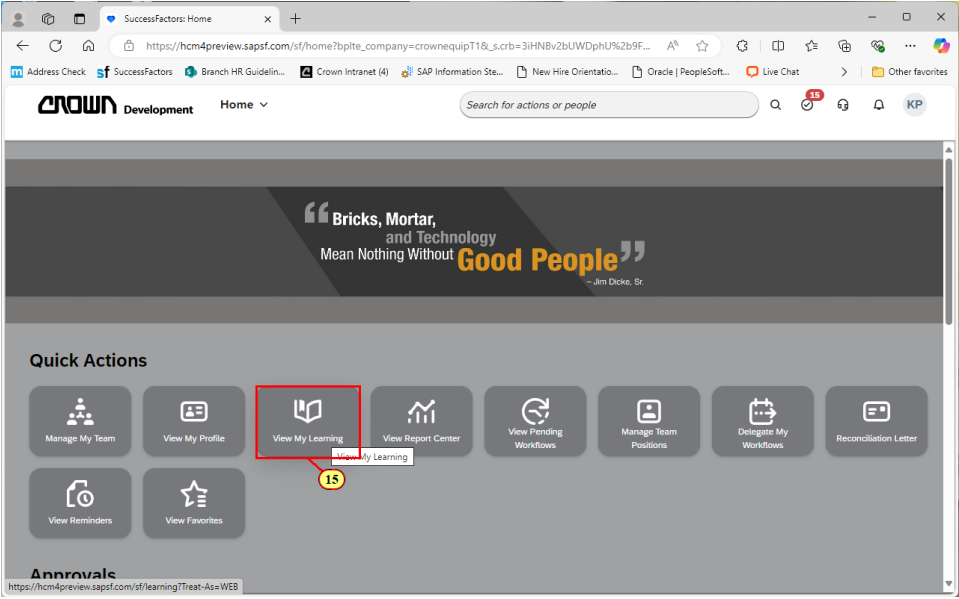
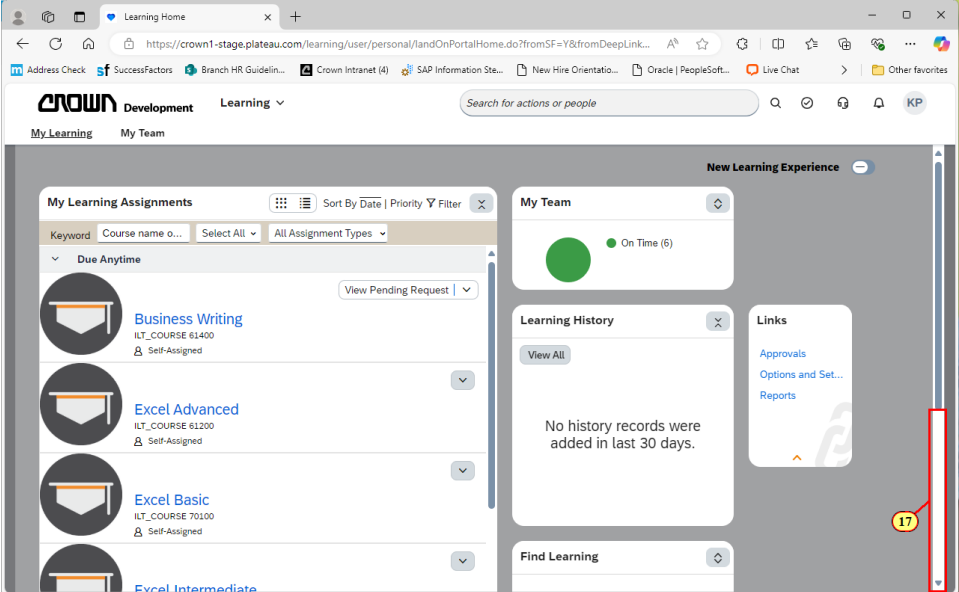
ใช้ขั้นตอนนี้นำทางปุ่มแสดงผลและส่วนประกอบหน้าจอ

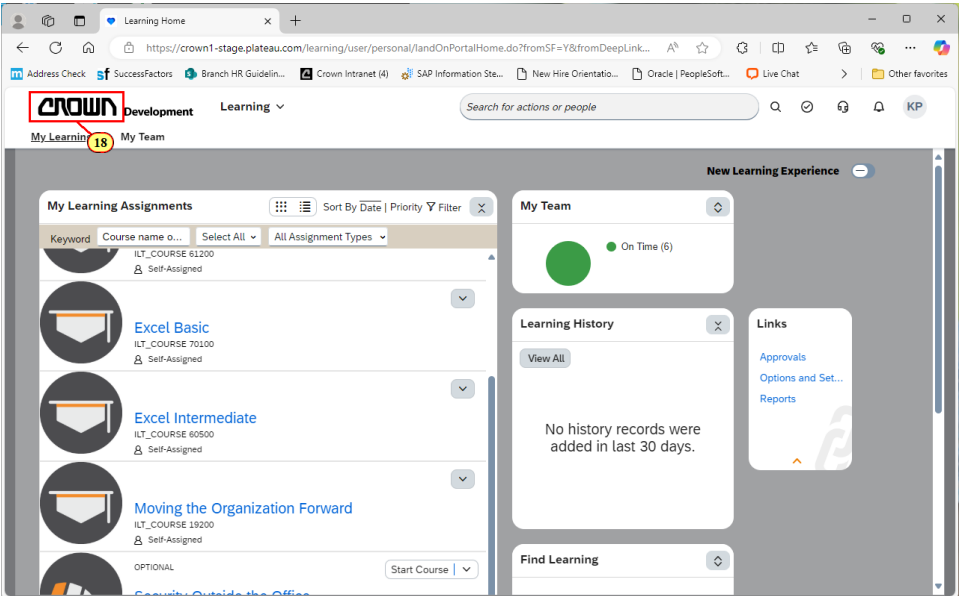
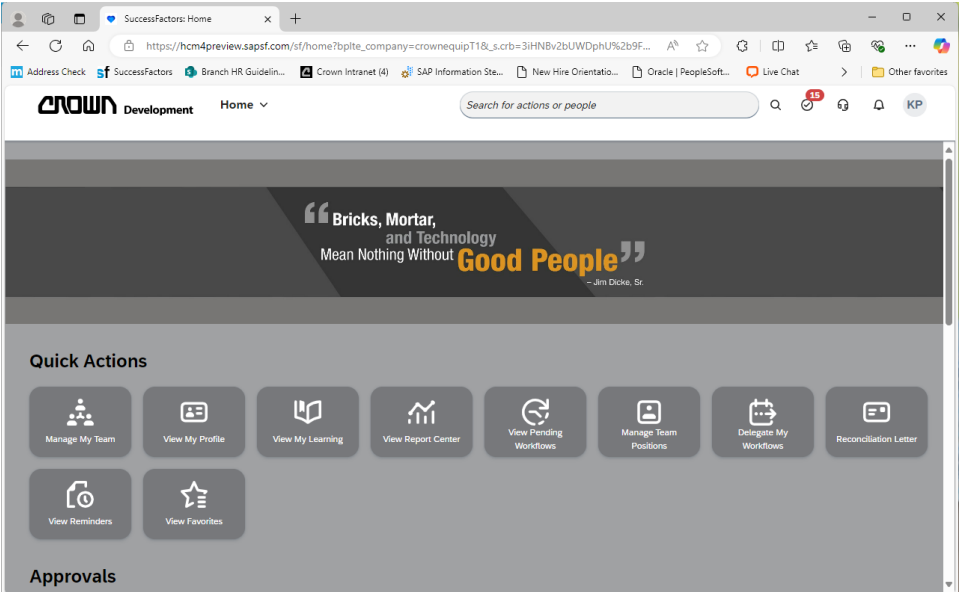
คำอธิบาย	สกรีนช็อต
SuccessFactors: Home - Work - Microsoft Edge	
(1) คลิก บ้าน Home ▾	
SuccessFactors: Home - Work - Microsoft Edge	
(2) จากเมนูแบบดรอปดาวน์ คุณสามารถดูตัวเลือกต่างๆ ที่มีอยู่ใน Talent Connect ได้ รายการนี้ขึ้นอยู่กับบทบาท ไม่ใช่ว่าทุกคนจะมีรายการเดียวกัน (3) คลิก ค้นหาการกระทำหรือบุคคล	

คำอธิบาย	سكرينชอต
SuccessFactors: Home - Work - Microsoft Edge	
(4) คุณสามารถใช้ช่องค้นหาเพื่อค้นหา คำหลัก (5) คลิก  สิ่งที่ต้องทำ	
SuccessFactors: Home - Work - Microsoft Edge	
(6) ค้นหาของค้นหาอัตโนมัติ (7) คลิก ปิด 	

คำอธิบาย	سكرينشอต
SuccessFactors: Home - Work - Microsoft Edge	
(8) คลิก บัญชี KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) ภายใต้บัญชีของคุณ คุณสามารถนำทางไปยังส่วนต่างๆ ได้ ซึ่งได้แก่ โปรไฟล์สาธารณะและการตั้งค่า KP (10) คลิก บัญชี	

คำอธิบาย	سكرينشอต
SuccessFactors: Home - Work - Microsoft Edge	
(11) ใช้การดำเนินการด่วนเพื่อเข้าถึงการดำเนินการต่างๆ ได้อย่างรวดเร็วจากรายการรอปดาวน์ (12) คลิก ดูโปรไฟล์ของฉัน 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) ในโปรไฟล์ของฉัน คุณสามารถดูข้อมูลของคุณซึ่งรวมถึงข้อมูลส่วนตัว การจ้างงาน และคำตอบแทน (14) คลิก บ้าน 	

คำอธิบาย	سكرينชอต
SuccessFactors: Home - Work - Microsoft Edge	
(15) คลิก ดูการเรียนรู้ของฉัน 	
Learning Home - Work - Microsoft Edge	
(16) ใน My Learning คุณสามารถดูงานฝึกอบรมที่ผ่านมา ปัจจุบัน และอนาคตได้ คุณสามารถลงทะเบียนเพื่อเข้ารับการฝึก อบรม และหากคุณมีผู้ได้บังคับบัญชาโดยตรง ก็สามารถติดตามการฝึกอบรมของพวกเขา ได้เช่นกัน (17) การคลิกในพื้นที่การเลื่อน จะแสดงพื้นที่จอภาพที่ต้องการ	

คำอธิบาย	سكرينชอต
Learning Home - Work - Microsoft Edge	
(18) คลิก บ้าง 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS: เข้าถึงและอัปเดตข้อมูลส่วนตัว

วัตถุประสงค์:

ใช้ขั้นตอนนี้เพื่อเข้าถึงและอัปเดตข้อมูลส่วนบุคคล

หมายเลข	การดำเนินการ	ค่า
SuccessFactors: Home - Work - Microsoft Edge		
1.	คลิก ดูโปรไฟล์ของฉัน	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	คลิก ข้อมูลส่วนตัว	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	คลิก วันที่เริ่มใช้บังคับ	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	คลิก วัน	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	ป้อน Sam ลงในกล่อง ชื่อที่ต้องการ	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	คลิก บันทึก	

หมายเลข	การดำเนินการ	คำ
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
หากต้องการดูผู้ให้การอนุมัติในเวิร์กโฟลว์ ให้คลิกปุ่มแสดงผู้เข้าร่วมเวิร์กโฟลว์		
7.	คลิก แสดงผู้เข้าร่วมเวิร์กโฟลว์	Show Workflow Participants
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	คลิก ส่ง	Submit
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	คลิก บ้าน	CROWN
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: ESS อัปเดตข้อมูลส่วนตัว

วัตถุประสงค์:

ใช้ขั้นตอนนี้เพื่ออัปเดตข้อมูลส่วนบุคคล

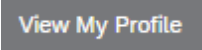
หมายเลข	การดำเนินการ	ค่า
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	คลิก ดูโปรไฟล์ของฉัน	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	คลิก แก้ไขข้อมูลส่วนตัว	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	คลิก ปฏิทิน	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	คลิก 25	25
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	คลิก สถานภาพการสมรส	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	คลิก แต่งงานแล้ว	Married

หมายเลข	การดำเนินการ	ค่า
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	คลิก บันทึก	Save
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	คลิก แสดงผู้เข้าร่วมเวิร์กโฟลว์	Show Workflow Participants
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	คลิก ส่ง	Submit
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	คลิก Crown	CROWN
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ท้ายอัปเดต ESS

วัตถุประสงค์:

ใช้ขั้นตอนนี้เพื่ออัปเดตที่อยู่ของคุณใน Talent Connect

หมายเลข	การดำเนินการ	ค่า
SuccessFactors: Home - Work - Microsoft Edge		
1.	คลิก	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	คลิกในพื้นที่ด้านล่างแถบเลื่อน เพื่อเลื่อนลง	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	คลิก แก้ไขที่อยู่	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	คลิก วันที่เริ่มใช้บังคับ	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	คลิก วัน	25
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	คลิก ที่อยู่บรรทัดที่ 1	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	ป้อน 124 Main Street ลงในกล่อง ที่อยู่บรรทัดที่ 1	124 Main Street

หมายเลข	การดำเนินการ	คำ
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
หลังจากที่คุณป้อนการเปลี่ยนแปลงทั้งหมดแล้ว ให้คลิกที่ใดก็ได้บนหน้าจอเพื่อเปิดใช้งานปุ่มบันทึก		
8.	คลิก บันทึก	Save
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	คลิก แสดงผู้เข้าร่วมเวิร์กโฟลว์	Show Workflow Participants
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	คลิก ส่ง	Submit
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	คลิก บ้าน	CROWN Development
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: การอัปเดต ESS ติดต่อฉุกเฉิน

วัตถุประสงค์:

ใช้ขั้นตอนนี้เพื่ออัปเดตข้อมูลติดต่อฉุกเฉิน

หมายเลข	การดำเนินการ	ค่า
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	คลิก ดูโปรไฟล์ของฉัน .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	คลิกในพื้นที่ด้านล่างแถบเลื่อน เพื่อเลื่อนลง	
Emergency Contact		
3.	คลิก ไอคอนติดต่อฉุกเฉิน	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	คลิก ชื่อ.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	ป้อน Emma Russell ในกล่องชื่อ	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	คลิก ความสัมพันธ์.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	คลิก คู่สมรส .	Spouse

หมายเลข	การดำเนินการ	ค่า
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	คลิก โทรศัพท์มือถือ.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	ป้อน 4196292222 ลงในกล่อง โทรศัพท์มือถือ	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	ป้อน emma.russell@gmail.com ลงในกล่อง อีเมล	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	คลิก บันทึก .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	คลิก บ้าน .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS อัปเดตข้อมูลติดต่อ

วัตถุประสงค์:

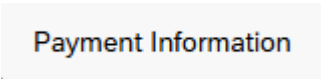
ใช้ขั้นตอนนี้เพื่ออัปเดตข้อมูลติดต่อ

หมายเลข	การดำเนินการ	ค่า
SuccessFactors: Home - Work - Microsoft Edge		
1.	คลิก ดูโปรไฟล์ของฉัน	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	คลิกในพื้นที่ด้านล่างแถบเลื่อน เพื่อเลื่อนลง	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	คลิก แก้ไขข้อมูลการติดต่อ	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	ป้อน andy.russell12@gmail.com ลงในกล่องที่อยู่อีเมล	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
หลังจากที่คุณป้อนการเปลี่ยนแปลงทั้งหมดแล้ว ให้คลิกที่ใดก็ได้บนหน้าจอเพื่อเปิดใช้งานปุ่มบันทึก		
5.	คลิก บันทึก	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	คลิก Crown	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: การฝากเงินโดยตรงผ่าน ESS

วัตถุประสงค์:

ใช้ขั้นตอนนี้เพื่ออัปเดตข้อมูลการฝากเงินโดยตรงของคุณใน Talent Connect

หมายเลข	การดำเนินการ	ค่า
SuccessFactors: Home - Work - Microsoft Edge		
1.	คลิก ดูโปรไฟล์ของฉัน	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	คลิกที่แท็บ ข้อมูลส่วนตัว เพื่อเลือกแท็บนั้น	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	คลิก ข้อมูลการชำระเงิน	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	คลิก ข้อมูลการชำระเงิน	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	คลิก วันที่เริ่มใช้บังคับ	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	คลิก วัน	

หมายเลข	การดำเนินการ	ค่า
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	คลิก ประเภทบัญชี	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	เลือกรายการ การตรวจสอบ ด้วยการคลิกที่รายการนั้น	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	ป้อน 100001234566 ลงในกล่อง หมายเลขบัญชี	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
หากต้องการเพิ่มบัญชีเพิ่มเติม ให้คลิก เพิ่มข้อมูลธนาคาร และป้อนบัญชีถัดไป ทำซ้ำจนกว่าจะเพิ่มบัญชีทั้งหมดเสร็จ		
10.	คลิก บันทึก	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
หากต้องการดูผู้ให้การอนุมัติในเวิร์กโฟลว์ ให้คลิกปุ่มแสดงผู้เข้าร่วมเวิร์กโฟลว์		
11.	คลิก แสดงผู้เข้าร่วมเวิร์กโฟลว์	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	คลิก ส่ง	

หมายเลข	การดำเนินการ	ค่า
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	คลิก บ้าน	CROWN
SuccessFactors: Home - Work - Microsoft Edge		

Guía de referencia de Talent Connect

Empecemos

Archivos de empleados

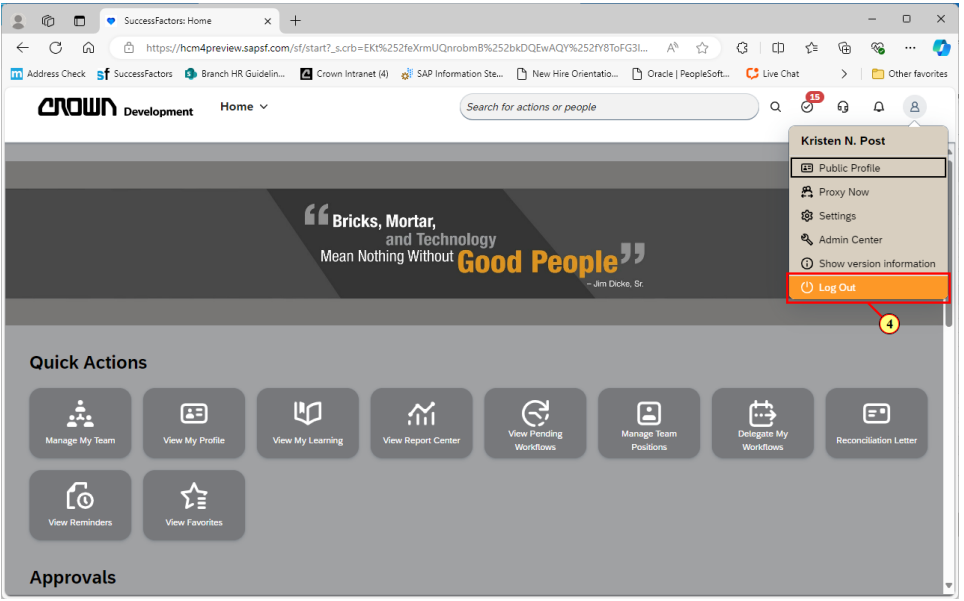
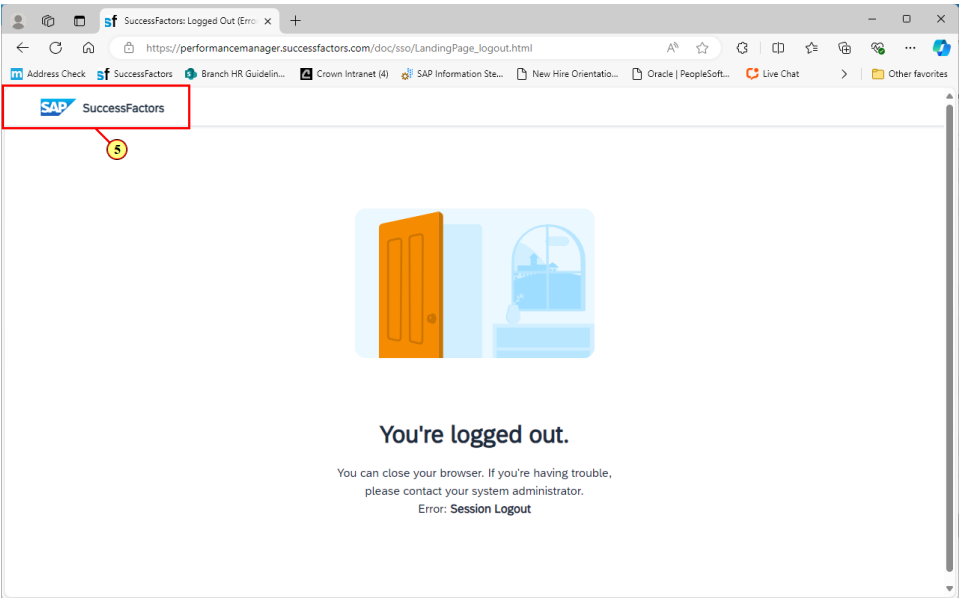


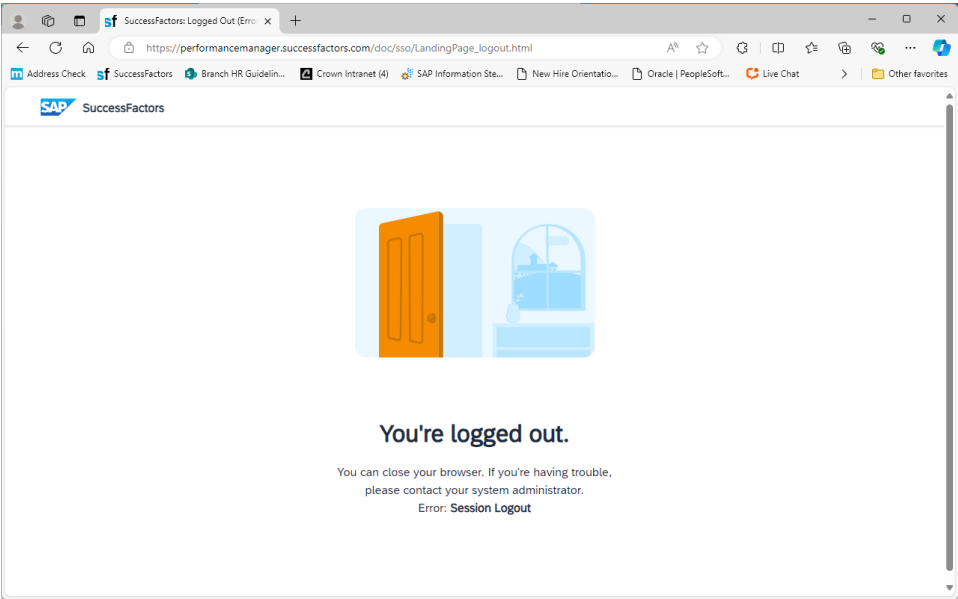
Talent Connect: Iniciar sesión y cerrar sesión

Objetivo:

Utilice este procedimiento para iniciar y cerrar sesión en Talent Connect.

Explicación	Captura de pantalla
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Verifica o ingresa tu email y contraseña. (2) Haga clic en Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Haga clic en Navegación de la cuenta	

Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(4) Haga clic en Finalizar la sesión 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
(5) Haga clic en SuccessFactors 	

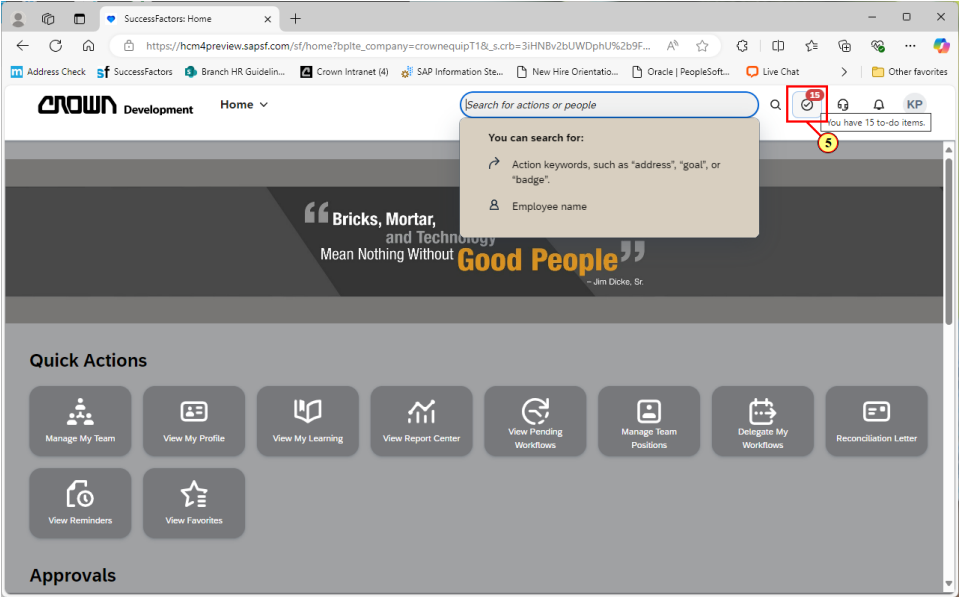
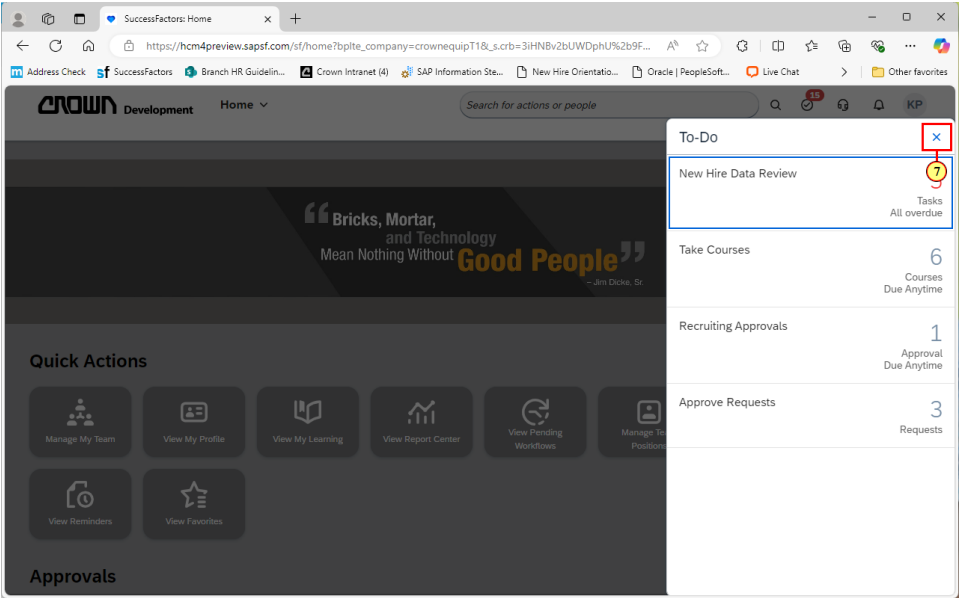
Explicación	Captura de pantalla
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	

Talent Connect: botones de navegación y componentes de pantalla

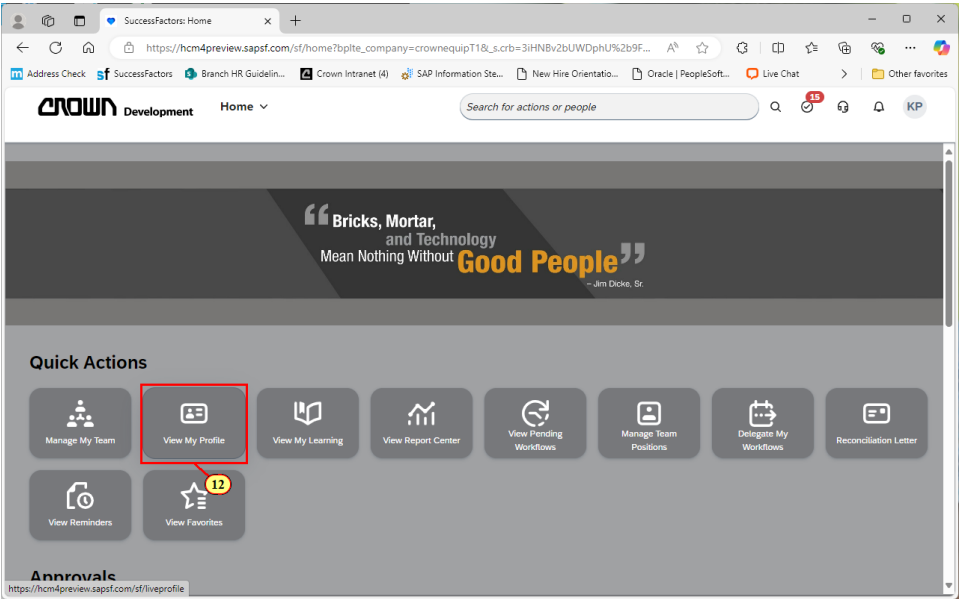
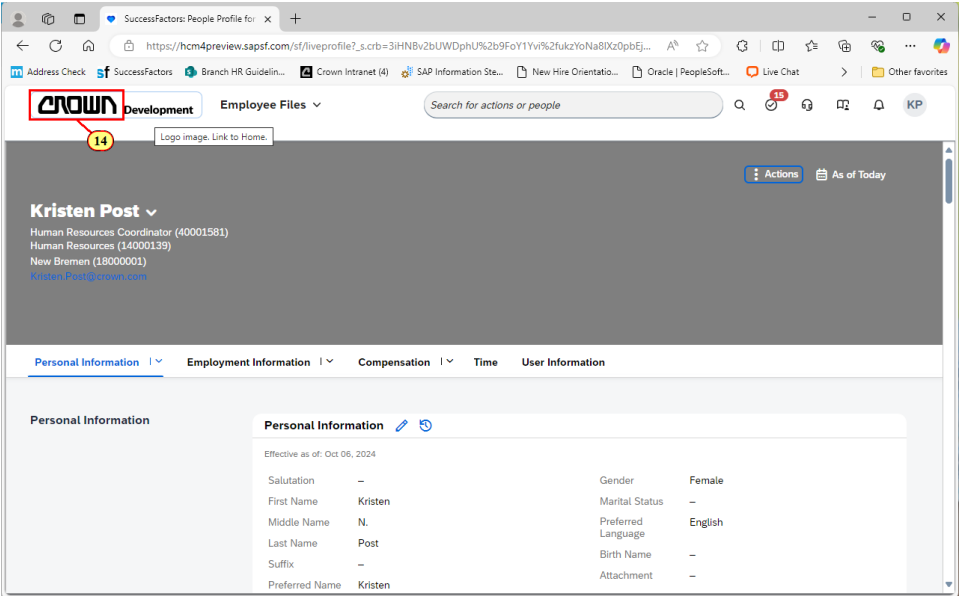
Objetivo:

Utilice este procedimiento para navegar por los botones y componentes de la pantalla.

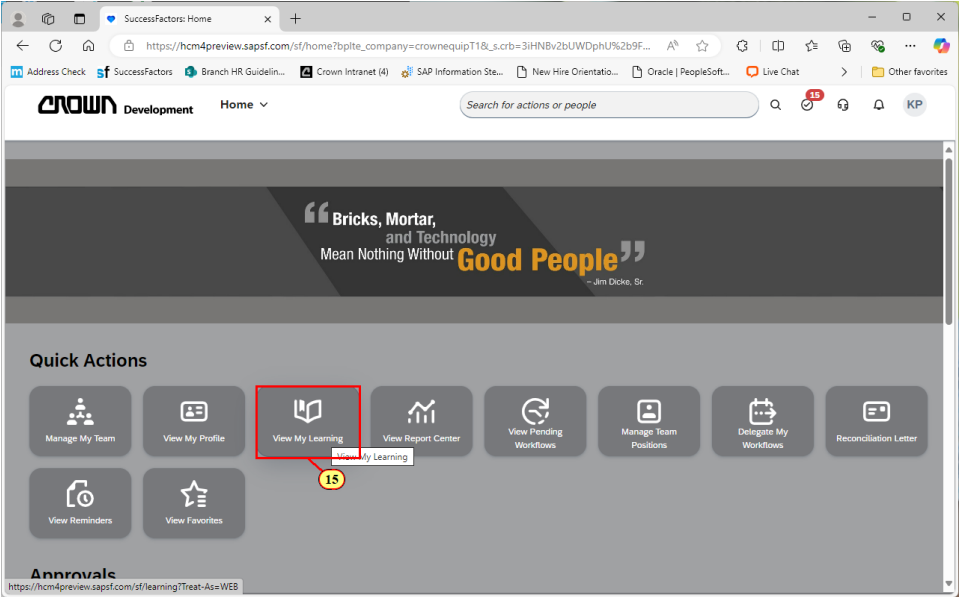
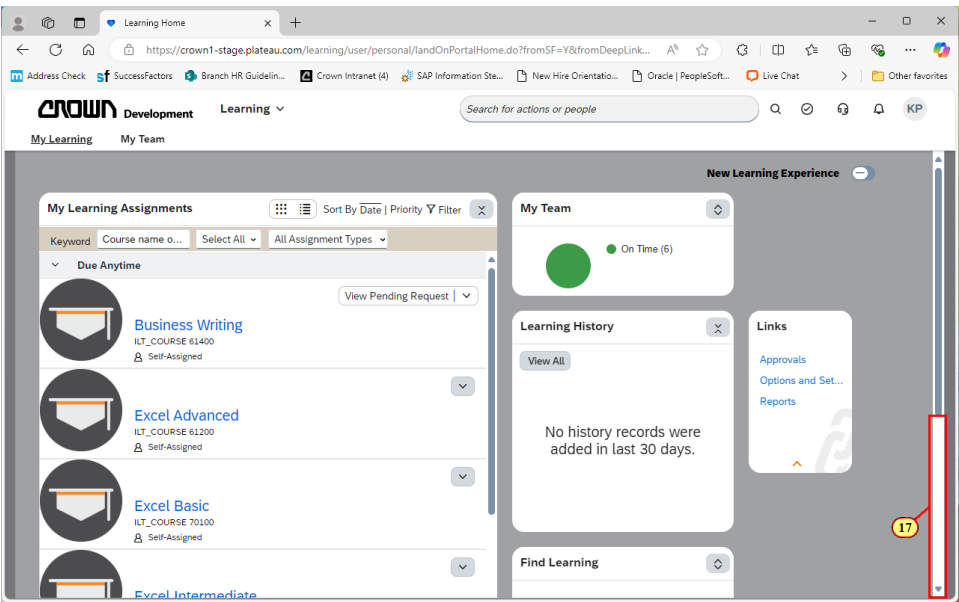
Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(1) Haga clic en Hogar Home ▾ .	
SuccessFactors: Home - Work - Microsoft Edge	
(2) En el menú desplegable, puede ver las opciones disponibles en Talent Connect. Esta lista se basa en el rol; no todos tienen la misma lista. (3) Haga clic en Buscar acción o personas .	

Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(4) Puede utilizar el cuadro de búsqueda para buscar palabras clave. (5) Haga clic en Elementos por hacer 	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Los artículos que debes entregar aparecen aquí. (7) Haga clic Cerca ✕	

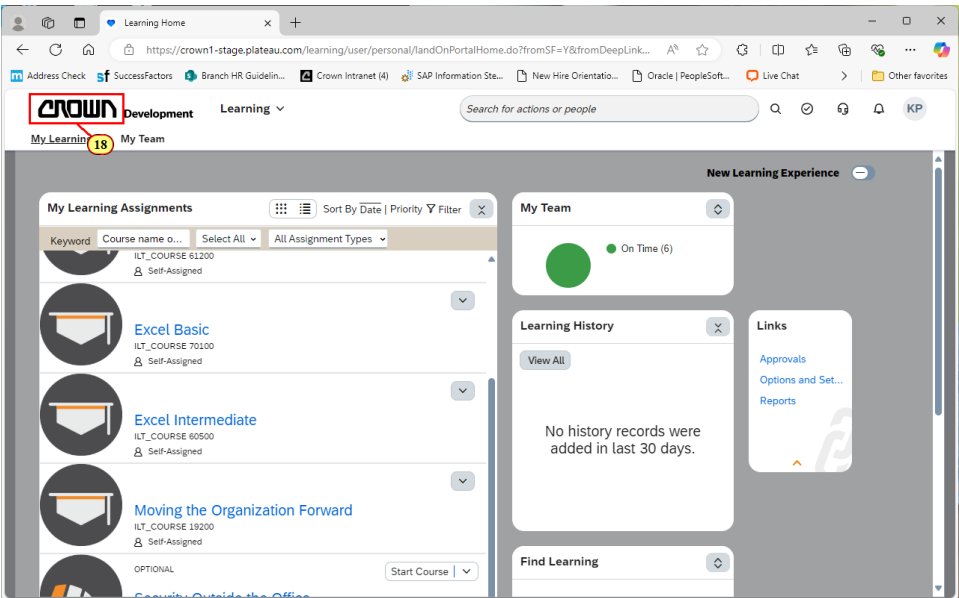
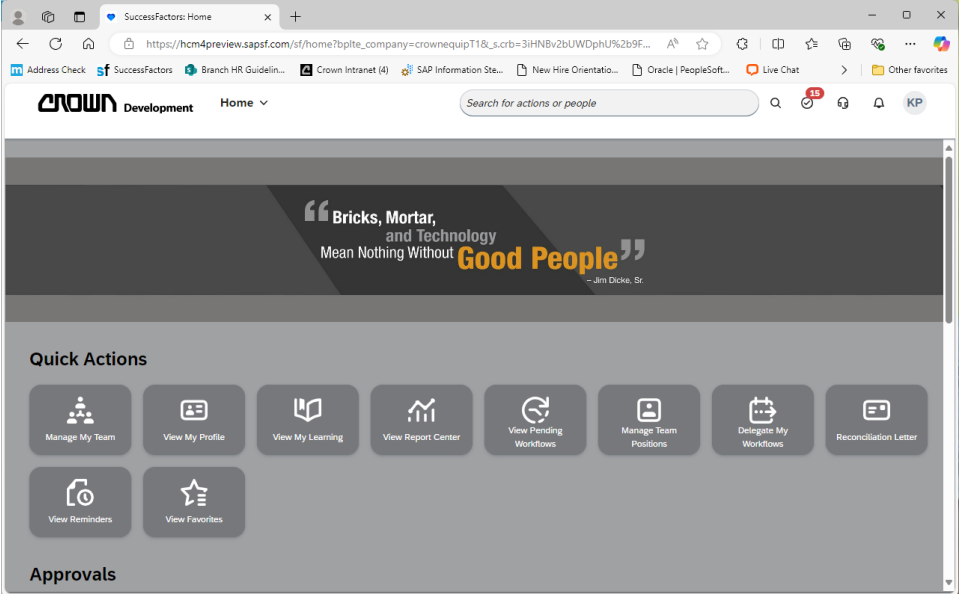
Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(8) Haga clic Cuenta KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) En tu Cuenta, puedes navegar a diferentes áreas, como Perfil Público y Configuración. (10) Haga clic Cuenta KP	

Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(11) Utilice las Acciones rápidas para acceder rápidamente a las acciones desde el menú desplegable. (12) Haga clic Ver mi perfil 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) En Mi perfil puedes ver tu información que incluye información personal, empleo y compensación. (14) Hacer clic Hogar 	

Talent Connect Reference Guide

Explicación	Captura de pantalla
SuccessFactors: Home - Work - Microsoft Edge	
(15) Haga clic Ver mi aprendizaje 	
Learning Home - Work - Microsoft Edge	
(16) En Mi Aprendizaje, puedes consultar tus capacitaciones pasadas, presentes y futuras. Puedes registrarte para la capacitación y, si tienes subordinados directos, supervisar su capacitación. (17) Si hace clic en el área de desplazamiento se mostrará el área de pantalla deseada.	



Explicación	Captura de pantalla
Learning Home - Work - Microsoft Edge	
(18) Haga clic Hogar 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS: Acceso y actualización de información personal

Finalidad:

Utilice este procedimiento para acceder y actualizar su información personal.

n°	Acción	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Haga clic en Ver mi perfil .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Haga clic en Información personal .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Haga clic en Fecha de entrada en vigor .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Haga clic en Día .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Indique Sam en el campo Nombre preferido .	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	Haga clic en Ahorrar .	

n°	Acción	Valor
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Para ver al aprobador en el flujo de trabajo, haga clic en el botón Mostrar participantes del flujo de trabajo.		
7.	Haga clic en Mostrar participantes del flujo de trabajo .	Show Workflow Participants
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Haga clic en Entregar .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Haga clic en Hogar .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Actualización de información personal de ESS

Finalidad:

Utilice este procedimiento para actualizar su información personal.

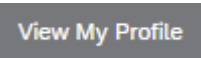
n°	Acción	Valor
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Haga clic en Ver mi perfil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Haga clic en Editar información personal .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Haga clic en Calendario .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Haga clic en 25 .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Haga clic en Estado civil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Haga clic en Casado .	

n°	Acción	Valor
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Haga clic en Ahorrar .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Haga clic en Mostrar participantes del flujo de trabajo .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Haga clic en Entregar .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Haga clic en Crown .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Dirección de actualización de ESS

Objetivo:

Utilice este procedimiento para actualizar su dirección en Talent Connect.

n°	Acción	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Haga clic en View My Profile .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Haga clic en el área bajo la barra de desplazamiento para desplazarse hacia abajo.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Haga clic en Editar direcciones .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Haga clic en Fecha de entrada en vigor .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Haga clic en Día .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Haga clic en Dirección Línea 1 .	

n°	Acción	Valor
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Indique 124 Main Street en el campo Dirección Línea 1 .	124 Main Street
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Después de ingresar todos los cambios, haga clic en cualquier parte de la pantalla para activar el botón Guardar.		
8.	Haga clic en Ahorrar .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Haga clic en Mostrar participantes del flujo de trabajo .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Haga clic en Entregar .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Haga clic en Hogar .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Actualización del contacto de emergencia de ESS

Objetivo:

Utilice este procedimiento para actualizar la información de contacto de emergencia.

n°	Acción	Valor
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Hacer clic Ver mi perfil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Haga clic en el área bajo la barra de desplazamiento para desplazarse hacia abajo.	
Emergency Contact		
3.	Haga clic en Icono de contacto de emergencia .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Hacer clic Nombre .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Ingrese Emma Russell en el cuadro Nombre.	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Hacer clic Relación .	

n°	Acción	Valor
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Haga clic Esposo .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Haga clic Teléfono móvil .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Indique 4196292222 en el campo Teléfono móvil .	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Indique emma.russell@gmail.com en el campo Correo electrónico .	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Haga clic Ahorrar .	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Haga clic Hogar .	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Actualización de la información de contacto de ESS

Finalidad:

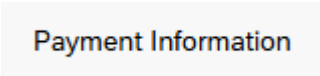
Utilice este procedimiento para actualizar su información de contacto.

n°	Acción	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Haga clic en Ver mi perfil .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Haga clic en el área bajo la barra de desplazamiento para desplazarse hacia abajo.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Haga clic en Editar información de contacto .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Indique andy.russell12@gmail.com en el campo Dirección de correo electrónico .	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Después de ingresar todos los cambios, haga clic en cualquier parte de la pantalla para activar el botón Guardar.		
5.	Haga clic en Save .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Haga clic en Crown .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Depósito directo de ESS

Objetivo:

Utilice este procedimiento para actualizar su información de depósito directo en Talent Connect.

n°	Acción	Valor
SuccessFactors: Home - Work - Microsoft Edge		
1.	Haga clic en Ver mi perfil .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Haga clic en la etiqueta Información personal para seleccionarla.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	Haga clic en Información de pago .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Haga clic en Información de pago .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Haga clic en Fecha de entrada en vigor .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Haga clic en Día .	

n°	Acción	Valor
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Haga clic en Tipo de cuenta .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Seleccione la entrada De cheques haciendo clic sobre ella.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Indique 100001234566 en el campo Número de cuenta .	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Para agregar más cuentas, haga clic en "Agregar información bancaria" e ingrese la siguiente cuenta. Repita este proceso hasta agregar todas las cuentas.		
10.	Haga clic en Ahorrar .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Para ver al aprobador en el flujo de trabajo, haga clic en el botón Mostrar participantes del flujo de trabajo.		
11.	Haga clic en Mostrar participantes del flujo de trabajo .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Haga clic en Entregar .	



n°	Acción	Valor
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Haga clic en Home .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Referenční příručka

Začínáme

Zaměstnanecké spisy

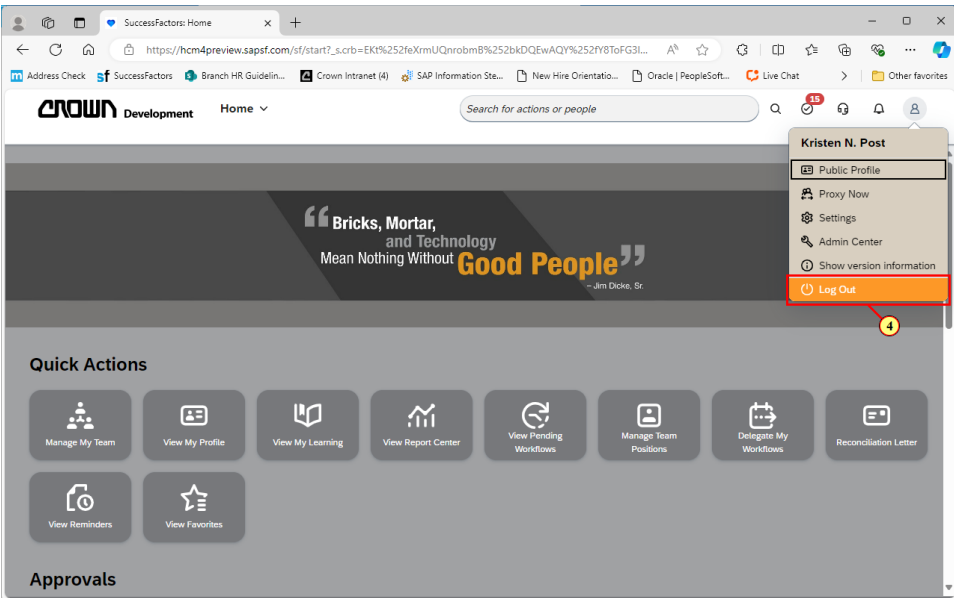
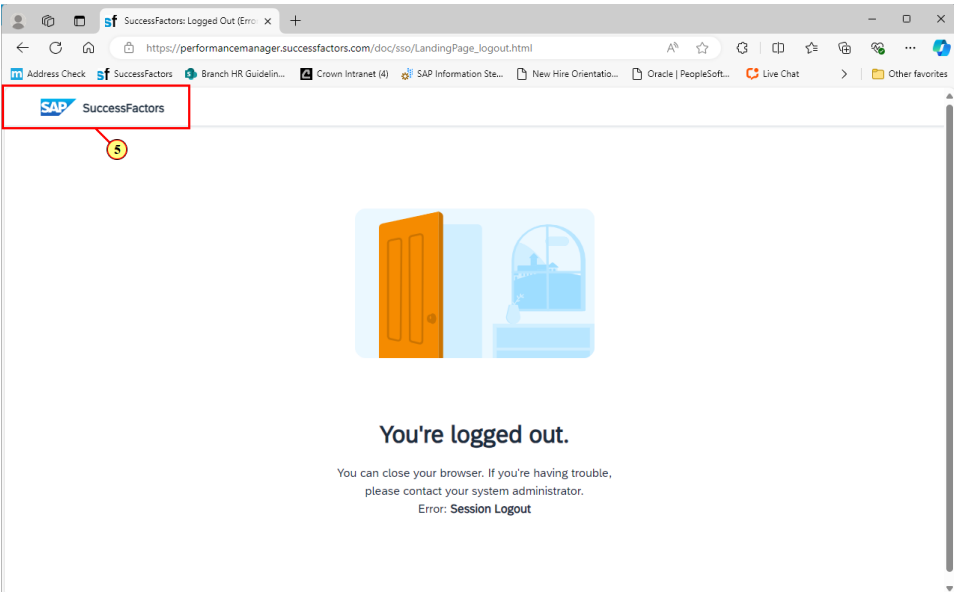


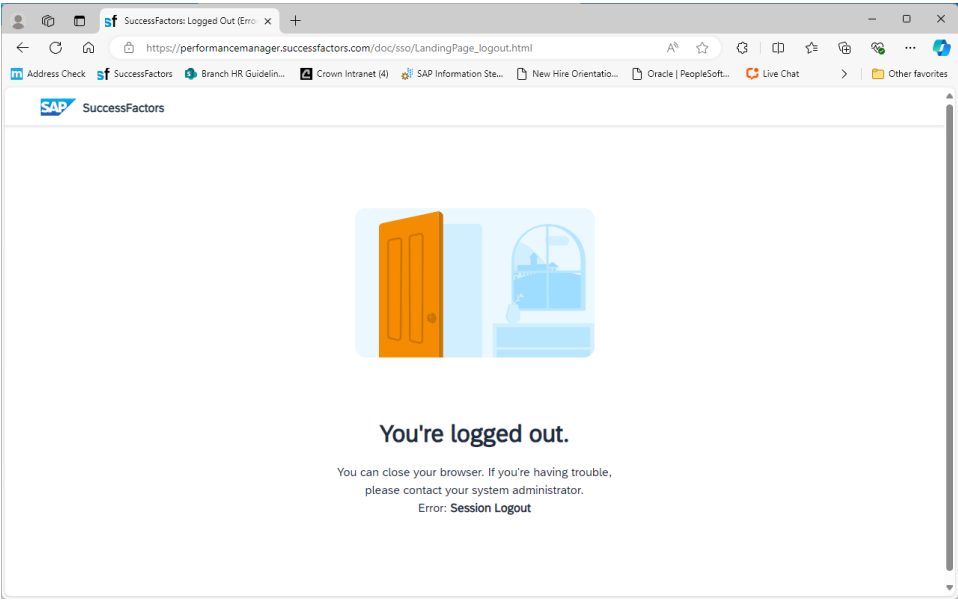
Talent Connect: Přihlášení a odhlášení

Účel:

Tento postup popisuje přihlášení a odhlášení v systému Talent Connect.

Vysvětlení	Snímek obrazovky
SuccessFactors - crownequipT1: Sign In - Work - Microsoft Edge	
(1) Ověřte nebo zadejte svůj e-mail a heslo. (2) Klikněte na Continue	
SuccessFactors: Home - Work - Microsoft Edge	
(3) Klikněte na Account Navigation	

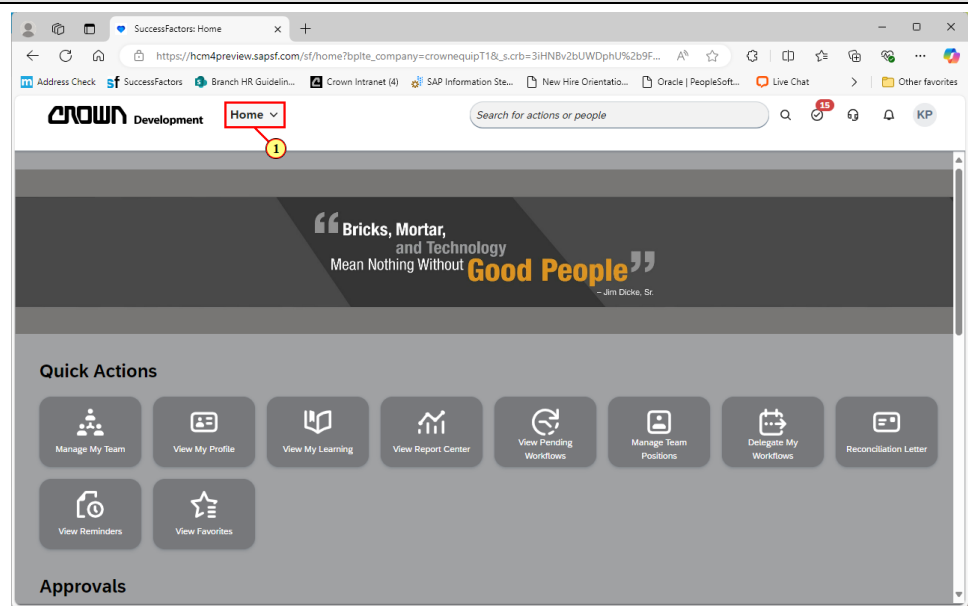
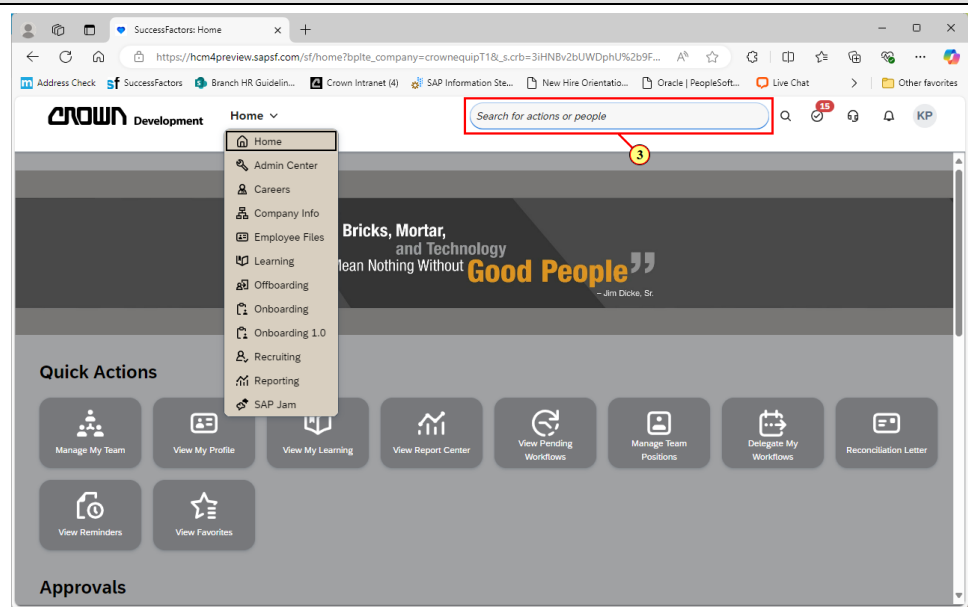
Vysvětlení	Snímek obrazovky
SuccessFactors: Home - Work - Microsoft Edge (4) Klikněte na Log Out 	
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge (5) Klikněte na SuccessFactors 	

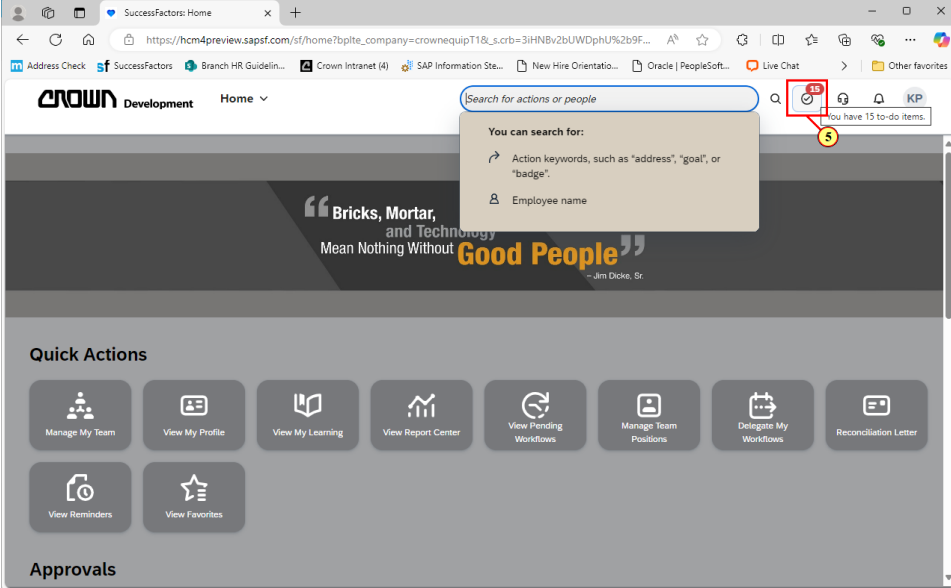
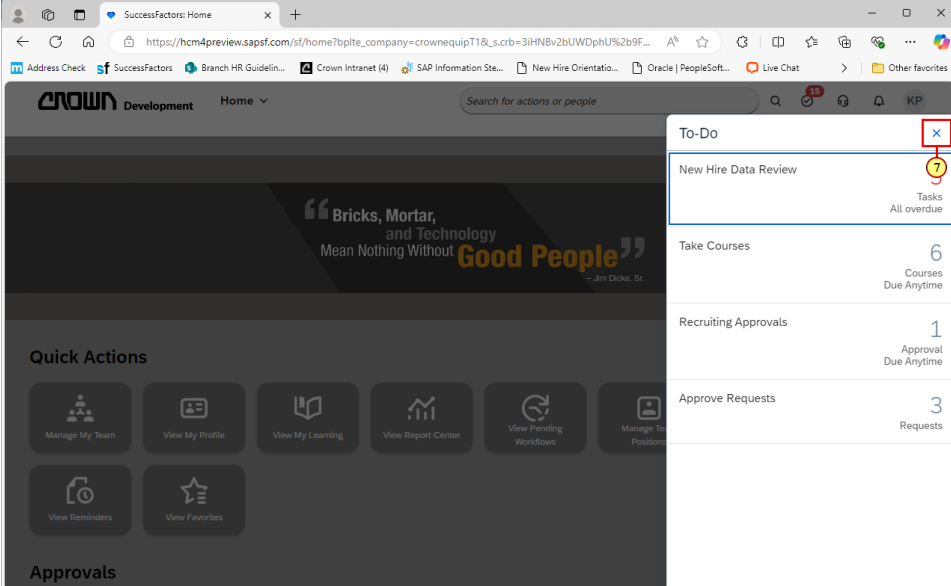
Vysvětlení	Snímek obrazovky
SuccessFactors: Logged Out (Error) - Work - Microsoft Edge	
	

Talent Connect: Navigace – tlačítko displeje a komponenty obrazovky

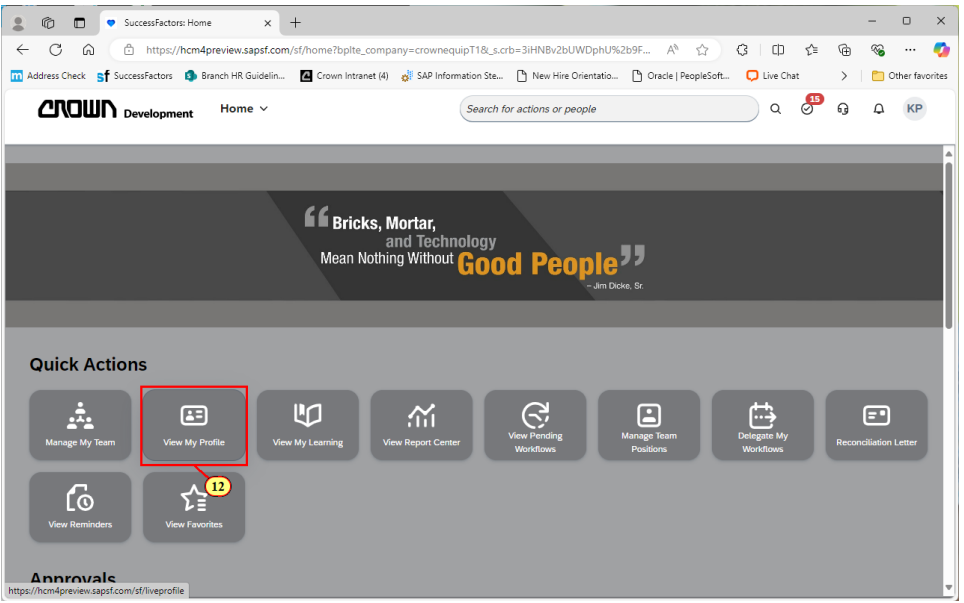
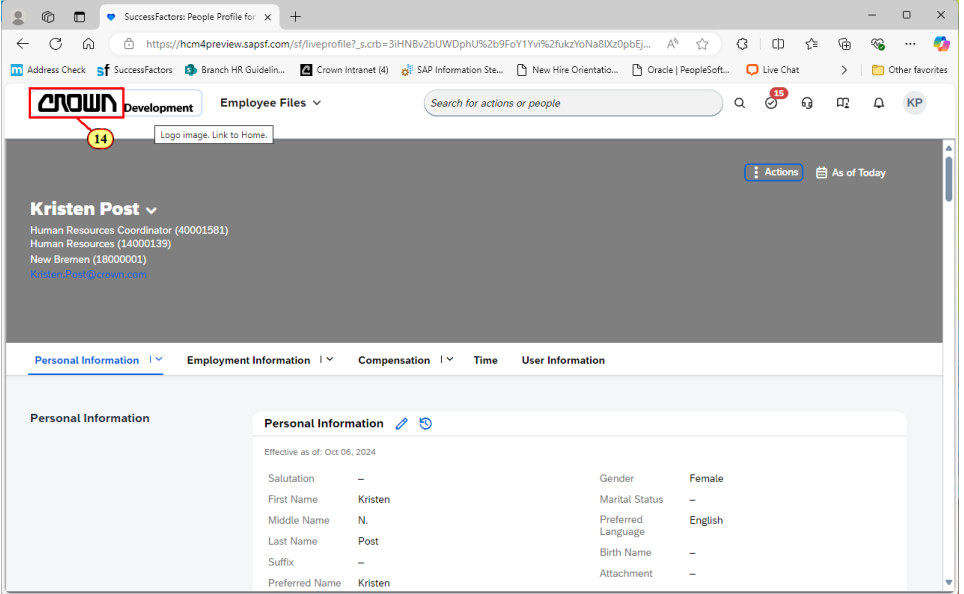
Účel:

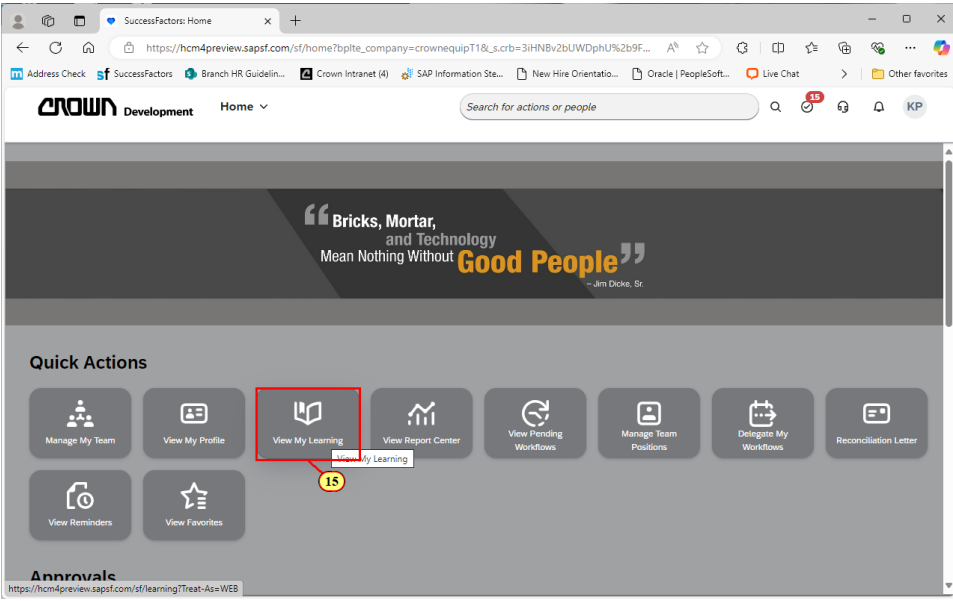
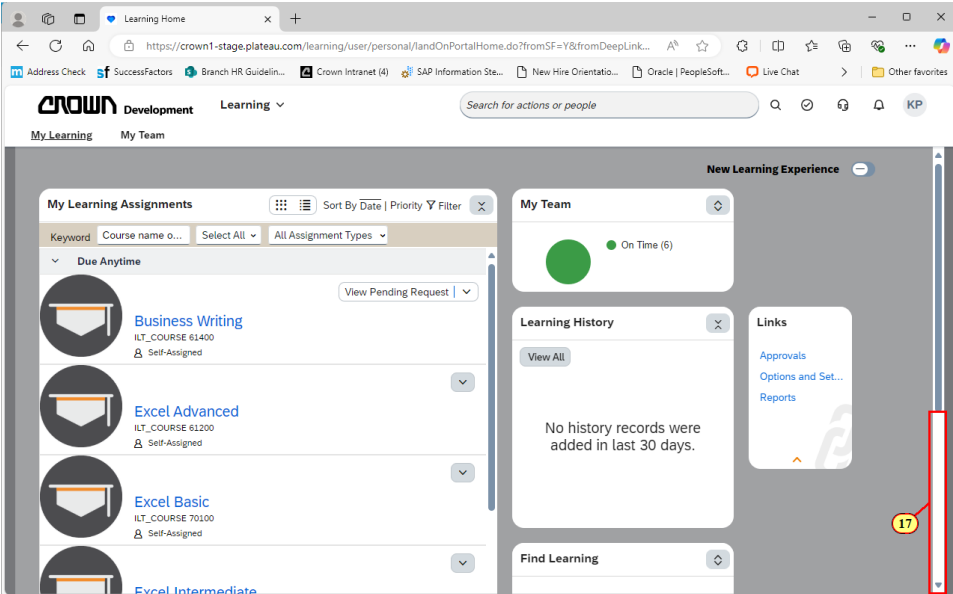
Tento postup slouží k navigaci pomocí tlačítka displeje automatizovaného systému a komponent obrazovky.

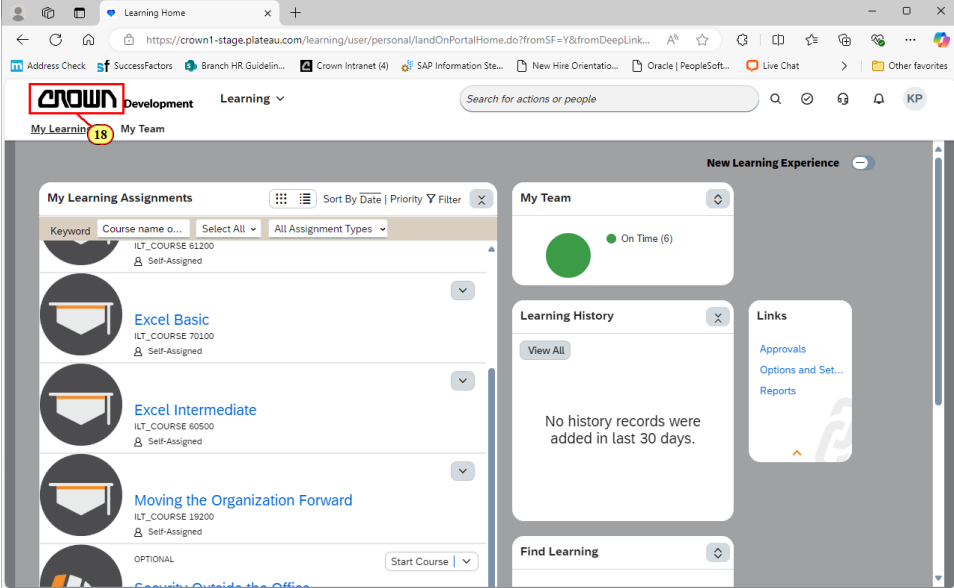
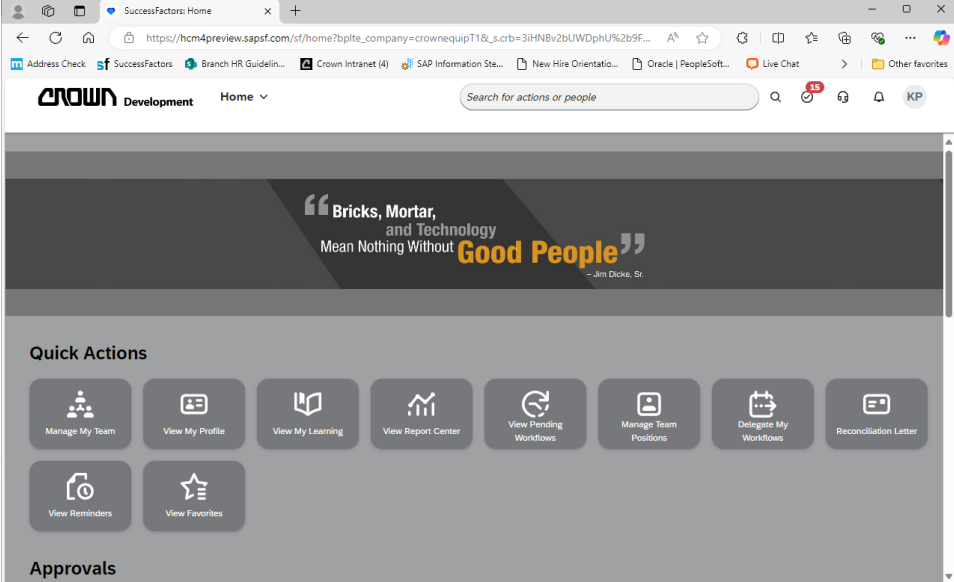
Vysvětlení	Snímek obrazovky
SuccessFactors: Home - Work - Microsoft Edge	
(1) Klikněte na domov Home ▾.	
SuccessFactors: Home - Work - Microsoft Edge	
(2) V rozvírací nabídce si můžete prohlédnout možnosti dostupné v systému Talent Connect. Obsah tohoto seznamu se liší v závislosti na roli, protože ne každý má zobrazen stejný seznam. (3) Klikněte na Hledejte akci nebo lidi.	

Vysvětlení	Snímek obrazovky
SuccessFactors: Home - Work - Microsoft Edge	
(4) K vyhledávání podle klíčových slov můžete použít vyhledávací pole. (5) Klikněte na Úkoly ke splnění .	
SuccessFactors: Home - Work - Microsoft Edge	
(6) Položky s blížícím se termínem se zobrazují zde. (7) Click blízko .	

Vysvětlení	Snímek obrazovky
SuccessFactors: Home - Work - Microsoft Edge	
(8) Click Účet KP	
SuccessFactors: Home - Work - Microsoft Edge	
(9) V části Účet můžete přejít do různých oblastí. Mezi tyto oblasti patří Veřejný profil a Nastavení. (10) Click Účet KP	

Vysvětlení	Snímek obrazovky
SuccessFactors: Home - Work - Microsoft Edge	
(11) Použijte rychlé akce k rychlému přístupu k akcím z rozevírací nabídky. (12) Click Zobrazit můj profil 	
SuccessFactors: People Profile for Kristen Post - Work - Microsoft Edge	
(13) V části Můj profil si můžete zobrazit informace typu Osobní, Zaměstnání a Kompenzace. (14) Click Domov 	

Vysvětlení	Snímek obrazovky
SuccessFactors: Home - Work - Microsoft Edge	
(15) Click Zobrazit mé učení 	
Learning Home - Work - Microsoft Edge	
(16) V části Moje výuka si můžete prohlédnout svá minulá, současná a budoucí přiřazená školení. Můžete se zaregistrovat na školení a pokud máte přímé podřízené, můžete sledovat také jejich školení. (17) Kliknutím na oblast posouvání zobrazíte požadovanou oblast.	

Vysvětlení	Snímek obrazovky
Learning Home - Work - Microsoft Edge	
(18) Click Domov 	
SuccessFactors: Home - Work - Microsoft Edge	
	

Talent Connect ESS (samoobslužný zaměstnanecký systém): Přístup a aktualizace osobních údajů

Účel:

Tento postup slouží k přístupu k osobním údajům a jejich aktualizaci.

č.	Akce	Hodnota
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klikněte Zobrazit můj profil.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
2.	Klikněte Osobní informace.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
3.	Klikněte Datum účinnosti.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
4.	Klikněte Den.	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
5.	Vstoupit Sam v Preferované jméno krabice	Sam
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
6.	Klikněte Uložit.	

č.	Akce	Hodnota
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
Pro zobrazení schvalovatele ve Workflow klikněte na Zobrazit účastníky pracovního postupu tlačítko.		
7.	Klikněte Zobrazit účastníky pracovního postupu .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
8.	Klikněte Odeslat .	
SuccessFactors: People Profile for Dan Faber - Work - Microsoft Edge		
9.	Klikněte domov .	

Talent Connect: Aktualizace osobních údajů v systému ESS

Účel:

Tento postup slouží k aktualizaci osobních údajů.

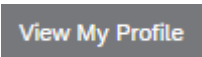
č.	Akce	Hodnota
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Klikněte na Zobrazit můj profil.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Klikněte na Upravit osobní informace.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
3.	Klikněte na Kalendář.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	Klikněte na 25.	25
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Klikněte na Rodinný stav.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Klikněte na Vdaná.	Married
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Klikněte na Uložit.	Save

č.	Akce	Hodnota
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Klikněte na Zobrazit účastníky pracovní postup.	Show Workflow Participants
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Klikněte na Odeslat.	Submit
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Klikněte na Crown.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: Aktualizace adresy v systému ESS

Účel:

Tento postup slouží k aktualizaci vaší adresy v systému Talent Connect.

č.	Akce	Hodnota
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klikněte na Zobrazit můj profil .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Kliknutím na oblast pod posuvníkem se posunete dolů.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Klikněte na Upravit adresy .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Klikněte na Datum účinnosti .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
5.	Klikněte na Den .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Klikněte na Adresa řádku 1.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
7.	Zadejte 124 Main Street do pole Adresa řádku 1.	124 Main Street

č.	Akce	Hodnota
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Poté, co zadáte všechny změny, klikněte na libovolné místo na obrazovce, aby se aktivovalo tlačítko Uložit.		
8.	Klikněte na Uložit .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
9.	Klikněte na Zobrazit účastníky workflow .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
10.	Klikněte na Odeslat .	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
11.	Klikněte na Domov .	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Aktualizace nouzových kontaktních údajů v systému ESS

Účel:

Tento postup slouží k aktualizaci nouzových kontaktních údajů.

č.	Akce	Hodnota
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		
1.	Click Zobrazit můj profil.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
2.	Kliknutím na oblast pod posuvníkem se posunete dolů.	
Emergency Contact		
3.	Klikněte na Ikona pro naléhavý kontakt.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
4.	klikněte Jméno	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
5.	Zadejte Emma Russell do pole pro název.	Emma Russell
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
6.	Klikněte Vztah.	

č.	Akce	Hodnota
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
7.	Klikněte Manželka/manžel.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
8.	Klikněte Mobilní telefon.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
9.	Zadejte 4196292222 do pole Mobilní telefon .	4196292222
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
10.	Zadejte emma.russell@gmail.com do pole E-Mail .	emma.russell@gmail.com
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
11.	Click Uložit.	
SuccessFactors: People Profile for Andy Russell and 2 more pages - Work - Microsoft Edge		
12.	Click Domov.	
SuccessFactors: Home and 2 more pages - Work - Microsoft Edge		

Talent Connect: ESS Aktualizace kontaktních informací

Účel:

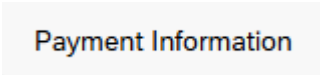
Použijte tento postup k aktualizaci kontaktních informací.

č.	Akce	Hodnota
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klikněte Zobrazit můj profil.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
2.	Klikněte do oblasti pod posuvníkem pro posunutí dolů.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
3.	Klikněte Upravit kontaktní informace.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
4.	Vstoupit andy.russell12@gmail.com v E-mailová adresa krabice	andy.russell12@gmail.com
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
Poté, co zadáte všechny změny, klikněte na libovolné místo na obrazovce, aby se aktivovalo tlačítko Uložit.		
5.	Klikněte Uložit.	
SuccessFactors: People Profile for Andy Russell - Work - Microsoft Edge		
6.	Klikněte Crown.	
SuccessFactors: Home - Work - Microsoft Edge		

Talent Connect: Přímý vklad v ESS

Účel:

Tento postup slouží k aktualizaci údajů o přímém vkladu v systému Talent Connect.

Č.	Akce	Hodnota
SuccessFactors: Home - Work - Microsoft Edge		
1.	Klikněte Zobrazit můj profil	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
2.	Kliknutí na Osobní údaje tab to to vybere.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
3.	klikněte Informace o platbě	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
4.	Klikněte Informace o platbě .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
5.	Klikněte Datum účinnosti	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
6.	Klikněte Den	

č.	Akce	Hodnota
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
7.	Klikněte Typ účtu	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
8.	Select the entry Kontrola vybírá to.	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
9.	Vstup 100001234566 Číslo účtu krabice.	100001234566
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Chcete-li přidat další účty, klikněte na Přidat bankovní informace a zadejte další účet. Opakujte, dokud nebudou všechny účty přidány.		
10.	Klikněte uložit .	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
Chcete-li zobrazit schvalovatele v pracovním postupu, klikněte na Zobrazit účastníky workflow tlačítko.		
11.	Klikněte Zobrazit účastníky workflow	
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
12.	Klikněte Odeslat .	

č.	Akce	Hodnota
SuccessFactors: People Profile for Sam Faber - Work - Microsoft Edge		
13.	Klikněte Domov	
SuccessFactors: Home - Work - Microsoft Edge		