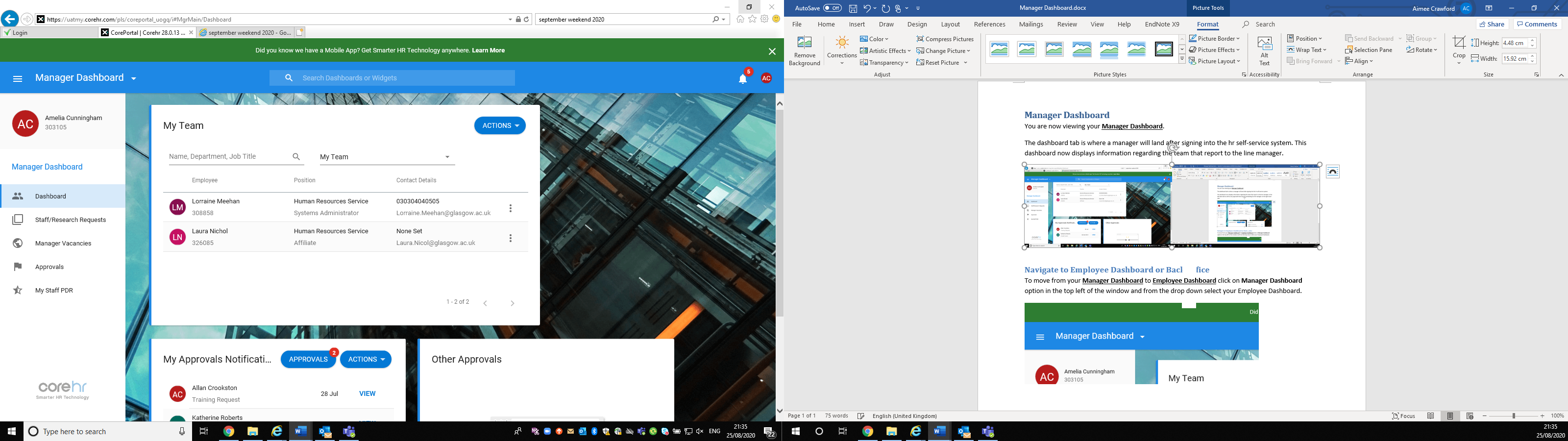
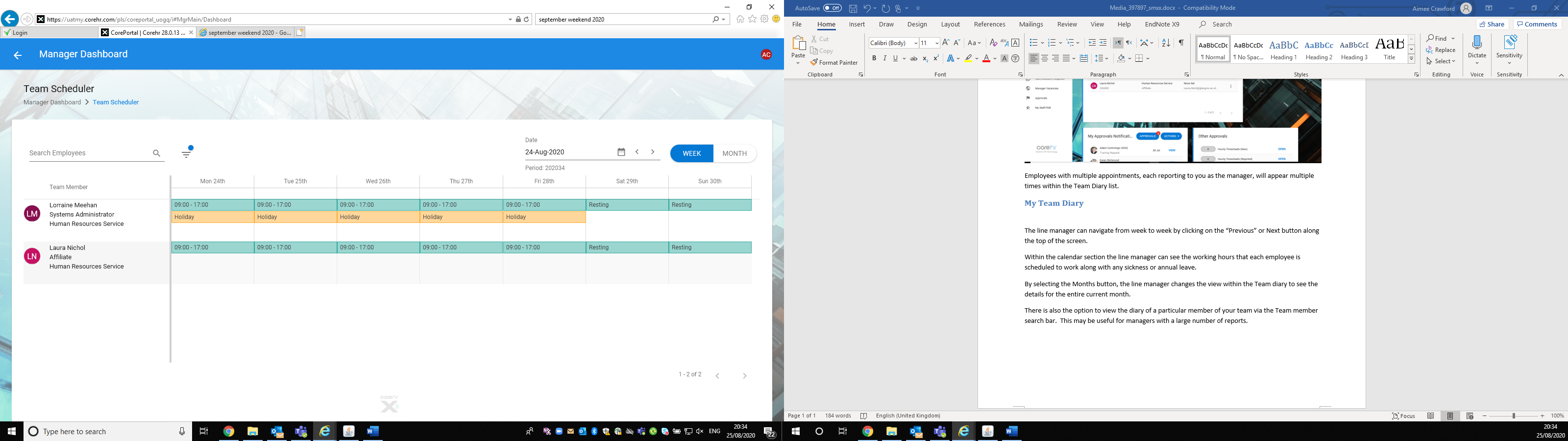
## My Team

On the Manager Dashboard there is a section labelled My Team, here you will find all members of your team listed. To the right of the box there is a blue button labelled “**Actions**”, to view the team diary you should press this button and from the drop down select “**View Scheduler**”.



Employees with multiple appointments, each reporting to you as the manager, will appear multiple times within the Team Diary list.

## Team Diary



The line manager can navigate from week to week by clicking on the arrow buttons along the top of the screen.

Within the calendar section the line manager can see the working hours that each employee is scheduled to work along with any sickness or annual leave.

By selecting the Months button, the line manager changes the view within the Team diary to see the details for the entire (current) month.

There is also the option to view the diary of a particular member of your team via the Team member search bar. This may be useful for managers with a large number of reports.