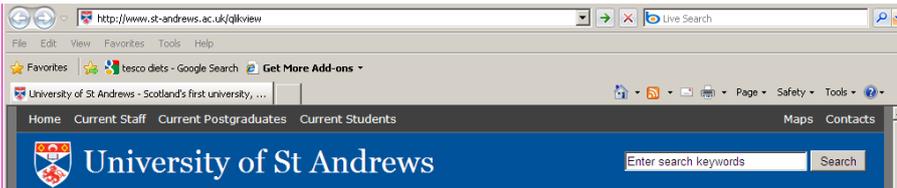


QlikView: Casual Staff Directory

By extracting data from the HR system on a daily basis, QlikView offers you the ability to access Casual Staff data from across the University, so that you can confirm which School/Unit raised the current contract, as well as the current contract start/end dates.

How to Find QlikView

If you have been confirmed as a user, simply access the QlikView site from the University Home page, by typing in 'qlikview' after the university web address, as shown below :



This can then be saved as a shortcut on your desktop for future use. From here, select the link to access the QlikView application, as follows:

Log in to QlikView AccessPoint at <http://clyde.st-andrews.ac.uk/qlikview/>

How do I log into QlikView?

The link will take you to the login page, where you enter your University Username and Password and then click the Login button to continue.

Enter login information:

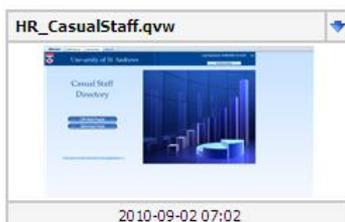
Username:

Password:

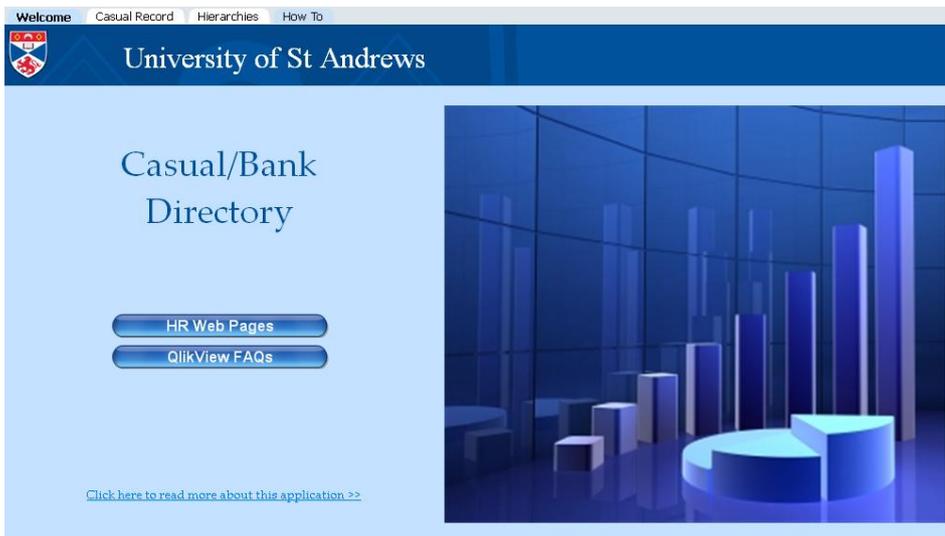
Login Cancel

Accessing the Casual Staff Directory

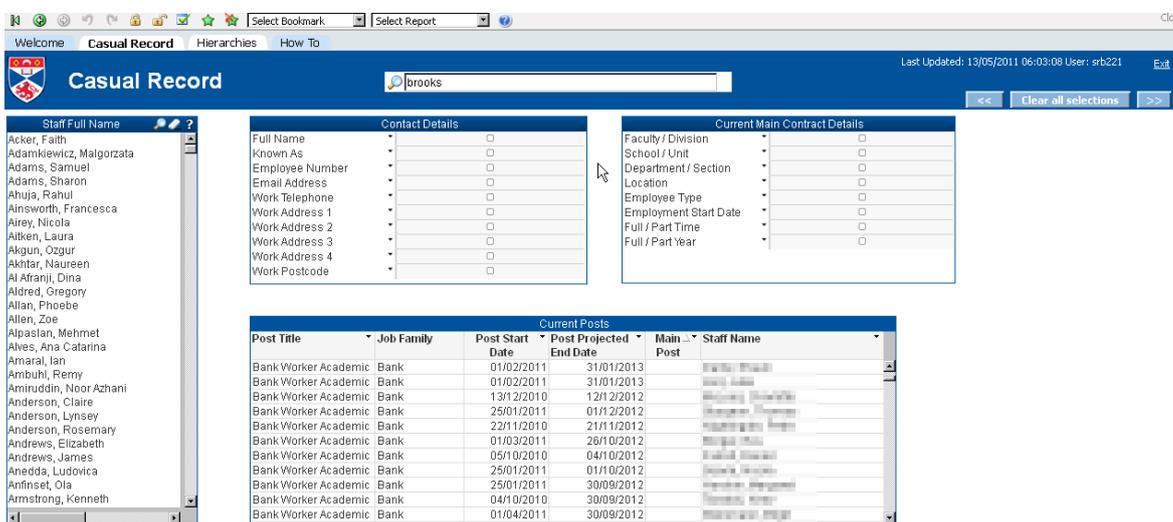
Once logged into QlikView, you will see thumbnails for all the applications that you have access to, one of which will be shown as HR_CasualStaff, as follows:



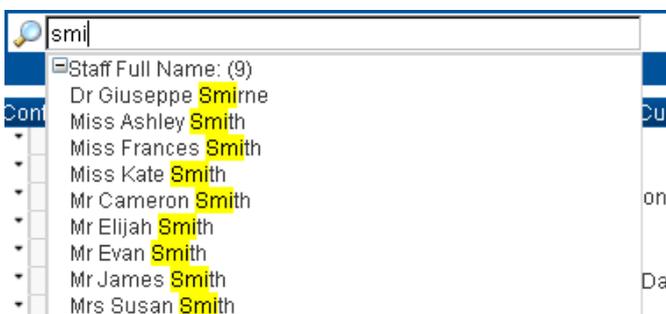
Simply click on the thumbnail to proceed. You will be taken to the front page of the Casual Staff Directory, where you can access the relevant HR web pages and FAQs related to QlikView, as well as the individual tabs associated with this application.



To access data relevant to an individual member of staff, select the Staff Record tab, which will present you with a blank record, as follows:



To search for a specific member of staff, click in the white rectangle next to the magnifying glass, where you can enter an employee name or employee number, which will present all possible matches as you enter your search criteria. Text is not case sensitive.



From the list of possible matches, click on the appropriate name, and the Staff Record related to that employee will be populated on your screen, together with all current Bank, Casual and/or Warden posts as below:

Current Posts					
Post Title	Job Family	Post Start Date	Post Projected End Date	Main Post	Staff Name
Bank Worker Support	Bank	07/02/2011	26/09/2012		Brooks, Ian
Bank Worker Academic	Bank	07/02/2011	26/09/2012	Y	Brooks, Ian

Logging Out

To log out of the application, you need to logout in 2 stages.

1. Click on the Exit option which appears at the top right of your screen to Exit the Casual Staff Directory.

Last Updated: 02/09/2010 07:02:18 User: ajh31 [Exit](#)

2. Returning to the home page, select the Logout option which will log you out of your QlikView session.

Logged in as: ldap.st-andrews.ac.uk\ajh31 [Logout](#)

Please note: For security reasons, if you have accessed QlikView, and have not performed any activity on the system for a period of 10 minutes, you will automatically be logged out.