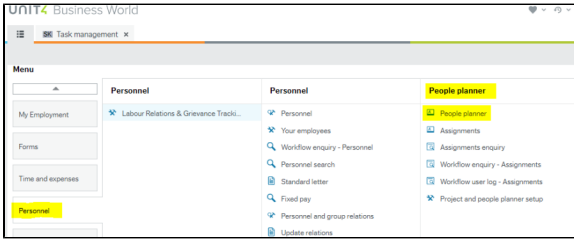


# Setting-up People Planner - Supervisor (Unit4)

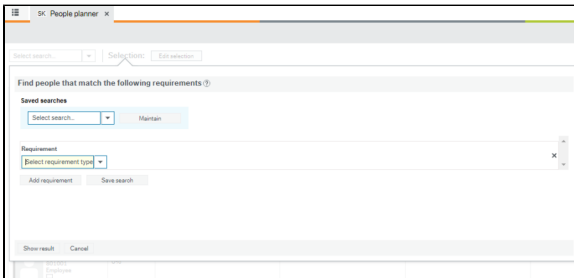
1. Login to Unit4.
2. Go to "Personnel" > "People Planner" module:



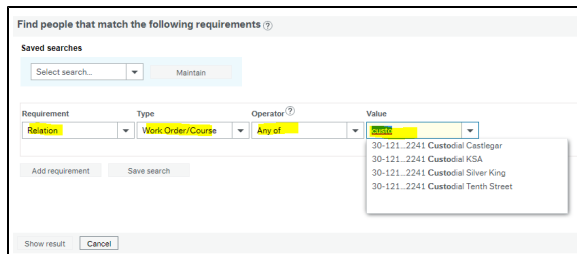
## Related Articles:

- [Supervisor Resources - Absence Module](#)
- [People Planner - Unit4](#)

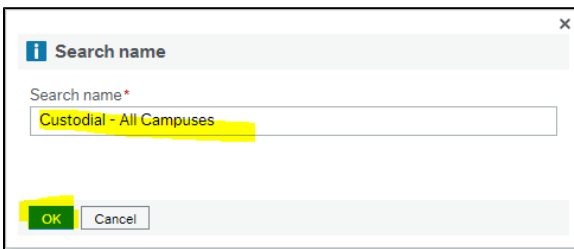
When you first open it, you will see this screen:



3. Select the value you wish to search from each of the boxes. To see employees that report to you:
  - a. under "Requirements", select "Relation" from the drop down menu.
  - b. Under "Type", scroll to "Work order" and select.
  - c. Update the "Operator" field to "Any of".
  - d. Use the type-ahead function in the "Value" box to select the appropriate work order.
    - If you have troubles finding your cost centre, please contact [Andrea Hall](#) for further assistance.



- e. To view reports from various work orders, click back in the "Value" box and continue selecting the work orders you would like saved in this search.
4. Once you are happy with your selection, click on "Save search" and name.



5. Click "Show result" to display your search result.

Find people that match the following requirements ?

Saved searches

Select search... Maintain

Requirement	Type	Operator	Value
Relation	Area	Equal to	Finance & Ancillary Se...

Add requirement Save search

Show result Cancel

Employee

6. You can use the scale adjustment bar at the top to toggle to a view that is either by week, month, 3 month, or year:

SK People planner x

Select search... Selection: Area Finance & Ancillary Services X Employment Status

Week Month 3 months Year From today Show working hours Legend

Name	Utilisation	01	02	03	04	05	06
803313 Employee	0%						
Blazicevic, Bree-Ana 803424 Employee	0%						
Bonito, Maria 801045 Employee	0%						
Brandt, Mike	0%						