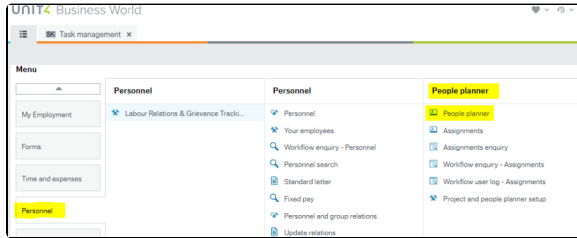


Setting-up People Planner - Supervisor (Unit4)

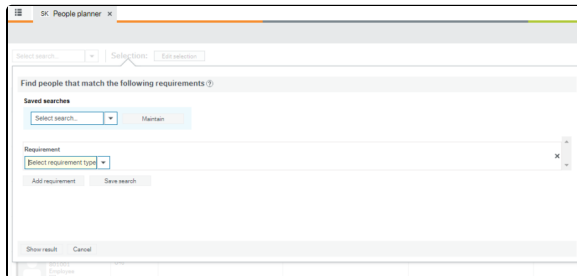
1. [Login to Unit4.](#)
2. Go to "**Personnel**" > "**People Planner**" module:



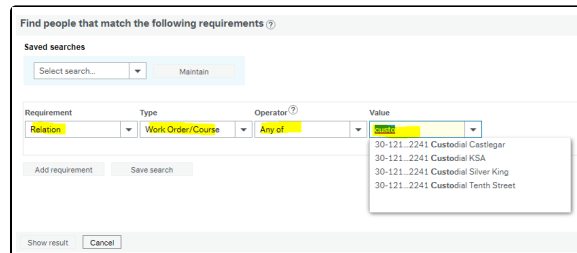
Related Articles:

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

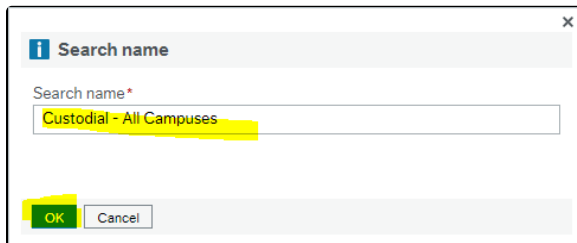
When you first open it, you will see this screen:



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%						