Setting-up People Planner - Supervisor (Unit4)
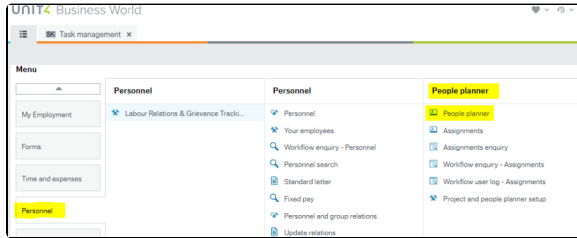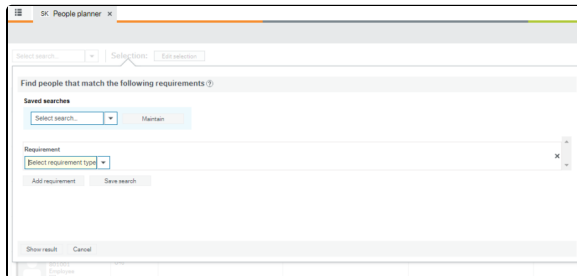
1. Login to Unit4.

2. Go to **"Personnel"** > **"People Planner"** module:

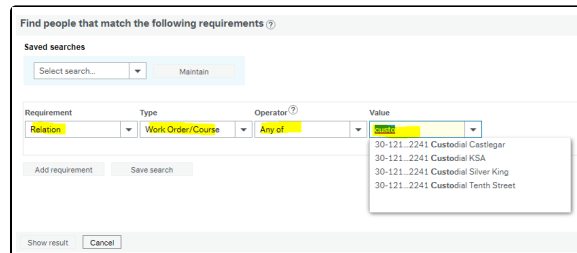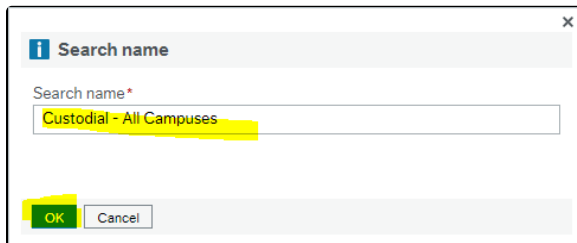When you first open it, you will see this screen:

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.

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: