

MyView Dashboard – Smart Devices

MyView Dashboard is a web based self-service system, which allows employees and managers to view and edit their own personal details online.

As well as providing access over the internet, MyView Dashboard has an enhanced look and feel and is much more intuitive to use. MyView Dashboard has a number of features and benefits including:

- Enhanced navigation, usability and appearance – MyView Dashboard can be accessed using smart devices mobile phones and tablets
- Customisable widgets that provide quick access to information
- Appearance and functionality has been improved
- The ability to view authorisation progress across all MyView Dashboard forms
- Removal of Payslip and P60 printing and postage costs by enabling access to e-Payslips and P60's.

All employees that have access to the ***internal*** DCC network will be able to use the new MyView Dashboard from November 2017.

From ***November 2017***, secure online access to MyView Dashboard from outside the Council network (i.e. over the internet) from any computer or mobile device will be rolled out to employees on a phased basis. The timetable is detailed below:

1 November 2017:	Adult and Health Services Resources Transformation and Partnerships
1 December 2017:	Children and Young People Services (excluding schools)
1 January 2018:	Schools
1 February 2018:	Regeneration and Local Services

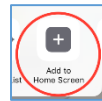
Add Shortcuts to MyView Dashboard

iPhone/iPad

- Open up Safari and enter MyView Dashboard URL – <https://hrselfservice.durham.gov.uk/dcc>
- At the bottom of the screen (or top of the screen if using an iPad) you will see an icon depicting an arrow that looks like it is trying to get away from a square. Tap this button.



- Tap "Add to Home Screen".



- You will be asked to choose a name for the home screen icon. Suggest call it “MyView Dashboard”. Click Add.

Add Shortcuts to MyView Dashboard

Android (using Google Chrome)

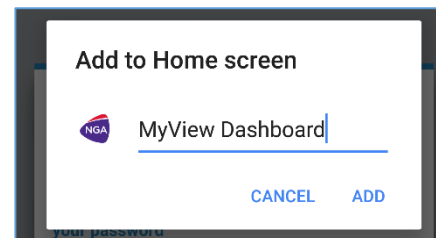
- Open up Google Chrome and enter MyView Dashboard URL – <https://hrselfservice.durham.gov.uk/dcc>
- Click on the hamburger menu in the top right corner.



- Click on 'Add to Home screen'.

Add to homescreen

- You will be asked to choose a name for the home screen icon. Suggest call it "MyView Dashboard". Click Add.



Further Information

Should you need further support in using MyView Dashboard via a tablet or mobile phone, please contact the MyView Helpdesk via email: MyView@durham.gov.uk or Telephone: 03000 269 919.

User Manuals are also available via www.durham.gov.uk/MyView.