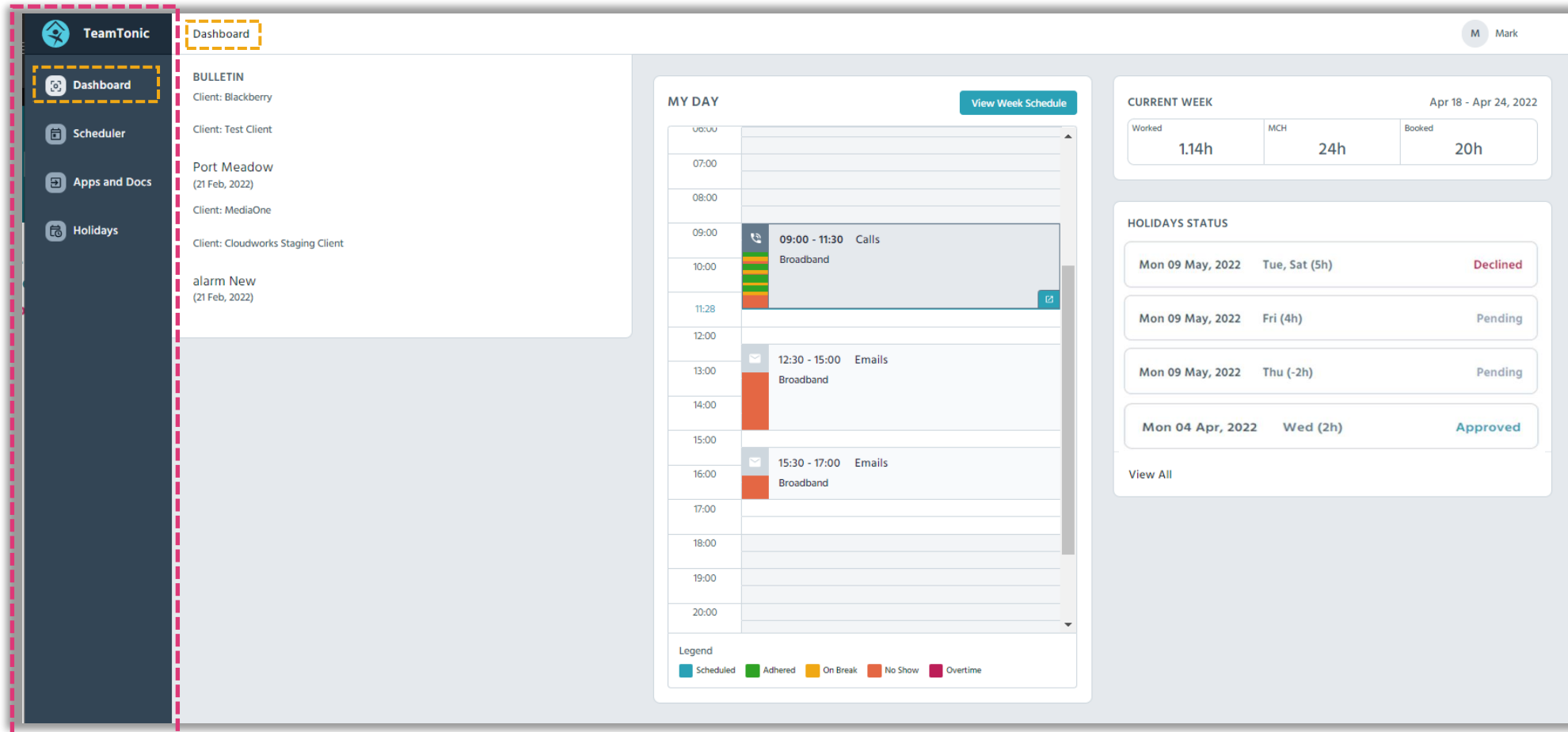


# ARRIVING INTO TEAMTONIC FOR THE FIRST TIME

- When first logging into TeamTonic Agent you will arrive at the **Dashboard page**, which brings you up to date with company information, and presents you with a range of useful information for your current week (the Dashboard page and its functionality are discussed in further detail within the 'TeamTonic Cloud: The Dashboard Page (Agent)' article. There are four pages in total within TeamTonic.
- Each of the TT-Agent pages can be accessed via the **navigation panel** on the left (each page has its own article should you wish to explore their functionality in detail).



The screenshot displays the TeamTonic Dashboard interface. On the left is a dark navigation panel with icons for TeamTonic, Dashboard, Scheduler, Apps and Docs, and Holidays. The main content area is divided into several sections:

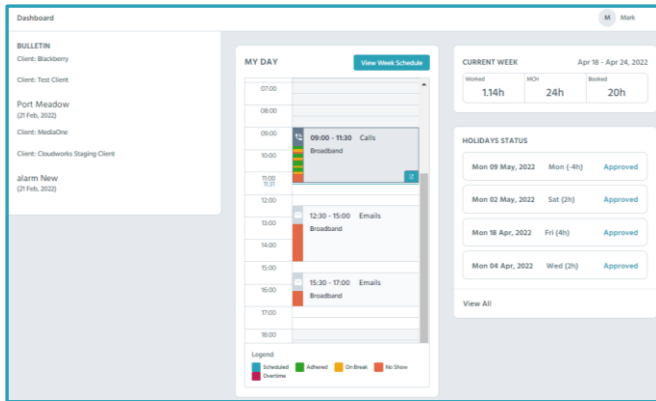
- BULLETIN:** Lists client information including Blackberry, Test Client, Port Meadow (21 Feb, 2022), MediaOne, Cloudworks Staging Client, and alarm New (21 Feb, 2022).
- MY DAY:** A vertical timeline from 06:00 to 20:00 showing activities. A call is scheduled from 09:00 to 11:30, and emails are scheduled from 12:30 to 15:00 and 15:30 to 17:00. A legend at the bottom identifies colors for Scheduled (blue), Adhered (green), On Break (yellow), No Show (orange), and Overtime (red).
- CURRENT WEEK:** Summary for Apr 18 - Apr 24, 2022, showing 1.14h Worked, 24h MCH, and 20h Booked.
- HOLIDAYS STATUS:** A list of dates with their respective statuses: Mon 09 May, 2022 (Tue, Sat 5h) Declined; Mon 09 May, 2022 (Fri 4h) Pending; Mon 09 May, 2022 (Thu -2h) Pending; Mon 04 Apr, 2022 (Wed 2h) Approved.

# THE FOUR PAGES OF TEAMTONIC



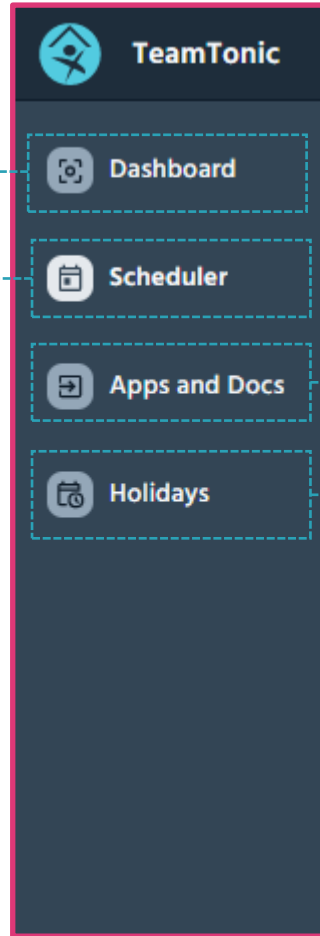
As noted on the previous page, the four pages of TeamTonic can be accessed from the side navigation menu. Below is a brief overview of each page (each page and its functionality will be explored in detail throughout this guide):

## The Dashboard Page

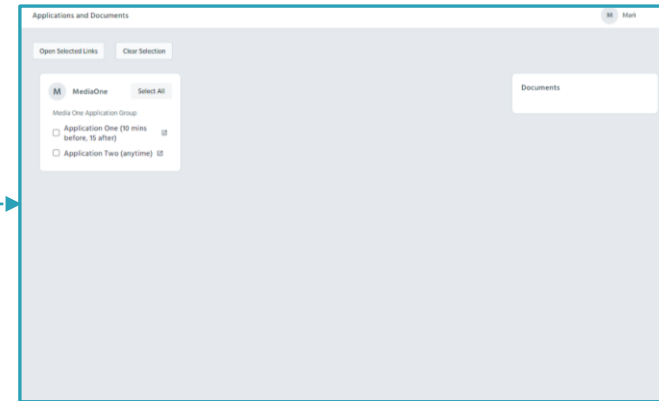


Provides a summary of your working day, your current week stats, your holidays, and also any important company information

## Navigation Side Bar

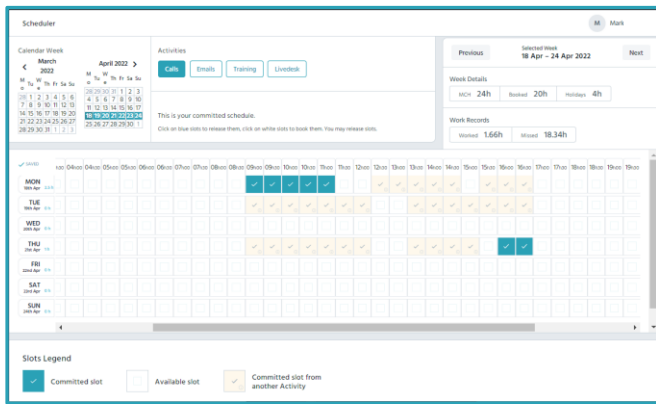


## The Apps and Docs Page



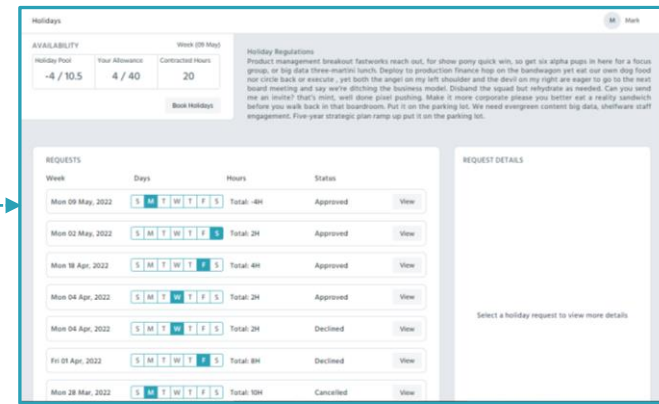
You can access your work applications from this page, in addition to accessing documents such as the Employee Handbook)

## The Scheduler Page



This is where hours are booked and your preferred hours of work can be selected. This page also presents stats for your current week.

## The Holidays Page



This Page allows you to book and manage your holidays (such as requesting holidays, and viewing how many holidays you have remaining)