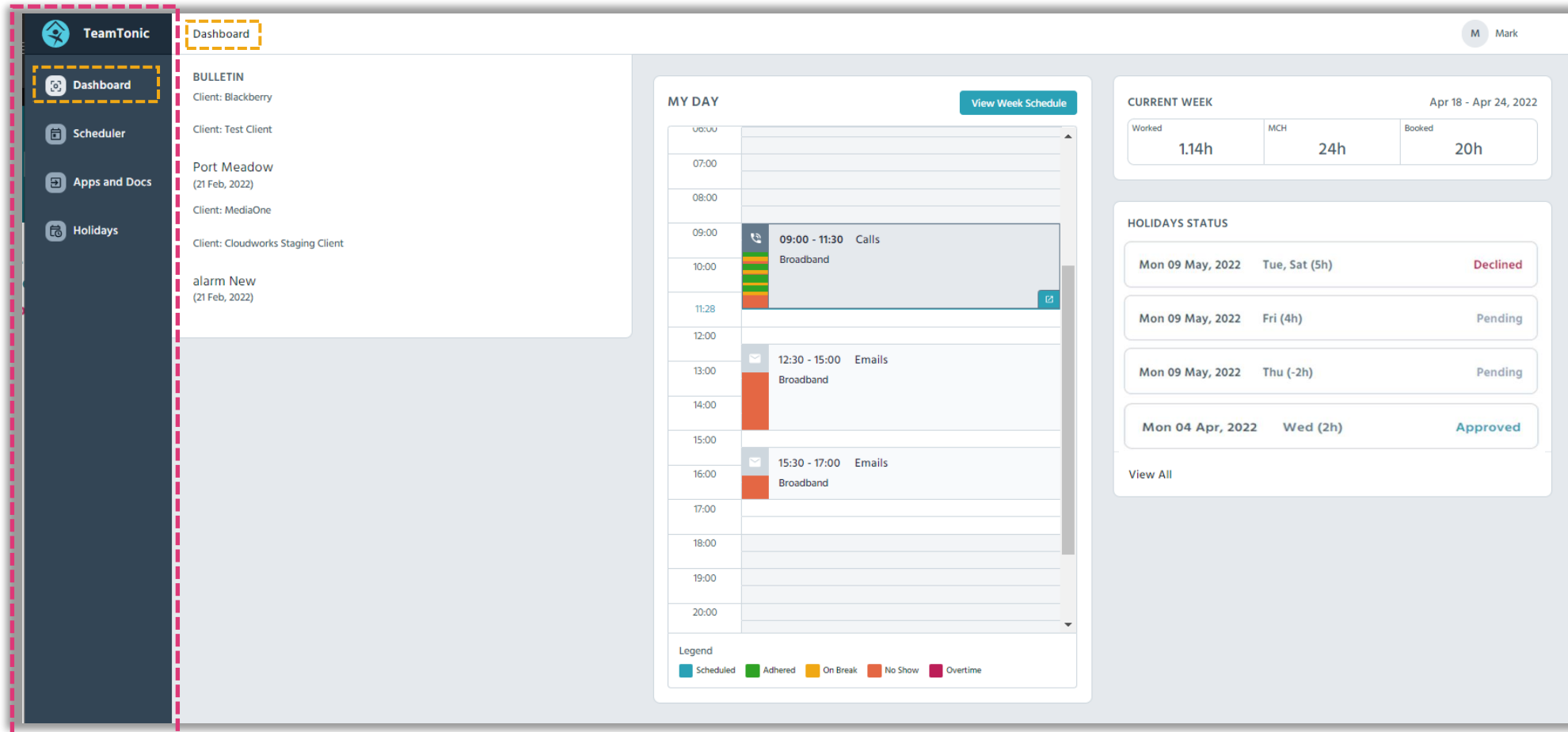# ARRIVING INTO TEAMTONIC FOR THE FIRST TIME

- 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 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):
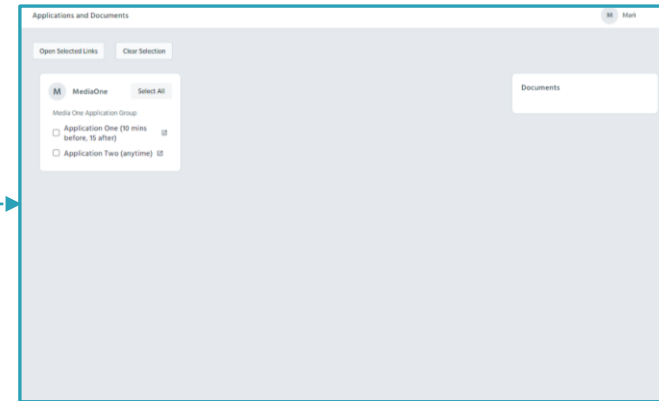
The Dashboard Page
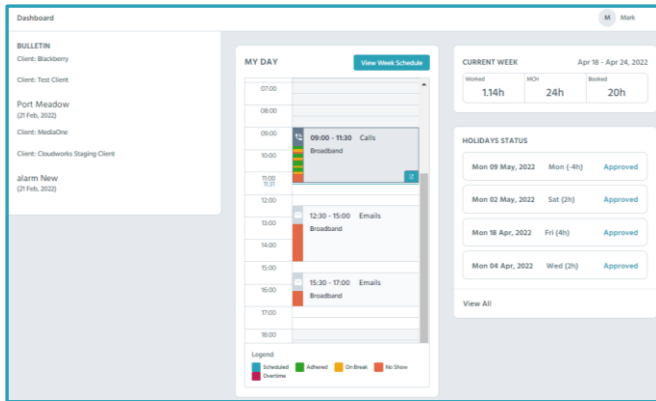
Provides a summary of your working day, your current week stats, your holidays, and also any important company information
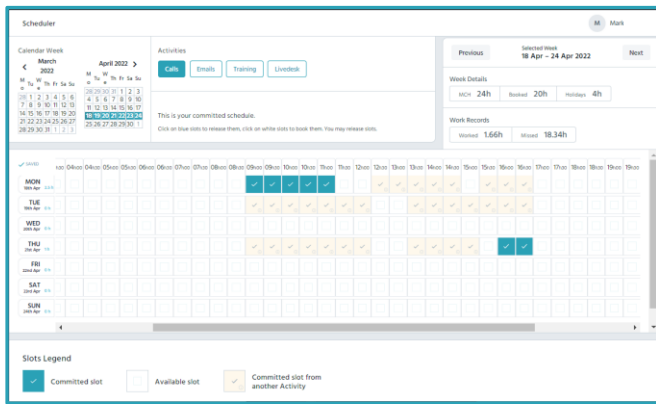
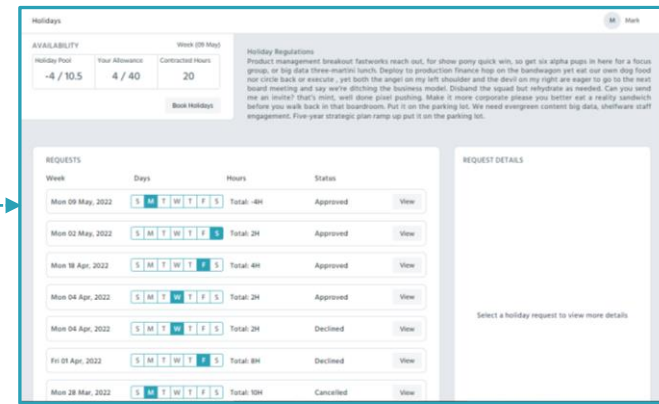## Navigation Side Bar
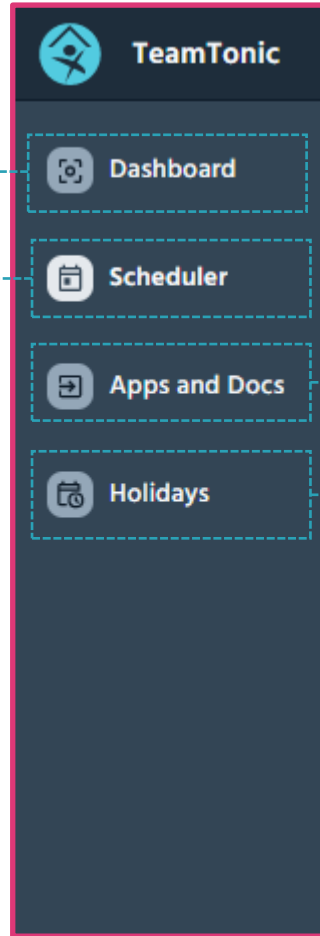
The Apps and Docs Page

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)