

Application Date	Start Date	End Date	Number Of Days	Leave Type	Application Status
13/03/2019					
21/02/2019	29/02/2019	29/03/2019	1	Annual	Draft
22/03/2019	28/03/2019	28/03/2019	1	Annual	Draft
05/12/2018	06/03/2019	06/03/2019	1	Annual	Pending
04/12/2018	28/12/2018	28/12/2018	1	Annual	Draft
03/12/2018	05/12/2018	05/12/2018	1	Annual	Pending
11/09/2018	11/12/2018	11/12/2018	1	Annual	Draft
10/09/2018	17/12/2018	17/12/2018	1	Annual	Pending
10/09/2018	28/11/2018	28/11/2018	1	Annual	Pending
10/09/2018	12/11/2018	12/11/2018	1	Annual	Pending
10/09/2018	14/11/2018	14/11/2018	1	Annual	Pending
10/09/2018	05/11/2018	14/11/2018	1	Annual	Approved
10/09/2018	03/12/2018	05/11/2018	1	Annual	Pending
10/09/2018	01/11/2018	03/12/2018	1	Annual	Pending
10/09/2018	07/12/2018	01/11/2018	1	Annual	Pending
10/09/2018	01/11/2018	08/12/2018	1	Annual	Pending
10/09/2018	01/11/2018	01/11/2018	1	Annual	Pending
10/09/2018	26/09/2018	01/11/2018	1	Annual	Pending
10/09/2018	01/12/2018	26/09/2018	1	Annual	Pending
10/09/2018	03/12/2018	03/12/2018	1	Annual	Pending
10/09/2018	03/12/2018	03/12/2018	1	Annual	Pending
10/09/2018	03/12/2018	03/12/2018	1	Annual	Draft
10/09/2018				Annual	Pending
10/09/2018				Annual	Pending

Accent Portal – My Account






1. GETTING STARTED

Once you have received your credentials for the Accent system you are able to log in and access the Portal. This Portal has links to all sections of the Accent system to which you have been granted access, this varies from person to person but certain functions are global provided you have an active account.

2. ACCENT PORTAL

Once you have logged into the system you will be taken to the Accent Portal, this area provides you links to your account in the top right corner. The available options are as follows and appear in the header section of every page in the system:

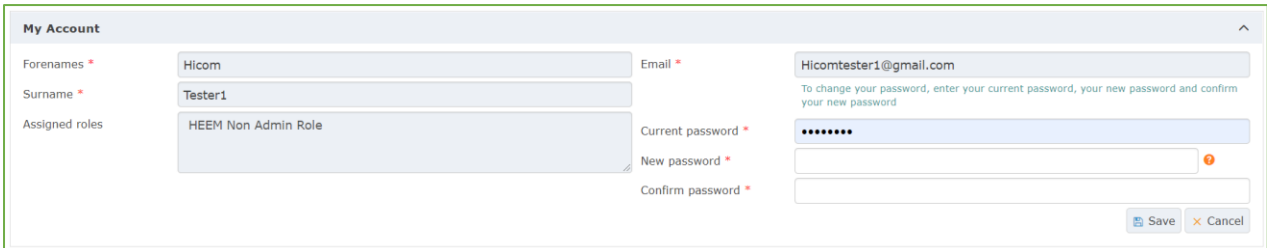
-  My Account
-  My Notifications
-  Log Out

2.1 MY ACCOUNT

In this section you are able to set a new password, set an out of office (if you are a leave approver), and see your security permissions in the system. Your security permissions can be useful if you have problems accessing parts of the system that you are expecting to have access to.

You are also able to change your email address in this section.

Note: Postgraduate doctor in training working for HEE have linked accounts with the HEE Trainee Information System (TIS) and are not able to update their email address.



My Account

Forenames *	Hicom	Email *	Hicomtester1@gmail.com
Surname *	Tester1	To change your password, enter your current password, your new password and confirm your new password	
Assigned roles	HEEM Non Admin Role	Current password *	*****
		New password *	<input type="password"/>
		Confirm password *	<input type="password"/>



2.1.1 OUT OF OFFICE

If you are a leave approver you are able to set a period for which you will be out of the office and your leave approval applications will be redirected to another approver. There is a specific guide on this function but in essence you must select a date range and a covering approver.

Out of office

Covering approver [Dropdown menu]

Covering approver notified No

Status [Dropdown menu: Active]

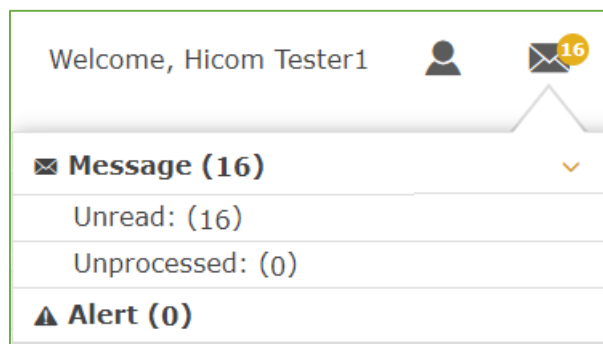
Date from [Date picker]

Date to [Date picker]

[Save] [Cancel]

2.2 MY NOTIFICATIONS

The My Notifications section allows you to access messages and alerts which have been sent to you. In general these will be related to leave applications and you will have also received an email notification advising you of the information. Alerts are general notifications which can be set by system administrators and you can expect far fewer of these. Often these alerts will be displayed in a pop up when you first log into the system.



Most messages in Accent will include a link to the record or application to which it refers allowing easy navigation around the system.

2.3 LOG OUT

This function will allow you to log out of the system at any time regardless of which page you are on what you are doing in the system, please be aware that if you log out of the system halfway through a particular action e.g. applying for leave, you may lose the data you have input.



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