



Getting Started with breatheHR Employee Users

Understanding Employee User Access in breathe

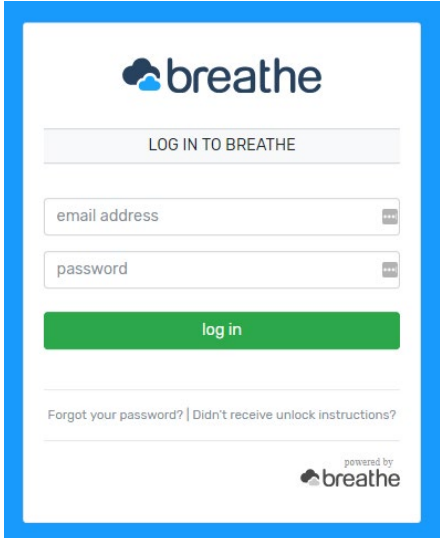
1. Logging In

Use the web address from the welcome email.

Enter your email address and password then click the sign in button.

You could think about bookmarking the login page so it's easy to find next time.

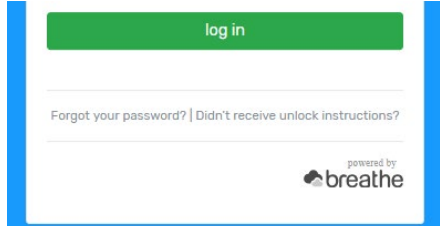
Note: breatheHR works with all the main browsers, so feel free to use your favourite.



The screenshot shows the login page for breatheHR. At the top is the breathe logo. Below it is a button labeled "LOG IN TO BREATHE". There are two input fields: "email address" and "password", both with eye icons to toggle visibility. A green "log in" button is positioned below the fields. At the bottom, there are links for "Forgot your password?" and "Didn't receive unlock instructions?", and a "powered by breathe" logo.

2. Forgotten Your Password?

Don't worry! Follow the 'Forgot your password?' link and we'll email you instructions to reset your password.



The screenshot shows a close-up of the "log in" button and the "Forgot your password? | Didn't receive unlock instructions?" link. The "log in" button is green, and the link is in a smaller font below it. The "powered by breathe" logo is visible at the bottom right.

3. Dashboard

When you log in this will be the first screen you see. From here you access your whole account. You can see company announcements, book a holiday, manage your sickness, get to your company documents, praise your colleagues for doing a great job, and much more!

Your email address joanne.clause@brth.eml is not verified

[verify email](#)

The Grapevine

Update

Posted by Georgina Sillett on 24/07/2018

My dashboard Community

<p>MY LEAVE</p> <p>✂ 19.0 days holiday available</p> <p>3 days requested 25 days booked manage leave or view calendar or log TOIL</p> <p>request leave</p>	<p>MY SICKNESS</p> <p>🏠 1.0 day in the last 12 months</p> <p>over 1 absence view my sick leave</p> <p>report new sickness</p>	<p>MY ONE TO ONES</p> <p>💬 0 one to ones upcoming</p> <p>You are able to request a one to one view my one to ones</p> <p>request a one to one</p>
<p>MY OBJECTIVES & DELIVERABLES</p> <p>💬 0 objectives and 0 deliverables view objectives or deliverables</p> <p>add a new deliverable</p>	<p>COMPANY DOCUMENTS</p> <p>📄 1 document to read</p> <p>3 documents already read</p> <p>view company docs</p>	<p>MY EXPENSE CLAIMS</p> <p>💷 £23.50 in unclaimed expenses</p> <p>1 claim submitted 0 claims rejected view expenses</p> <p>add an expense</p>
<p>MY TIME LOGS</p> <p>🕒 0 time logs logged in last seven days view all the time logs</p> <p>add a new time log</p>	<p>LOCATION UPDATES</p> <p>📍 Location</p> <p>Last location: No location available Choose a new location <input type="text"/></p> <p>update location</p>	<p>TRAINING</p> <p>🎓 1 request awaiting approval</p> <p>0 courses completed this year</p> <p>request training</p>

The Community tab is the place to see your recent Kudos and any company suggestions so you'll never miss out.

The Grapevine

Update ✕ ↓

Posted by Georgina Sillett on 24/07/2018

Hi All, as you can see breathe have launched a new User Interface- enjoy :)


My dashboard **Community**

Latest Kudos 👤 ★

 **Phil Coy** 0 👍
Saved the day


No message

Georgina Sillett at 12/07/2018

 **Edd Bloggs** 1 👍
Made my day easier


No message

Georgina Sillett at 04/07/2018

 **Penelope Foundary** 1 👍
Saved the day


No message

Georgina Sillett at 26/04/2018

 **Penelope Foundary** 1 👍
Went the extra mile

No message

Georgina Sillett at 29/03/2018

 **Dave Derby** 1 👍
Saved the day

No message

Penelope Foundary at 29/03/2018

Recent suggestions 💬

1 👍 0 👎 0 💬

Equipment

Would be great if we could check in and out equipment for when we work at home

3 👍 0 👎 0 💬

Water cooler

Instead of buying bottled water it would be better for the environment if we had a water cooler

The toolbar lets you dig deeper and is designed for you to help keep your records up to date. Any changes you make, e.g. changing your email address, will be sent for approval to either your line manager or HR.

My Profile– You will find all the information about yourself and be able to keep your data up to date quickly and easily from here.

Calendar– Access your company calendar, to see who is out of the office today.

Dashboard My profile Company ▼ Calendar

Company– The place to find all the company information like announcements, documents, company goals, employee directory and the

4. My Leave

Take the guesswork out of holiday booking. From the dashboard take a look at 'My Leave' where you'll see how much holiday you have, you can also process a holiday request from here too.

If you click on the Holiday Calendar you can also make a holiday request from here (this is useful as you can see who else is off!). When you request a holiday your line manager or holiday approver will get an email asking them to sign into breatheHR. When your holiday has been approved (or not) you'll get an email confirmation.

MY LEAVE

✈ 24.0 days
holiday available

1 days requested 0 days booked
[manage leave](#) or [view calendar](#) or [log TOIL](#)

[request leave](#)

5. My Sickness

Your sickness record in one place.

Report a new sickness or upload a fit note straight from the dashboard.

Note: If the 'report new sickness' button isn't showing it's because the functionality has been switched off by your HR user, so you'll need to phone in sick.

MY SICKNESS

🏥 0.0 days
in the last 12 months

over 0 absences
[view my sick leave](#)

[report new sickness](#)

6. My Dashboard

From My Dashboard, you can also view and suggest an objective, have access to your company documents and, providing the functionalities have been enabled for use, update your location, request training, add an expense and make a time log.

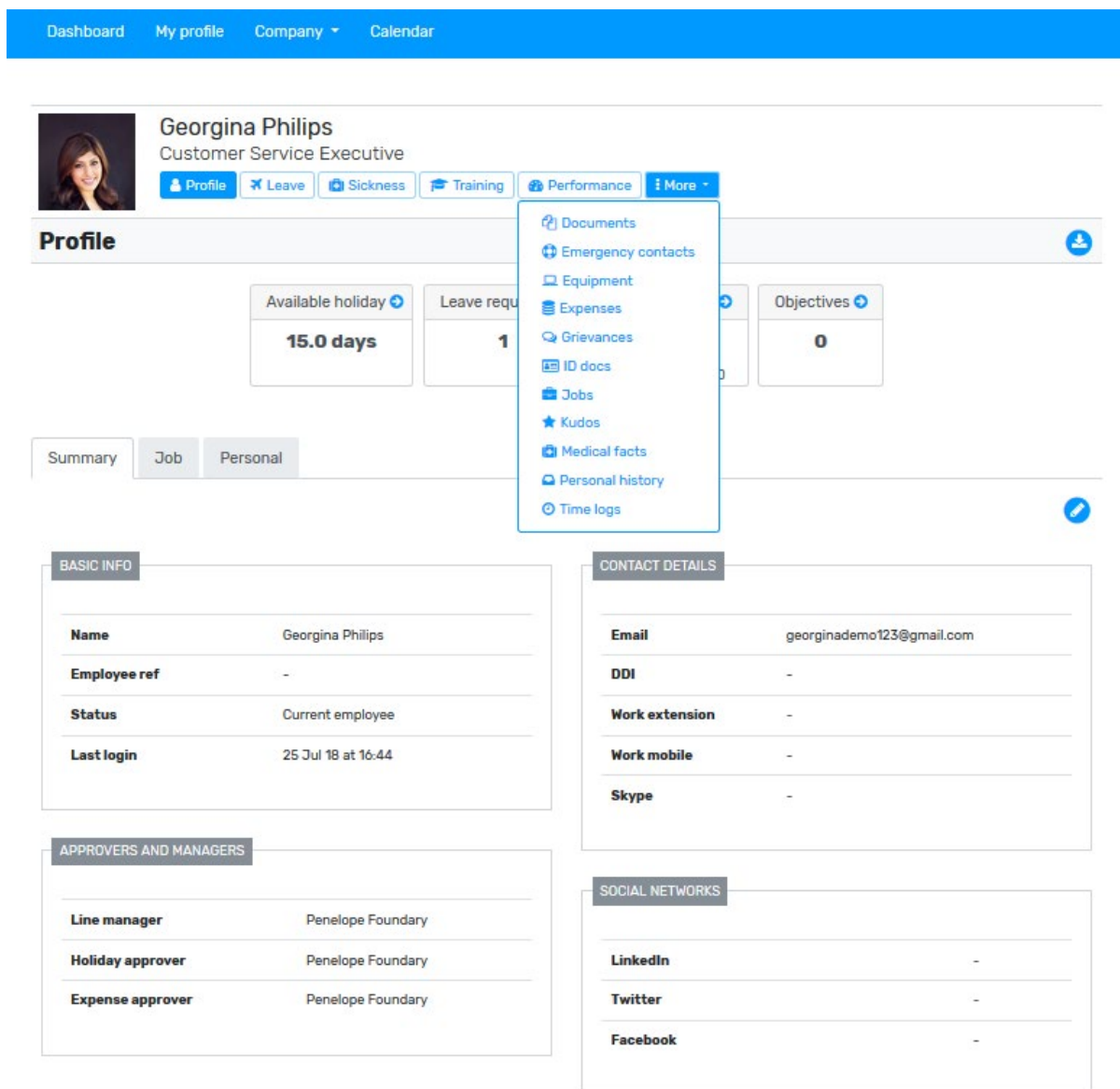
My dashboard

Community

MY LEAVE	MY SICKNESS	MY ONE TO ONES
<p>✂ 15.0 days holiday available</p> <p>1 days requested 0 days booked manage leave or view calendar or log TOIL</p> <p>request leave</p>	<p>🏠 0.0 days in the last 12 months</p> <p>over 0 absences 1 incident awaiting review review sickness</p> <p>report new sickness</p>	<p>🗨 0 one to ones upcoming</p> <p>You are able to request a one to one view my one to ones</p> <p>request a one to one</p>
MY OBJECTIVES & DELIVERABLES	COMPANY DOCUMENTS	MY EXPENSE CLAIMS
<p>🗨 0 objectives and 0 deliverables</p> <p>suggest new objective</p>	<p>📄 5 documents to read</p> <p>0 documents already read</p> <p>view company docs</p>	<p>💷 £0.00 in unclaimed expenses</p> <p>0 claims submitted 0 claims rejected view expenses</p> <p>add an expense</p>
MY TIME LOGS	LOCATION UPDATES	TRAINING
<p>🕒 0 time logs logged in last seven days view all the time logs</p> <p>add a new time log</p>	<p>📍 Location</p> <p>Last location: No location available</p> <p>Choose a new location <input type="text"/></p> <p>update location</p>	<p>🎓 0 requests awaiting approval</p> <p>0 courses completed this year</p> <p>request training</p>

7. Profile

The data stored about you by your company in breathe is very transparent. As you can see in the picture below, you have access to all of the same areas that your employer does. The self-service functionality means that you can update things like your address, your emergency contact, medical facts and much more, therefore making yours and your employers life easier.



Dashboard My profile Company ▾ Calendar

Georgina Philips
Customer Service Executive

Profile Leave Sickness Training Performance More ▾

Profile

Available holiday 15.0 days Leave request 1 Objectives 0

Summary Job Personal

BASIC INFO

Name	Georgina Philips
Employee ref	-
Status	Current employee
Last login	25 Jul 18 at 16:44

CONTACT DETAILS

Email	georginademo123@gmail.com
DDI	-
Work extension	-
Work mobile	-
Skype	-

APPROVERS AND MANAGERS

Line manager	Penelope Foundary
Holiday approver	Penelope Foundary
Expense approver	Penelope Foundary

SOCIAL NETWORKS

LinkedIn	-
Twitter	-
Facebook	-

Documents
Emergency contacts
Equipment
Expenses
Grievances
ID docs
Jobs
Kudos
Medical facts
Personal history
Time logs