Beeline Program

Supplier Job Aid
Dashboard Overview

INTRODUCTION

The Homepage or Dashboard, gives you quick access to a wide range of tools to help perform actions and review information to perform your duties.

This job aid provides an overview of the Homepage and how to navigate aspects and capabilities within the Dashboard. This job aid is applicable to:

- Supplier

Additional Questions?

If you have any additional questions, please contact the Contractor Exchange Help Desk at **CxHelpDesk@accenture.com** for service.

>

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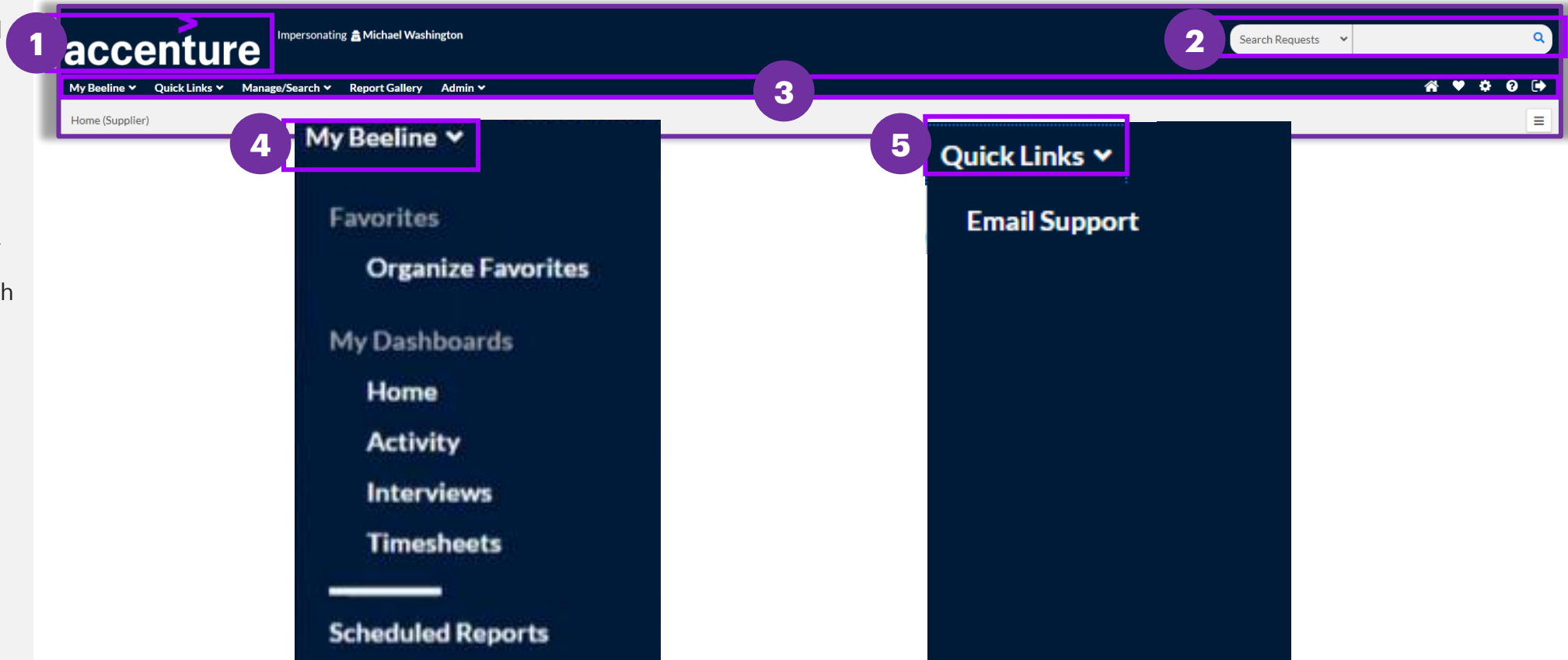
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Header Bar Overview

1 The **Accenture logo** acts as a home button and will bring you back to your home dashboard if you have navigated away.

2 In the upper right corner, you will find the **simple search**. The simple search will allow you to quickly search the application.

* Search request, assignments, candidates, timesheets and projects, are some examples of the categories you can search.

3 Just below is the header bar - within the header bar, you will have a drop-down menu as well as icons that will help you navigate the system.

*The header bar, Accenture logo and simple search will be available to you regardless of where you are within the Beeline System.

1 accenture — Impersonating 👤 Michael Washington

2 Search Requests 🔍

My Beeline ▾   Quick Links ▾   Manage/Search ▾   Report Gallery   Admin ▾   🏠 ♥ ⚙ ❓ ⎋

Home (Supplier)

3

4 My Beeline ▾

Favorites
Organize Favorites

My Dashboards
Home
Activity
Interviews
Timesheets

Scheduled Reports

5 Quick Links ▾

Email Support

4 The **My Beeline** drop-down allows you to access Favorites, Additional Dashboards, My Stuff and any Scheduled Reports.

5 The **Quick Links** drop-down will provide you with access to e-mail support. *You may also find additional internal or external links.*
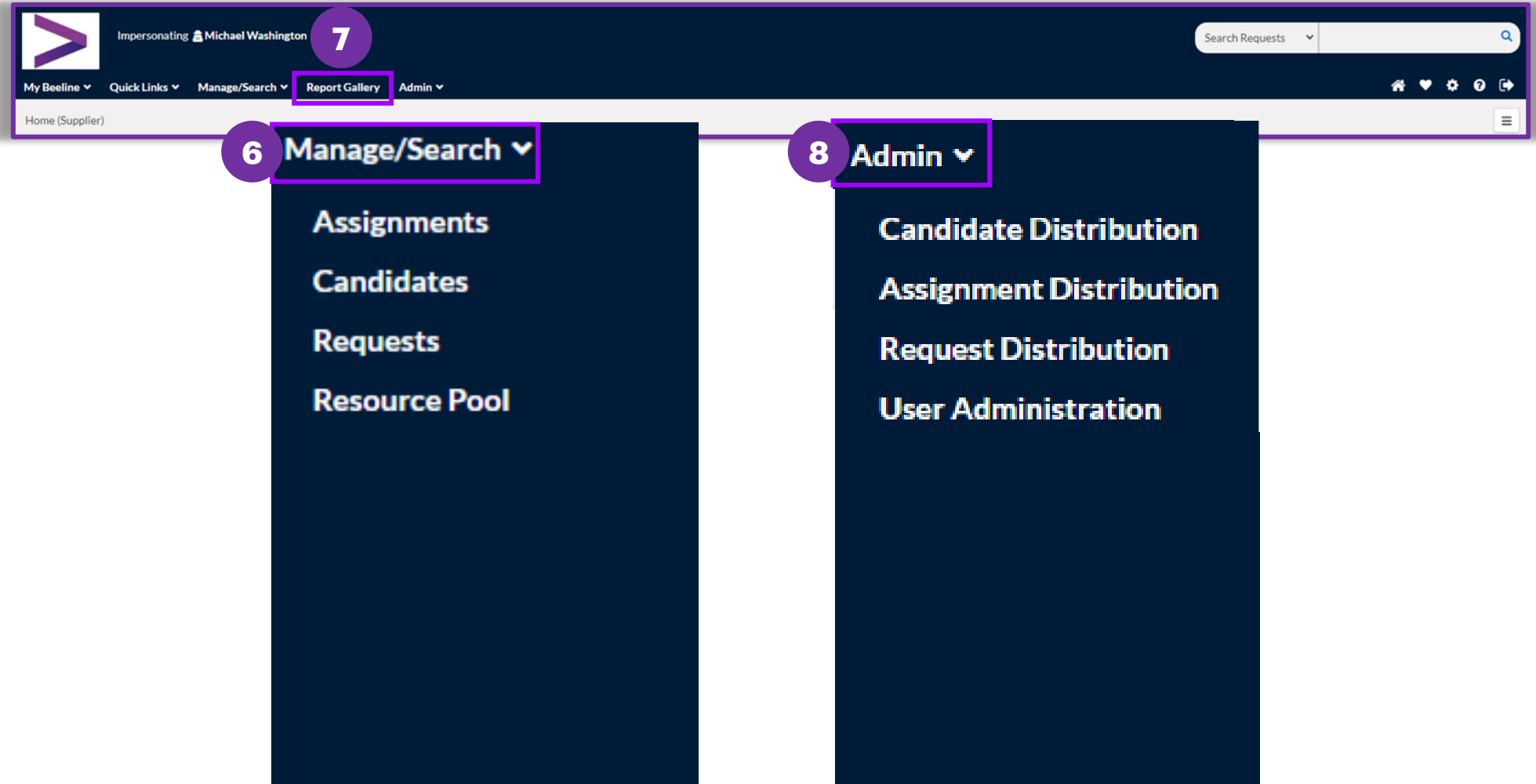
4

Header Bar Overview Continued

6 The **Manage/Search** drop-down allows you to search the application to locate assignments, candidates, requests, and the resource pool.

7 The **Report Gallery** provides you access to all the reports that you have the ability to create or customize to pull back any data within the Beeline System .

8 The last drop down is the **Admin** dropdown which will allow you to complete administrative actions.

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Search Requests

My Beeline ⌄   Quick Links ⌄   Manage/Search ⌄   Report Gallery   Admin ⌄

Home (Supplier)

6 Manage/Search ⌄

Assignments

Candidates

Requests

Resource Pool

8 Admin ⌄

Candidate Distribution

Assignment Distribution

Request Distribution

User Administration

5

Icons Overview – Header Bar

On the right portion of the header bar, you will have additional icons:

10 The **Home** icon will bring you back to the homepage if you have navigated away.

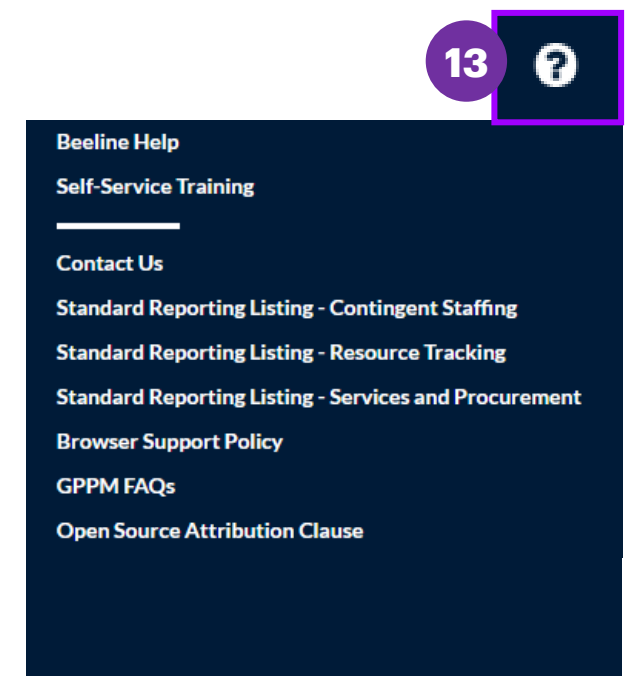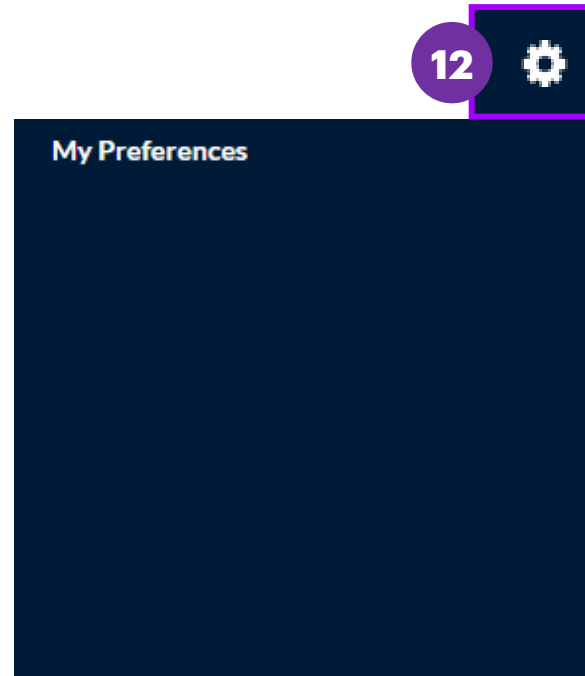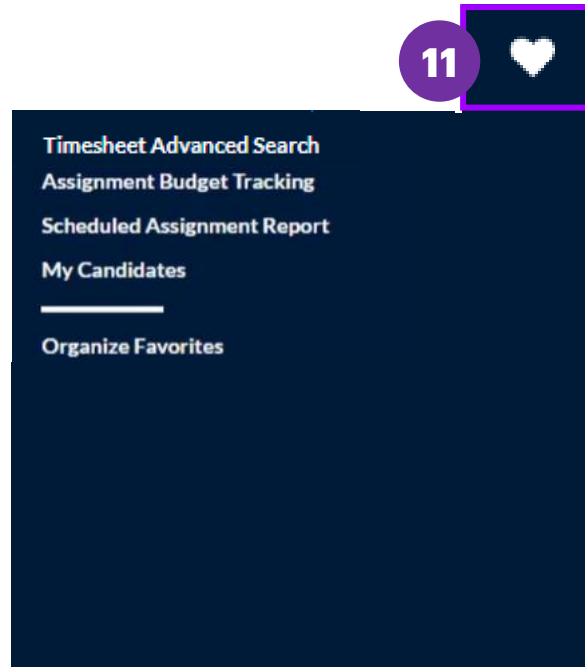**11** The **Favorites** icon provides you a drop-down menu of your favorites you have saved.
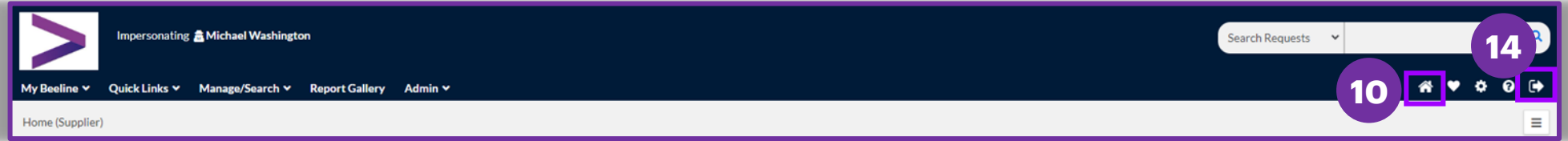
12 The **Preferences** icon allows you to view or edit information.

*Please see the **Preferences Overview** to view additional features within this section.*

13 The **Help** icon provides additional resources for help within the system.

Beeline Help provides access to quick reference guides, video tutorials and reporting guides. There are also eLearning modules within the Self-Service Training.

14 The **Sign Out** icon will sign you out of the application.

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Search Requests

My Beeline ⌄   Quick Links ⌄   Manage/Search ⌄   Report Gallery   Admin ⌄

Home (Supplier)

11 ♥
- Timesheet Advanced Search
- Assignment Budget Tracking
- Scheduled Assignment Report
- My Candidates

- Organize Favorites

12 ⚙
- My Preferences

13 ❓
- Beeline Help
- Self-Service Training

- Contact Us
- Standard Reporting Listing - Contingent Staffing
- Standard Reporting Listing - Resource Tracking
- Standard Reporting Listing - Services and Procurement
- Browser Support Policy
- GPPM FAQs
- Open Source Attribution Clause

Preferences Overview – My Account

Once you click **A** **Preferences**, you'll be brought to the **B** **My Account** tab to view or edit your information. If you have access to update your information, you can click **C** **Edit** to make changes. If you need to reset your password, click the **D** **Reset Password** button and choose **OK**. An email should be sent with instructions on how to reset the password.

*Important: The email address listed is the email where all notifications will be sent.
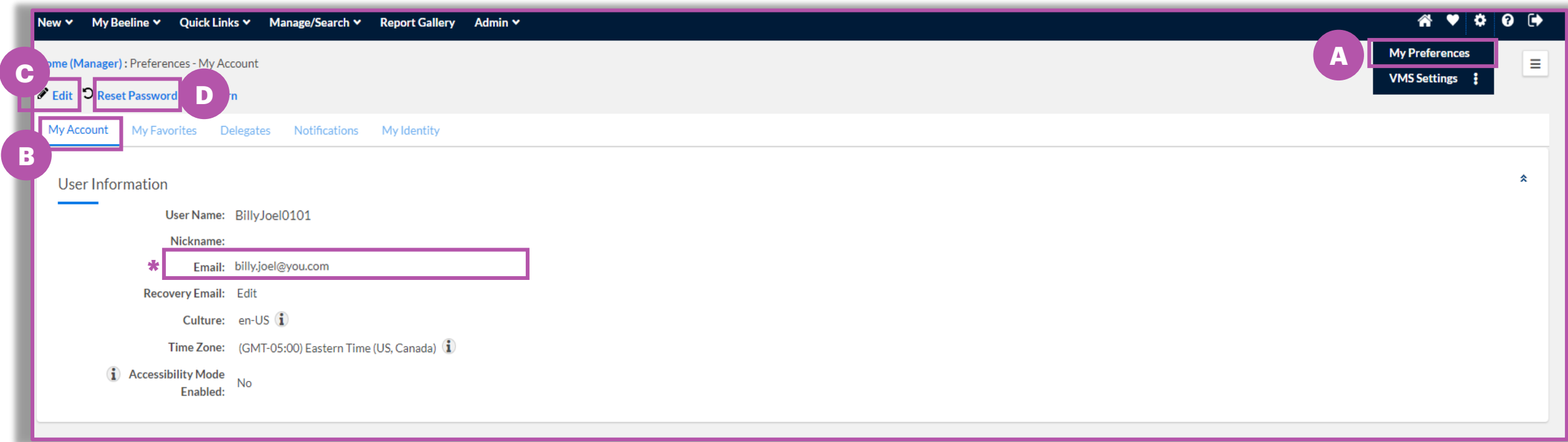
Preferences Overview – Additional Tabs

Audience: Supplier
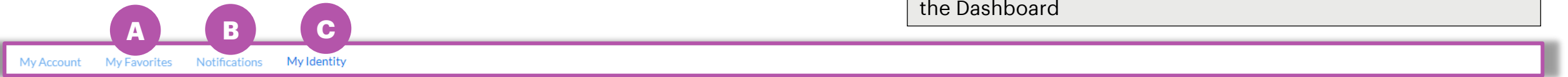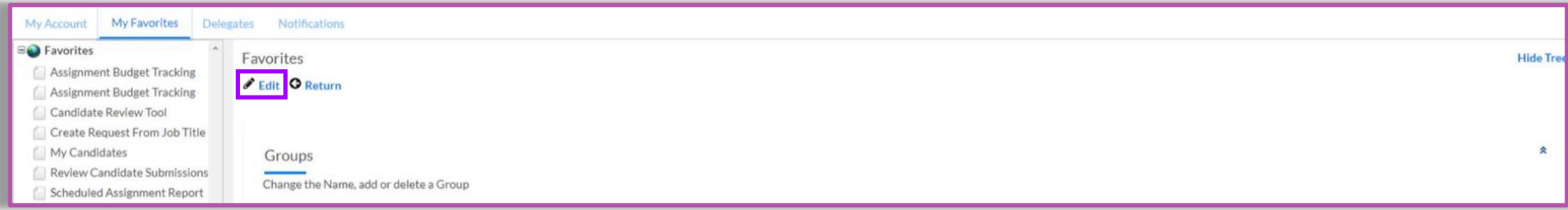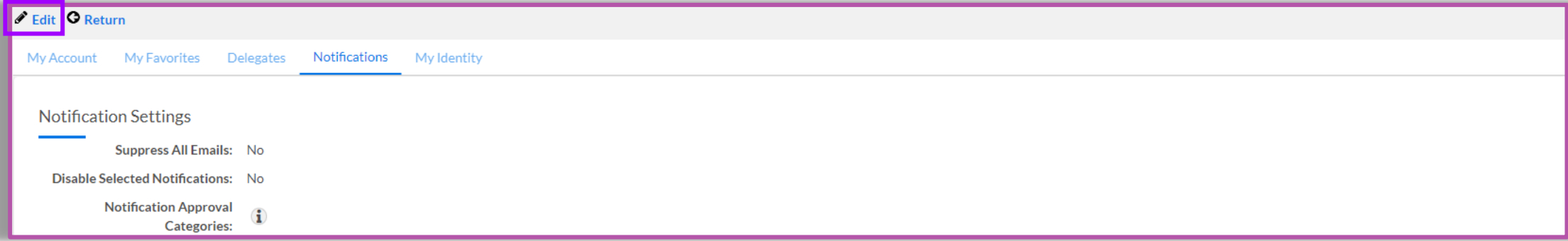**Objective**: Review and navigate aspects and capabilities within the Dashboard

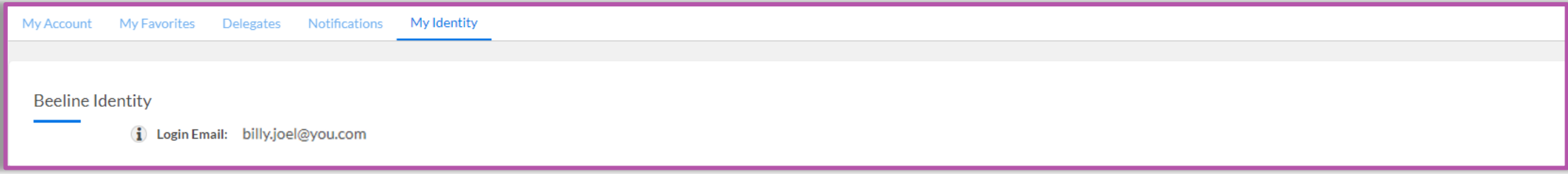My Account   **A** My Favorites   **B** Notifications   **C** My Identity

A The **My Favorites** tab allows you to organize any favorites you have saved. You can add, delete, or change specific favorites by clicking **Edit**.

My Account	My Favorites	Delegates	Notifications

Favorites
- Assignment Budget Tracking
- Assignment Budget Tracking
- Candidate Review Tool
- Create Request From Job Title
- My Candidates
- Review Candidate Submissions
- Scheduled Assignment Report

Favorites
✏ Edit ⟲ Return

Hide Tree

Groups
Change the Name, add or delete a Group

B The **Notifications** tab allows you to manage the type of email notification that you receive. To make changes, click **Edit**.

✏ Edit ⟲ Return

My Account	My Favorites	Delegates	Notifications	My Identity

Notification Settings

Suppress All Emails: No
Disable Selected Notifications: No
Notification Approval Categories: ⓘ

C The **My Identity** tab confirms your email address that is used within the Beeline system.

My Account	My Favorites	Delegates	Notifications	My Identity

Beeline Identity

ⓘ Login Email: billy.joel@you.com

Homepage Overview - Quadrants

Underneath the header bar is the home page which is broken down into four quadrants. Several icons can be found throughout the application and are used to highlight important information; additionally, any **icon** or **blue link** can be clicked to pull back additional information. This screen is customizable based on your preference. Click the three lines below the header bar to access the customization feature.

My Beeline ⌄   Quick Links ⌄   Manage/Search ⌄   Report Gallery   Admin ⌄

Home (Supplier)

My To Do

✓ You have 4 Candidate Offers Pending Acceptance

✓ You have 79 New Request tasks awaiting action

! You have 4 Candidate - Interview Requested tasks awaiting action

My Calendar

‹			May 2024			›
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1 ●	2 ●	3 ●	4 ●
5	6 ●	7 ●	8	9 ●	10	11 ●
12	13	14 ●	15 ●	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Legend: ● Assignment Start ● Assignment End ● Interview ● Milestone End

My Activity

Open Requests	55
Interviews on Open Requests	6
Active Contractors	23

Launch Pad

+ **Resource Pool Management** ▾
⚙ **Workflow Distribution** ▾
👥 **Requests & Candidates**
📅 **Assignments**
🕐 **Time & Expense**

Homepage Overview - Calendar

The **My Calendar** quadrant provides you with a monthly view of important dates around assignments, interviews, or milestones within the Beeline System. The legend showcases what each dot on the calendar represents. To access more information regarding the milestone on the calendar, click one of the dots on the calendar to learn more.

My Calendar

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1 ●	2 ●	3 ●	4 ●
			8	9 ●	10	11 ●
		7 ●				
	14	15 ●	16	17 ●	18	
	21 ●	22 ●	23	24	25	
26	27	28	29 ●	30 ●	31	1

Events for 5/21/2024 ×

Calendar Event Details ⌃

● Bunny, Bugs is scheduled for an interview 8:00 AM - 9:00 AM EDT

Legend: ● Assignment Start ● Assignment End ● Interview ● Milestone End

10
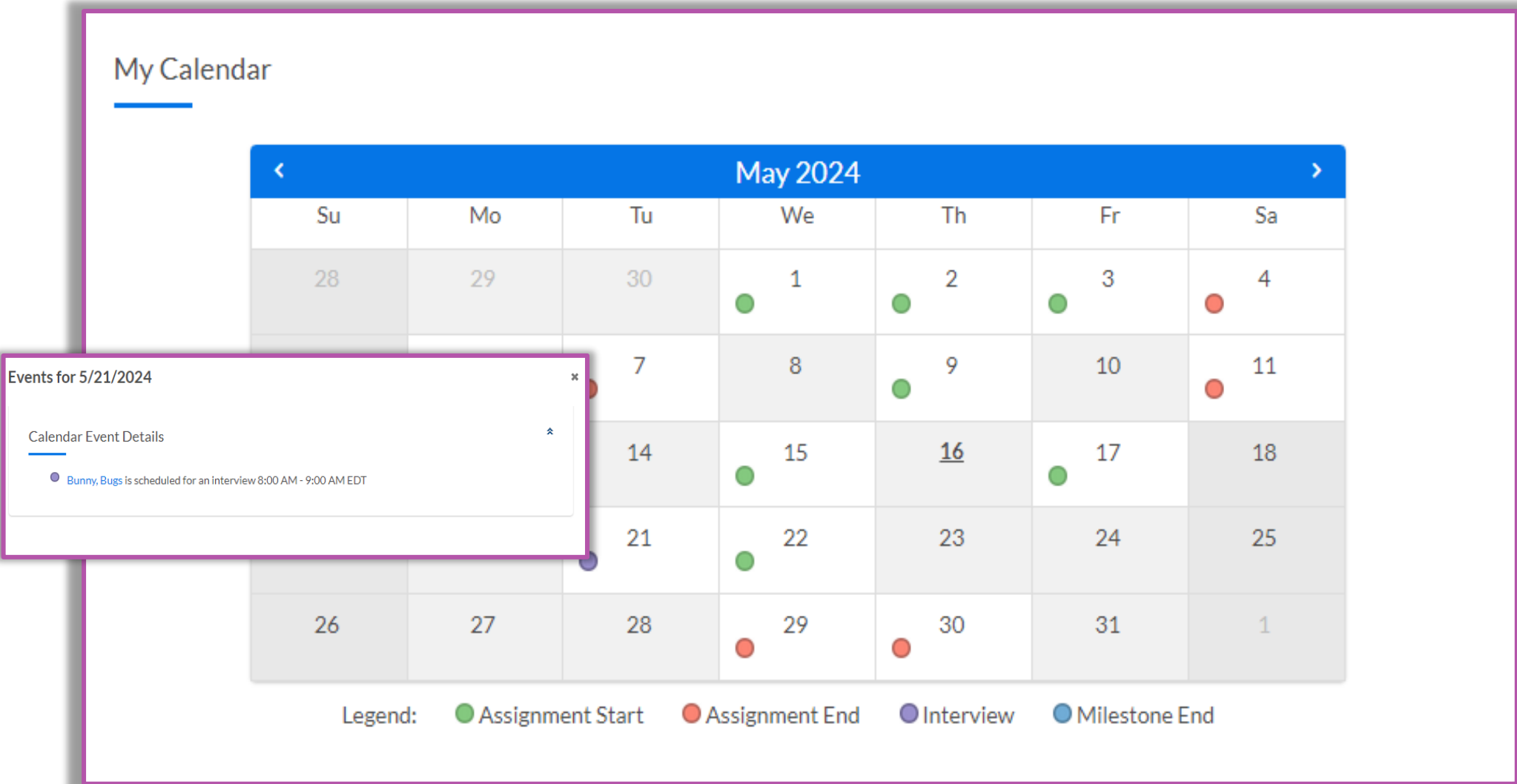
BEELINE SYSTEM

Version	Last Updated Date	Owner EID	Description of Update
v.1	April 29, 2024	susan.b.thomas	Origination of Document