


Company Directory

If your employer is configured for and allows you access to view your Company Directory, the following features may be available to you. Contact your HR administrator with any questions.

- 1 Tap the  icon to navigate to the left-hand menu to Company Directory, or tap the Company Directory quick link on your landing page.
- 2 Tap on an employee's name, or use the search bar to select.
- 3 Depending on your organization's preferences, you may see different information fields for the employee. If able to view the employee's assigned manager, or their phone number or email, those fields are interactive.

Tapping the Reports To name will bring up that manager's profile within the app; tapping the phone number will bring up an option to call that number from your device; and tapping the email will begin a new email draft if your device has an email app.

