

**User Guide**  
Employee & Manager



# Simply using your software


## Generalities

- Access your software
- Main menu
- Home page (Modify your password)
- Navigation elements



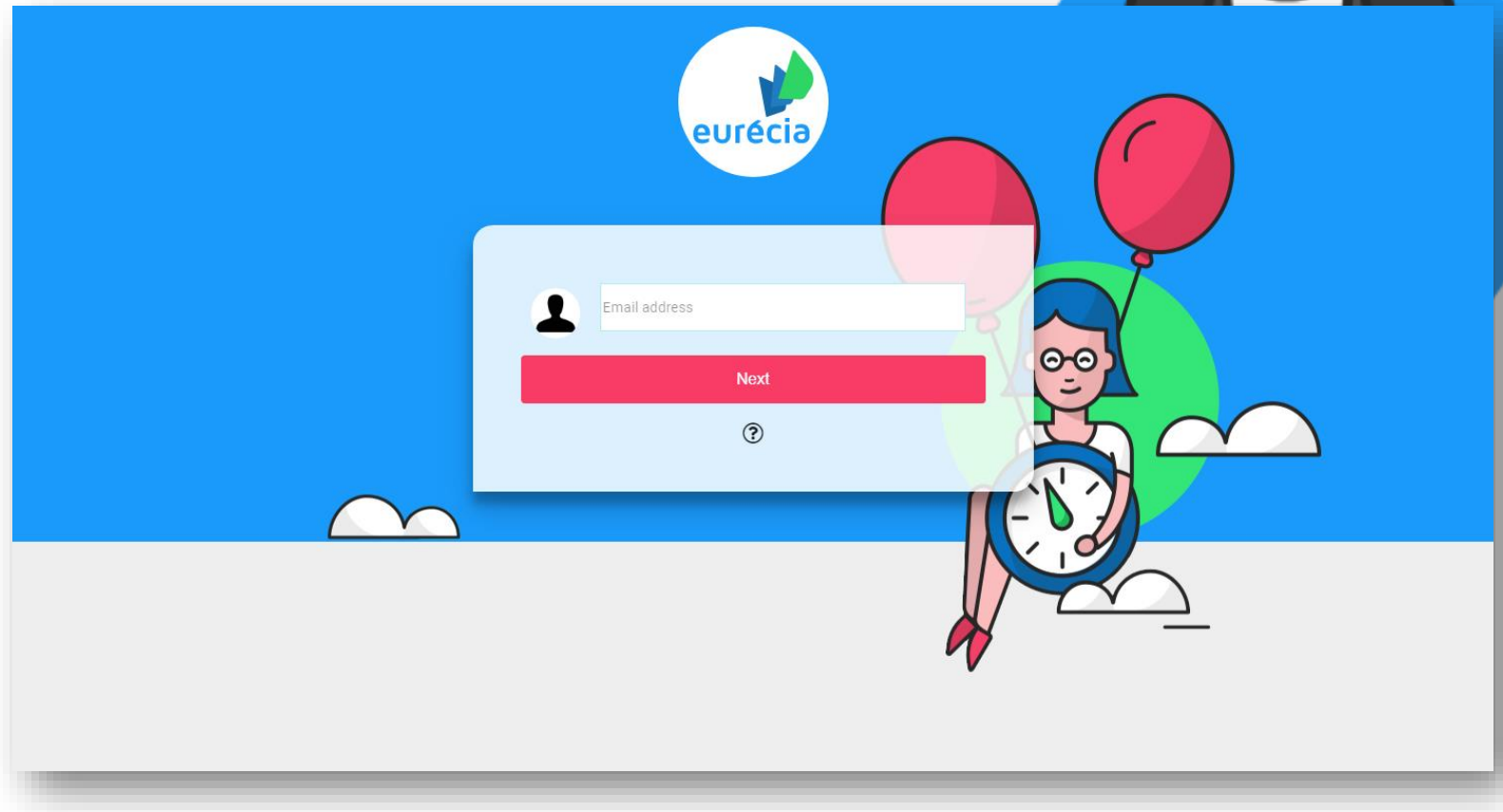
# Access your software

## Customized and secured access :

- 1) <https://plateforme.eurecia.com>
- 2) User name : your e-mail address
- 3) Then click on the “Next” button
- 4) Password : at the first connexion, click on the  button
- 5) Click on :

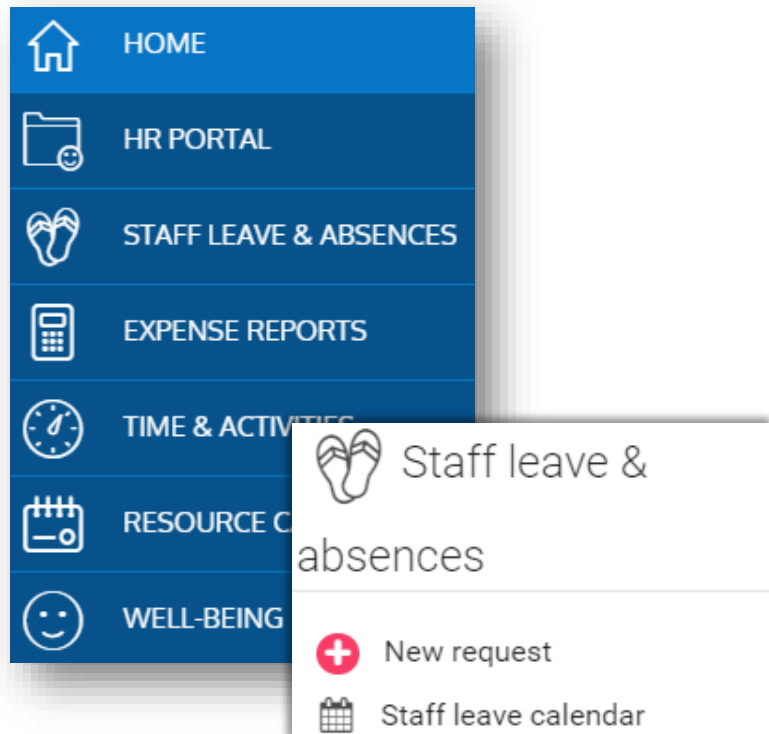
 [Reset my\\_password](#)

- 6) An e-mail will be sent at your e-mail address



# Main menu – Home page

Access to the various modules via the sidebar or by sections present on the home page.

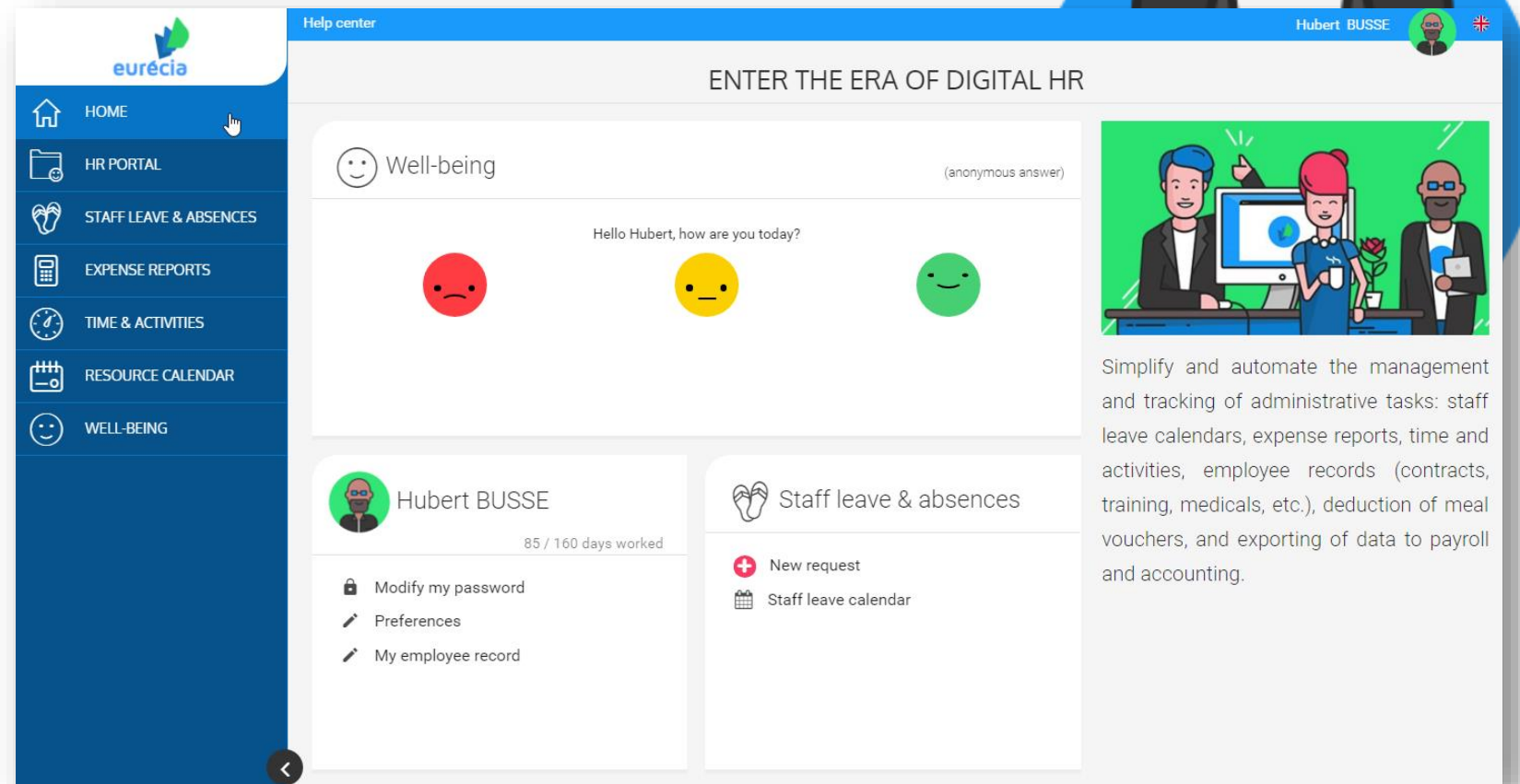


The sidebar contains the following menu items:

- HOME
- HR PORTAL
- STAFF LEAVE & ABSENCES
- EXPENSE REPORTS
- TIME & ACTIVITIES
- RESOURCE CALENDAR
- WELL-BEING

A callout menu for 'Staff leave & absences' is shown, containing:

- New request
- Staff leave calendar

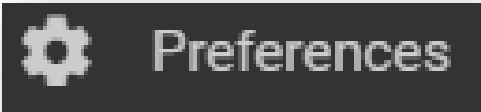


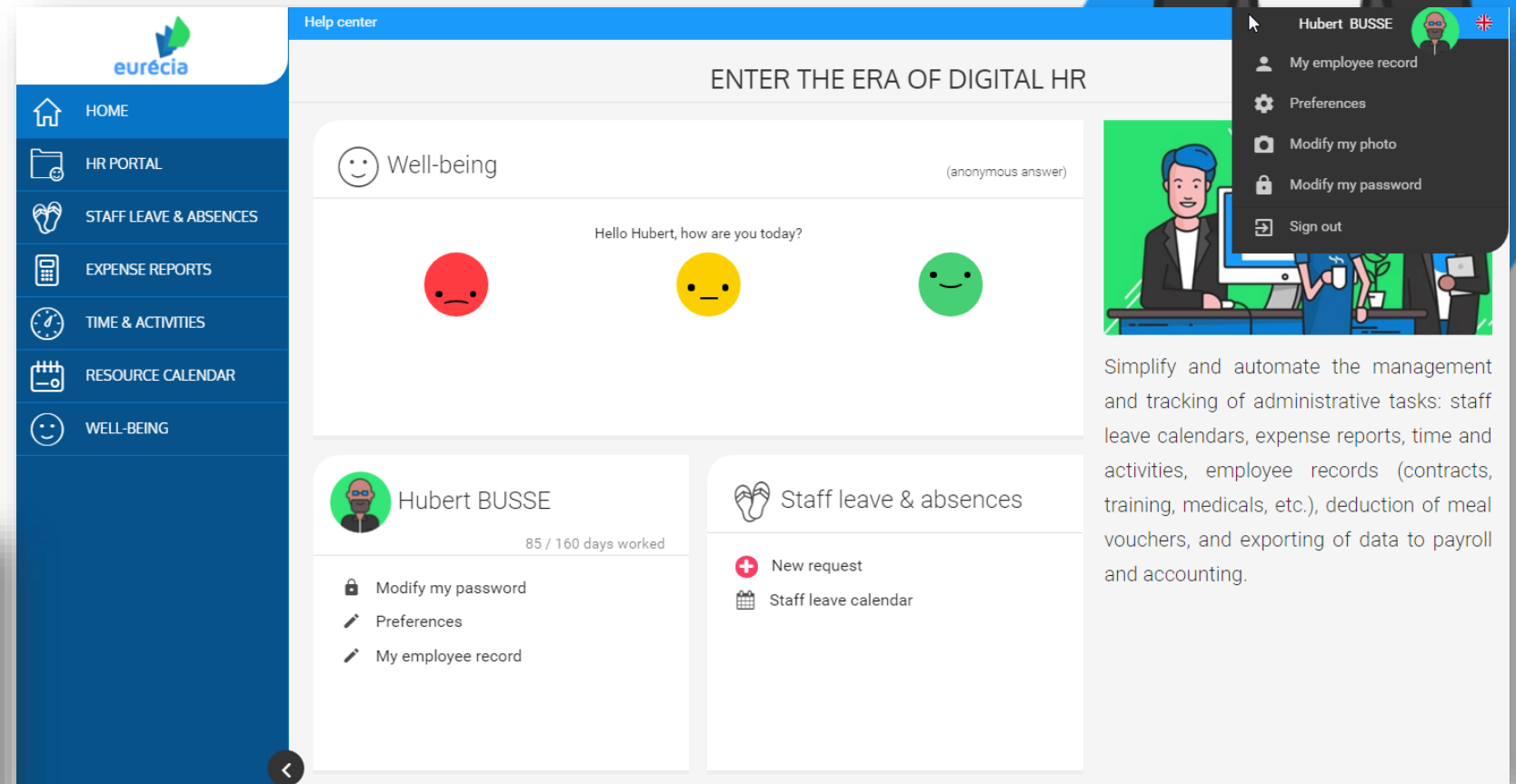
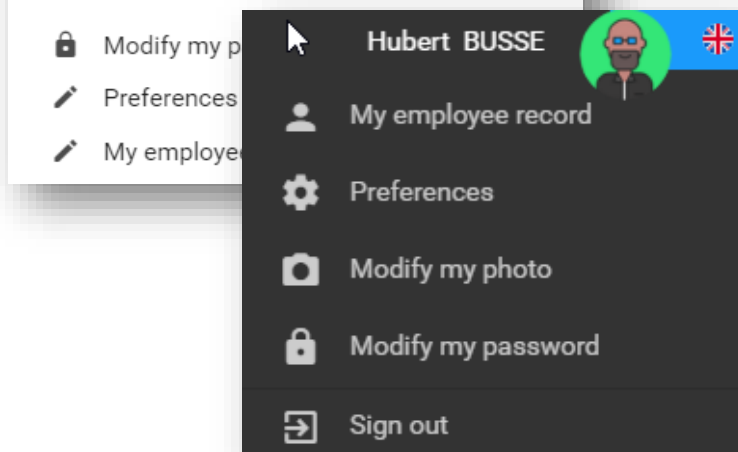
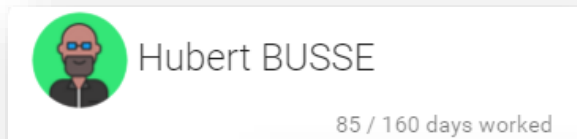
The screenshot shows the user's home page with the following elements:

- Header:** eurécia logo, Help center, and user profile (Hubert BUSSE).
- Sidebar:** Navigation menu with icons for HOME, HR PORTAL, STAFF LEAVE & ABSENCES, EXPENSE REPORTS, TIME & ACTIVITIES, RESOURCE CALENDAR, and WELL-BEING.
- Main Content:**
  - Well-being:** A section titled "Well-being" with a poll question "Hello Hubert, how are you today?" and three options: a sad face (red), a neutral face (yellow), and a happy face (green). The poll is labeled "(anonymous answer)".
  - Staff leave & absences:** A section with a "New request" button and a "Staff leave calendar" button.
  - User Profile:** A section for Hubert BUSSE, showing "85 / 160 days worked" and options to "Modify my password", "Preferences", and "My employee record".
- Right Column:** A large graphic with the text "ENTER THE ERA OF DIGITAL HR" and an illustration of three people working. Below the graphic is a text block: "Simplify and automate the management and tracking of administrative tasks: staff leave calendars, expense reports, time and activities, employee records (contracts, training, medicals, etc.), deduction of meal vouchers, and exporting of data to payroll and accounting."



# Main menu – Home page

- Modify your password
- Personalize your interface :  

- Access to the employee record
- Access to sign out



eurécia

Help center

ENTER THE ERA OF DIGITAL HR

Well-being (anonymous answer)

Hello Hubert, how are you today?

Hubert BUSSE 85 / 160 days worked

Staff leave & absences

New request

Staff leave calendar

Modify my password

Preferences

My employee record

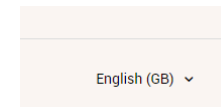
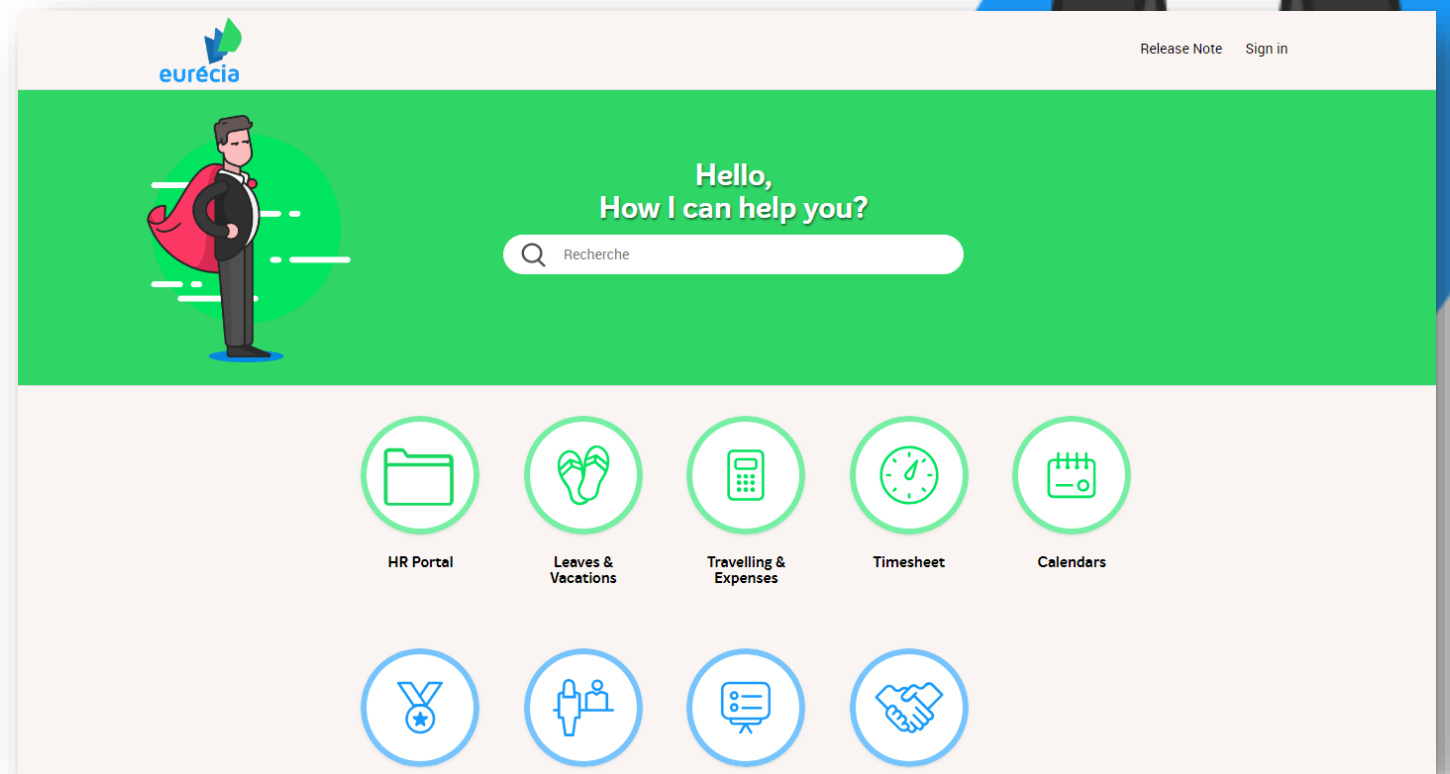
Sign out



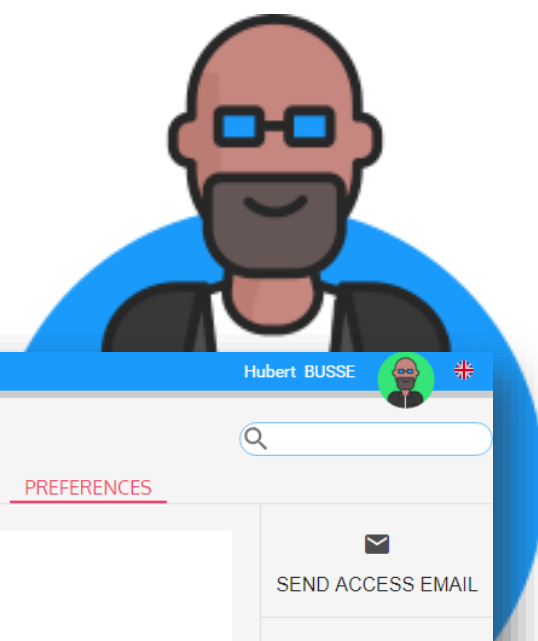
# Main menu – Access to the help center



Need some help ? To access the help center, click on « Help center » at the top left of the Eurécia homepage. You can select the language at the bottom of the page.



# Customize your interface in Preferences



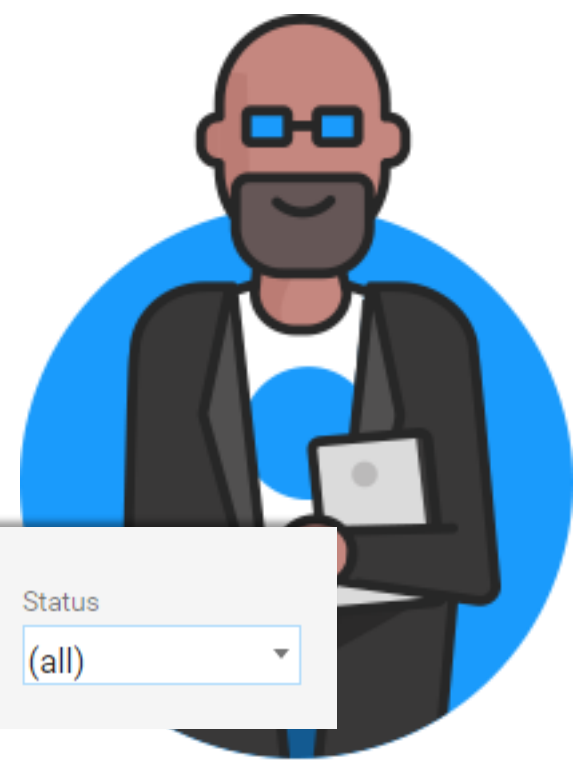
Personalize the theme of your Eurécia software via the graphic palette.

Choose the language of your software in "Display settings".

The screenshot displays the Eurécia software interface. On the left is a dark blue sidebar with the 'eurécia' logo and navigation icons for HOME, HR PORTAL, STAFF LEAVE & ABSENCES, EXPENSE REPORTS, TIME & ACTIVITIES, RESOURCE CALENDAR, and WELL-BEING. The main content area is titled 'Help center' and 'Employee directory', showing the profile of Hubert BUSSE. The 'PREFERENCES' tab is active, displaying a table of personal data (Job title: Commercial, Department: Service Clientèle, Branch: Agence Toulouse, ID number: 421009) and a list of managers (HAGUET Laure). Below this are three sections: 'Theme' with a 3x5 grid of color swatches and a 'Reset' link; 'Default values' with settings for Currency (€), Time zone ((GMT+01:00) Brus:), and Default calendar, along with checkboxes for iCal format in approval emails; and 'Display settings' where the Language is set to English. A 'Delegated requests' section is partially visible at the bottom. On the right side of the interface, there are three buttons: 'SEND ACCESS EMAIL', 'SAVE', and 'SAVE + BACK'. The user's name 'Hubert BUSSE' and a profile icon are visible in the top right corner.



# Navigation elements

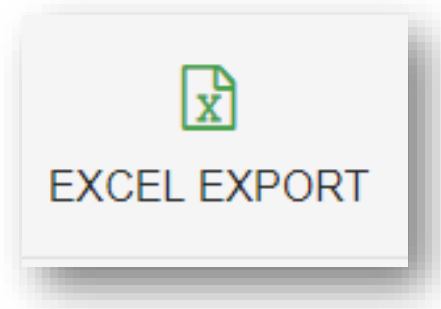


The filter area allows you to refine your searches in each feature of the modules.

▼ Filters

Department	Branch	Employee	Absence type	Status
(all) x ▼	(all) x ▼	(all) x ▼	(all) ▼	(all) ▼

You have the possibility to export the data via the "Export" button located systematically on the right of the screen.







[www.eurecia.com](http://www.eurecia.com)