

HALOGEN VERSION 18 SYSTEM UPGRADE

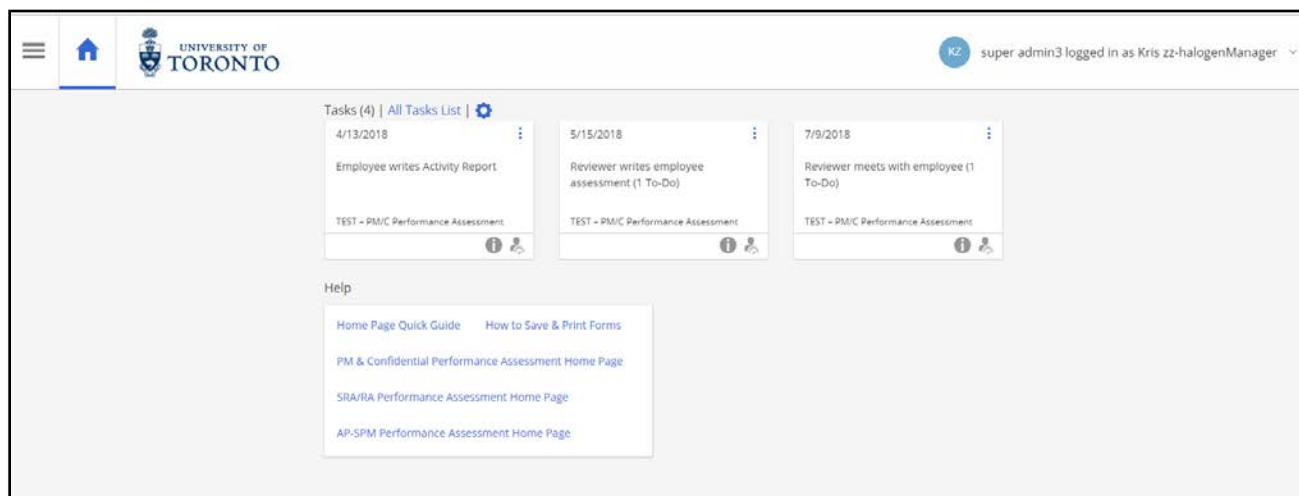
The Halogen Performance Management system has been upgraded to a new and improved version, which introduces a new homepage dashboard that enriches and simplifies access to information and important tasks for each online process. Other Halogen screens and online forms for various processes have received minor cosmetic updates; however, overall system functionality remains unchanged.

The upgrade extends support for viewing and using the homepage and the All Tasks List page via mobile devices. Please note that at this time, the University of Toronto is not enabling or providing support for the Halogen App.

WHAT'S NEW?

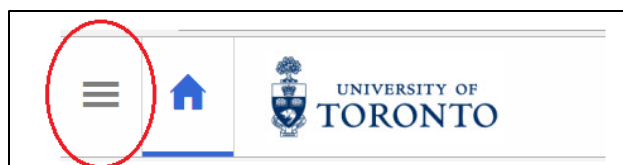
1. The **new homepage** displays tasks as box icons instead of a list of task links, which allows easy user access to view tasks and priorities. Tasks are sorted by due date and status.

Tasks for all open processes are accessible from the task tile. Employees will be able to see which tasks are highest priority to ensure a timely and quick response for any required activities. All tasks will appear in this area, helping employees determine the most urgent activities, as well as what's upcoming in the active processes, in one convenient location.



An alternative way to view the tasks is to utilize the **All Tasks List** option that allows for viewing the tasks in a list format.

2. The **Main Menu** is located next to the homepage icon button. The Main Menu allows users to access familiar features and functionality including My Performance, Task Status, My Employees and Reporting (when there are direct reports).



3. The **Help** box provides users with helpful links to the Halogen reference guides and annual process information for the employee groups posted on the HR & Equity web page.

