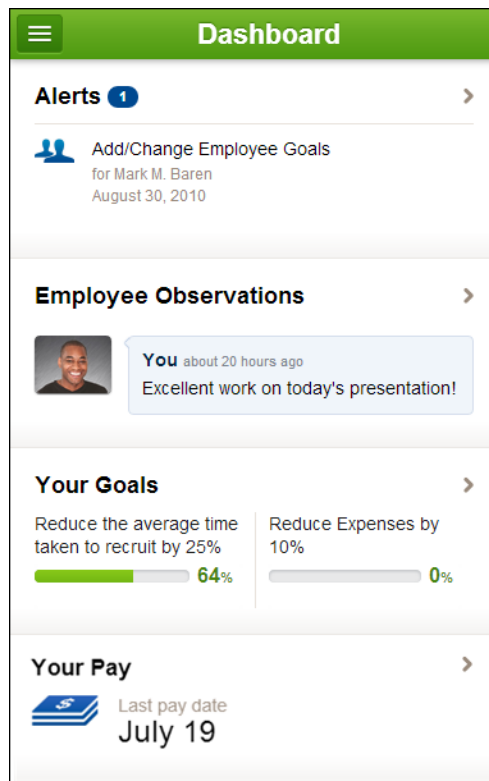


Using UltiPro Mobile

UltiPro Mobile provides an expanded UltiPro experience, engaging employees and managers in collaboration, management, and tracking on mobile devices. Employees and managers can perform common UltiPro tasks, such as searching the employee directory, viewing pay information, and viewing goals and competencies, directly from their mobile browsers. Additionally, managers can approve requests, view profiles of direct reports, and collaborate on team goals.

Smartphone View



Tablet View

Search People

Dashboard

Dashboard

Your Profile

Alerts **1**

COLLABORATE

Employee Observations

KEEP TRACK

Your Goals

Your Competencies

Your Pay

Logout

View Desktop Version

Dashboard

Alerts **1**

Add/Change Employee Goals for Mark M. Baren August 30, 2010

Employee Observations

You about an hour ago
Excellent work on today's presentation!

Mark Baren October 4, 2012 via Yammer
Great job presenting to the User Group. You were able to clearly articulate our vision and timelines of the PRX Project. I'm excited to have customers on board.

Your Goals

Reduce the average time taken to recruit by 25% **64%**

Reduce Expenses by 10% **0%**

Your Pay

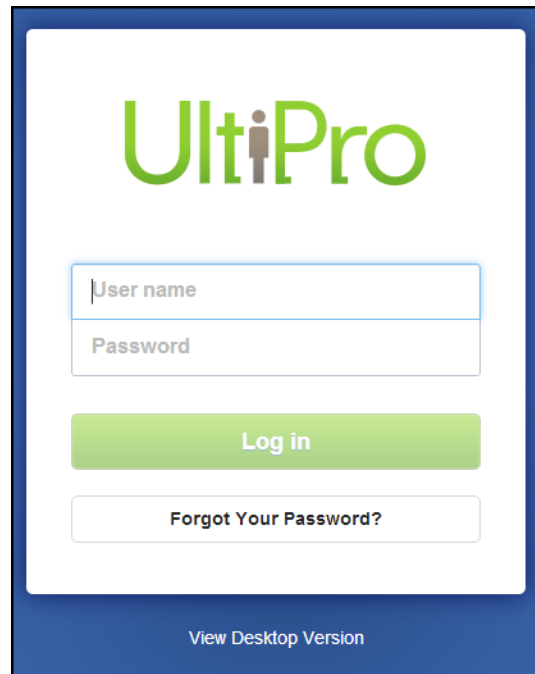
Last pay date **July 19**

Note:

Due to sizing, page views will differ between phone devices and tablet devices. A slider button is used for smartphone devices.

UltiPro Mobile Login

When UltiPro is accessed from a mobile device, the UltiPro Mobile Login page appears.



The image shows a mobile login interface for UltiPro. At the top center is the 'UltiPro' logo in green. Below the logo are two input fields: the first is labeled 'User name' and the second is labeled 'Password'. Underneath the password field is a green button with the text 'Log in'. Below the 'Log in' button is a white button with the text 'Forgot Your Password?'. At the bottom of the page, centered, is a link that says 'View Desktop Version'.

Note:

If UltiPro Mobile has not been enabled, the UltiPro Mobile Login page redirects you to the UltiPro desktop.

Employee Login

Once logged in, employees see the Dashboard, which provides recent activity for Employee Observations, Your Goals, and Your Pay.

The screenshot shows the UltiPro Mobile Dashboard interface. At the top, there is a search bar labeled "Search People" and a green header bar with the word "Dashboard". On the left side, there is a navigation menu with the following items: "Dashboard" (highlighted), "Your Profile", "Alerts 1", "COLLABORATE", "Employee Observations", "KEEP TRACK", "Your Goals", "Your Competencies", and "Your Pay". At the bottom of the menu is a "Logout" button and a link to "View Desktop Version". The main content area is divided into several sections: "Alerts 1" with a notification for "Add/Change Employee Goals for Mark M. Baren" dated August 30, 2010; "Employee Observations" with two entries: one from "You" about an hour ago praising work on a presentation, and one from "Mark Baren" dated October 4, 2012, praising a presentation to the User Group; "Your Goals" with two progress bars: "Reduce the average time taken to recruit by 25%" at 64% and "Reduce Expenses by 10%" at 0%; and "Your Pay" showing the last pay date as July 19.

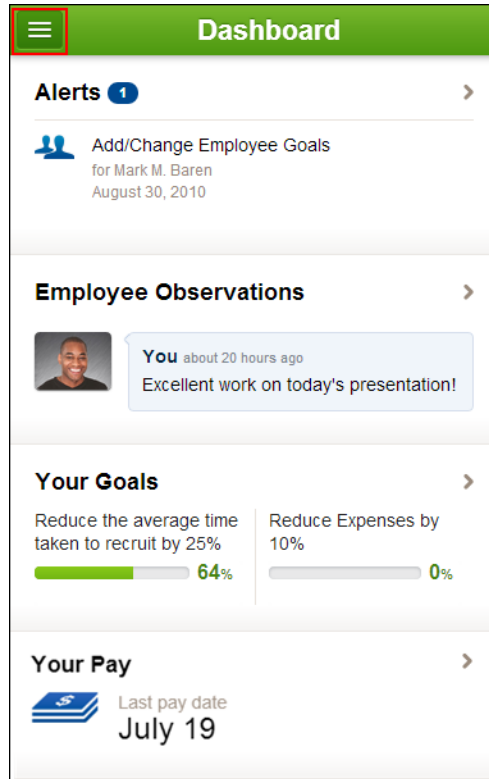
Note:

UltiPro Mobile supports user preferences for English, Spanish, and French languages.

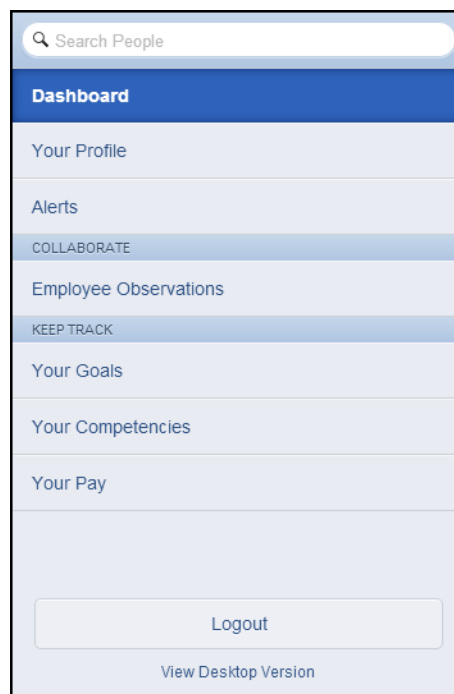
Navigating UltiPro Mobile

Navigation in UltiPro Mobile can be done in one of two ways: Smartphone view, using the Navigation button, or Tablet view, using the Side Panel Navigation.

Smartphone View - Use Navigation button



Tablet View - Use Side Panel Navigation



Searching for People

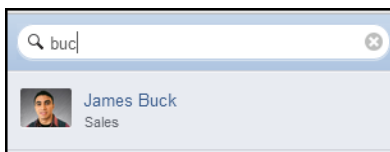
Search People enables managers and employees to search for employees using UltiPro Mobile. The Search People box is available to individuals with access rights to the Employee Directory and provides basic profile information for all employees in the company. In addition, managers can view information for their direct reports.

To search for an employee:

1. Enter a few letters of the employee's name in the Search People search bar.



2. Select the employee from the list to open the employee's Profile page.



3. Select the down arrow to view additional information for the employee.



4. Select the employee's e-mail address to launch your e-mail system to send an e-mail to the selected employee.
5. Select the employee's phone number to call the employee from your mobile device.
6. Select the Map icon to open your mobile device's map application for directions to the employee's location.

Note:

When using Search People, managers can only view Employee Observations, Goals, and Competencies for their direct reports.

Using the Dashboard as an Employee

The Dashboard enables employees to quickly access the latest information on Alerts, Employee Observations, Goals, and Pay Information.

The dashboard interface features a green header with the title "Dashboard" and a search bar labeled "Search People". A left-hand navigation menu includes "Dashboard", "Your Profile", "Alerts 1", "COLLABORATE", "Employee Observations", "KEEP TRACK", "Your Goals", "Your Competencies", and "Your Pay". At the bottom of the menu are "Logout" and "View Desktop Version" options.

The main content area is divided into several sections:

- Alerts 1:** A notification titled "Add/Change Employee Goals for Mark M. Baren" dated August 30, 2010.
- Employee Observations:** A list of feedback items, including a self-observation: "You about an hour ago: Excellent work on today's presentation!" and a peer observation from Mark Baren: "Great job presenting to the User Group. You were able to clearly articulate our vision and timelines of the PRX Project. I'm excited to have customers on board."
- Your Goals:** Progress bars for "Reduce the average time taken to recruit by 25%" (64%) and "Reduce Expenses by 10%" (0%).
- Your Pay:** Information indicating the last pay date is July 19.

Viewing Your Profile

Viewing Your Profile provides access to your basic employee information, employee observations, goals, and competencies.

The screenshot shows a user profile page for Albert Alburn. The page is divided into a left sidebar and a main content area. The sidebar contains a search bar, navigation links for Dashboard, Your Profile (highlighted), Alerts (1), COLLABORATE, Employee Observations, KEEP TRACK, Your Goals, Your Competencies, and Your Pay. At the bottom of the sidebar are Logout and View Desktop Version buttons. The main content area has a green header 'Your Profile' and a dark grey profile card for Albert Alburn. The card includes a profile picture, name, alternative title, and contact information: home phone (215) 555-6411, office phone (215) 555-8000 x 2363, and email wegscheids@vegas.ultimatesoftware.... There is an 'Edit Social Networks' button and links to 'Add Twitter' and 'Add LinkedIn'. Below the profile card are tabs for 'Employee Observations', 'Goals', and 'Competencies'. The 'Employee Observations' tab is active, showing two entries: one from 'You' about an hour ago praising the user's presentation, and one from Mark Baren dated October 4, 2012, praising the user's presentation to the User Group. An 'Add Update' button is located at the top right of the observations section.

In addition, you can add or edit your social network information.

Search People

Dashboard

Your Profile

Alerts **1**

COLLABORATE

Employee Observations

KEEP TRACK

Your Goals


Your Competencies

Your Pay

Logout

[View Desktop Version](#)

Edit Social Networks



Albert Alburn
Alternative title

Twitter

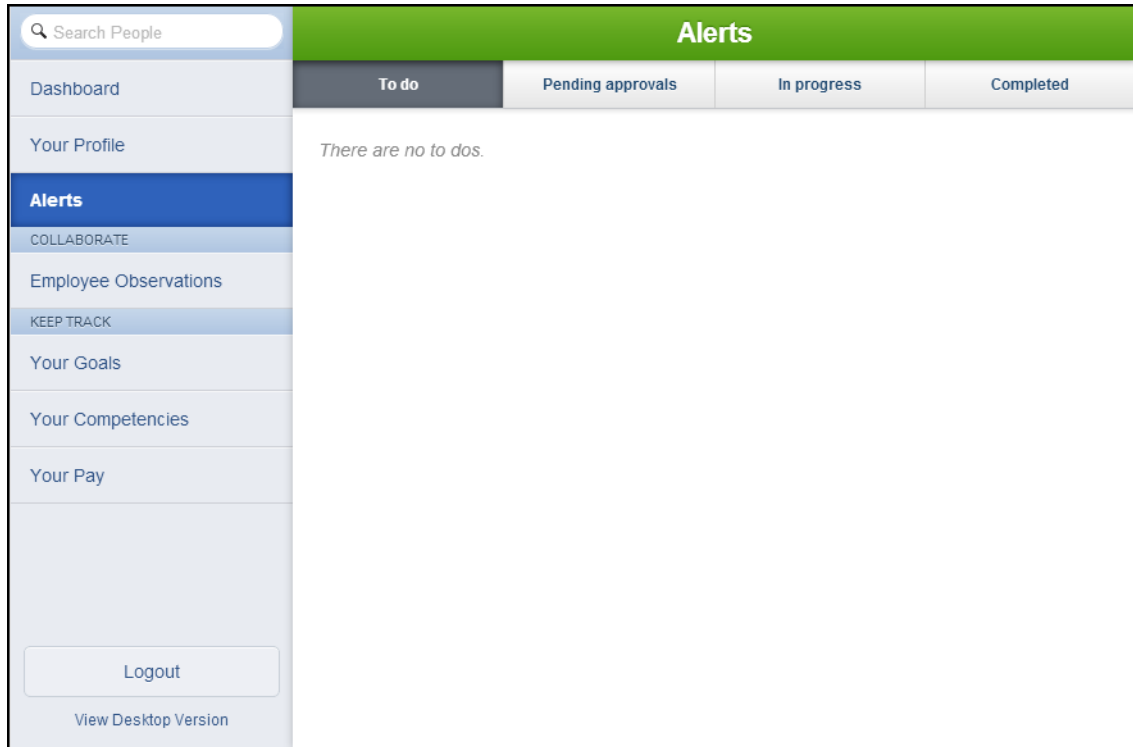
LinkedIn

Viewing Your Alerts






Alerts provide you quick access to view inbox requests that you may have submitted or have been submitted on your behalf. Alerts are grouped by status, and most recent requests appear first.

To view an alert:

1. From the side navigation panel, select the Alerts menu option. The Alerts To Do page appears.



2. Select an alert status to view (for example, Completed). The Alerts Completed page appears.

Alerts			
To do	Pending approvals	In progress	Completed
		Add/Change/Delete PTO Initiated by Mark M. Baren for themselves	October 5, 2012 >
		Add/Change Employee Development Opportunity Details Initiated by Mark M. Baren for themselves	October 4, 2012 >
		Add/Change Employee Development Opportunity Details Initiated by Mark M. Baren for themselves	October 4, 2012 >
		Add/Change Employee Development Opportunity Details Initiated by Mark M. Baren for themselves	October 4, 2012 >
		Add/Change Employee Development Opportunity Details Initiated by Mark M. Baren for themselves	October 4, 2012 >

3. Select a request to view. The Alert Detail page appears.

Search People
←
Alert Detail

Dashboard

Your Profile

Alerts

COLLABORATE

Employee Observations

KEEP TRACK

Your Goals

Your Competencies

Your Pay

Logout

View Desktop Version

Add/Change/Delete PTO

Submitted October 5, 2012 by Mark M. Baren for Mark M. Baren

Last modified 10/19/2012 4:24 PM

Apply 10/19/2012 4:24:59 PM

Approval Approved

Update Passed

Request Details Show all fields +

	BEFORE	SUBMITTED
Estimated Available Hours		0.0000
Requested Hours		8.0000
Remaining Estimated Hours		0.0000
Estimated Unearned Plan Hours		180.0000
Estimated Available Hours		0.0000
Requested Hours		8.0000
Remaining Estimated Hours		0.0000
Estimated Unearned Plan Hours		180.0000

UltiPro® is a registered trademark of The Ultimate Software Group, Inc.

All other company and product names referenced herein are the trademarks or registered trademarks of their respective holders. No part of this document may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of The Ultimate Software Group, Inc. Information in this document is subject to change without notice.