



People and Money system

We realise this formatting may not be accessible for all – to request this document in an alternative format please email or call hrhelpline@ed.ac.uk


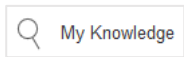

Employee Guide-How to Search My Knowledge

Employee

Estimated time to complete: 6 minutes

In Brief...

This is a simple overview of the process.

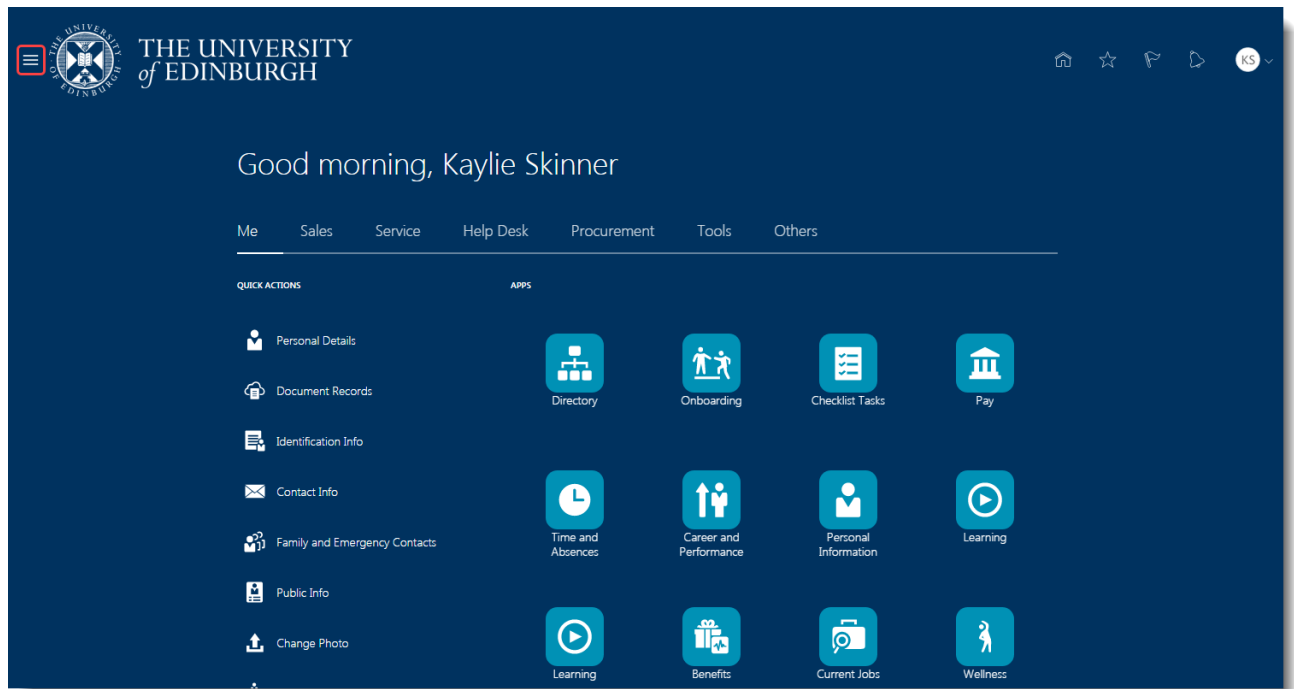
1. From the **Home** page, click the **Navigator**  menu icon located at the top left.
2. Open **Help Desk**, then click **My Knowledge** 
3. Enter the keywords for your search and click **Search**  to find matching knowledgebase article(s).
4. In the list of results, click on the applicable link to view the knowledgebase article.

For detailed guidance, see the [next section](#).

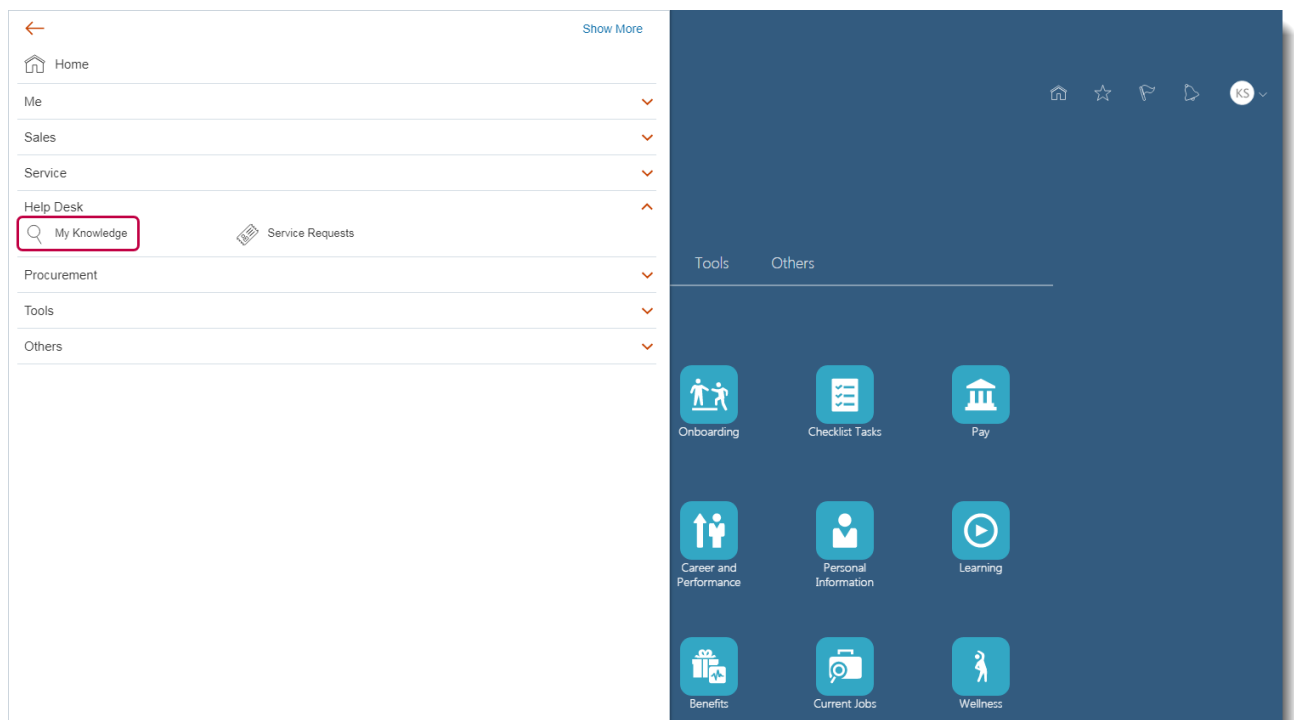
In Detail...

Searching the Knowledgebase

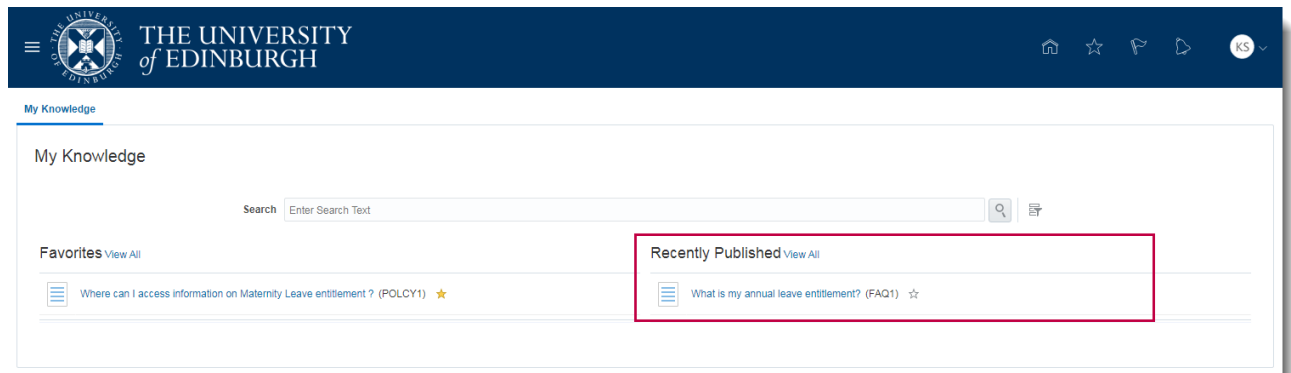
1. From the **Home** page, click the **Navigator** menu icon located at the top left.



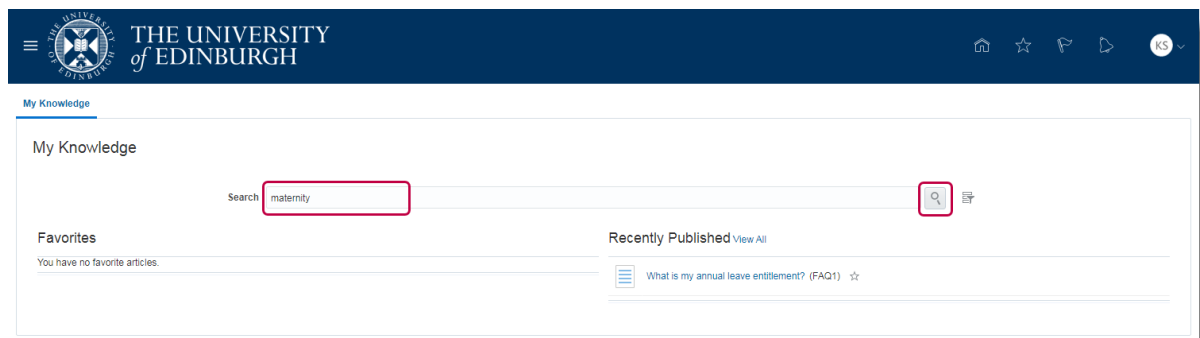
2. Open **Help Desk**, and then click **My Knowledge**.



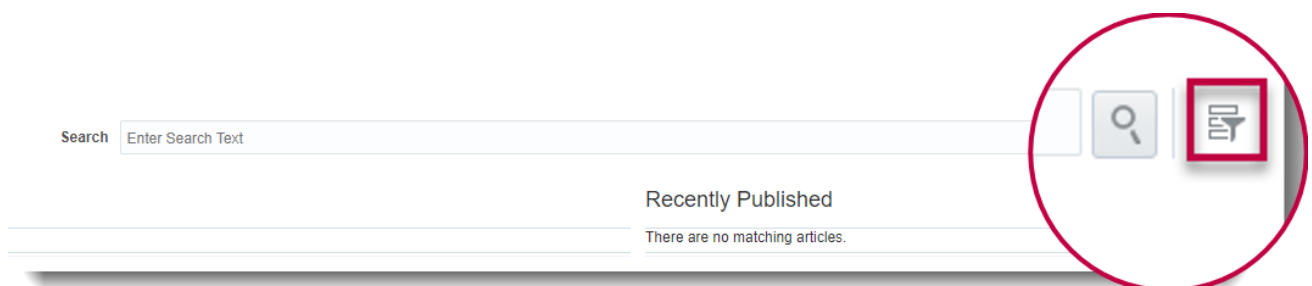
3. A new or updated article (published in the last 15 days) is displayed in the **Recently Published** section of your **My Knowledge** page and can be accessed directly by clicking the link.



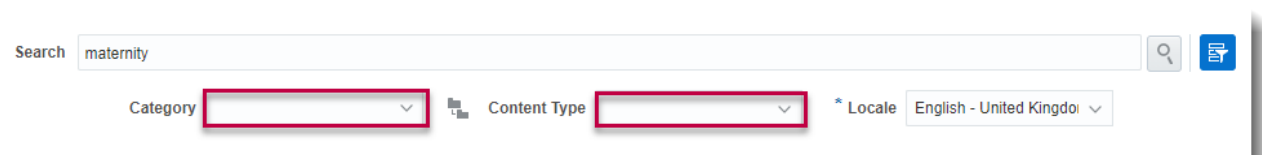
4. Enter a keyword or search topic and press Enter or click **Search** to find matching knowledgebase article(s).



You can limit your search results, by using the **Advance Search** option to filter the article search. Click on the **Advance Search** icon to the right of the search field.



And select from the **Category** or **Content Type** fields to limit the search results.



Note: When using the Advance search option you must **first enter a keyword or question** into the Search text field. This is a mandatory step and will enable the system to narrow the search parameters so that most appropriate article is returned. You can then refine search using the Category and Content Type option.

Articles in the knowledgebase have an icon next to them and mean the following:



The article will open in a new page



The article will download for you to save and open

In the list of results, click on the applicable link to view the knowledgebase article.

THE UNIVERSITY of EDINBURGH

My Knowledge

My Knowledge > Search Results

Search

Search results for maternity, English - United Kingdom (2)

- Maternity Policy Document POLCY1 ☆
Maternity Policy document effective August 2017 Maternity Policy 1. Policy Statement The University is committed to helping its staff to balance their family and work commitments. This policy explains the leave and pay available to you during your pregnancy and in the first year following the birth of your ...
- Where can I access information on Maternity Leave entitlement? POLCY1 ☆**
All the information you need about leave and pay can be found in the University's Policy & Guidance pages which includes the Maternity policy. The HR Policy & Guidance pages provide full details for Maternity leave including a maternity pay calculator tool. <https://www.ed.ac.uk/human-resources/policies-guidance>

5. After you have viewed or downloaded the article you can return to the results by clicking on the **My Knowledge** tab at the top of the page.

THE UNIVERSITY of EDINBURGH

My Knowledge POLCY1: Where can I access ... x

Where can I access information on Maternity Leave entitlement ? (POLCY1) ☆

Version	4.0	Author	Susan McLaren	Date Created	9/04/2020 9:35 AM
Published By	Susan McLaren	Date Published	9/04/2020 2:47 PM	Rating	Unrated

Question
Where can I access information on Maternity Leave entitlement ?

Description
All the information you need about leave and pay can be found in the University's Policy & Guidance pages which includes the Maternity policy.

Answer
The HR Policy & Guidance pages provide full details for Maternity leave including a maternity pay calculator tool.
<https://www.ed.ac.uk/human-resources/policies-guidance>

Documents
Maternity Policy Document

Rate this article ☆☆☆☆☆

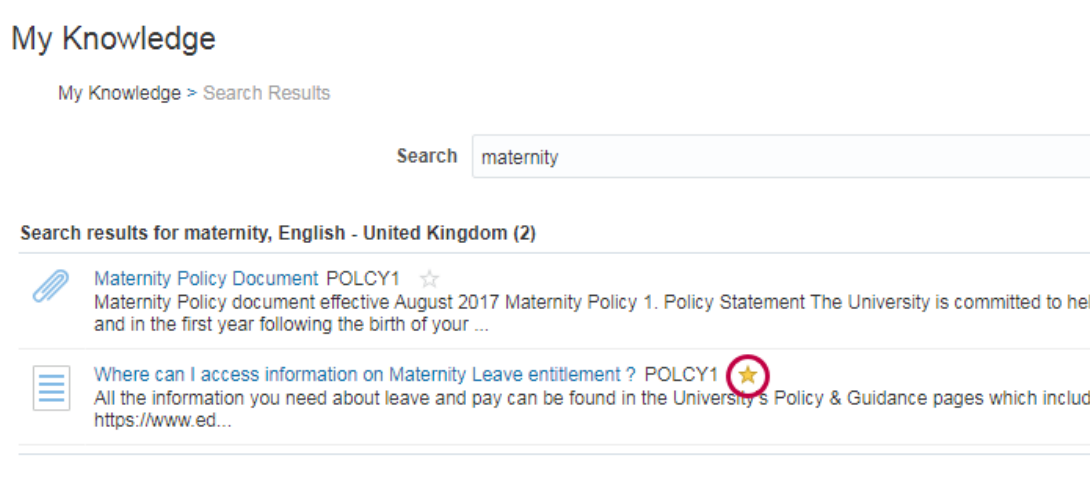
Note: whilst the **Rate this article** functionality is available to use, there is no facility at this time to add a comment to justify your ratings.

An article that is important or you intend to access frequently can be saved as a [Favourite](#).

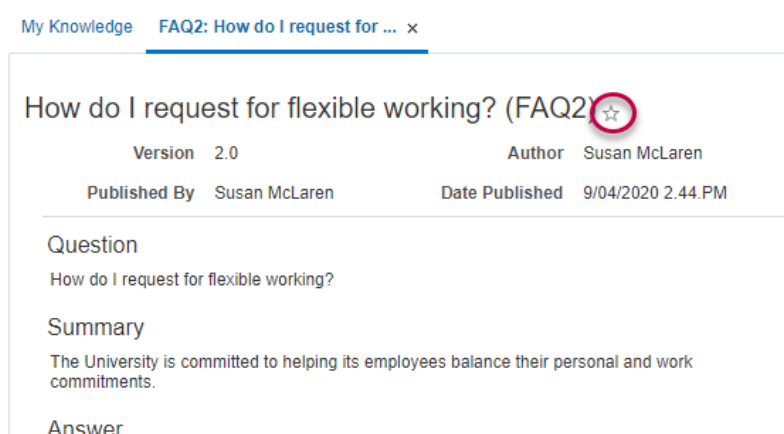
Creating a Favourite

Articles that are important or need to be accessed frequently can be made a **Favourite** and opened directly from your **My Knowledge** page.

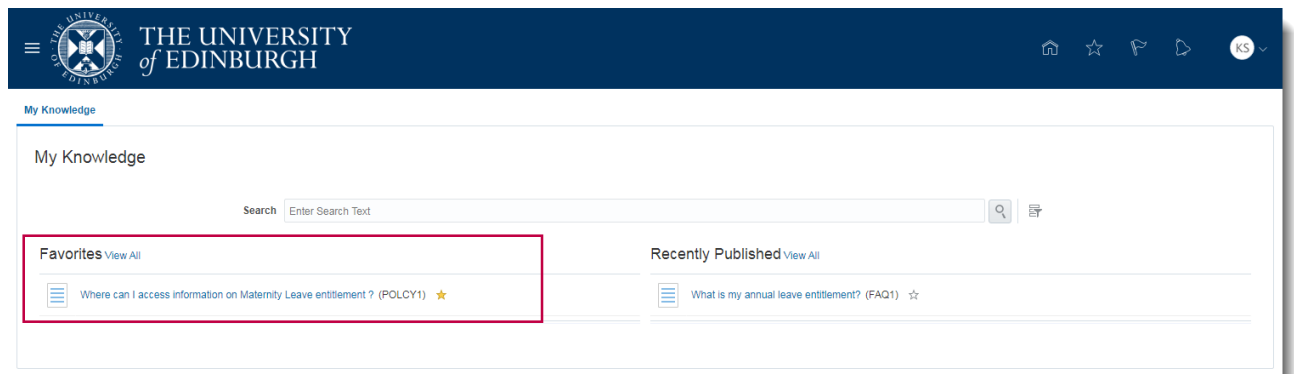
1. Follow steps 1 to 4 in [Searching the Knowledgebase](#) to find articles that match your search criteria.
2. In the search results, click on the grey star icon next to the relevant article and it changes to yellow to indicate it a favourite. If you no longer want the article in your favourites list, click on the yellow star icon to remove it.



You can also mark an article as a favourite, when you are in the article page; just click on the star icon to the right of the article title and the star will change to yellow.



3. The article is listed in the **Favorites** section of your **My Knowledge** page where it can be quickly opened.



Glossary

Please refer to Glossary