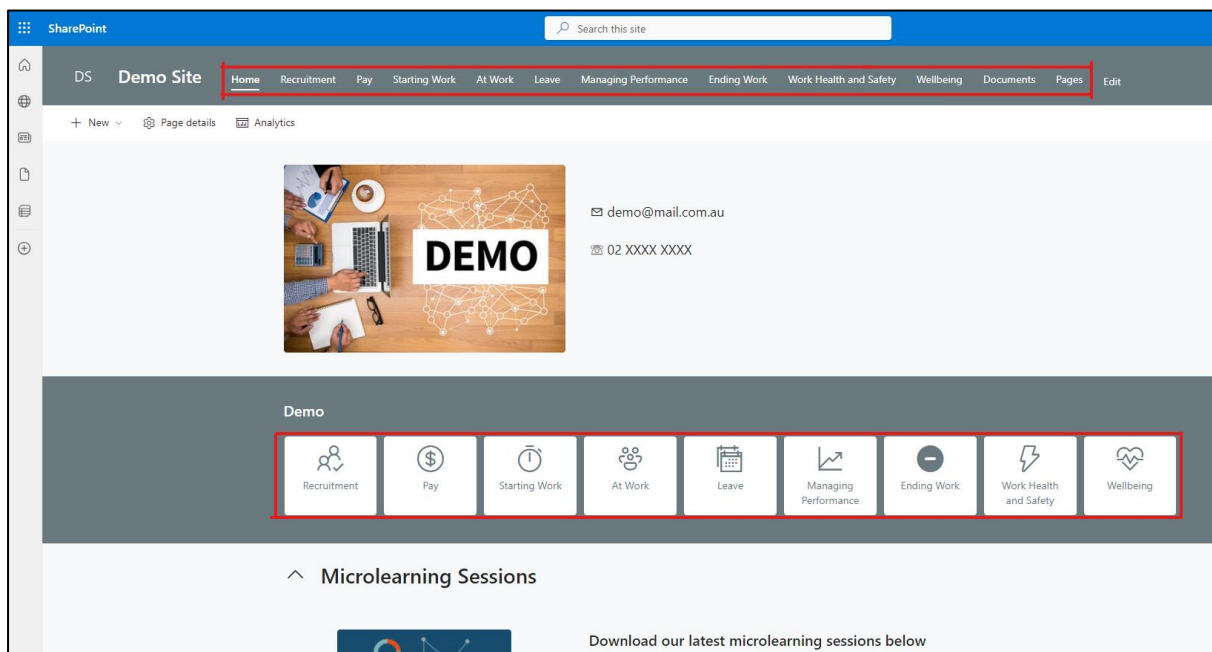


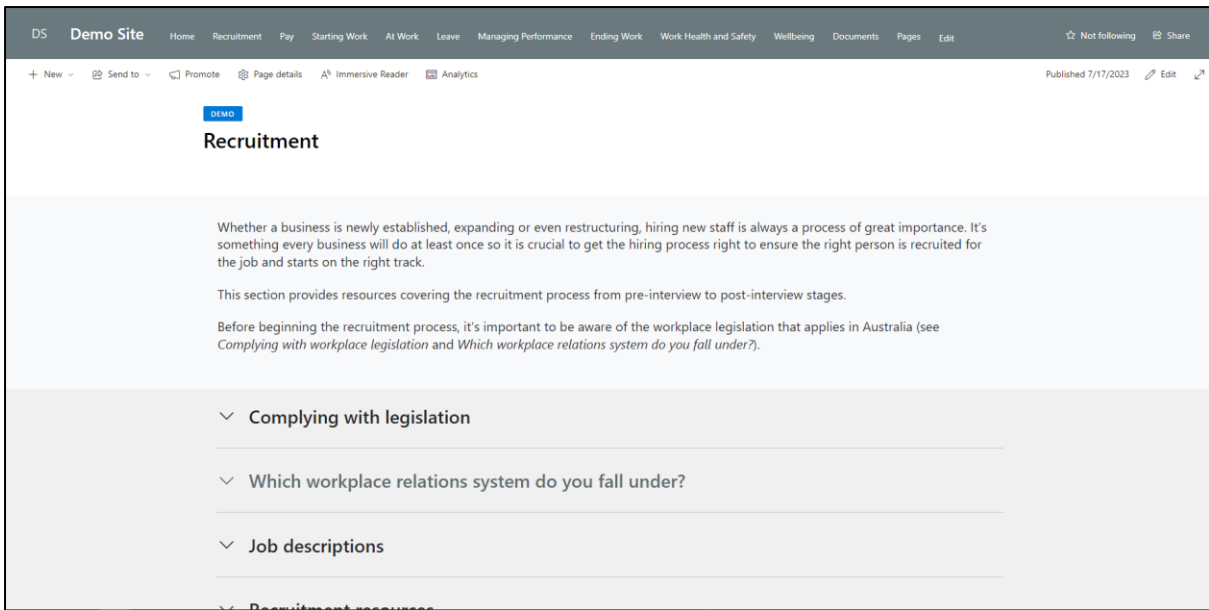
# How to Navigate the SharePoint HR Portal

[Click here for steps on how to navigate using the search bar.](#)  
[Click here to learn how to download resources on the SharePoint HR Portal.](#)

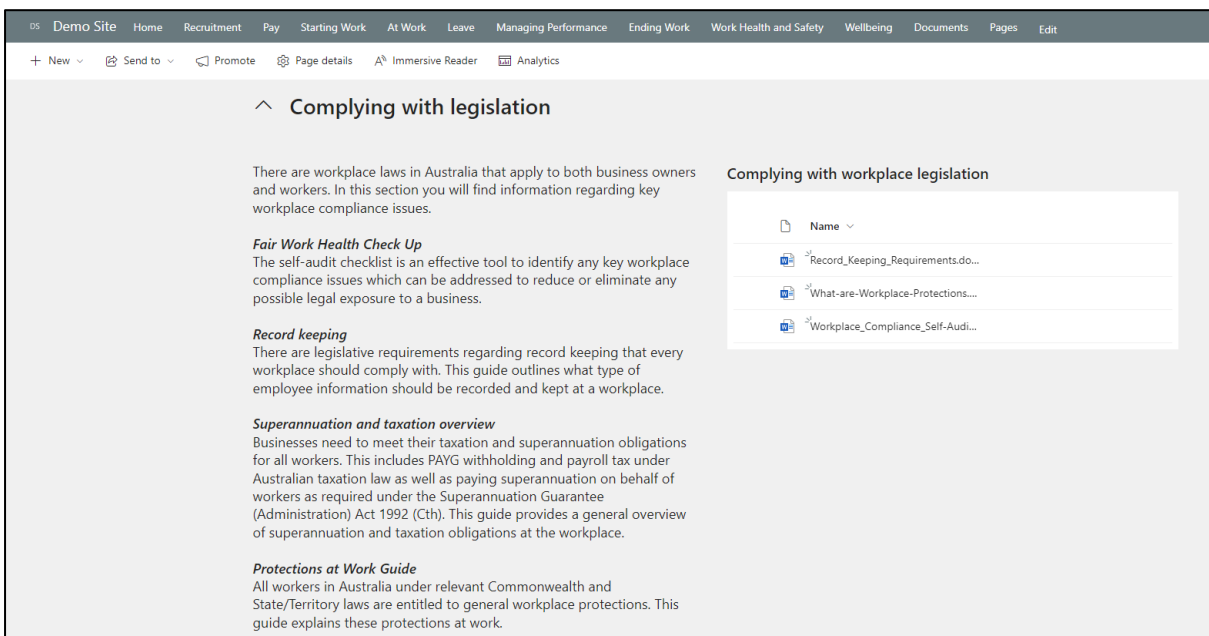
1. Upon entering the SharePoint HR Portal, you will be able to see category tabs at the top and middle of the page. These tabs share the same function – clicking it will redirect you to the page relevant to the topic.



2. As an example, for resources that relate to recruitment, click on the “Recruitment” tab. You will then be redirected to the Recruitment Page.



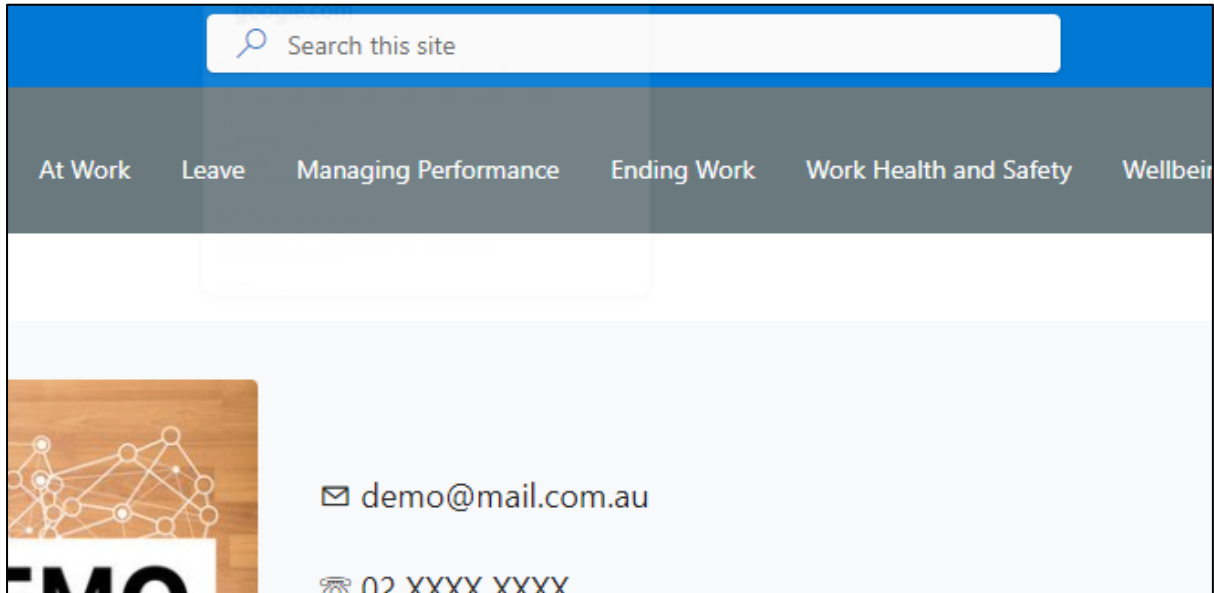
3. On each page, there will be an overview which provides a summary description of the topic. The HR resources have been separated based on the relevant sub-topic to make it easier to find the resource you actually need. For example, if you are looking for “Record Keeping Requirements”, this can be found under the “Complying with legislation” tab. Click on the tab to open it.



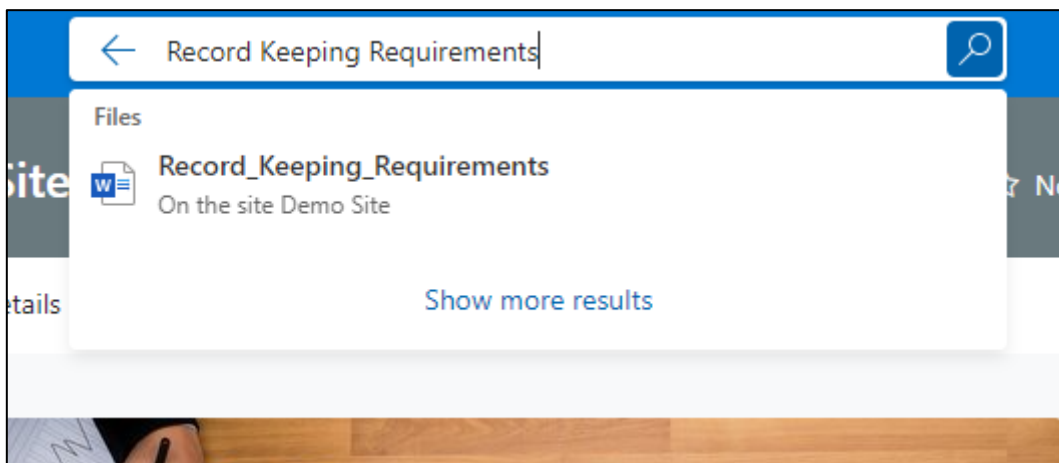
In each sub-topic tab, you will find an overview of the specific topic covered by the resources, and a list of our resources on the right hand side, which you can click to download.

## How to Navigate using the Search Bar

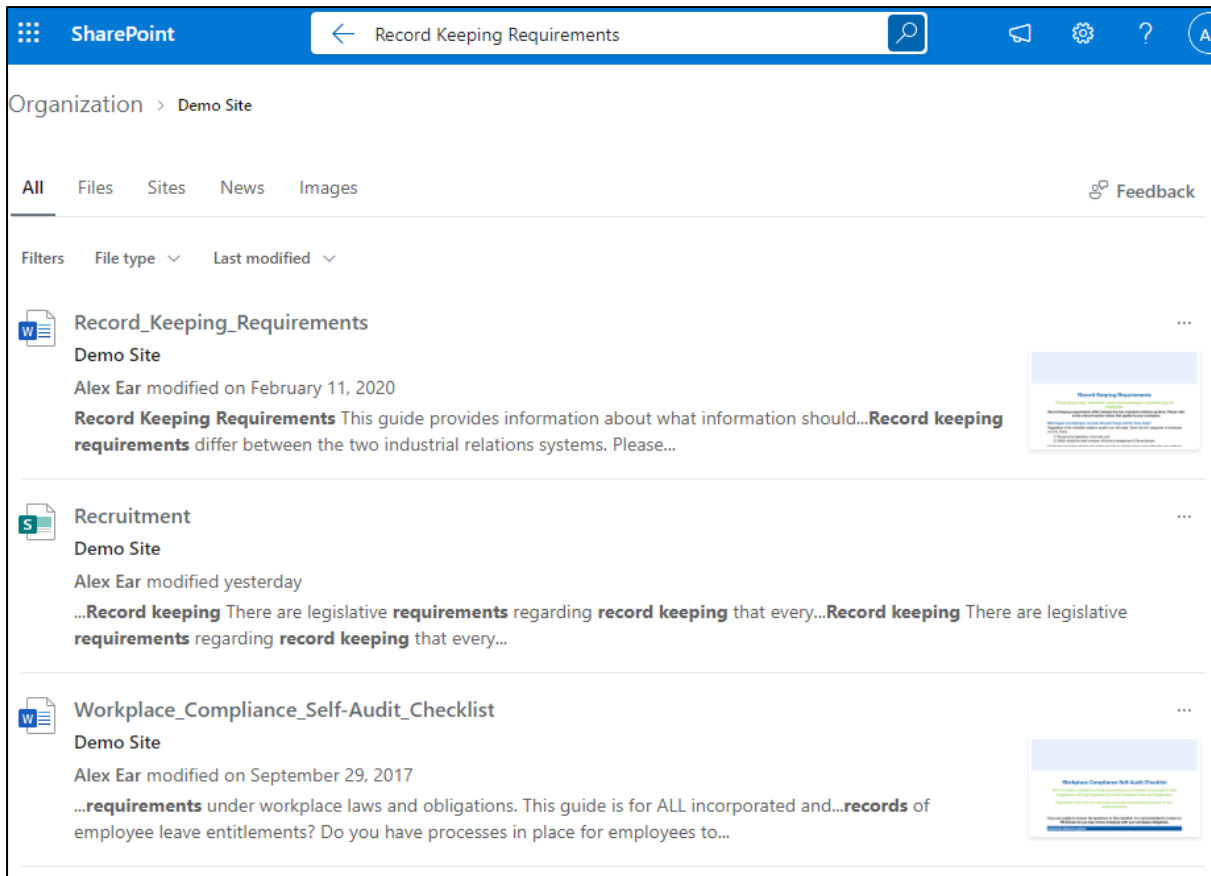
If you know the name of the file, but are unsure which category it will fall under, you can simply use the search bar, located at the top of the SharePoint HR Portal.



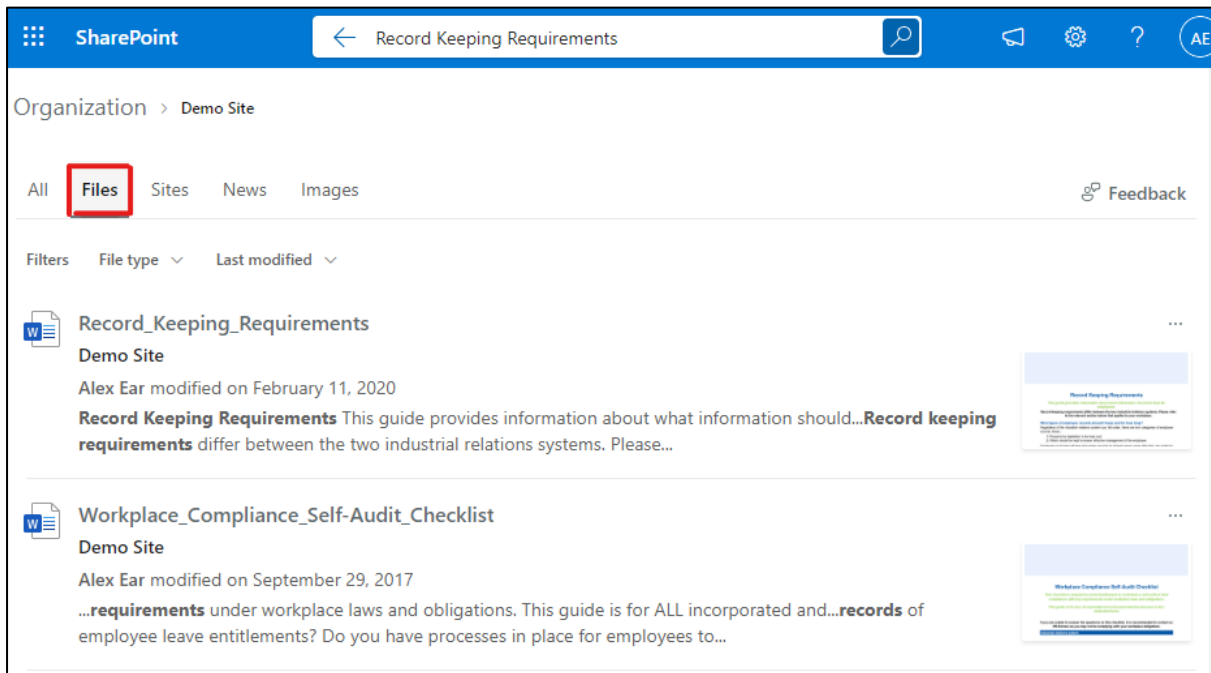
1. All you need to do is type the name of the file (or any keyword) and hit the search button. For example, we will search for the resource on “Record-Keeping Requirements”.



2. After you hit the search button, you will be redirected to the Search Page, which will display all relevant results.



3. Where there are a large number of results, you can simply filter the results based on what you are looking for (i.e., filter by file, site, news, etc.). In this example, we will filter by file.

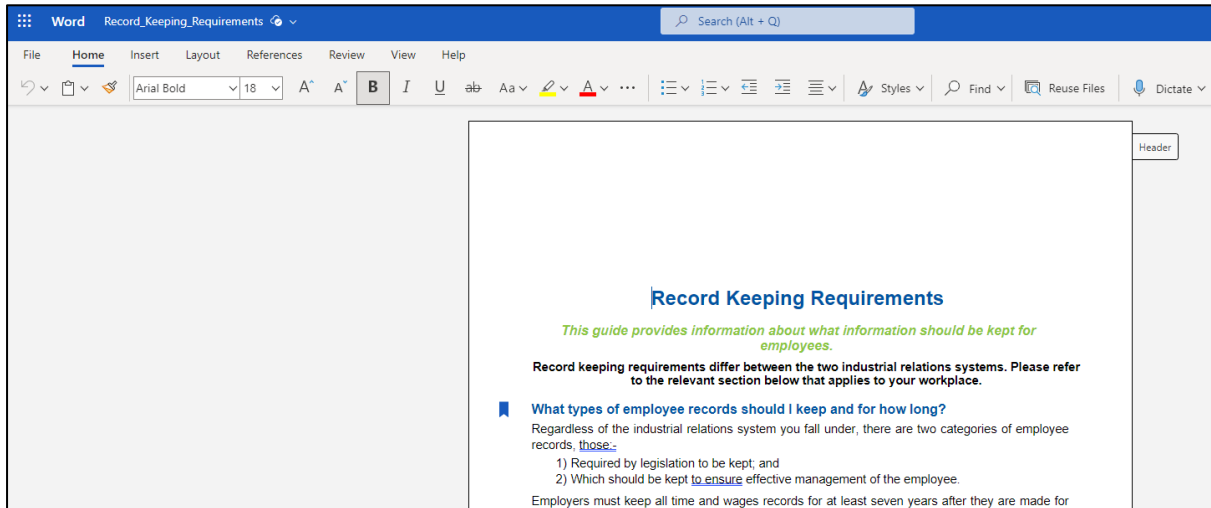


4. Simply click on the desired file after you have located it.

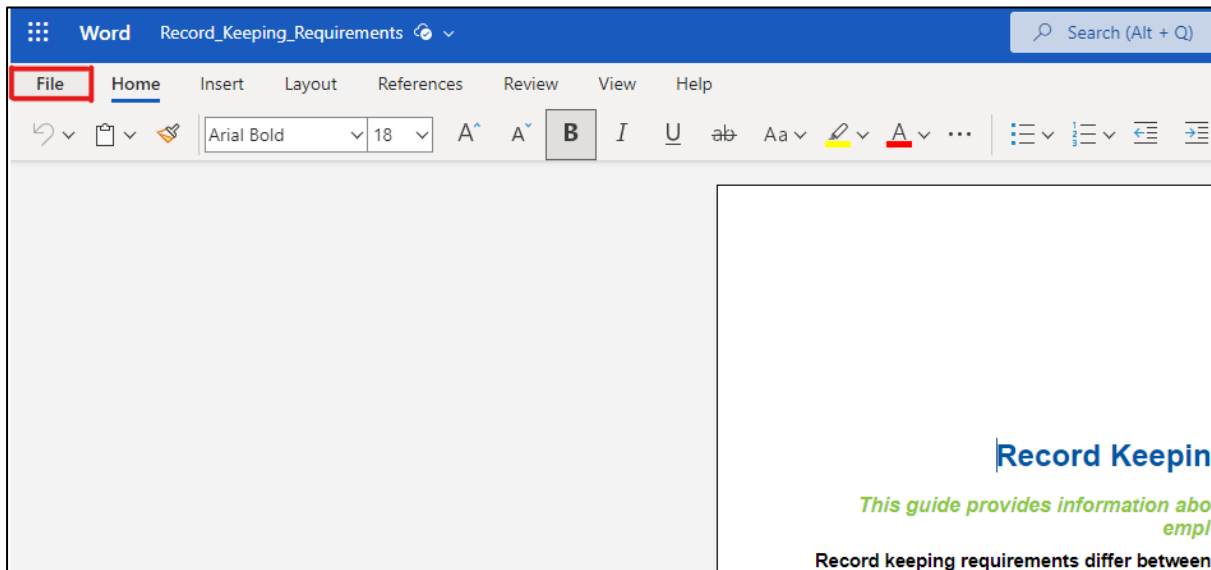
# How to Download Resources on the SharePoint HR Portal

There are two ways to download our HR resources from the SharePoint HR Portal.

1. You can simply click on the file to be redirected to the Microsoft Word Online Page. In this example, we will click on the “Record Keeping Requirements” file.



2. From this page, Click on “File”, which can be located on the top left of the page.



3. From the side menu, click “Save As” and then “Download a Copy” (or “Download as PDF” if you would prefer a PDF File).

