

ICAMS (Imperial College Availability Management System) – USER Guidance Notes

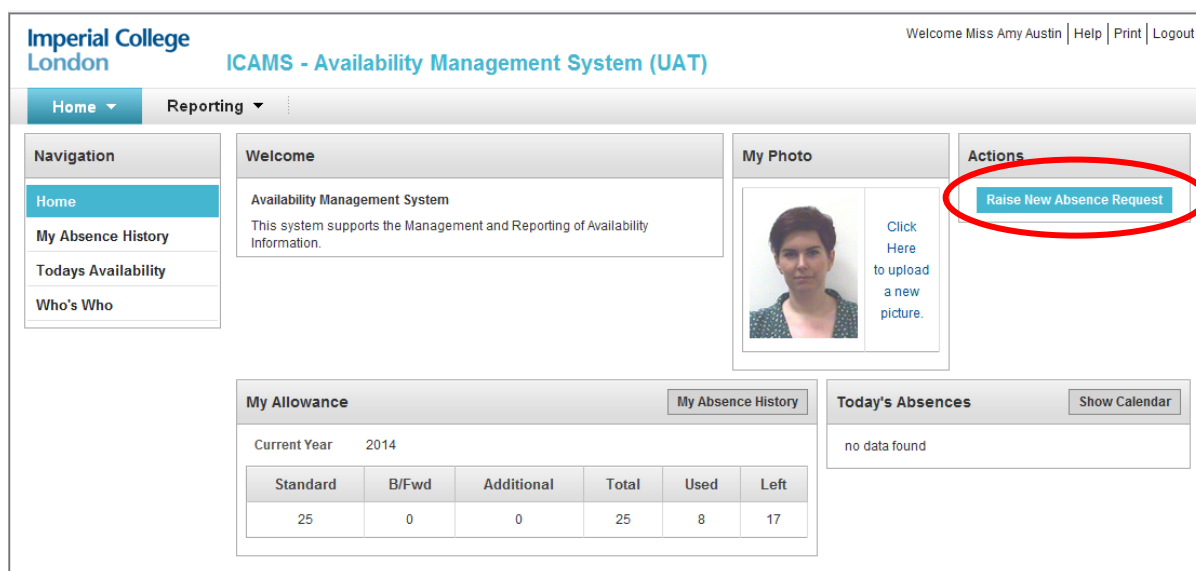
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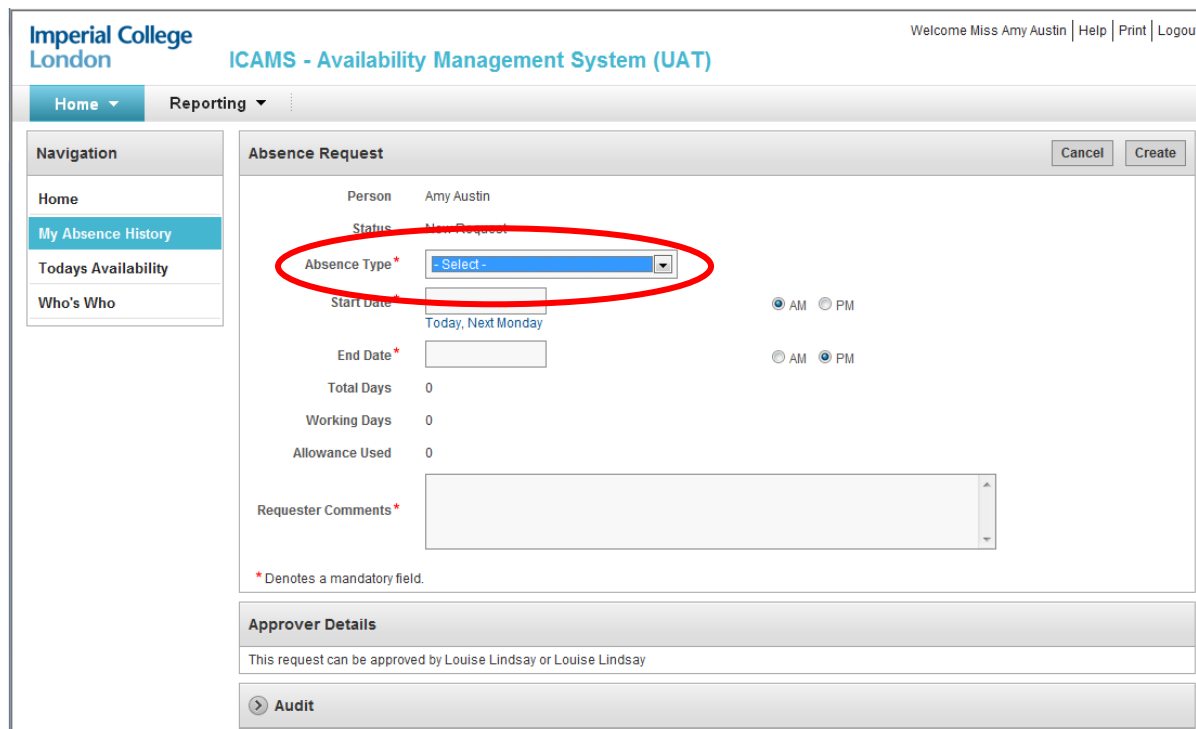
Link to log in: [ICAMS LOGIN](#)

How to raise an annual leave request:

1. In the **Actions** section of the home page, click on the **Raise New Absence Request** button.



2. Click on the drop down menu button in the **Absence Type** field and select 'Holiday Leave'.



3. Enter the start date of your leave into the **Start Date** field by selecting the relevant date from the calendar. The calendar will automatically appear when you click into the **Start Date** field. You also have the option of selecting today's date by clicking on the **Today** link underneath the **Start Date** field or next Monday's date by clicking on the **Next Monday** link.
4. Select if the leave will be starting in the morning (AM) or the afternoon (PM) by selecting the appropriate option on the right hand side of the **Start Date** field.
5. Enter the end date of your leave in the **End Date** field by selecting the relevant date from the calendar. The calendar will automatically appear when you click into the **End Date** field.
6. Select if the leave will be ending in the morning (AM) or the afternoon (PM) by selecting the appropriate option on the right hand side of the **End Date** field.
7. After entering your leave dates, the number of **Total Days**, **Working Days** and **Allowance Used** will display.
8. Add any comments regarding your leave request, that you would like your line manager to view, in the **Requester Comments** free text area. **Please note:** This is a mandatory field so a relevant comment must be entered.
9. The **Approver Details** section will display who can approve your leave request.
10. To submit your leave request, click on **Create**.

The screenshot displays the 'Absence Request' form in the ICAMS system. The form is titled 'Absence Request' and includes the following fields and sections:

- Person:** Amy Austin
- Status:** New Request
- Absence Type:** Holiday Leave (dropdown menu)
- Start Date:** 16-Jun-2014 (with 'Today, Next Monday' links) and radio buttons for AM and PM.
- End Date:** 20-Jun-2014 and radio buttons for AM and PM.
- Total Days:** 4.5
- Working Days:** 4.5
- Allowance Used:** 4.5
- Requester Comments:** Back to work on Friday 20th June at 1:30pm. (43 of 4000 characters)
- Approver Details:** This request can be approved by Louise Lindsay or Louise Lindsay
- Audit:** (button)

The 'Create' button is circled in red, indicating the final step to submit the request.

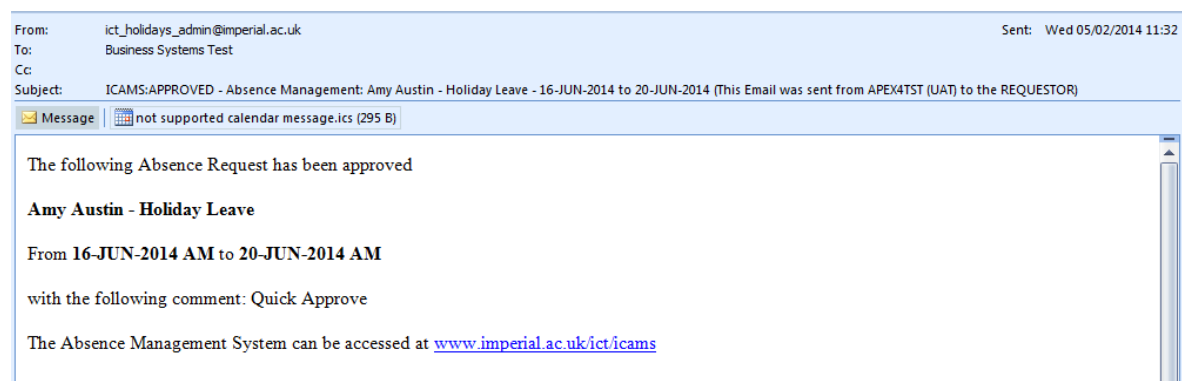
Note: If you have submitted your leave request, an email notification will be sent to you and your line manager, confirming details of your request, please see example below:

ICAMS – User Guidance notes

(For HR use only)



Once your line manager has approved or rejected your leave request, a confirmation email and a calendar update for Outlook will be sent to you and your line manager, please see example below:



Note: A warning message will appear if you try and book more than your allocated leave allowance and an error message will appear if you try to request a date or dates that have already been requested.

11. You will then be directed to the **My Absence History** page below. Which provides the following information:

Imperial College London
ICAMS - Availability Management System (UAT)

Welcome Miss Amy Austin | Help | Print | Logout

Home Reporting

Navigation

- Home
- My Absence History
- Today's Availability
- Who's Who

Search

Leave Year: 2014

Allowance						Absences			
Standard	B/Fwd	Additional	Total	Allowance Used	Allowance Left	Type	Total Days	Working Days	Allowance Used
25	0	0	25	8	17	Holiday Leave	8	8	8

Absence Requests [Raise New Request](#)

Go Rows: 15 Advanced

Details	Start Date	End Date	Type	Status	Total Days	Working Days	Allowance Used	Approver Comments	Requester Comments
	12-JUN-2014 AM	12-JUN-2014 PM	Holiday Leave	New Request	1	1	1		Annual leave
	28-APR-2014 AM	28-APR-2014 PM	Holiday Leave	Approved	1	1	1	Quick Approve	Annual Leave
	23-APR-2014 AM	25-APR-2014 PM	Holiday Leave	Approved	3	3	3	Quick Approve	Approved by Audrey on 10th October
	14-APR-2014 AM	16-APR-2014 PM	Holiday Leave	Approved	3	3	3	Quick Approve	Approved by Audrey on 10th October

- Leave Allowance**, including: standard allowance (**Standard**), allowance brought forward from previous leave year (**B/Fwd**), additional leave (**Additional**), total leave taken (**Total**), allowance used to date (**Allowance Used**) and allowance remaining (**Allowance Left**).
- Absences**, including: type of leave taken (**Type**) e.g. Work From Home, total days taken (**Total Days**), working days taken (**Working Days**) and allowance used (**Allowance Used**).
- Absence Requests**, including: start date of leave (**Start Date**), end date of leave (**End Date**), type of leave requested (**Type**), status of leave requested e.g. Approved (**Status**), total days requested (**Total Days**), working days (**Working Days**), allowance used (**Allowance Used**), approver comments e.g. Quick Approve (**Approver Comments**) and any requester comments e.g. Holiday Leave (**Requester Comments**).

Note: You can view your absence history from a previous leave year by selecting the relevant year in the Search section of the above page.

How to amend an unapproved leave request or delete a request:

- On the homepage click on the **My Absence History** link in the **Navigation** menu or from the link at the bottom of the page under the heading **Home**.
- In the **Absence Request** section, click on the pencil icon in the **Details** column next to the leave request that you wish to amend or delete.

The screenshot shows the ICAMS - Availability Management System (UAT) interface. At the top, it says "Imperial College London" and "ICAMS - Availability Management System (UAT)". There is a navigation menu on the left with options like "Home", "My Absence History", "Today's Availability", and "Who's Who". The main area displays "Absence Requests" with a table of requests. The table has columns for Details, Start Date, End Date, Type, Status, Total Days, Working Days, Allowance Used, Approver Comments, and Requester Comments. The first row shows a request for 28-APR-2014 AM, Holiday Leave, Approved, 1 Total Day, 1 Working Day, 1 Allowance Used, with Approver Comments "Quick Approve" and Requester Comments "Annual Leave". The second row shows a request for 23-APR-2014 AM, Holiday Leave, Approved, 3 Total Days, 3 Working Days, 3 Allowance Used, with Approver Comments "Quick Approve" and Requester Comments "Approved by Audrey on 10th October". The third row shows a request for 14-APR-2014 AM, Holiday Leave, Approved, 3 Total Days, 3 Working Days, 3 Allowance Used, with Approver Comments "Quick Approve" and Requester Comments "Approved by Audrey on 10th October". The fourth row shows a request for 11-APR-2014 AM, Holiday Leave, Approved, 1 Total Day, 1 Working Day, 1 Allowance Used, with Approver Comments "Quick Approve" and Requester Comments "Annual Leave". The "Apply Changes" button is circled in red.

- If you are amending a leave request, change the details as required e.g. Start Date, End Date etc and then click on the **Apply Changes** button.

The screenshot shows the ICAMS - Availability Management System (UAT) interface for editing an absence request. The form is titled "Absence Request" and includes fields for Person (Amy Austin), Status (New Request), Absence Type (Holiday Leave), Start Date (17-JUN-2014), End Date (17-JUN-2014), Total Days (1), Working Days (1), Allowance Used (1), and Requester Comments (Annual leave). The "Apply Changes" button is circled in red. Below the form, there is an "Approver Details" section stating "This request can be approved by Louise Lindsay or Louise Lindsay" and an "Audit" section.

Note: An email notification will be sent to you and your line manager, confirming details of your amended request.

(For HR use only)

4. If you are deleting a request, click on the **Delete** button and enter a reason in the **Delete Absence Request** form, as below:

Delete Absence Request

Reason *

Please be aware that the reason will appear on the ICAMS notification e-mails.

* Denotes a mandatory field.

close

5. Once you have entered a reason, please click on the **OK** button.

Note: An email notification will be sent to you and your line manager, confirming deletion of your leave request.

Viewing Today's availability:

1. On the homepage click on the **Todays Availability** link in the **Navigation** menu or from the link at the bottom of the page under the heading **Home**:

Imperial College London
ICAMS - Availability Management System (UAT)

Welcome Miss Amy Austin | Help | Print | Logout

Home Reporting

Navigation

- Home
- My Absence History
- Todays Availability**
- Who's Who

Departments

- HR - HR Services (up)
- HR - HR Services Team HR

Search

Find Person or Department Go Reset

Selected Department

Department Name HR - HR Services

Manager Availability

Manager	Availability
Louise Lindsay	At Work

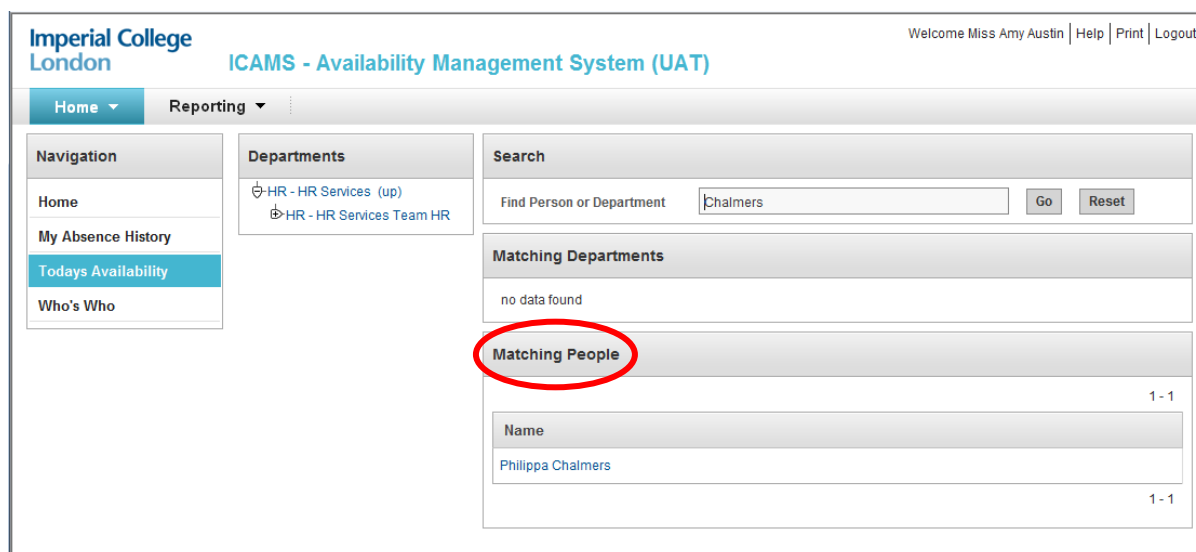
Team Availability

Person	Availability
Amy Austin	At Work
Audrey Fraser	At Work

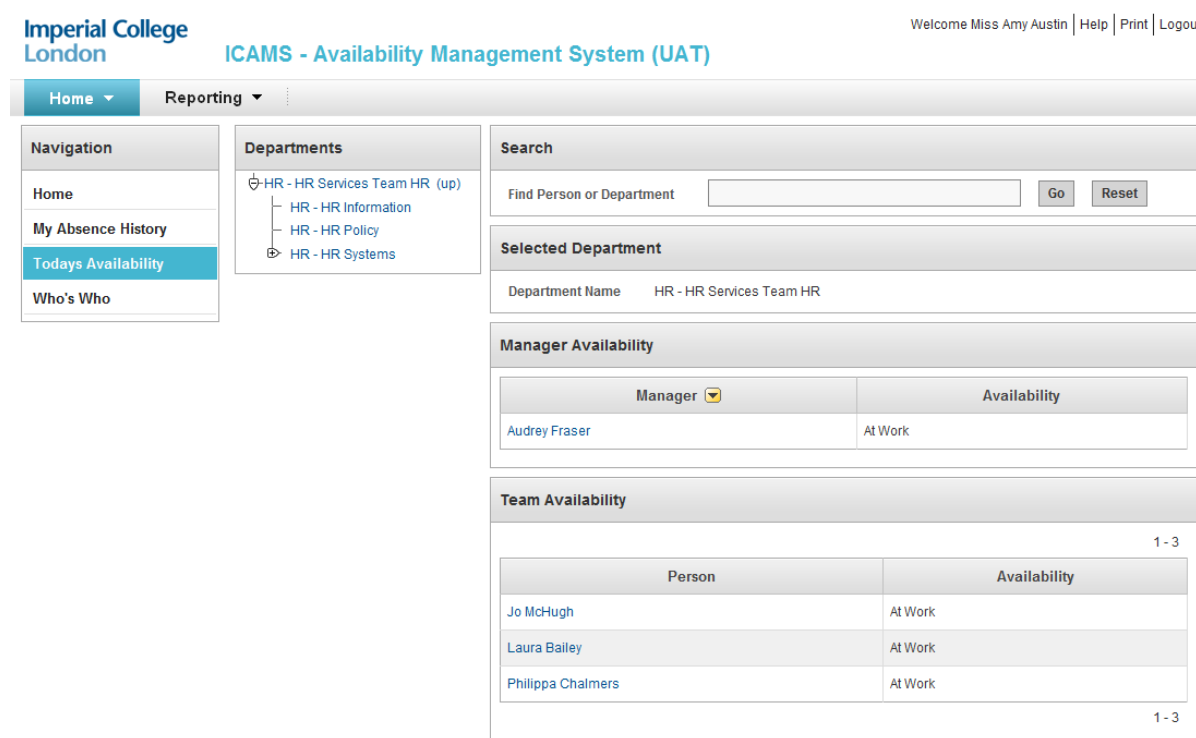
1 - 2

Home Reporting
Home Calendar
My Absence History
Todays Availability
Who's Who

- To find a person or team/group and to check their availability today e.g. are they at work, working from home etc, enter their surname or the relevant team/group name into the **Find Person or Department** field and click on the **Go** button. To reset, click on the **Reset** button.
- The system will then display a list of matching teams/groups in the **Matching Departments** section (if you have entered a team/group) or a list of people matching the surname you have entered in the **Matching People** section. **Please note:** The system will only display individuals and teams/groups that you have access to.



4. Click onto the team/group name to check if members of that team/group are available today or if you have entered a surname, click on the individuals name to check if they are available today, you will then be taken to the screen below where you can view the following:



- Departments** – displays the team/group hierarchy in which the individual(s) work within.
- Selected Department** – this is the name of the team/group the individual(s) work in e.g. HR Policy, Systems & Information.
- Manager Availability** – the team/group manager’s name and their availability.

d) **Team Availability** – shows the team members availability.

Note: You can search for individuals sitting in other teams/groups (that you have access to) from the above page by using the **Find Person or Department** search field in the **Search** section.

Viewing Who's who:

1. On the homepage click on the **Who's Who** link in the **Navigation** menu or from the link at the bottom of the page under the heading **Home**:

The screenshot displays the ICAMS - Availability Management System (Development) interface. At the top, it shows the Imperial College London logo and the system name. The navigation menu on the left includes 'Home', 'My Absence History', 'Today's Availability', and 'Who's Who', with 'Who's Who' highlighted in red. The main content area features a search bar with 'HR - HR Services' entered, a tree view of the organizational structure, and sections for Managers and Members. The footer also has a 'Who's Who' link highlighted in red.

Navigation Menu:

- Home
- My Absence History
- Today's Availability
- Who's Who**



Search Section:

Find Department or Person: HR - HR Services


Tree Section:

- HR - HR Services (up)
 - Audrey Fraser
 - Amy Austin
 - HR - HR Services - Team
 - Laura Bailey
 - Jo McHugh
 - HR - HR Systems
 - Kirsty Gibson
 - Daniel Brooke
 - Natasha Tubbritt
 - HR - HR Systems - Administration
 - Sarah Pottinger
 - Jo Demetris
 - HR - HR Policy
 - Suzanne Woodcock
 - HR - HR Information
 - Rob Robson

Managers Section:

Manager	2nd Contact
Louise Lindsay	Louise Lindsay
	
businesssystemstest@imperial.ac.uk	businesssystemstest@imperial.ac.uk

Members Section:

Name	Email	Photo
Amy Austin	businesssystemstest@imperial.ac.uk	

Footer:

- Home
- Home
- My Absence History
- Today's Availability
- Who's Who**

2. You will then be directed to the page above where you have the following options:

- a) In the **Search** section, you can select the particular person or team/group e.g. HR – OD – Postdoc Development Centre that you wish to view from the picklist.
- b) In the **Tree** section, you can view a team/groups structure and where appropriate collapse this structure by clicking on the **Collapse All** button. You can expand

the structure to show all areas within the departments hierarchy and the individuals who sit within these areas by clicking on the **Expand All** button. To reset the **Tree**, click on the **Reset Tree** button.

- c) In the **Managers** section, you will see the name, photo and email address of the manager and deputy manager/2nd contact for the team/group you are looking at. **Please note:** the 2nd Contact field is mandatory; therefore where a deputy manager/2nd contact is not required, the same individual may appear as both the manager and 2nd Contact.
- d) In the **Members** section, team members within the department you are viewing will appear, showing their name, email address and photo.

How to view the Absence Calendar:

1. On the homepage click on the **Reporting** tab or the **Reporting** link at the bottom of the page:

Imperial College London | ICAMS - Availability Management System (UAT) | Welcome Miss Amy Austin | Help | Print | Logout

Home | **Reporting**

Navigation: Home, My Absence History, Today's Availability, Who's Who

Welcome: Availability Management System. This system supports the Management and Reporting of Availability Information.

My Photo: Click Here to upload a new picture.

Actions: Raise New Absence Request

My Allowance: My Absence History

Standard	B/Fwd	Additional	Total	Used	Left
25	0	0	25	8	17

Today's Absences: Show Calendar | no data found

Home | Reporting | Calendar

Alternatively, you can view the calendar by clicking on the **Show Calendar** button in the **Today's Absences** section on the homepage.

2. The **Absence Calendar** will be displayed as below. On this page you have the following options:

Imperial College London
ICAMS - Availability Management System (UAT)

Welcome Miss Amy Austin | Help | Print | Logout

Home ▾ Reporting ▾

Navigation
Calendar

Today's Absences

Name	Department	Type	Start Date	End Date	Status
Daniel Brooke	HR - HR Systems	Leave	14-OCT-2013 AM	25-OCT-2013 PM	Approved
Sarah Pottinger	HR - HR Systems - Administration	Leave	21-OCT-2013 AM	25-OCT-2013 PM	Approved

Absence Calendar

< Previous Today Next >

October 2013

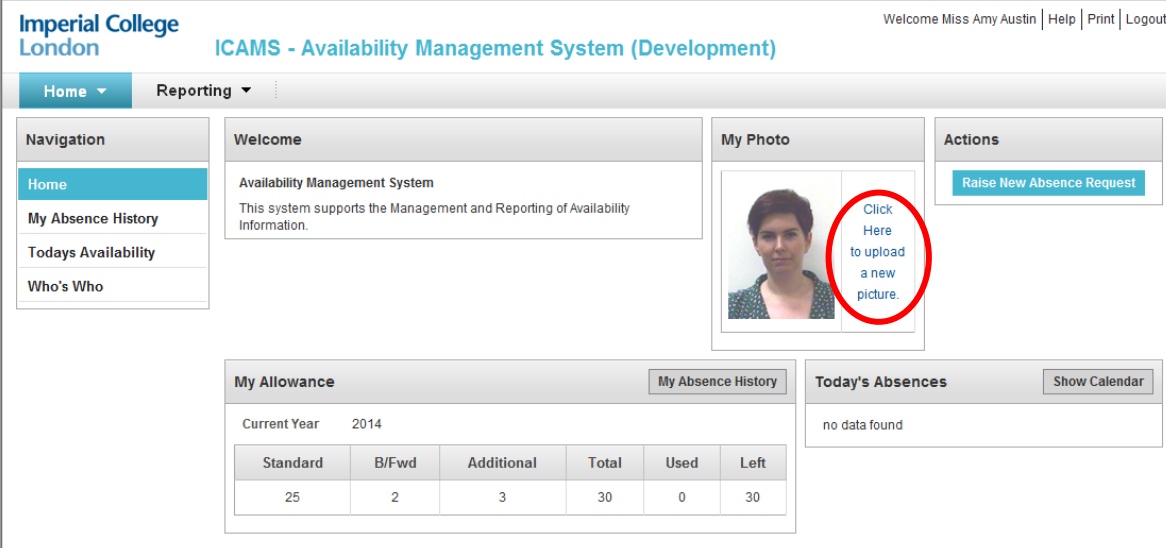
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14 Sarah Pottinger - Leave Daniel Brooke - Leave	15 Daniel Brooke - Leave	16 Daniel Brooke - Leave	17 Daniel Brooke - Leave	18 Daniel Brooke - Leave	19 Daniel Brooke - Leave	20
21 Sarah Pottinger - Leave Daniel Brooke - Leave	22 Sarah Pottinger - Leave Daniel Brooke - Leave	23 Sarah Pottinger - Leave Daniel Brooke - Leave	24 Daniel Brooke - Leave Sarah Pottinger - Leave	25 Sarah Pottinger - Leave Daniel Brooke - Leave	26	27
28	29 Suzanne Woodcock - Leave	30	31	01	02	03

- The **Today's Absences** section will display the name(s) of anyone in your team(s) that is taking leave today.
- The **Absence Calendar** will default to the current month but you can view previous and future months by clicking on the **Previous** and **Next** buttons. Clicking on the **Today** button will return you to the current month, highlighting today's date.

Please note: Individuals who are not Managers will only have access to **Absence Calendar**.

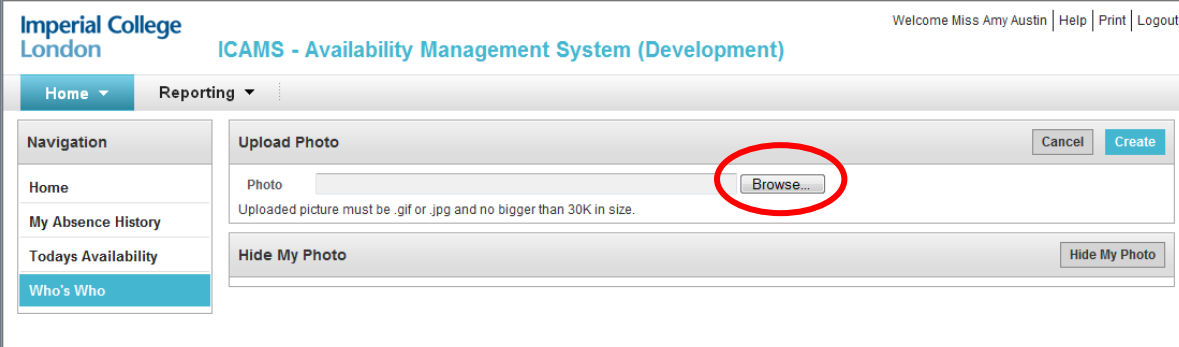
How to change your photo?:

1. On the homepage, click on the '**Click here to upload a new picture**' link in the **My Photo** section.



The screenshot shows the ICAMS homepage for Miss Amy Austin. The 'My Photo' section is highlighted, and a red circle is drawn around the text 'Click Here to upload a new picture.' which is a link to upload a new profile picture.

2. In the **Upload Photo** section, click on the **Browse...** button to upload your new picture.



The screenshot shows the 'Upload Photo' section. A red circle is drawn around the 'Browse...' button, which is used to select a file from the local system.

Note: Uploaded pictures must be .gif or .jpg and no bigger than 30K in size.

3. Find the image that you wish to upload and click on the **Open** button. The file path to the image will then display in the **Upload Photo** section, as shown below:



The screenshot shows the 'Upload Photo' section with the file path 'C:\Users\Public\Pictures\Sample Pictures\Koala.jpg' entered in the 'Photo' field. A red circle is drawn around the 'Browse...' button, which is used to select a file from the local system.

4. Click on the **Create** button in the **Upload Photo** section. You will then see a message at the top of your screen that reads 'Action Processed' and your new photo will be displayed.

FAQs

1. How do I book my leave if I work part-time?

If you are a part-time employee, in order for your leave entitlement to calculate correctly, you will need to raise separate leave requests that reflect your working pattern i.e. if your working pattern is that you work on a Monday, Thursday and Friday and you wish to take one weeks annual leave, you will need to raise one request for the Monday and a separate request for Thursday and Friday.

2. Can I cancel a leave request before submitting?

If when entering your leave details, you need to cancel the request before submitting, clicking on the **Cancel** button will return you to the homepage.

3. Can I amend a leave request that has already been approved?

No, you are only able to amend a leave request that has not yet been approved.

4. What absence types can be viewed in the Absence Calendar?

The following absence types can be viewed:

Absence Type:	Appears in Absence Calendar as:
Holiday Leave	Leave
Additional Holiday Leave	Leave
Time Off In Lieu	Leave
Compassionate Leave	Leave
Unpaid Leave	Leave
Maternity Leave	Leave
Paternity /Maternity Support Leave	Leave
Parental Leave	Leave
Adoption / Surrogacy Leave	Leave
Domestic / Family Emergency Leave	Leave
Study Leave	Leave
Sabbatical Leave / Leave of Absence	Leave
Jury Service / Witness Duty	Leave
Volunteer Reserve Forces	Leave
Public Duties	Leave
Sickness	Out of Office
Meeting	Out of Office
Medical Appointment	Out of Office
Non Working Day	Out of Office
Training	Out of Office
Conference	Out of Office
Secondment	Secondment
Work from Home	Work from Home

5. Are College Closure days and Bank Holidays displayed in the Absence Calendar?

Yes, both dates will be displayed in the Absence Calendar.

6. Can I hide my photo?

Yes, to hide your photo, click on the '**Click here to upload a new picture**' link in the **My Photo** section of the homepage and then click on the **Hide My Photo** button.