



Customisation options for the ESS

Introduction

The Employee Self Service module is set to use a particular style when it is first installed (see image below). This style can be adapted almost entirely to meet your own specifications and design. You can also choose which screens are published to the Web Client and which group they should appear in.

Visual style of the Web Client

The style is controlled using HTML defined in Cascading Style Sheets (CSS). These style sheets control the colours, fonts, images (banners, logos, etc.) and general layout of the ESS.

It is possible to change the look and feel of the ESS by changing these style sheets as well as adding new images and icons. The following areas in particular can be changed;

- The banner and logo at the top of the page
- The background behind the groups, behind the titles of each group, and behind the icons
- The font of the headers, icon labels, breadcrumb, and login text

Content of the Web Client

The groups that appear on the home page and the screens that can be accessed on the ESS (as well as the icons that the Web Client uses for these) can be changed within the People Inc. Screen Designer Module.

You will be able to rename the groups, move the screens around within them to change the order, or even remove screens and groups altogether. The icon that is used for the People Inc. Windows client and the Web Client can also be chosen by renaming the screen itself in the Screen Designer Module.

If you are interested in finding out more information, please contact us on **01908 265 111**.



ESS Home Page - default colours and layout

The screenshot shows a web browser window with the URL localhost/PSPWebClient/Section/Main/Welcome.aspx. The page header features the 'People Inc. by P&A' logo and navigation links for 'Home page', 'Help', and 'Log off'. The main content area is divided into three sections: 'Personal Information' (with a dropdown for 'EMP010 - Mrs V.F. Anderson'), 'Holiday and Absence', and 'Update Personal Details'. Each section contains several icons representing different functions: Employees, Benefit History, Equipment, Appraisal History, Medical History, Absence requests, Personal absence view, Absence view (Groups), Absence History, Update Bank Details, Update Contact Details, and Update Contacts.

ESS Home Page - example colours and layouts

This screenshot shows the same ESS Home Page but with a different color scheme, primarily purple and blue. The layout is identical to the first screenshot, but the background and header colors are changed. The 'Personal Information' section still shows 'EMP010 - Mrs V.F. Anderson'. The 'Update Personal Details' section now includes an additional icon for 'Sign Off'. The 'Home page', 'Help', and 'Log off' links are also present in the header.