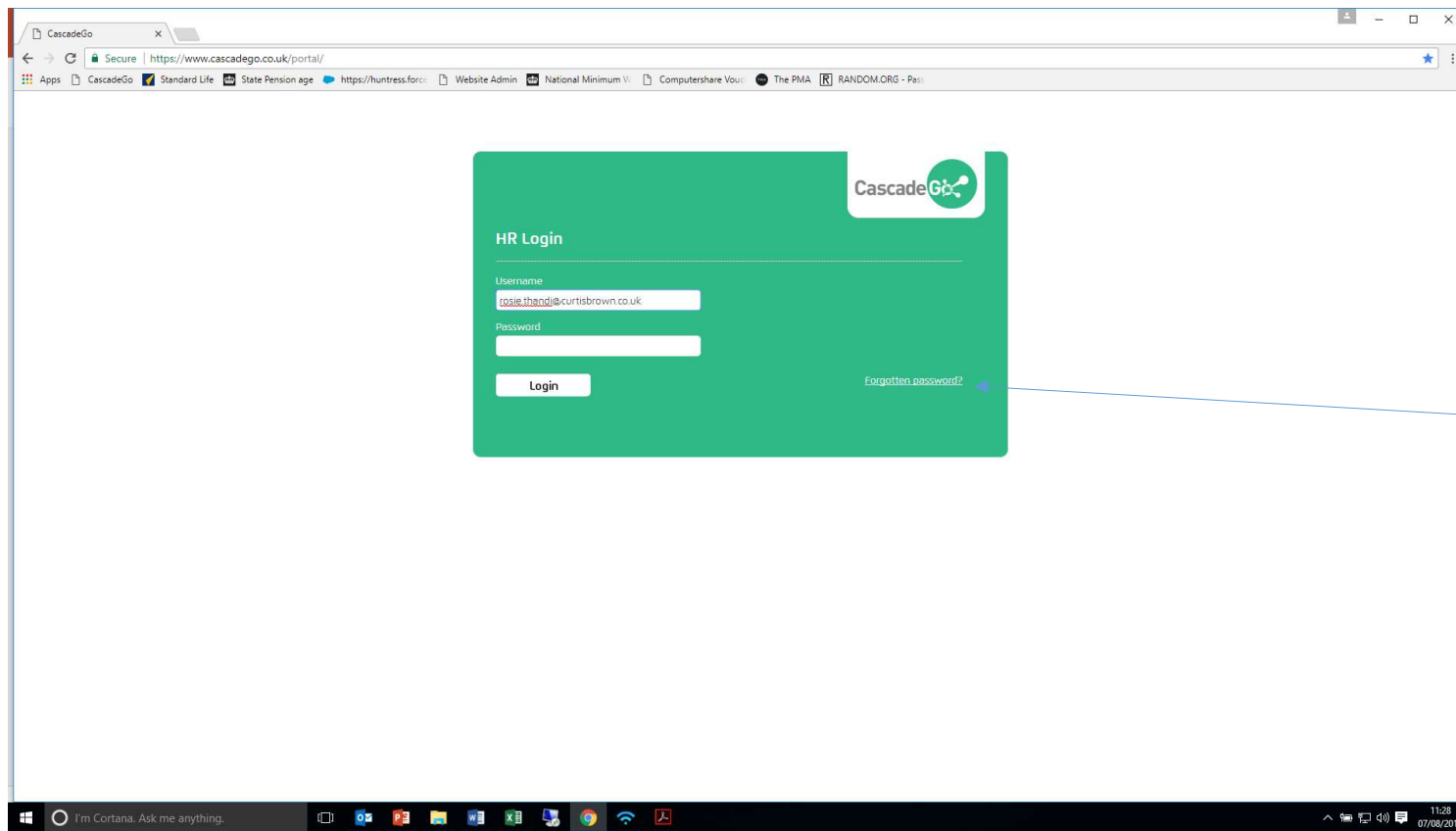


## How to Use The HR/Holiday Booking System

It works best in Chrome. Go to <https://www.cascadego.co.uk/portal/>

Remember that your Username is your email address (generally your **firstname.lastname@**. Use lowercase letters and don't forget the 'dot'.



Click the 'Forgotten password?' link if you need to reset your password

This is the Home screen you'll see when you log in. It shows your Holiday Entitlement Tile and your Absences in the calendar year in a pie chart.

The screenshot shows a web browser window with the URL <https://www.cascadego.co.uk/portal/open>. The page header includes the Curtis Brown logo and a user profile section with a search bar and links for 'My Details / Logoff'. A navigation bar contains 'Absence', 'Contacts', 'Profile', and 'Read & Accept'. A sidebar on the left lists 'Home', 'Company Handbook', 'My Details', 'Reward Statement', 'Directories', and 'Guide'. The main content area features logos for Cuba Pictures, Curtis Brown Creative, Curtis Brown, C+W, and Fane Productions. Two tiles are visible: 'Absence this Year' and 'Holiday'.

**Absence this Year**

Category	Value
Bank Holiday	7
Christmas Closing Days	4
Holiday	1
Other Leave	0.5

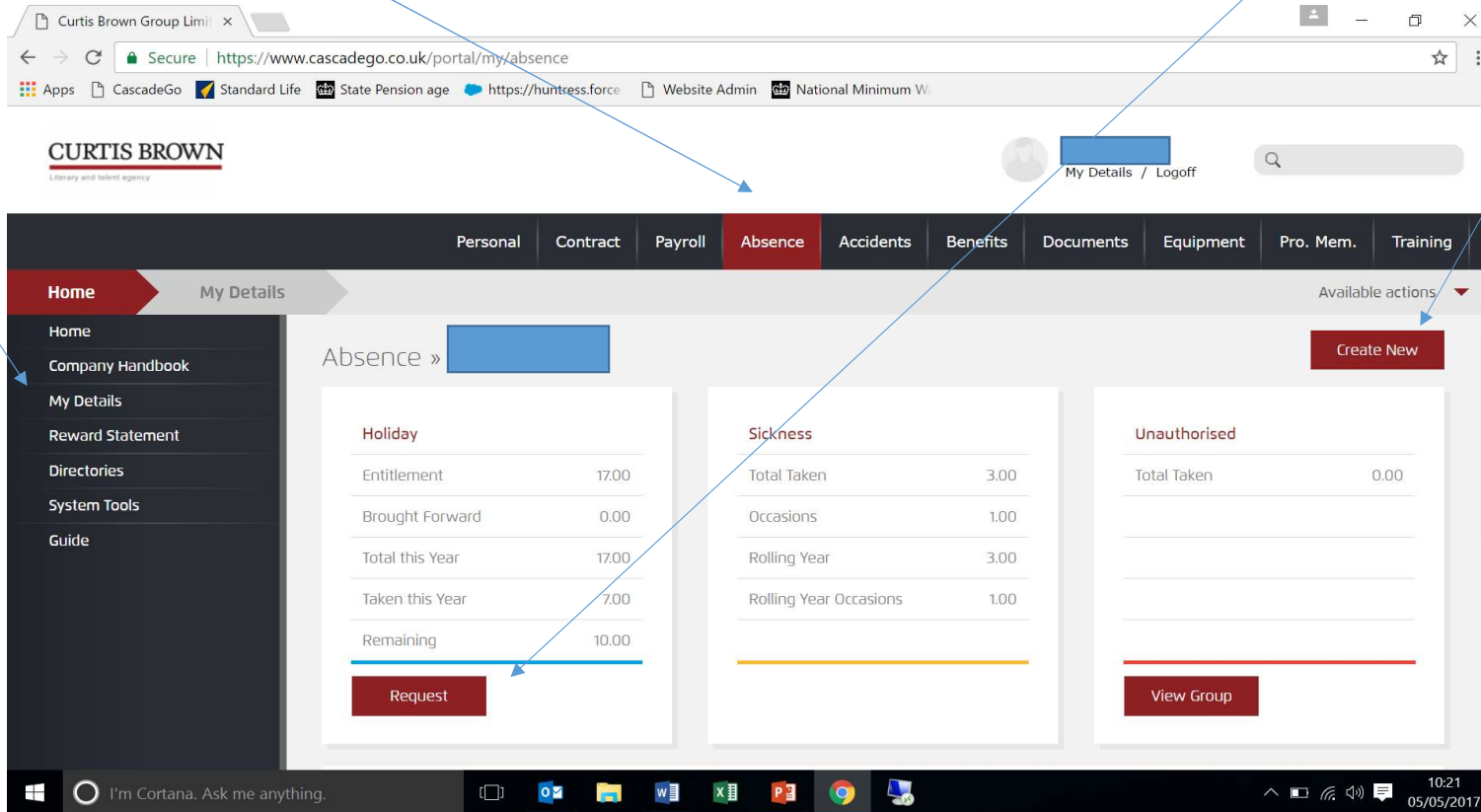
**Holiday**

Entitlement	32.00
Brought Forward	0.00
Total this Year	32.00
Taken this Year	12.00
Remaining	20.00

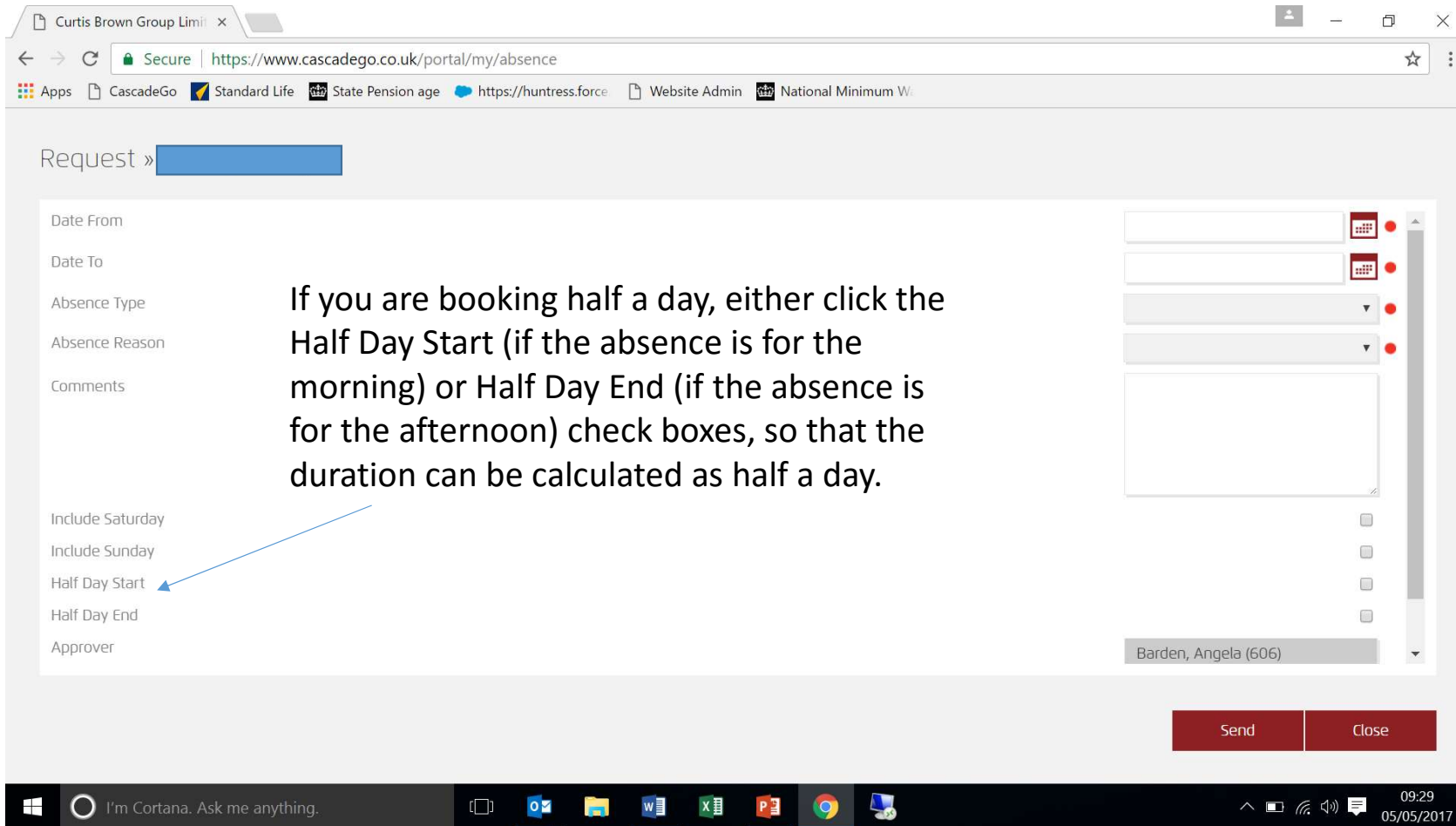
1. Click on 'My Details' from the left hand menu.

2. You will see the tabs appear across the top, click the 'Absence' tab.

3. Depending on your security setting, you may have the 'Create New' button. If you do, please use this to book your holiday. Alternatively you can only see the 'Request' button, please use this.



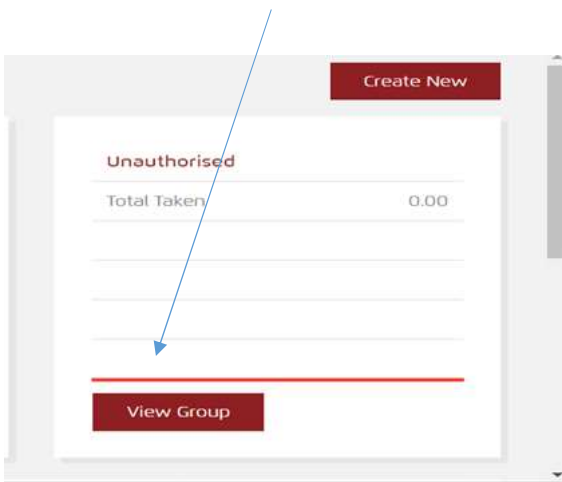
When you click the 'Request' or 'Create New' button, a screen similar to the below will pop up. Enter the inclusive dates of the absence, complete all sections with a red dot as these are mandatory. Ignore the 'Include Saturday/Sunday' check boxes. The system will automatically calculate the duration.



If you are booking half a day, either click the Half Day Start (if the absence is for the morning) or Half Day End (if the absence is for the afternoon) check boxes, so that the duration can be calculated as half a day.

If you are booking holiday dates around a bank holiday, you will need to split these into 2 entries either side, as Bank holidays' and Christmas closing dates have already been entered. If you need to delete holiday, contact HR.

Click the 'View Group' button to view your Department's Absence as a Calendar view.



HR have already added in bank holidays and Christmas closing days and these will have been taken off your holiday entitlement.

The screenshot shows a web browser window with the URL [https://www.cascadego.co.uk/portal/my/absence\\_calendar.aspx?w=1280&h=720](https://www.cascadego.co.uk/portal/my/absence_calendar.aspx?w=1280&h=720). The page title is 'Curtis Brown Group Limited - CascadeGo - Google Chrome'. The main content is an absence calendar for May 2017. The calendar grid shows days from Monday to Wednesday. Various colored blocks represent different types of leave: green for 'Bank Holiday', orange for 'Business Tri...', dark green for 'Christmas Cl...', light green for 'Holiday', and purple for 'Working From...'. A legend at the bottom of the calendar lists these categories with their corresponding colors. Navigation buttons for 'Last Month', 'Next Month', 'Previous Page', and 'Next Page' are visible. A Windows taskbar at the bottom shows the time as 09:29 on 05/05/2017.

Click the 'Available Actions' Menu and then 'Event Calendar' to view your own absences on a calendar view.

The screenshot shows a web browser window with the URL <https://www.cascadego.co.uk/portal/my/calendar.asp>. The page title is "Event Calendar". The calendar displays the months of 2017: January, February, March, and April. A dropdown menu is open, showing a list of absence types: Bank Holiday, Christmas Clos..., Illness, Paternity Leav..., Event, Business Trip, Compassionate, Maternity Leav..., UNAUTHORISED, and Working From H... The Windows taskbar at the bottom shows the time as 09:30 on 05/05/2017.

The close-up shows the "Available actions" dropdown menu. The items listed are: Event Calendar, History, My Summary, and Reminder Alerts. The "Event Calendar" item is highlighted, and a blue arrow points to it from the text above.

If you are an assistant you are able to enter in your Agent's absences such as Holiday, Working From Home and Business Trips, on their behalf if you need to.

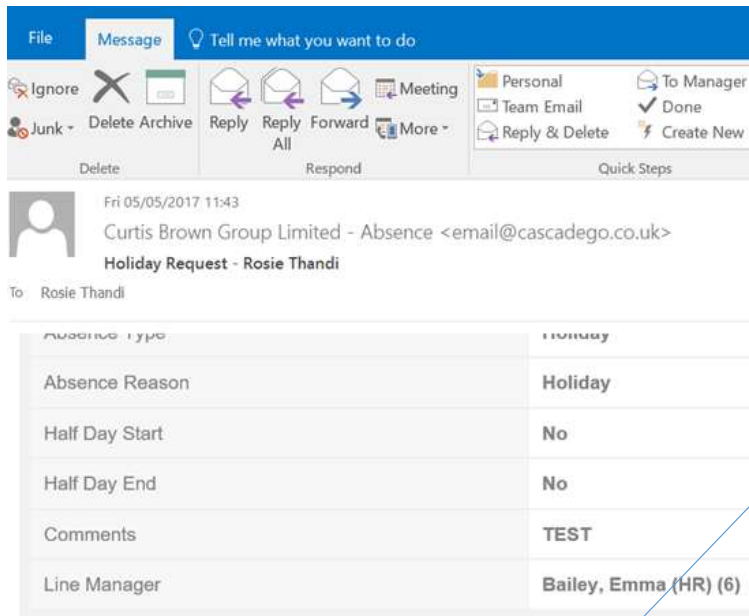
1. Click on 'Directories' from the left hand side.

2. Check the 'View Group' button.

The screenshot shows a web application interface with a dark theme. On the left is a sidebar with navigation options: Home, Company Handbook, My Details, Reward Statement, Directories (highlighted), and Guide. The main content area has a top navigation bar with 'Home' and 'Directories' tabs, and a letter index (A-L). Below this is a search bar with a 'View Group' checkbox and 'Search' and 'Clear' buttons. A list of agents is displayed below, including Luke Speed (luke.speed@curtisbrown.co.uk) and Cathryn Summerhayes (cathryn.summerhayes@curtisbrc). An 'edit' icon is visible next to Luke Speed's name.

3. Click the 'edit' button against their name and it will take it straight into their Absence tab. Use the 'Create New' button to enter their holiday, business trips, working from home and other absences.

If you are someone's manager, then when they request holiday you will receive an email asking you to approve or decline their holiday request. You can do this directly from the email without needing to log into the system. You can do this quickly from your phone too.



- [Approve this request](#)
- [Approve this request with a message](#)
- [Decline this request](#)
- [Decline this request with a message](#)
- [View the Absence Calendar](#)

This is an auto-generated email. Please do not reply.

- Please contact HR if you have any questions.
- If you think there is an error on your record, please contact HR.