# Homepage & navigation

Open **SAP SuccessFactors** on your mobile device to see your homepage.

♡

1. Tap the **Profile** icon in the top-right to quickly access your profile.

2. Scroll down and tap on any of these items to view or edit your information.

   For more information, view the QRGs: Accessing your employee profile, Updating your name & personal details, Updating your bank details.

3. Tap to view the **Org Chart.**
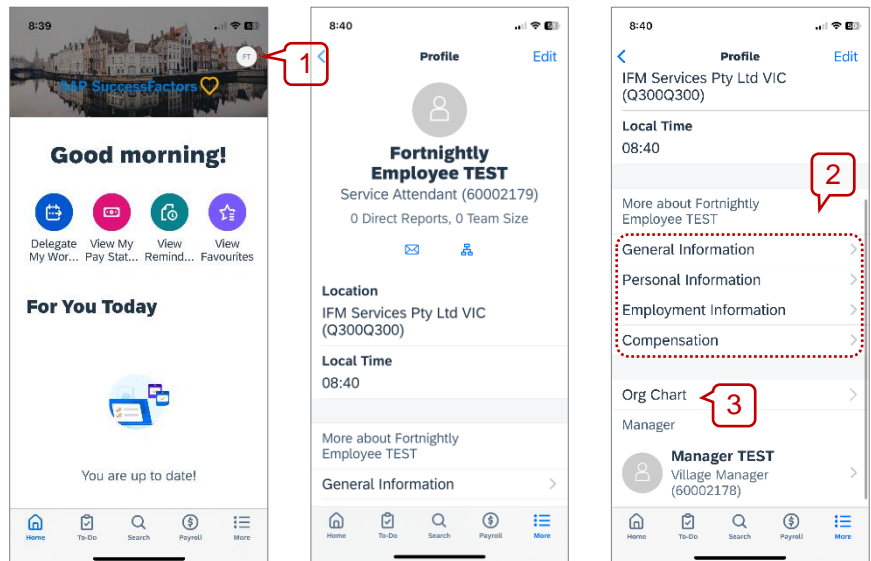

From back on the homepage:

4. **Quick Actions:** tap shortcuts to certain functions within the system that you have access to.

5. **For You Today:** (if applicable) displays any actions assigned to you.

6. **Menu bar:** displays available menu options.
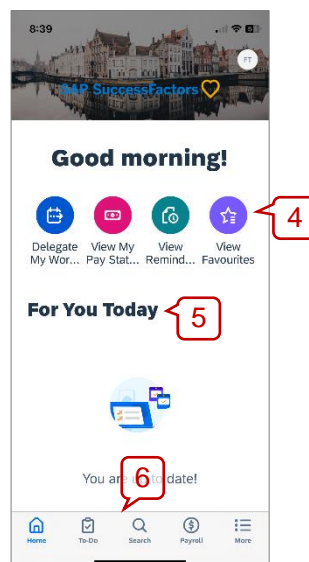
7. (If applicable) tap **To-Do** to see a list of tasks you need to action.

8. Tap **Search** to search for and find other employees.
   a. Tap into the **Search Field** and start typing the person's name – a list of matches will appear.
   b. Tap on the relevant **name** and the Org Chart will open to where they sit in the organisation.

   From there, tap on their name to view their profile.
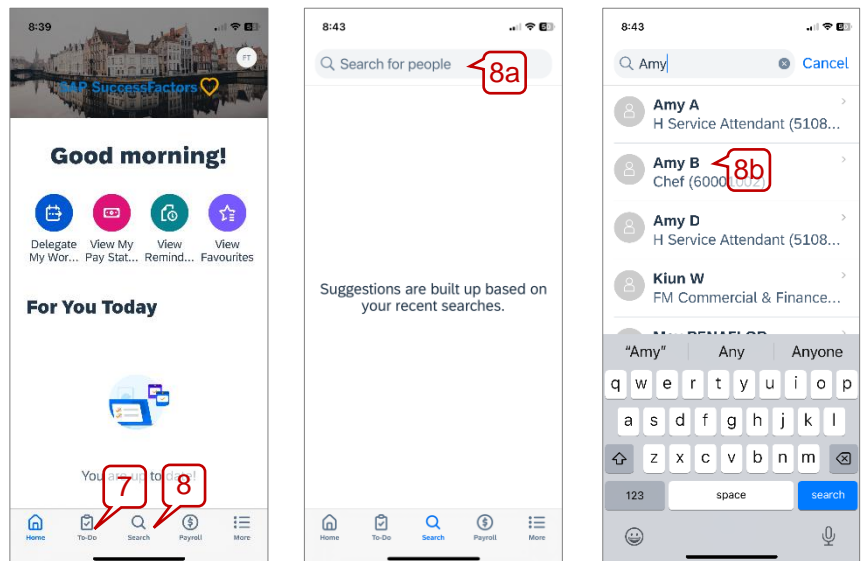
9. Tap **Payroll** see to see your payroll information.

10. Tap **More** to edit your settings.