

Find colleagues using Serraview

Working in an agile workplace means you can sit at a different workpoint on a daily basis, depending on the most suitable space for your activities that day. So, how do you find where a colleague is sitting?

You can find your colleague using Serraview. You can also locate Emergency Wardens and First Aid Officers. In this user guide:

- 1. Search for colleagues using Serraview
- 2. Search for Emergency Wardens or First Aid Officers using Serraview.

1. Search for colleagues using Serraview

1 You can use Serraview to find where a colleague is sitting. From Okta or the Justice portal, select the **Serraview Engage** app tile.



Note: To access FACs Okta or the Justice Portal: Former FACS: <u>https://facs.okta.com/</u> Former Justice: <u>https://portal.justice.nsw.gov.au/</u>

2 Select **People** from the location finder window.





3 Start typing the person's name to refine the list. Then use the scroll wheel on your mouse to search through the list.



4 The workpoint where the person is located will display.





5 A person who is not working from this building will be displayed as **Flexible Working** or **Remote Working**.



6 If you select the **email icon**, a new outlook email will open with the person's email address pre-populated.





2. Search for Emergency Wardens or First Aid Officers

1 You can search for **Emergency Wardens or First Aid Officers** on your building floor. From Okta or the Justice portal, select the **Serraview Engage** app tile.

Q Search your apps				lan Fami	lan Family & Community S		
1 Office 365	CITRIX	nlogik	now	*	ERSCO		
Office 365 (facs.nsw.gov.au)	Citrix	ProMaster (Prod)	ServiceNow - Portal	Digital Asset Management Portal	EBSCO		
	 ¢Flagstaff		• •	• • kite works			
DCJ SuccessFactors	DCJ Printing Portal	Families & Communities.	\$	Kiteworks	DCJ Parking		
			Serraview Engage				
Contractor Central	٠						
Contingent Workforce	Serraview Engage	Mindarma					

Note: To access FACS Okta or the Justice Portal:

Former FACS: <u>https://facs.okta.com/</u> Former Justice: <u>https://portal.justice.nsw.gov.au/</u>

2 Select **People** from the location finder window. Only results from the selected floor will display, so you may need to search multiple floors.





3 Select the **shield icon**.



Note: Only Emergency Wardens or First Aid Officers currently on your building level will display.

4 Select Fire Warden (Emergency Warden) or First Aid Officers and Show Results.

Communities & Justice			
First Responders		×	
First Aid Officer			
Fire Warden			
X Remove all filters			
Show Results			▆▝▀▝▀▖▁ ┶ᡔᠴᠧᡔᠴ



5 The select Emergency Warden or First Aid Officer type will display. Use the scroll wheel on your mouse to see more results. **Select a name.**

Communities & Justice		
6 Parramatta Square 08 floor	>	
Q Search for people, spaces and mo	pre	
Spaces Desks	People	
	(
Maria Aguireo First Aid Officer	-	
Manoj Petha First Aid Officer	4	

6 The location of the selected Emergency Fire Warden or First Aid Officer will display. You can send an email via outlook by selecting the **email** icon.

