



# Making the most of Breathe

Employee guide

## Great to meet you

If you're reading this, congratulations. You're one of the lucky ones. Firstly, thank your managers as they've taken the first step for employee-kind and put your needs first.

They've chosen to invest and enrol you onto our HR management system, which we're pretty confident will improve how you feel and act at work. Seriously. It's passed our in-house employee test and currently helps over 200,000 people – just like you – manage sickness, holidays and one-to-ones. And that's just the beginning.

This guide – like our software – is designed for people just like you. Think of it as an induction to a world where work, life and balance can meet, join forces and live happily ever after.



## Manage people, not paper

Breathe is a people-friendly cloud-based HR system that gives you the power to record holiday requests, sickness and your own performance metrics.

We know the secret to great business is switching spreadsheets for software and managing people, not paper. That's just one of the many reasons we created a software to automate HR admin. We hope you love it as much as we do.

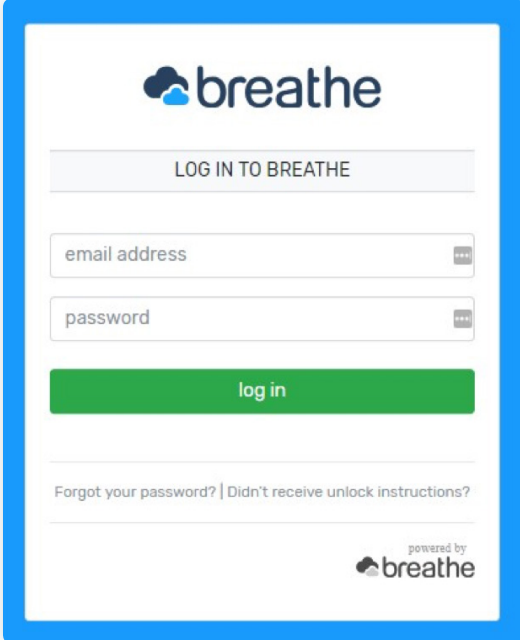
Ready to learn? Great.  
Here's to working smart with Breathe.



## Log-in and see the beauty

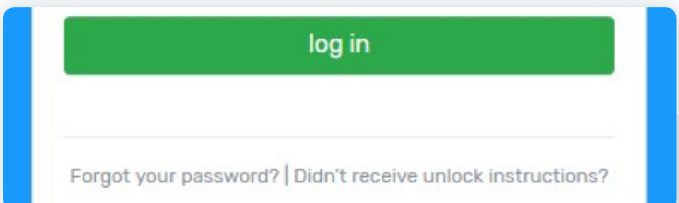
- Open our welcome email. It'll either come from your registered admin user or a Breathe email address. Go ahead and click on the URL to start.
- Enter your work email address, choose a password then click the **sign-in** button.
- Save time and start how you mean to go on by bookmarking the login page in your browser. Great. Now give yourself a pat on the back.

**Note:** We won't discriminate between browsers and search engines. Feel free to pick the one that works for you and scroll with it.

A screenshot of the Breathe login page. At the top is the Breathe logo. Below it is a grey button labeled "LOG IN TO BREATHE". Underneath are two input fields: "email address" and "password", each with a small eye icon to toggle visibility. Below the fields is a large green button labeled "log in". At the bottom, there is a link that says "Forgot your password? | Didn't receive unlock instructions?". In the bottom right corner, it says "powered by" followed by the Breathe logo.

## Oops. Forgotten password?

It happens. We're only human after all. Click the '**Forgot your password?**' link and we'll email you instructions to get you safely back into your account. No biggie.

A close-up screenshot of the bottom portion of the login form. It shows the green "log in" button and the link "Forgot your password? | Didn't receive unlock instructions?" below it.

## My Dashboard

Once you've logged-in, you'll land on the My Dashboard screen.

It's pretty snazzy here. This is where you'll find important company announcements and the main stage for organising your own people admin. Think of it as a snapshot view of your personal holiday allowance, sickness, performance goals, company documents and more.

You can log-in from any device, any time and anywhere. Well, with sufficient internet or WIFI signal of course.

The dashboard is organized into a 3x3 grid of cards, each with a title, a main metric, a secondary detail, and an action button.

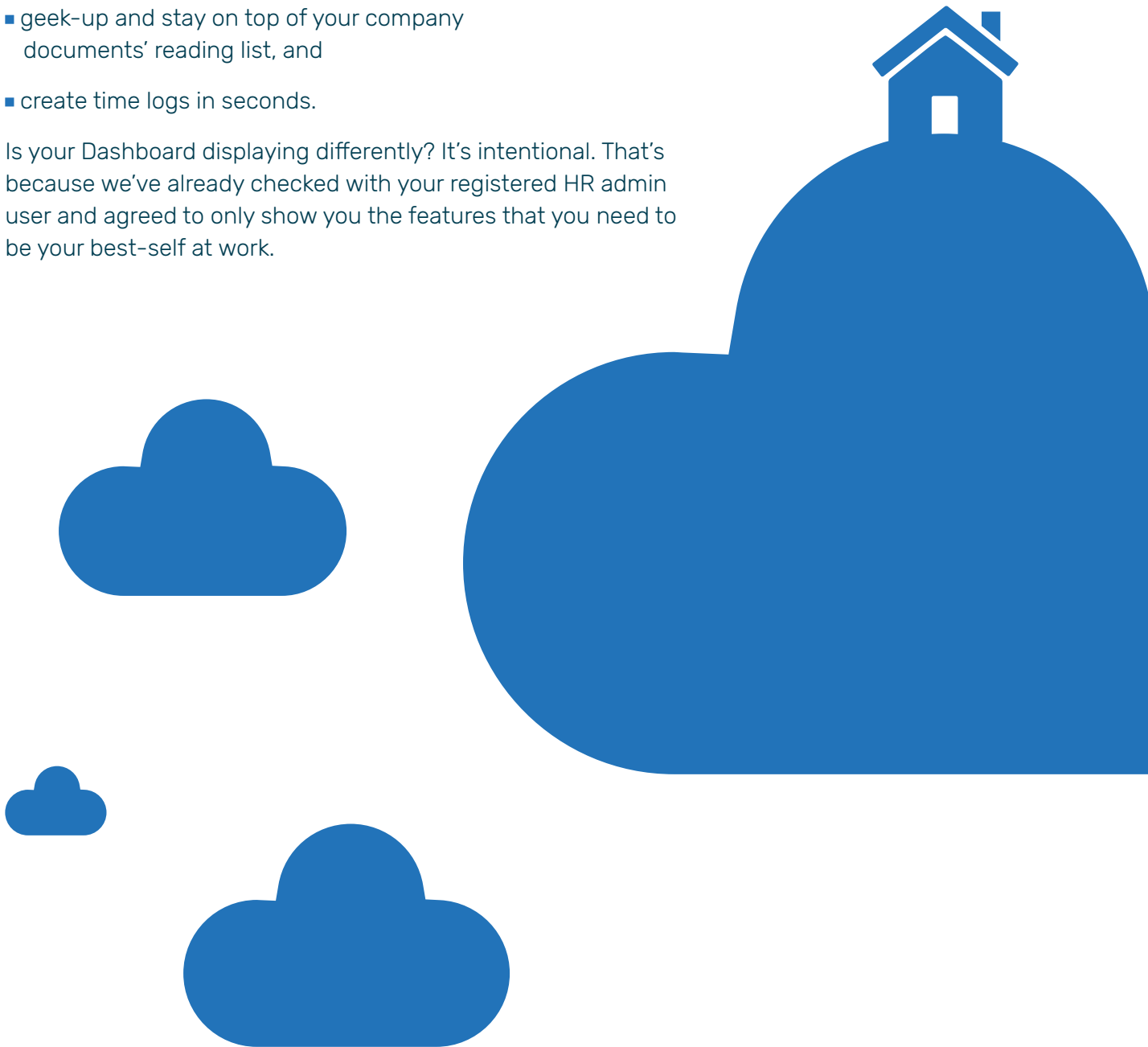
- MY LEAVE**: 10.0 days holiday available. 0 days requested, 3 days booked. [manage leave or view calendar or log TOIL](#). [request leave](#)
- MY SICKNESS**: 0.0 days in the last 12 months. over 0 absence. [view my sick leave](#). [report new sickness](#)
- MY ONE TO ONES**: 0 one-to-ones upcoming. You are able to request a one-to-one. [view my one-to-ones](#). [request a one-to-one](#)
- MY OBJECTIVES & DELIVERABLES**: 0 objectives and 0 deliverables. [add new objective](#)
- DOCUMENTS**: 15 documents to read. 9 documents already read. [view documents](#)
- MY EXPENSE CLAIMS**: £1,111.00 in unclaimed expenses. 1 claim submitted, 0 claim rejected. [view expenses](#). [add an expense](#)
- MY TIME LOGS**: 0 time logs logged in last seven days. [view all the time logs](#). [add a new time log](#)
- LOCATION UPDATES**: Location. Last location: No location available. Choose a new location. [update location](#)
- TRAINING**: 0 requests awaiting approval. 0 course completed this year. [request training](#)

## Make yourself at home

Make yourself at home, take the time to get comfy and explore to your heart's content. Don't worry, you won't break it.

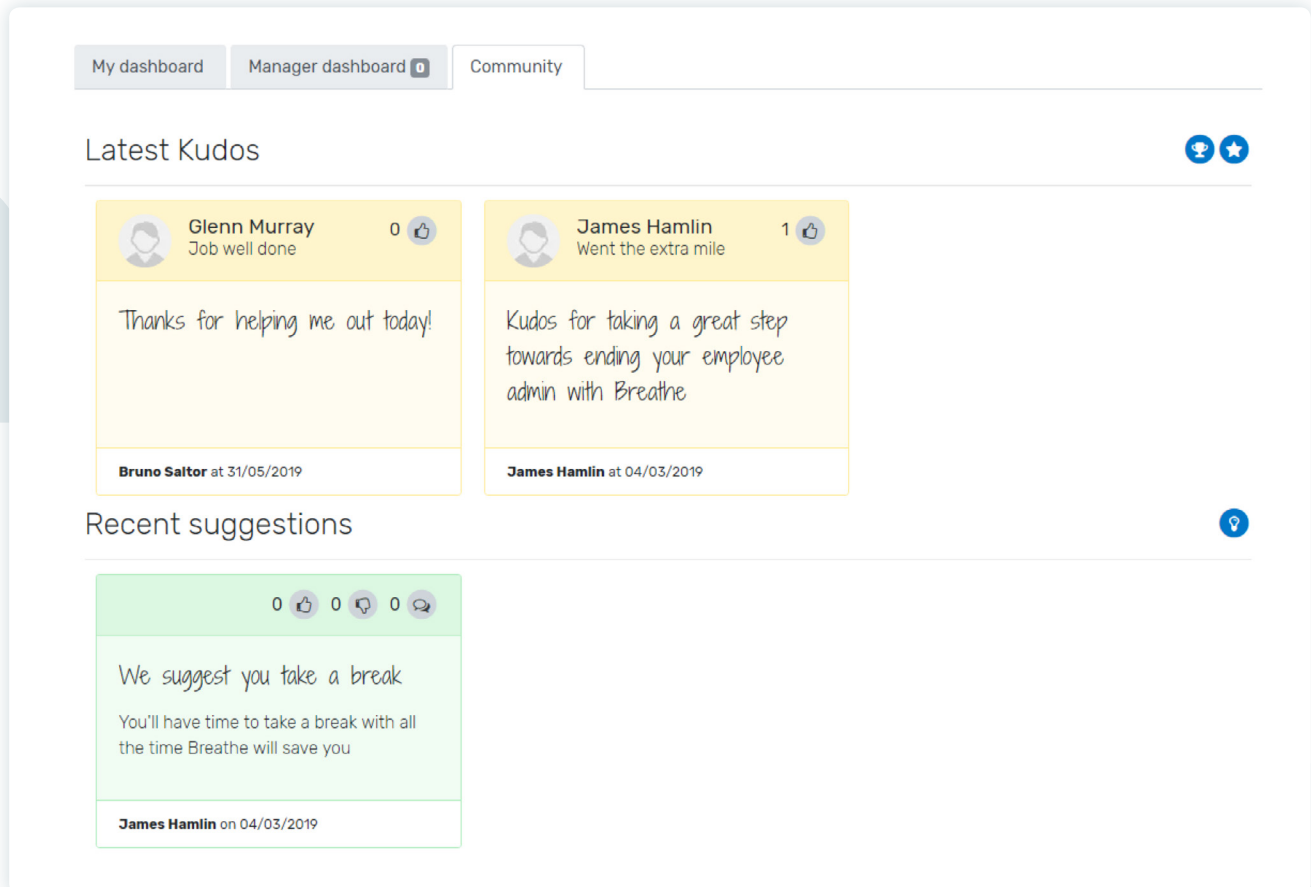
- Update your location,
- request training,
- add an expense,
- geek-up and stay on top of your company documents' reading list, and
- create time logs in seconds.

Is your Dashboard displaying differently? It's intentional. That's because we've already checked with your registered HR admin user and agreed to only show you the features that you need to be your best-self at work.



## Community

View company suggestions, shout out to your team and celebrate success with kudos in our **Community** tab.

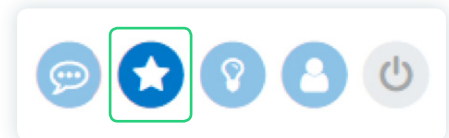


## Give and receive kudos

The word “kudos” comes from the Greek meaning “glory” or “fame”. Now we use it to virtually recognise a job well done.

Click on the **star icon**  at the top right of your screen to give kudos and help colleagues feel appreciated.

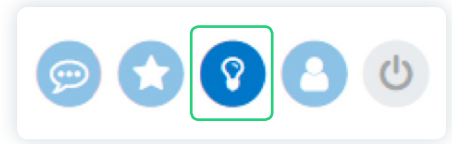
Likewise, if you click on the **trophy icon** , you can see where you sit in your company leadership board. We use this as a tally for our employee of the month scheme.





## Speak up and get noticed

Lightbulb moment? Nice work, Edison. We've found that company suggestions are always better when they come from the people who do the work. If you're bursting with an idea, then post-it here.



Simply click on the **lightbulb**  and have your voice heard.

## The right tools for your job

Instantly access the right tools for your job and navigate through Breathe's features using the toolbar at the top of your screen.

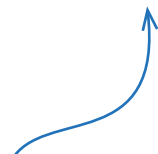
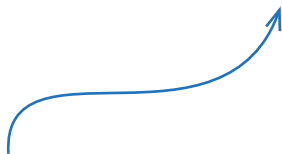
Dashboard

My profile

Company ▾

Calendar

Refer a friend



### My profile

This is all about you. Safely store and instantly update data by uploading to our servers in the cloud. It's nice up there.

### Company

Home to all company information such as announcements, documents, company goals, employee directory and more.

### Calendar

Never double book again. Avoid holiday conflicts and check your teams' requests via the company calendar.

### Refer a friend

It's good to give. Share the wealth and help friends manage better for less using your unique 15% lifetime referral code.

## Refer a friend

Make someone's year.

Chances are, if you're reading this, you'll know half a dozen like-minded people or companies whose HR team are still stuck in spreadsheets and fed up with filling cabinets. Help us help them to save time, money and improve employee productivity by using your unique refer a friend code for a 15% lifetime discount.

## Great software is a gift

Here's how to give ours:

- Ask your friend to sign up for a free 14-day trial. (Don't worry, they don't need a credit card and it's completely no strings attached.)
- Suggest they peruse the site at their leisure. (Any questions, just chat to Breathe's support team; we're a friendly bunch with the awards to prove it.)
- Let them ponder how they ever worked without Breathe.



## Good things come to those who wait

Oh, and for each referral, you can win prizes. For your chance to grab an Amazon Echo, Headspace pack, GoApe corporate days or donate to charity, keep your eyes peeled and watch this space.

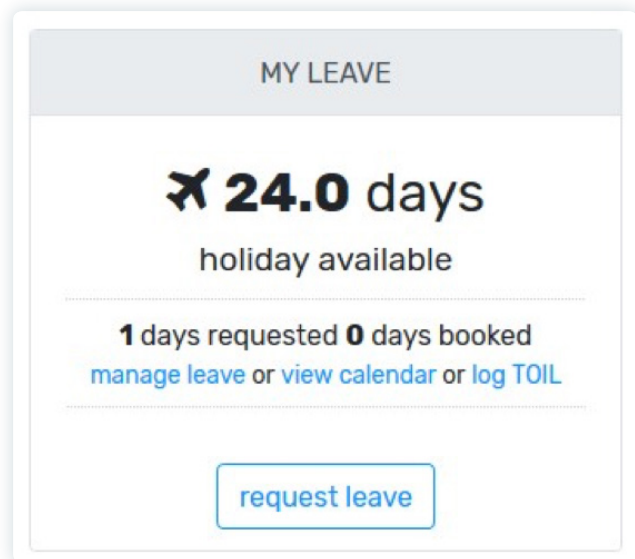


## A new way to holiday

There's more than one reason why this is our most popular feature:

- Instantly find out how much holiday you have left.
- Book and request annual leave anywhere at any time. (With WIFI.)
- Help managers handle staff holiday and check your dates against team members.

And what's more, we'll help squish annual-leave anxiety by nudging your line manager with an automated email. Once the request is confirmed, you'll receive another email with their response.



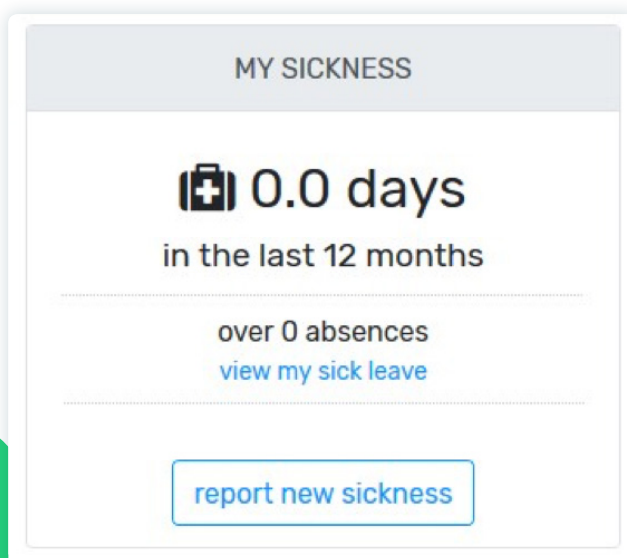
## My sickness

Calling in sick needn't be painful. Log-in from your bed, therapist's sofa, hospital room or A&E department and report sickness at the click of a mouse.

Click '**report new sickness**' and fill in the relevant information. We'll send this directly to your line manager or HR admin for approval.

### Page looks different?

Companies aren't cut from the same cloth. If the 'report a new sickness' button doesn't show, it's because your team prefer to check you're okay over the phone. This can be switched off or on at any time via your Breathe admin.



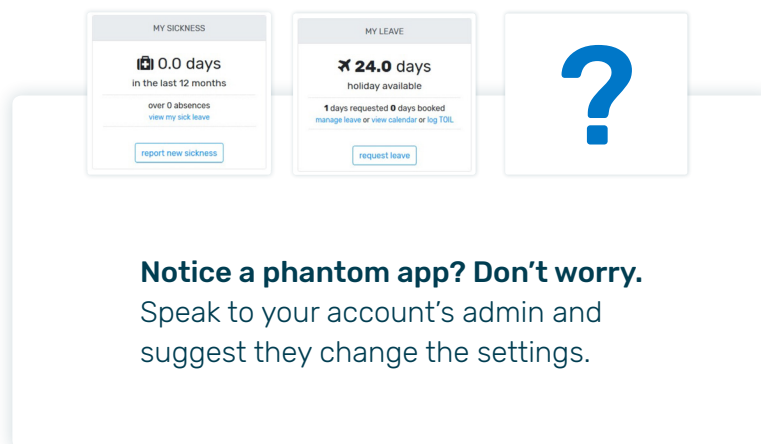
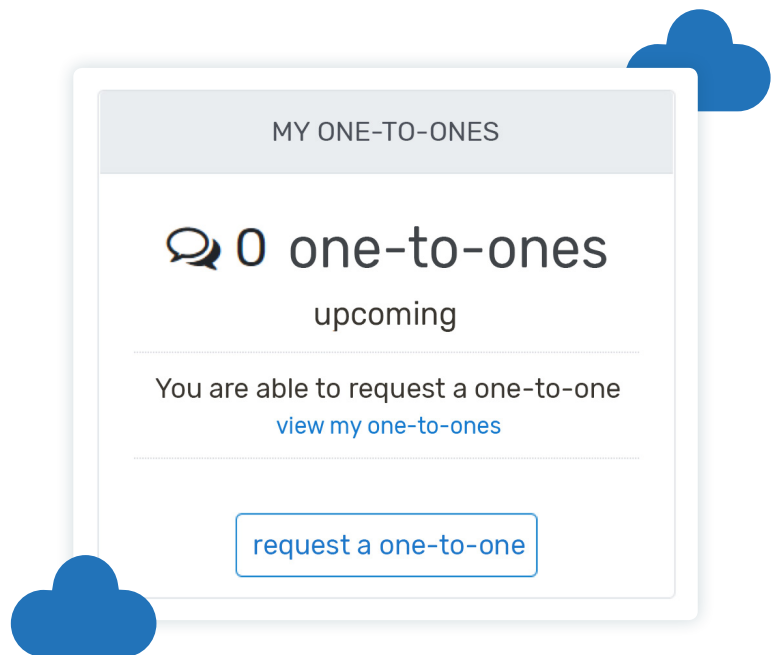
## Requesting a one-to-one

Want to check you're on track with deliverables? In need of a debrief or performance review? Great. Request a one-to-one and learn how to personally grow with your business. Select the date and time, then hit 'request a one-to-one'.

Sit back and wait for your line manager's acceptance. All done.

### We practice what we preach.

We've seen first-hand how regular weekly one-to-ones with your line manager can help to improve productivity, confidence and performance at work.



## Documents


It's nice to feel organised. Put all your ducks in a row and upload important personal documents into our Documents feature.

We're big on people privacy and will protect your information in our super secure servers. That's also why we won't let anyone take a sneaky peak at your info (except the admin user of course). We'll send what you store straight to the cloud. Trust us, you're safe.

While you're here, be sure to check out the latest uploaded Company documents and keep up to date with the latest legislation and business notices.

We'll nudge you with an email to highlight the documents you need to read by the deadline. Once read and informed, **check the tick** ✓. Then sit back and revel in your super organisational skills. You're up to date and on track. Who knew organised could feel this good?



DOCUMENTS



15 documents  
to read

9 documents already read

view documents

Name	Last updated	Tags	Read deadline	Read	Actions
Annual Leave Policy	29/11/2018 15:13		27/04/2018	No	 

## Profile

From your profile you can access leave, sickness, training, performance and much more.

The screenshot shows the Breathe employee profile for James Connors, who works in Sales. At the top, there's a navigation bar with links for Profile, Leave, Sickness, Training, Performance, and a More dropdown. Below this is a 'Profile' section with four summary cards: Available holiday (2.0 days), Leave requests (0), Sickness (12M) (0.0 days, with a Bradford factor of 0.0), and Objectives (2). Underneath are tabs for Summary, Job, and Personal. The main content area is divided into four sections: Basic Info, Contact Details, Approvers and Managers, and Social Networks. Basic Info includes fields for Title, Name (James Connors), Employee ref, Status (Current employee), and Last login (11/06/2019 12:19). Contact Details includes Email (test@test.eml), DDI, Work extension, Work mobile, and Skype. Approvers and Managers lists Line manager (Anthony Knockaert), Holiday approver (Any HR user), and Expense approver (James Hamlin). Social Networks includes fields for LinkedIn, Twitter, and Facebook.

BASIC INFO	
Title	
Name	James Connors
Employee ref	
Status	Current employee
Last login	11/06/2019 12:19

CONTACT DETAILS	
Email	test@test.eml
DDI	
Work extension	
Work mobile	
Skype	

APPROVERS AND MANAGERS	
Line manager	Anthony Knockaert
Holiday approver	Any HR user
Expense approver	James Hamlin

SOCIAL NETWORKS	
LinkedIn	
Twitter	
Facebook	

We believe that people were created equal. That's why you have access to the same features as your employer. And here's the best bit. Because we understand that you are an independent professional person, you'll have access to all of your details, holiday requests, sickness logs and people management.

Think self-service, but without the annoying automated cashier telling you the item you've submitted isn't recognised. Update your address, emergency contact details, medical history and help your HR admin stay on track of people admin.

## Security and GDPR

We promise to keep your information and documents safe and secure within the cloud. Our IT team are a clever bunch and always searching for ways to make Breathe work even smarter for you. That's why we invest in only the highest level of data security.

We're good IT geeks who like to stick to the law and protect your privacy. That's why we regularly update our software to fit in-line with the latest GDPR and Subject Access Request (SAR) enforcements (March 2019).

We're also completely ISO 27001 compliant and have the paperwork to prove it. This means our security is just as aggressive and credible as our hosting providers, Amazon Web Services.

For more information on our document storage and server security, visit: [breathehr.com/hr-software/security-reliability/](https://breathehr.com/hr-software/security-reliability/).



## Any other business?

We're a friendly team who love to help. Have a mooch around our website and get to know Breathe today.