

# HR - Accessing Employee Files Historical space

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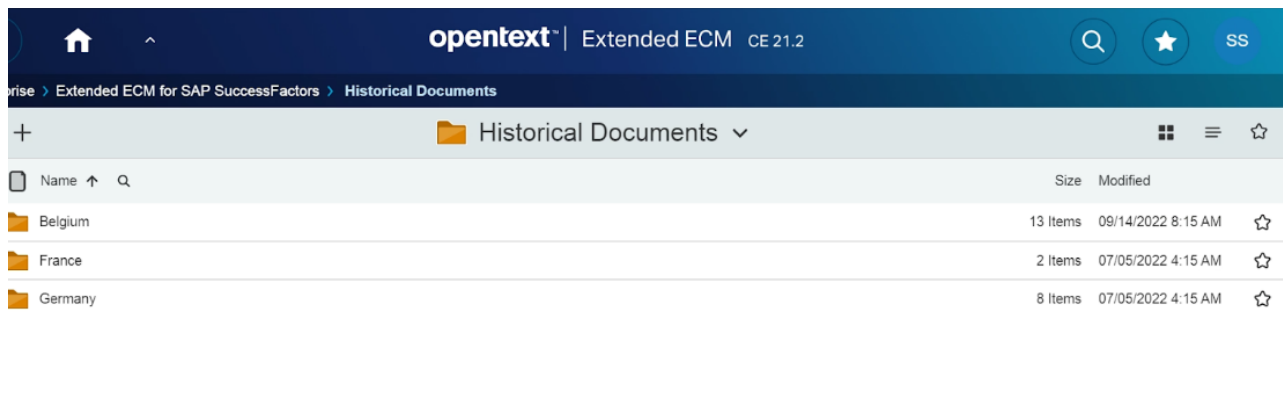
### INTRODUCTION

Extended ECM for SAP SuccessFactors combines information and document management features of OpenText Platform with employee files that are maintained in SuccessFactors.

Only HR professionals can view and manage documents of historical employees in their scope. Exactly what one can see or act upon depends on the country access role you hold.

### ACCESSING EMPLOYEE FILE HISTORICAL PAGE

- Login to xECM historical by using [THIS LINK](#).
- After logging in, you will be directed to the Historical Home Page as shown below. You will be able to see the country folders depending on your access permissions.



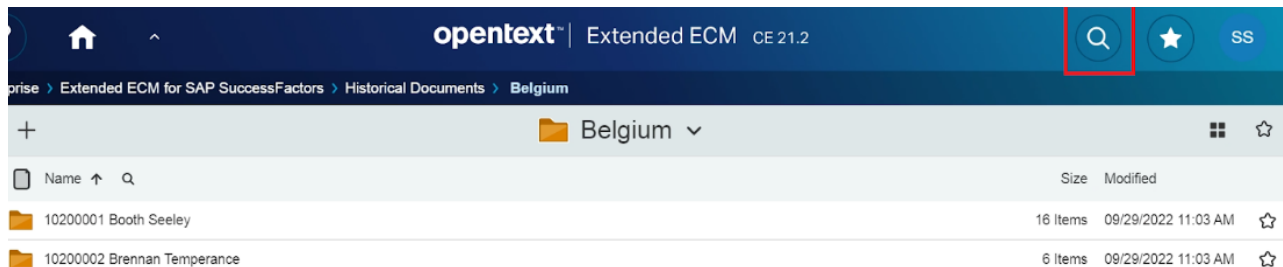
If you identify any issues, have any questions or need general support, please either submit a request through [ServiceOne](#) or call our HR Operations Support Teams.

### HISTORICAL WORKSPACE FUNCTIONALITIES

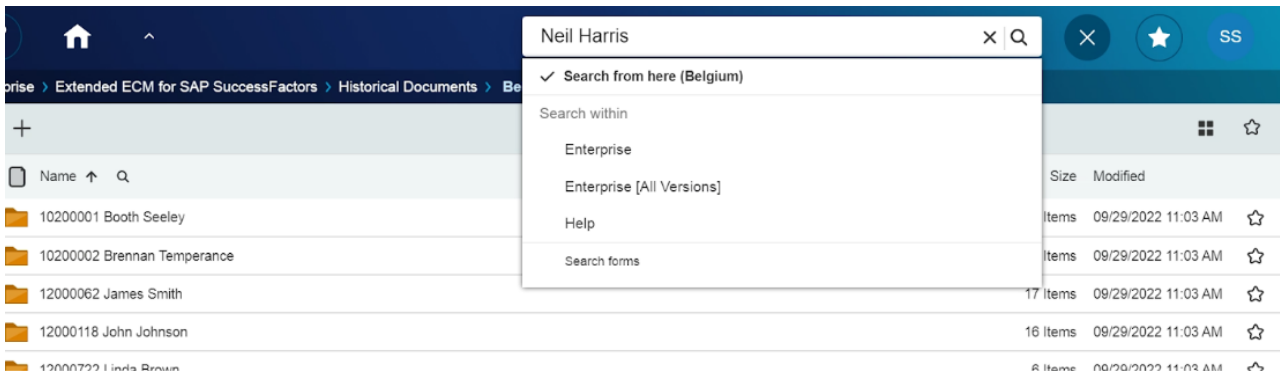
#### • Searching for the employee folder



Click on the search icon as shown below. Type in the employee name or the employee id and click enter.




Click on the employee name or the employee id as shown below and click enter.

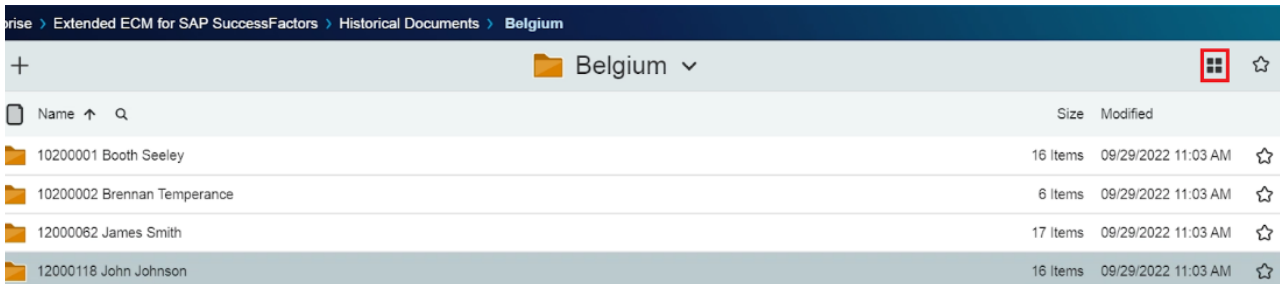



Search results will be shown as below.

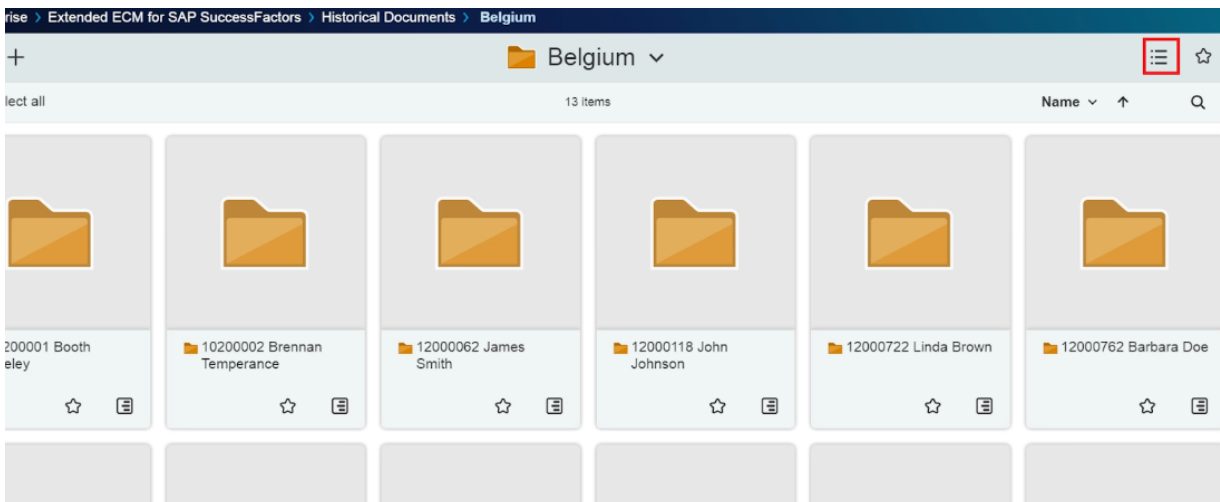


### • Changing list view to grid view

In the  icon as highlighted below to change the view from list view to grid view.

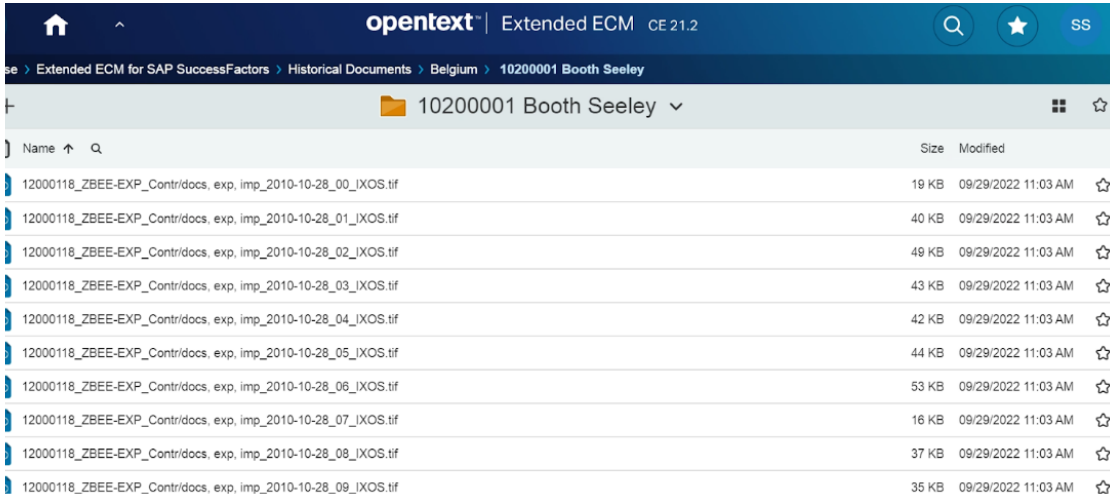





Again, click on  icon highlighted below to revert to the list view.

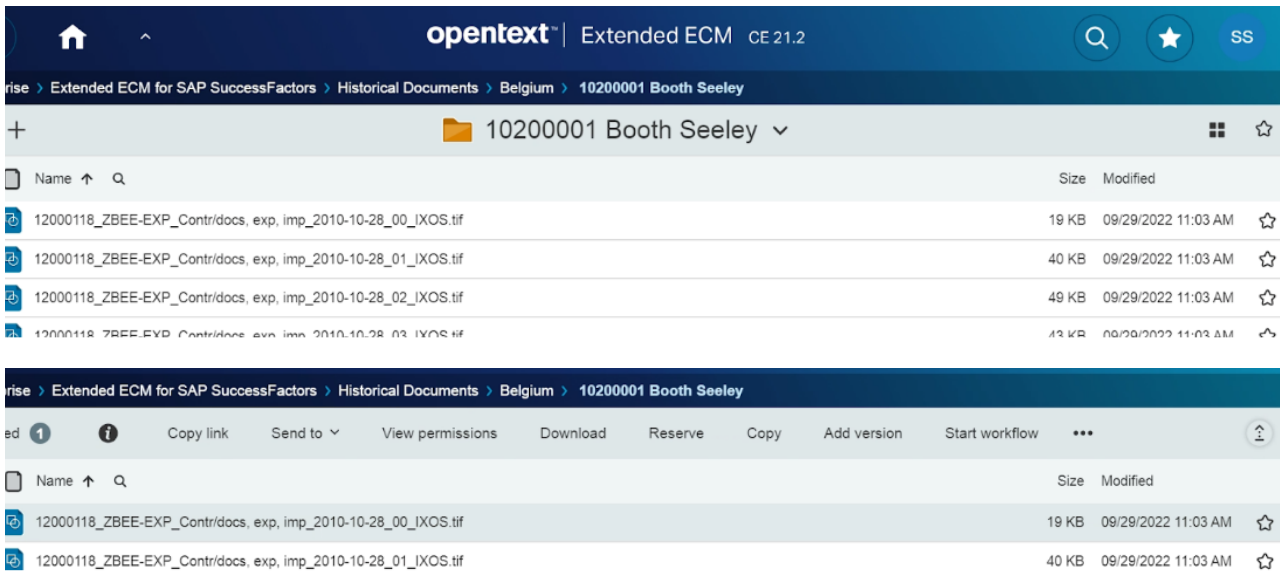


## HOW TO PERFORM ACTIONS WITH FILES

When you are inside the employee folder, you can see the various documents of the employee.



You can select an item(s) by checking the box like this  as shown below to perform certain actions. These actions are available in the menu . Additional actions can be accessed by clicking on the  icon.



### Note:

- It is used to Copy the document to another location. This doesn't work so it is not to be used.
- > Mail as link- This Feature needs a browser extension but that is not enabled in Syensqo environment so it cannot be used.

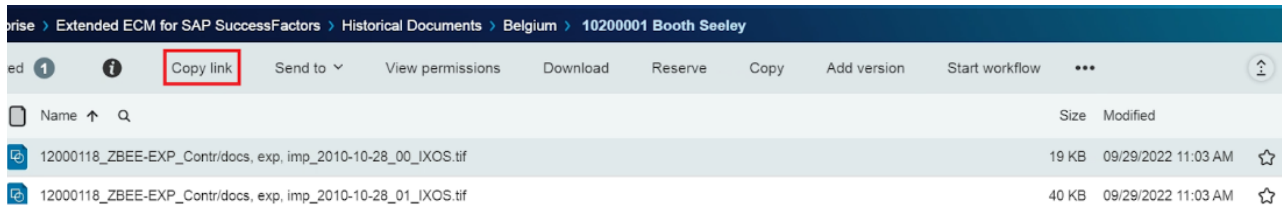
## ACTIONS AVAILABLE HISTORICAL EMPLOYEE FILE SPACE

Various actions available and steps to perform are given below.

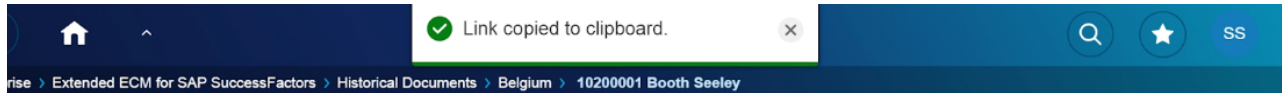
### Copy link

ature allows you to copy the folder link to the clipboard. Select the item and click on

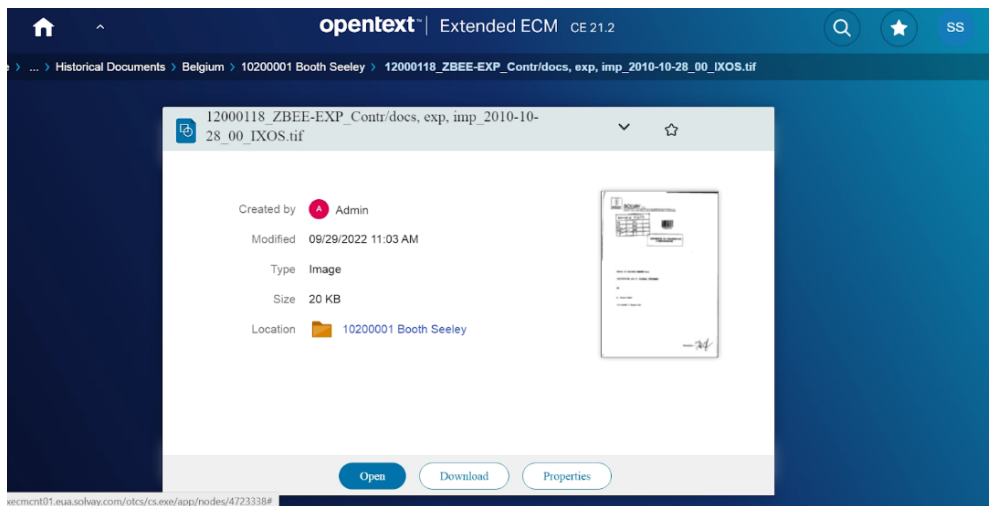
Copy link



k will be copied to the clipboard. This is confirmed by the message pop up as shown below.



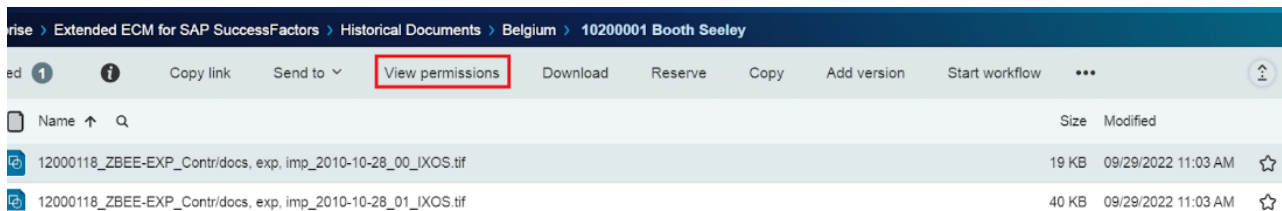
in share this copied link with others who have relevant permissions and if they open this link in the browser, they can see this document details, can and download that document as shown below.



## Permissions

ature displays the permissions that are granted to users and groups with respect to the selected document.

the item and click on View permissions



ow like the one below will display the permissions of the selected item.



Extended ECM for SAP SuccessFactors > Historical Documents > Belgium > 10200001 Booth Seeley

10200001 Booth Seeley

Name	Size	Modified
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_00_IJXOS.tif	19 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_01_IJXOS.tif	40 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_02_IJXOS.tif	49 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_03_IJXOS.tif	43 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_04_IJXOS.tif	42 KB	09/29/2022 11:03 AM

Enter the name of the document. You will find the document as shown below.

opentext | Extended ECM CE 21.2


Extended ECM for SAP SuccessFactors > Historical Documents > Belgium > 10200001 Booth Seeley

10200001 Booth Seeley

12000118\_ZBEELETJUB\_Exp

Name	Size	Modified
12000118_ZBEELETJUB_Sen prem letter/calc_2010-10-28_15_IJXOS.tif	35 KB	09/29/2022 1:11 PM

### Documents

You can filter the documents by type by clicking on the filter icon  as highlighted below.

Extended ECM for SAP SuccessFactors > Historical Documents > Belgium > 10200001 Booth Seeley

10200001 Booth Seeley

Name	Size	Modified
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_00_IJXOS.tif	19 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_01_IJXOS.tif	40 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_02_IJXOS.tif	49 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_03_IJXOS.tif	43 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_04_IJXOS.tif	42 KB	09/29/2022 11:03 AM

The criteria selection screen will appear. Click on the required criterias to filter the documents as shown below.

opentext | Extended ECM CE 21.2

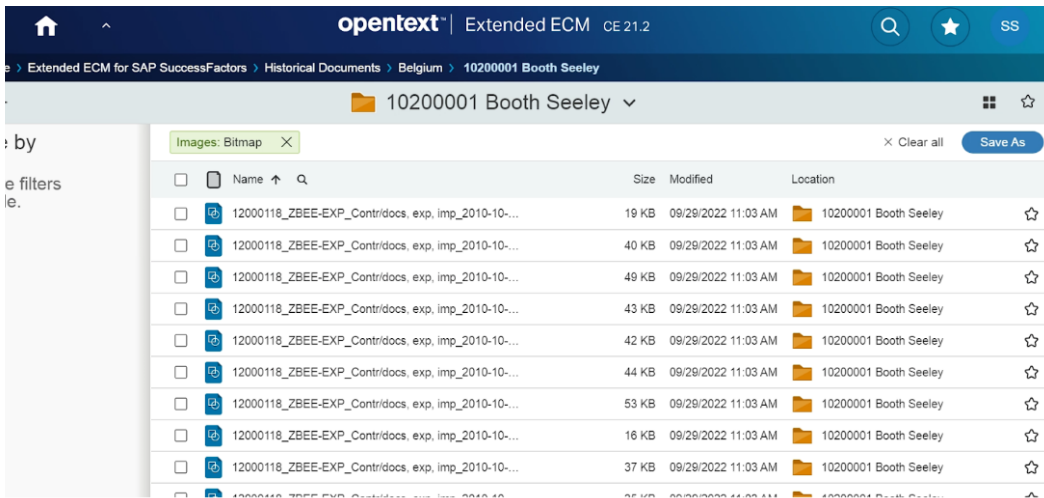
Extended ECM for SAP SuccessFactors > Historical Documents > Belgium > 10200001 Booth Seeley

10200001 Booth Seeley


Filter by

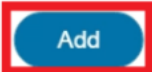
Filter	Name	Size	Modified
<input type="checkbox"/>	12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_00_IJXOS.tif	19 KB	09/29/2022 11:03 AM
<input type="checkbox"/>	12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_01_IJXOS.tif	40 KB	09/29/2022 11:03 AM
<input type="checkbox"/>	12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_02_IJXOS.tif	49 KB	09/29/2022 11:03 AM
<input type="checkbox"/>	12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_03_IJXOS.tif	43 KB	09/29/2022 11:03 AM
<input type="checkbox"/>	12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_04_IJXOS.tif	42 KB	09/29/2022 11:03 AM
<input type="checkbox"/>	12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_05_IJXOS.tif	44 KB	09/29/2022 11:03 AM
<input type="checkbox"/>	12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_06_IJXOS.tif	53 KB	09/29/2022 11:03 AM
<input type="checkbox"/>	12000118_ZBEE-EXP_Contr/docs, exp, imp_2010-10-28_07_IJXOS.tif	16 KB	09/29/2022 11:03 AM

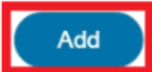
For example, clicking on the **Bitmap** filter criteria will list all the .tif files as shown below.

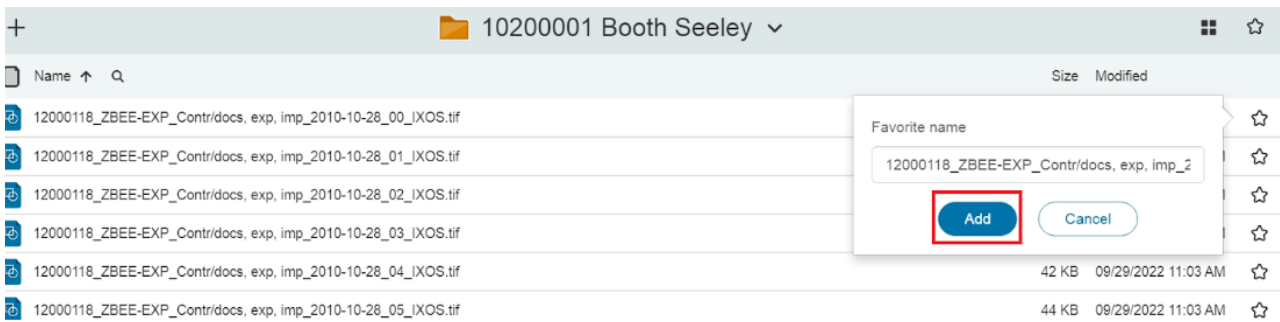




**g Favorite Documents**

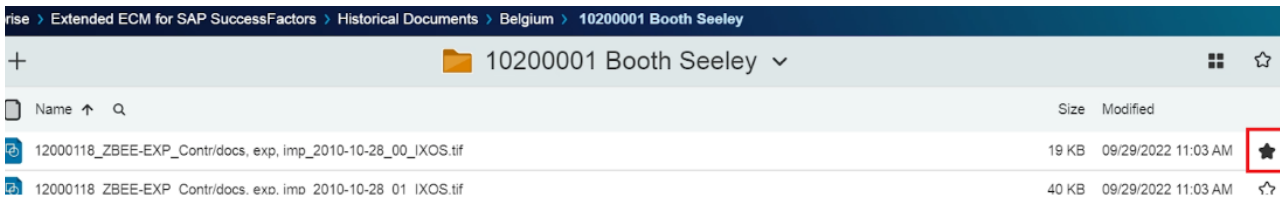
: Navigate to the document you want to mark as favorite as shown below and click on  .



: A pop-up similar to below will be displayed. Change the name of the favorite as required and click on  as shown below.

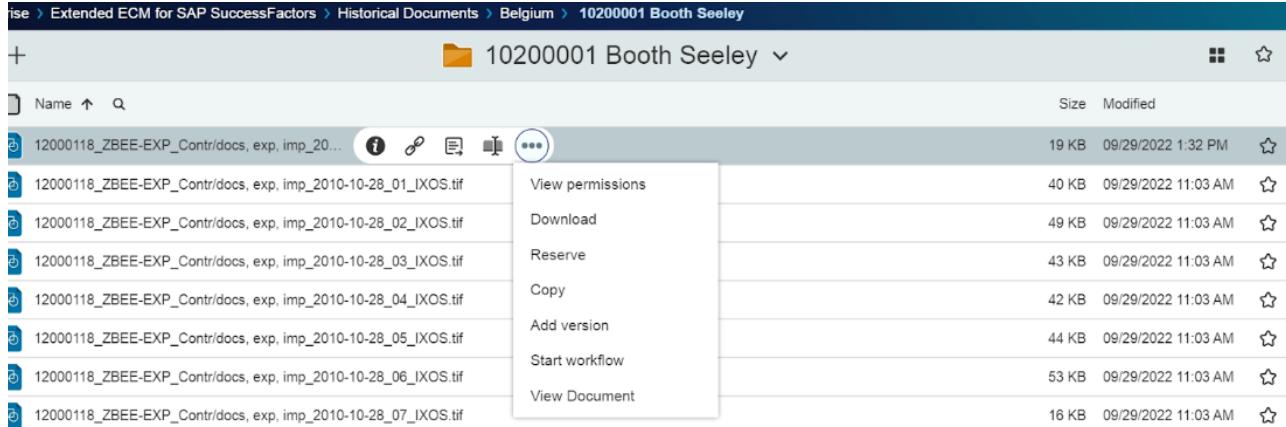


successful favorite addition, The icon in front of the document will change from  to  as shown below.



**onal ways to perform actions on document**

in hover your mouse pointer over the document and additional actions will be displayed. The actions are explained below. These individual actions to perform them are already explained above.



The screenshot shows the SAP SuccessFactors Historical Documents interface. The breadcrumb navigation is: Home > Extended ECM for SAP SuccessFactors > Historical Documents > Belgium > 10200001 Booth Seeley. The main header shows a folder icon and the name '10200001 Booth Seeley'. Below this is a table with columns for Name, Size, and Modified. A context menu is open over the first document, showing actions: View permissions, Download, Reserve, Copy, Add version, Start workflow, and View Document.

Name	Size	Modified
12000118_ZBEE-EXP_Contr/docs, exp. imp_20...	19 KB	09/29/2022 1:32 PM
12000118_ZBEE-EXP_Contr/docs, exp. imp_2010-10-28_01_IXOS.tif	40 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp. imp_2010-10-28_02_IXOS.tif	49 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp. imp_2010-10-28_03_IXOS.tif	43 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp. imp_2010-10-28_04_IXOS.tif	42 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp. imp_2010-10-28_05_IXOS.tif	44 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp. imp_2010-10-28_06_IXOS.tif	53 KB	09/29/2022 11:03 AM
12000118_ZBEE-EXP_Contr/docs, exp. imp_2010-10-28_07_IXOS.tif	16 KB	09/29/2022 11:03 AM

- **Properties** : Displays the properties of the document.

- **Copy link** : Copies the link of the document to clipboard



- Send to -> Mail as link : This Feature needs a browser extension but that is not enabled in Syensqo environment so it cannot be used.

- More actions like View Permissions, Download, Reserve, Copy, Add Version, Start Workflow and View Document.

Identify any issues, have any questions or need general support, please either submit a request through [ServiceOne](#) or call our HR Operations [Jules](#).