

In these slides you will find:

- A link to the main HR websites;
- A quick introduction to how to travel;
- Where to find help.



Most of the HR website addresses are changed regularly...

→ Connect to **Magelan** to access the other websites

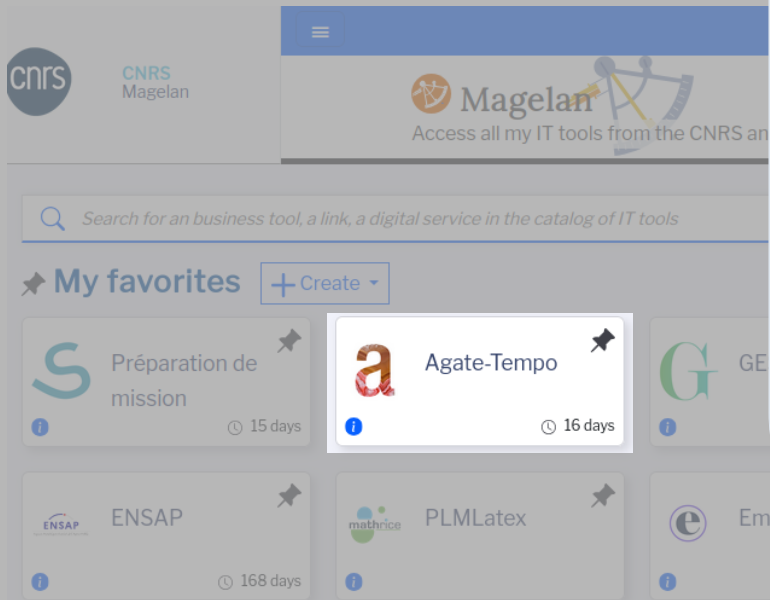
The screenshot displays the Magelan portal interface. At the top, there is a navigation bar with a home icon, 'Home', 'Catalog', a user profile icon, and 'Logout'. Below this is the Magelan logo and the text 'Access all my IT tools from the CNRS and the attachments of my units'. A search bar is present with the placeholder text 'Search for an business tool, a link, a digital service in the catalog of IT tools' and a 'Consult the catalog' button. The main content area is titled 'My favorites' and includes a '+ Create' button. It features a grid of website tiles, each with a logo, name, and last accessed date:

- Pr paration de mission (15 days)
- Agate-Tempo (16 days)
- GESLAB (72 days)
- Zammad IJCLab (119 days)
- Ariane (119 days)
- MyPeopleDoc
- ENSAP (168 days)
- PLMLatex
- Emmy (119 days)
- Visio - DINUM (120 days)

A dashed box on the right side of the grid contains the text 'Drag a suggested link'.

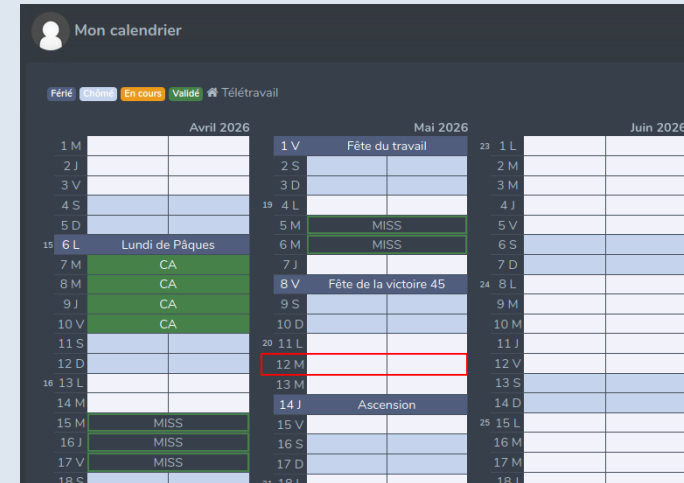
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Also known as oHRis:

- Allows you to report your vacations, check holidays, report your travels, home office etc.
- You should see the planning of the rest of your group as well



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The screenshot shows the Magelan portal interface. At the top, there is a navigation bar with a menu icon, the CNRS Magelan logo, and links for Home, Catalog, and Logout. Below the navigation bar is a search bar with the placeholder text "Search for an business tool, a link, a digital service in the catalog of IT tools" and a "Consult the catalog" button. The main content area is titled "My favorites" and contains a grid of website tiles. Each tile includes a logo, the website name, and the last access date. The tiles are: "Préparation de mission" (15 days), "Agate-Tempo" (16 days), "GESLAB" (72 days), "Zammad IJCLab" (72 days), "Ariane" (119 days), "MyPeopleDoc" (119 days), "ENSAP" (168 days), "PLMLatex" (119 days), "Emmy" (119 days), and "Visio - DINUM" (120 days). A white callout box with the text "This is what should replace Zoom" is overlaid on the "Visio - DINUM" tile. To the right of the grid is a dashed box with the text "Drag a suggested link".

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The screenshot shows the Magelan portal interface. At the top, there is a navigation bar with a menu icon, a home icon, and links for 'Home', 'Catalog', and 'Logout'. Below this is the 'Magelan' logo and the tagline 'Access all my IT tools from the CNRS and the attachments of my units'. A search bar is present with the placeholder text 'Search for an business tool, a link, a digital service in the catalog of IT tools' and a 'Consult the catalog' button. Below the search bar is a 'My favorites' section with a '+ Create' button. The favorites are displayed in a grid of cards, each with an icon, a name, and a star icon. The cards include: 'Préparation de mission' (15 days), 'Agate-Tempo' (16 days), 'MyPeopleDoc' (119 days), 'ENSAP' (168 days), 'PLMLatex' (119 days), 'Emmy' (119 days), and 'Visio - DINUM' (120 days). A white callout box is overlaid on the 'PLMLatex' card, containing the text: 'This is overleaf if you don't have a magic account.'

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The screenshot shows the Magelan portal interface. At the top, there is a navigation bar with 'Home', 'Catalog', and 'Logout' options. Below the navigation bar, the 'Magelan' logo is displayed with the tagline 'Access all my IT tools from the CNRS and the attachments of'. A search bar is present with the placeholder text 'Search for an business tool, a link, a digital service in the catalog of IT tools'. Below the search bar, there is a 'My favorites' section with a '+ Create' button. The favorites are displayed in a grid of tiles, each with a logo, name, and last accessed date. The 'GESLAB' tile is highlighted with a white box and a callout bubble that says 'This contains all the budget lines if you have any'. Other tiles include 'Préparation de mission' (15 days), 'Agate-Tempo' (16 days), 'Zammad IJCLab', 'Ariane' (119 days), 'MyPeopleDoc', 'ENSAP' (168 days), 'PLMLatex', 'Emmy' (119 days), and 'Visio - DINUM' (120 days). A dashed box at the bottom right contains the text 'Drag a suggested link'.

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This provides access to Etamine and Notilus, which are the next part of this talk

**ETAMINE  
MISSIONS**

**Notilus**

There are 2 **main** steps before leaving:

- 1) Opening the travel in Etamine, and
- 2) Completing the demand (booking the tickets / hotel...) in Notilus.

Many steps require the approval of the HR (Albine), the owner of the money, your supervisor:

- Plan your trip as far in advance as possible
- Submit as complete an application as possible (Albine gets tens of them per day)

If you have any doubts:

- 1) Ask your colleagues (including me)
- 2) [IJCLab intranet](#) contains some information especially [here](#) (in French, but up-to-date quite complete and easy to translate!)
- 3) [Zammad](#) is the simplest way to contact people. Don't forget to add 10/ at the beginning of your tickets!
- 4) Ask Albine directly (Building 100 Office 054 on Tuesday and Thursday, Building 200 Office 127B on Friday)