

Manager Navigator Job Aid

Parts of a Navigator



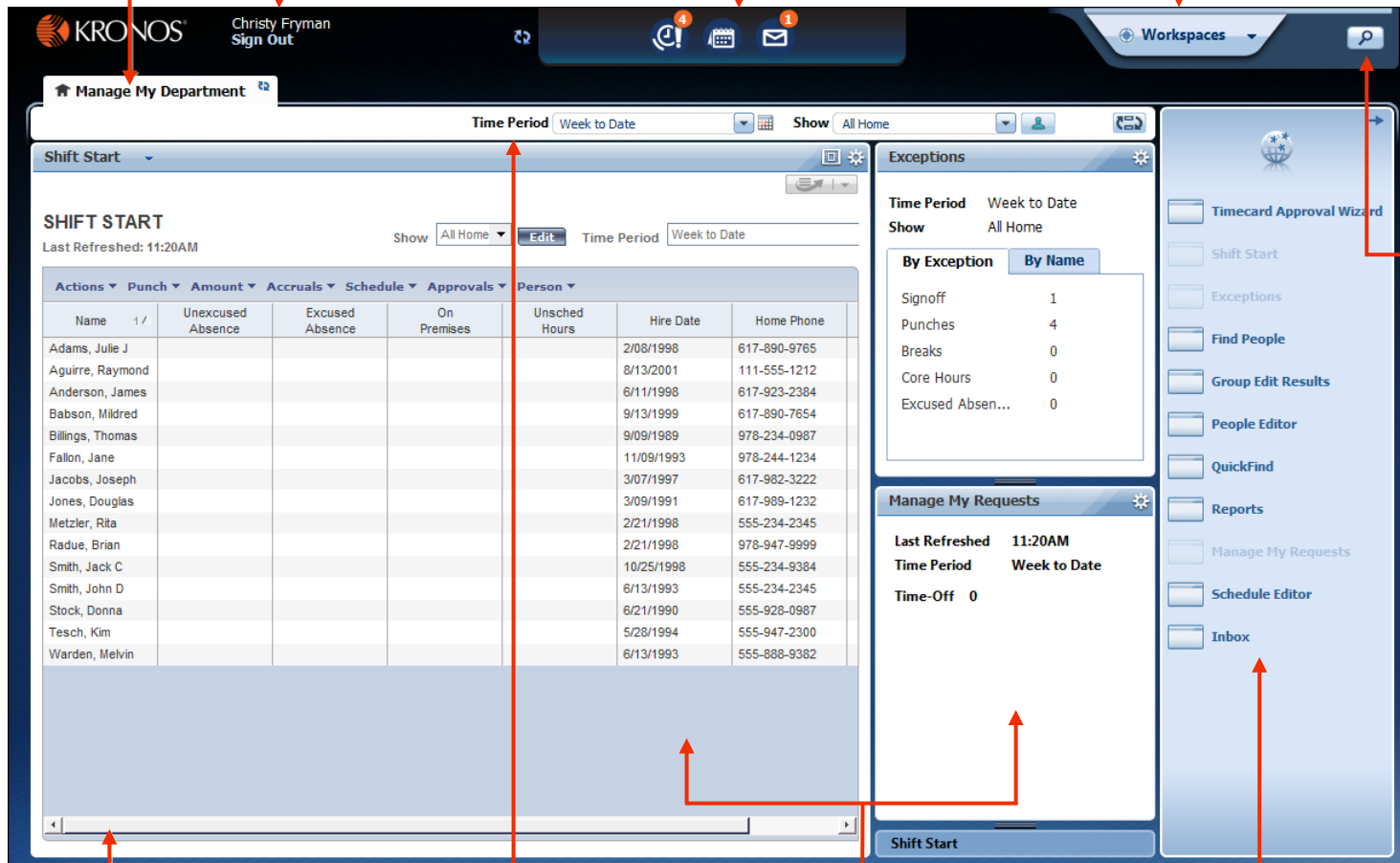
Active Bar
Displays active workspaces; click title to bring a workspace into focus. (Manage My Department is the only one in this example.)

Name / Sign Out
Identifies user and a link to log out of navigator.

Alerts
Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that you need to address. (Note: Alerts are optional)

Carousel
Container for one or more workspaces (Note: Carousel appears only if there is another workspace in addition to the home workspace.)

Navigator layout varies
Navigators are customized by Administrators and reflect those items needed for a job role. Specific widgets and alerts that are available in your navigator are determined by your access and which applications are in use.



Search
Opens a widget in which you can search on a wide variety of data types, including employee names, pay rules, jobs, phone numbers, exceptions, and more.

Hovering for Details
Hover the mouse to see details, where applicable.



Repositioning Widgets
Move a secondary widget into a primary position by clicking the title bar, dragging it over a primary widget, and releasing.



Workspace
Displays one or more widgets and the Related Items pane.

Workspace Context
Some workspaces allow you to choose a context – a Time Period and set of Employees or Locations to use in all widgets where they apply. If needed, change the selections and click the Synchronize icon.

Widgets
A widget is a task-oriented tool or view into Workforce Central. There will be one or two primary widgets, depending on the workspace—these are widgets you can use to perform tasks. There may also be one or more smaller-sized secondary widgets, but normally these are only for viewing until you swap them into a primary position.

Related Items Pane
Includes one or more additional widgets for less common tasks; the Related Items pane is optional and contains different widgets for each workspace.

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Opening Widgets and Workspaces



Refresh
Click the **Refresh** icon to get immediate updates to your Alerts.

Alert Icons
Each type of alert has its own icon. A number in the icon's corner indicates that there are items you should review. (The significance of the number itself depends on the specific alert.) Click an icon to view details.

Alert Details
Click an item in the details of an alert to open the relevant widget. You can then take whatever actions are needed in the open widget. Each category may have several sub-categories; expand a sub-category to view the alerts it contains.

View All
Click **View All** to open the Alerts and Notification widget, where you can review multiple alerts and their details in a larger work area.

Closing the Carousel
Click the **Workspaces** tab to close the carousel.

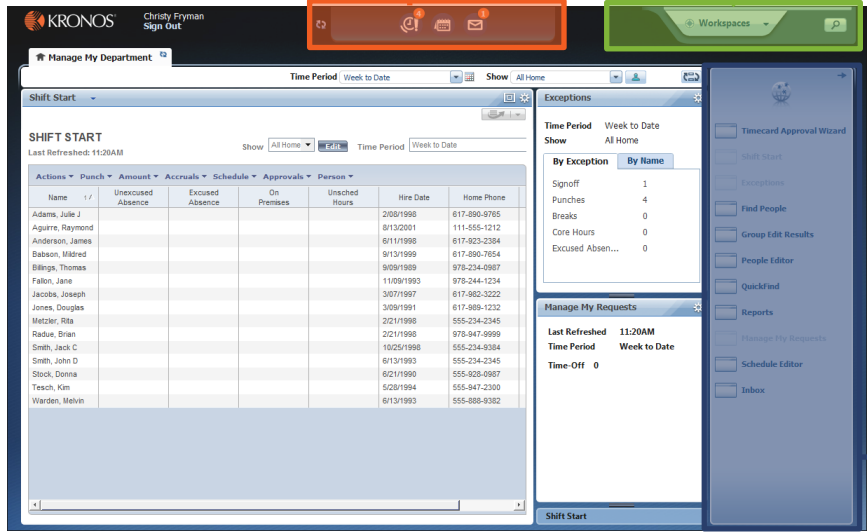
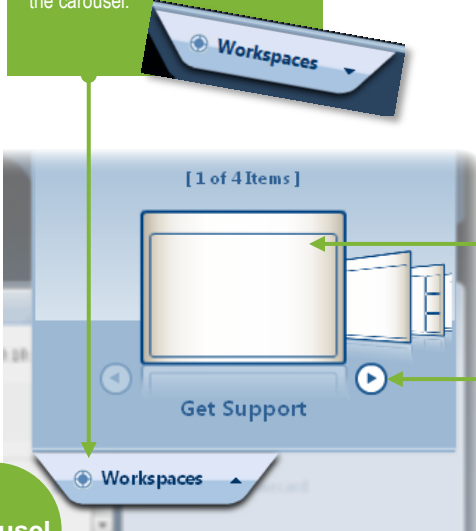
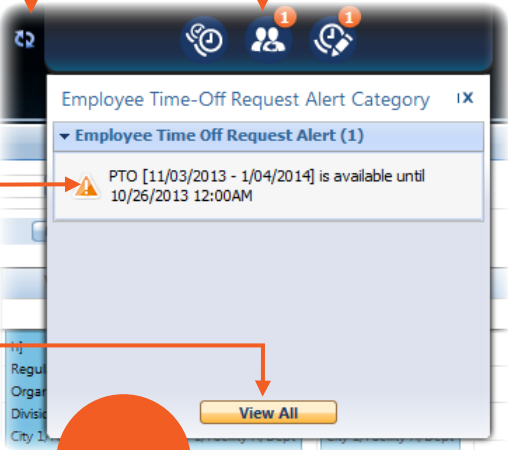
Additional Workspaces
Click an item in the carousel to open an additional workspace. To close that workspace later, hover over its tab and click the Close (X) button. To refresh its data, click the Refresh icon.

Cycling the Carousel
If there is more than one workspace in the carousel, use the arrows to cycle through the additional workspaces.

Closing the Related Items Pane
Click the right arrow to close the **Related Items** pane. When closed, click the left arrow to open it.

Active Widgets
Widgets already in an open workspace appear grayed out in widget list.

Activating a Widget
There are two ways to activate a widget in the **Related Items** pane. To add it to the current workspace, drag it out of the pane and release it over a widget in the workspace. To work with the widget in a separate workspace, click the widget while it is still in the pane. To close that workspace later, hover over its tab and click the Close (X) button.



Carousel

Related Items

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Managing the Active Workspace



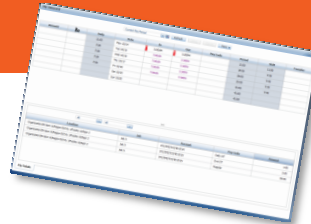
Workspace Tabs

Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view. You must always have at least one workspace open, but you can close any additional workspaces by hovering over its tab and clicking the Close (X) button. You can also refresh the data in the workspace by clicking the Refresh icon on the workspace's tab.



Maximize / Restore Icon

Click to expand a primary widget to its maximum size. (This will temporarily take over the entire window.) Click again when maximized to restore to the original size.



Gear Icon

Click to view options for moving the widget. Unavailable options will be grayed out. (For example, primary widgets cannot use Close or Pop-out.)

Primary and Secondary Widgets

Workspace layouts vary. All workspaces have at least one primary widget, which is where you do your work. Workspaces can also have one or more secondary widgets that you can choose to promote to the primary position if you need to work in them.

Primary Widget

Amount	Daily	Date	In	Out	Pay Code	Period	Shift	Transfer
		Mon 10/14	5:00AM	5:00PM		11:00	11:00	
		10/15	7:00AM	3:30PM		18:30	7:30	

Secondary Widgets

Manage My Department

SHIFT START

Name	Unexcused Absence	Excused Absence	On Premises	Unsched Hours	Hire Date	Home Phone
Adams, Julie J					2/28/1998	617-890-8765
Aguirre, Raymond					8/13/2001	111-555-1212
Anderson, James					6/11/1998	617-923-2384
Batson, Madred					9/13/1999	617-890-7854
Blangs, Thomas					8/26/1989	978-234-9987
Fallon, Jane					11/28/1993	978-244-1234
Jacobs, Joseph					3/27/1997	617-963-3222
Jones, Douglas					3/28/1991	617-988-1232
Metzler, Rita					2/21/1998	555-234-2345
Radue, Brian					2/21/1998	978-947-9999
Smith, Jack C					10/25/1998	555-234-9324
Smith, John D					8/13/1993	555-234-2345
Stock, Donna					6/21/1990	555-923-9987
Tesch, Kim					5/28/1994	555-947-2300
Warden, Melvin					6/13/1993	555-888-8382

Pop-out Option
Select Pop-out to promote a secondary widget to a primary position.

Close Option
Select Close to send a secondary widget back to the Related Items pane.

Usable Secondary Widgets
In most cases, secondary widgets are informational only until promoted to a primary position. However, some widgets, like My Timestamp, have functioning parts when in the secondary position.

Resize Bar
Click and drag the resize bar to reveal more of a particular secondary widget.

Title Bar
Click and drag a secondary widget's title bar to swap its position with another widget, or return it to the Related Items pane.

Record Timestamp

My Calendar

October 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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Using a Wizard

Previous Button
Move back to an earlier step in the wizard.

Steps
Each step in the wizard is identified by its own chevron or tab. In some wizards you can click a chevron or tab to go directly to that step.

Information (Question Mark)
Click the question mark icon to display helpful instructions for each step. Click **X** to close the information.

Maximize / Restore
It is recommended that you increase your work area when using a wizard. Do this by clicking the **Maximize/Restore** icon in the widget, or opening the wizard in its own workspace. Closing the **Related Items** pane is also recommended.

What is a Wizard?
A wizard is a specially-designed widget that guides you through a series of steps to perform a business task. Each step presents a Workforce Central page or widget relevant to that step, along with instructions for how to perform that step. A wizard helps you complete a task quickly, easily, and consistently.

Name	Sign Off	Punches	Breaks	Core Hours	Excused Absence	Total
Adams, Julie J		2				2
Billings, Thomas		1				1
Aguirre, Raymond	1					1
Babson, Mildred		1				1
Warden, Melvin						0
Stock, Donna						0
Tesch, Kim						0
Fallon, Jane						0
Jacobs, Joseph						0
Radue, Brian						0
Smith, Jack C						0
Total:	1	4	0	0	0	5

Next / Done / Clear
Click **Next** to advance when you are done with the current step. The final step will display either **Done** or **Clear**. Click **Done** or **Clear** to reset the context and return to the initial step. You can then use the wizard again or move on to another task.

Related Information
This drop-down list contains links to Workforce Central pages that might contain additional information related to the current step. After viewing the page, click **X** to close it and return to the current step in the wizard.

Workforce Central Page or Widget
Each step in a wizard contains a Workforce Central page or widget that enables you to complete the step. Perform any required tasks and then click **Next** to continue to the next step. To see helpful information about the current step, click the step's question mark icon.