Manager Navigator Job Aid PC User

The purpose of this job aid is to provide the Time Manager/Supervisor an overview of navigation inside of the LoboTime system.

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Active Bar
Displays active workspaces; click title to bring a workspace into focus. (**Manage My Department** is the only one in this example.)
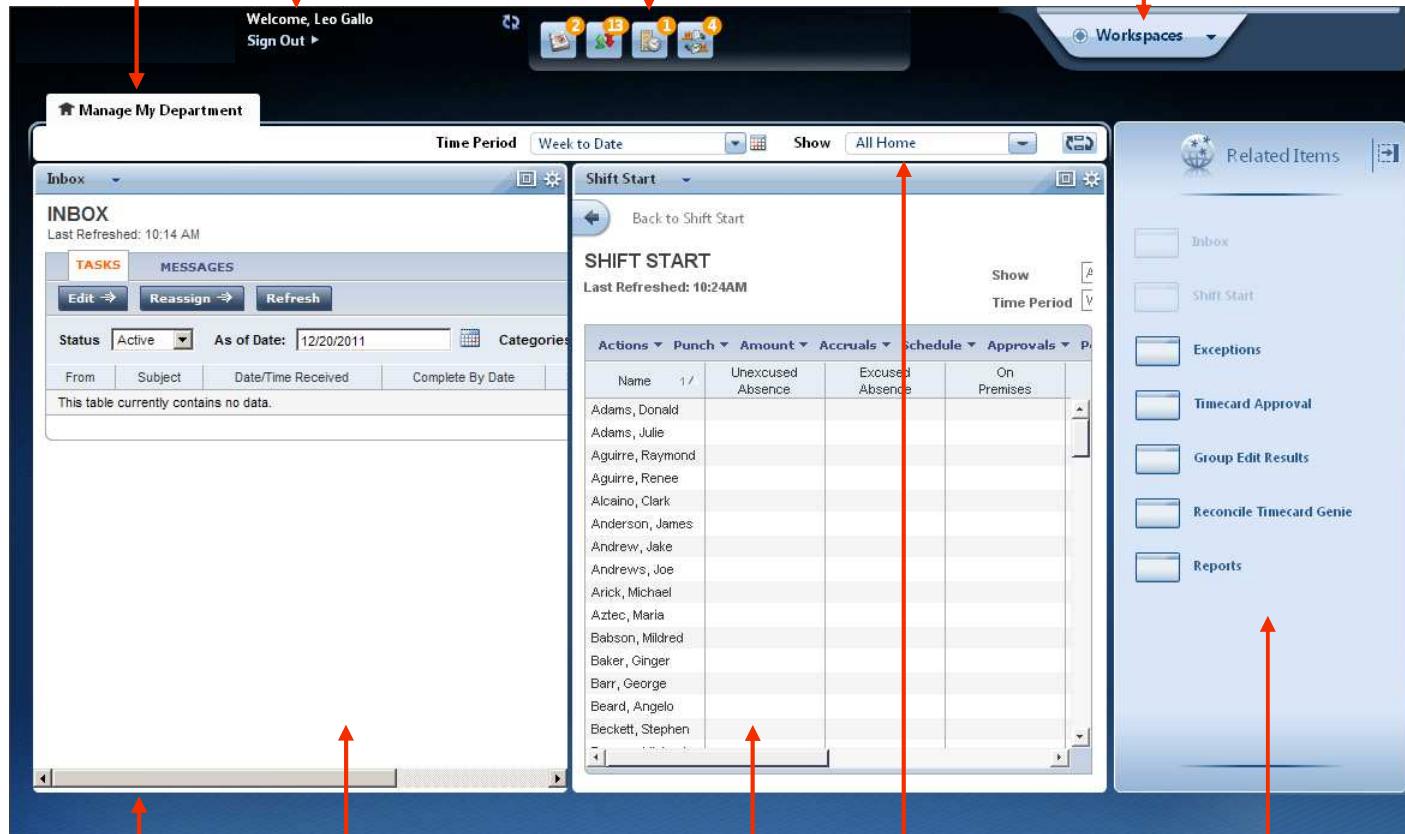
Name / Sign Out
Identifies user and a link to log out of navigator.

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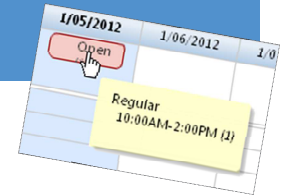
Carousel
Container for *one* or more workspaces (**Note:** Carousel appears only if there is another workspace in addition to the home workspace.)

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.

Welcome, Leo Gallo
Sign Out ▶

Workspaces ▾

🏠 Manage My Department

Time Period | Week to Date   Show | All Home

Inbox ▾

INBOX
Last Refreshed: 10:14 AM

TASKS | MESSAGES

Edit ⇒ | Reassign ⇒ | Refresh

Status | Active ▾   As of Date: | 12/20/2011   Categories

From	Subject	Date/Time Received	Complete By Date

This table currently contains no data.

Shift Start ▾

← Back to Shift Start

SHIFT START
Last Refreshed: 10:24AM

Show
Time Period

Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Schedule ▾ | Approvals ▾ | P

Name	Unexcused Absence	Excused Absence	On Premises
Adams, Donald			
Adams, Julie			
Aguirre, Raymond			
Aguirre, Renee			
Alcaino, Clark			
Anderson, James			
Andrew, Jake			
Andrews, Joe			
Arick, Michael			
Aztec, Maria			
Babson, Mildred			
Baker, Ginger			
Barr, George			
Beard, Angelo			
Beckett, Stephen			

🌐 Related Items

Inbox
Shift Start
Exceptions
Timecard Approval
Group Edit Results
Reconcile Timecard Genie
Reports

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

1/05/2012   1/06/2012   1/0
Open
Regular 10:00AM-2:00PM (1)

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

My Timestamp ⚙
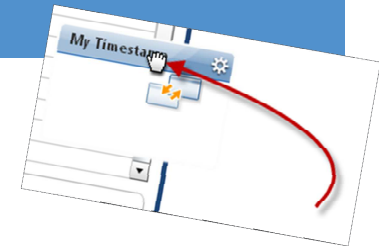
Workspace
Displays one or more widgets and the **Related Items** pane.

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 for viewing only until you swap them into a primary position.

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.

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

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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.

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.

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.

Schedule   Last updated at 10:24AM

- 1 Open Shift on 1/16/2012
- 1 Open Shift on 1/21/2012

[3 of 4 Items]

My Information

Workspaces

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

Alerts

Carousel

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

Welcome, Leo Gallo
Sign Out ►

Workspaces

Related Items

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

Manage My Department

Time Period   Week to Date   Show   All Home

Inbox

INBOX
Last Refreshed: 10:14 AM

TASKS   MESSAGES

Edit →   Reassign →   Refresh

Status   Active   As of Date: 12/20/2011   Categories

From   Subject   Date/Time Received   Complete By Date

This table currently contains no data.

Shift Start

◄◄ Back to Shift Start

SHIFT START
Last Refreshed: 10:24AM

Show
Time Period

Actions ▼   Punch ▼   Amount ▼   Accruals ▼   Schedule ▼   Approvals ▼

Name   Unexcused Absence   Excused Absence   On Premises

Adams, Donald
Adams, Julie
Aguirre, Raymond
Aguirre, Renee
Alcaino, Clark
Anderson, James
Andrew, Jake
Andrews, Joe
Arick, Michael
Aztec, Maria
Babson, Mildred
Baker, Ginger
Barr, George
Beard, Angelo
Beckett, Stephen

Related Items

Inbox
Shift Start
Exceptions
Timecard Approval
Group Edit Results
Reconcile Timecard Genie
Reports

Related Items

Related Items

Inbox

Shift Start

Exceptions

Timecard Approval

Group Edit Results

Reconcile Timecard Genie

Reports

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.
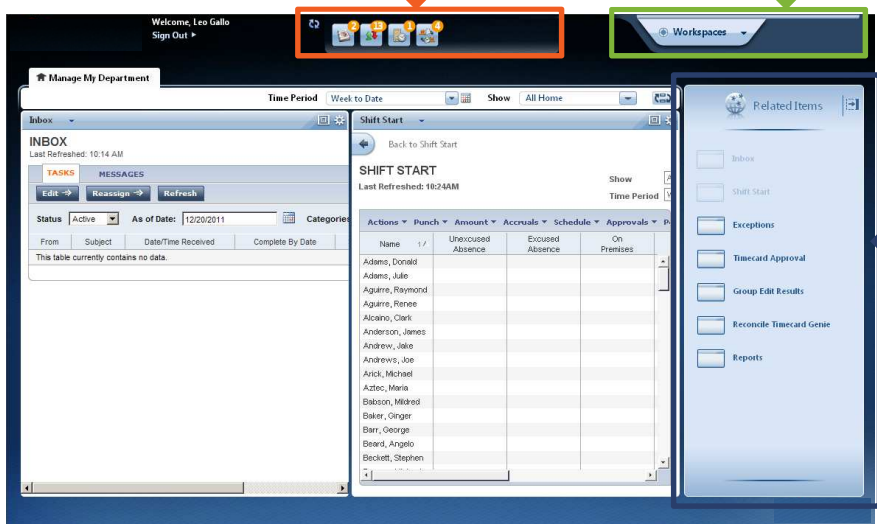
Group Edit Results | x
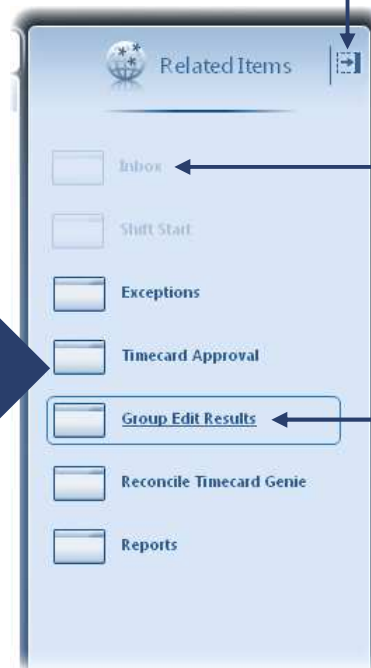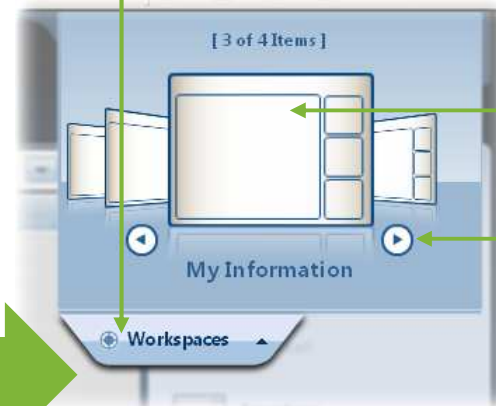
Workspace Tabs
Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view. You must always have at least one workspace open, but you can close any additional workspaces by hovering over its tab and clicking the Close (**X**) button.

Maximize / Restore Icon
Click to expand a primary widget to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size (and unhide your other widgets).

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.

Preferences Option
Select **Preferences** to edit settings for a widget, such as time period, and permanently save the changes. Preferences, if enabled, are saved only for your use in your own widget.

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.

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 it with another widget or return it to the **Related Items** pane.
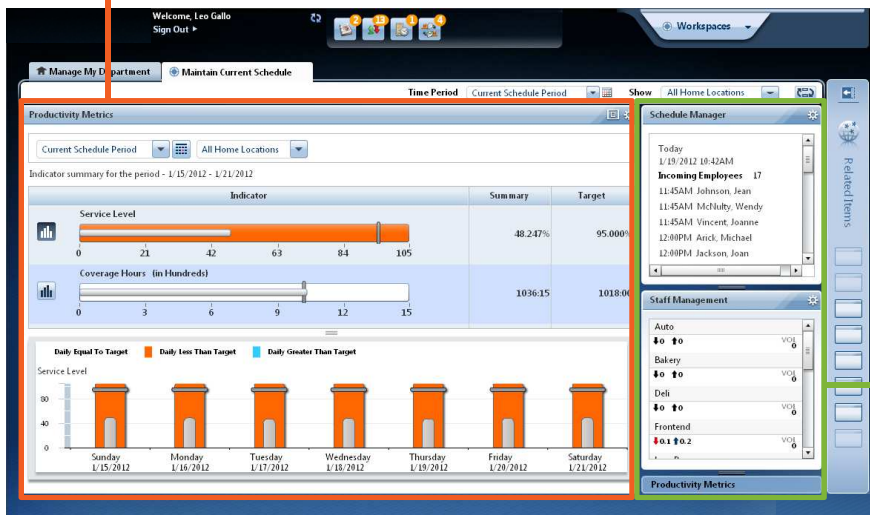
Usable Secondary Widgets
In most cases secondary widgets are informational only until promoted to a primary position. However, some widgets, like **My Timestamp**, have functioning parts even when in the secondary position.
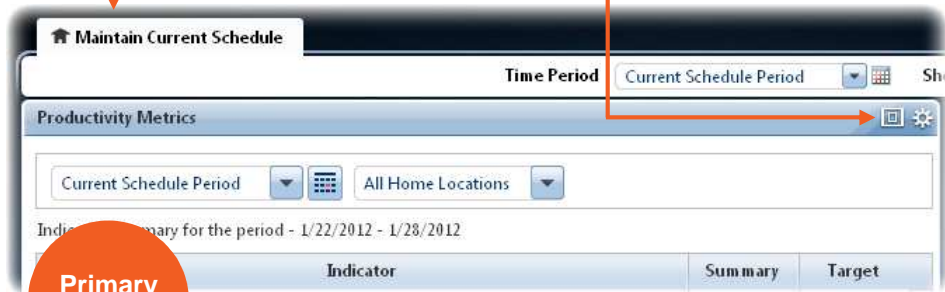
Primary Widget
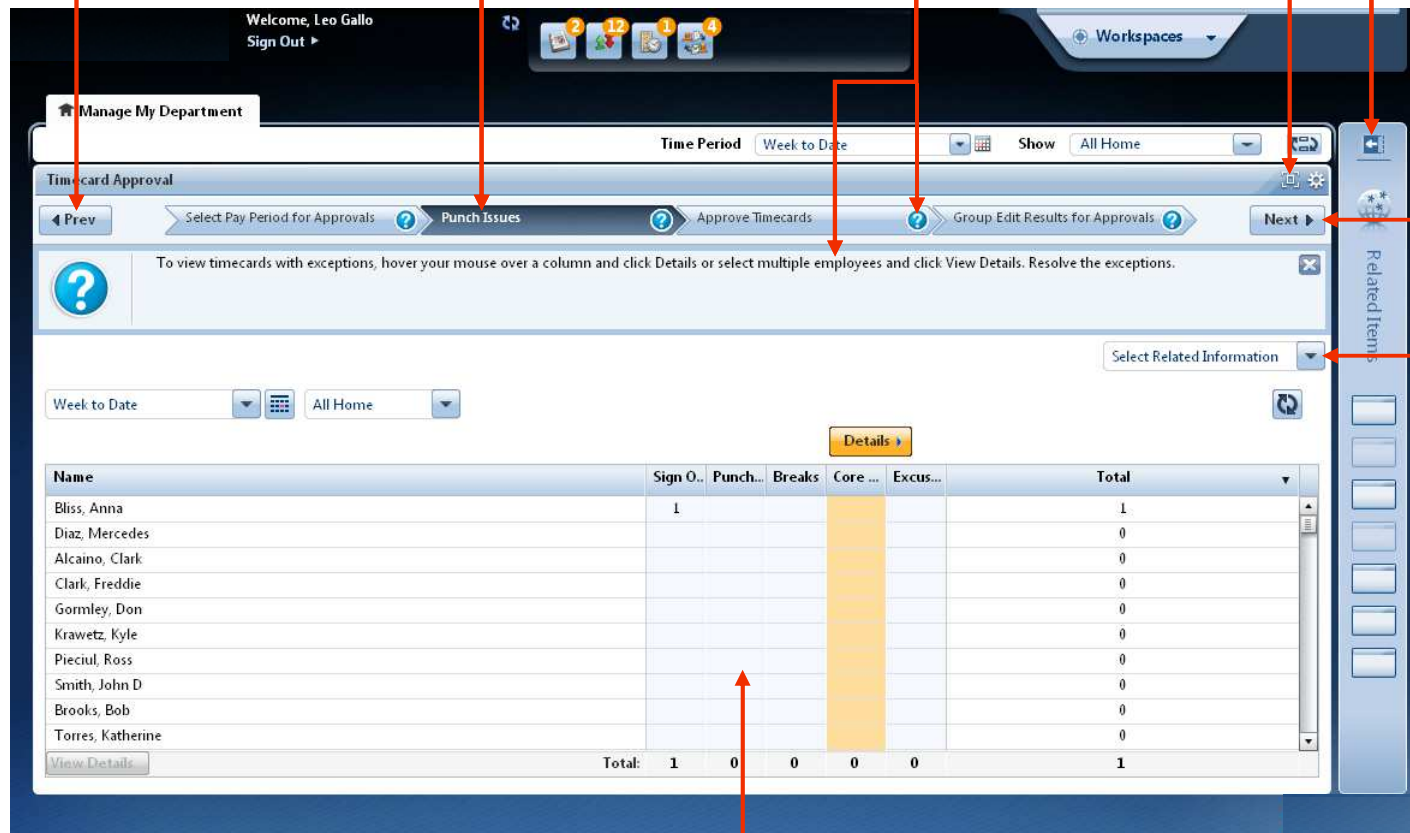
Secondary Widgets

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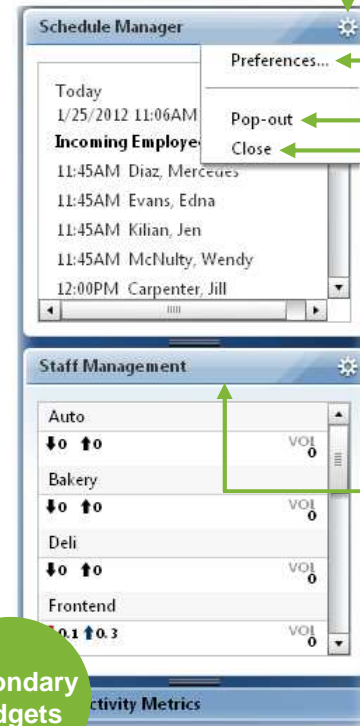
Previous Button
Move back to an earlier step in the wizard.

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 (as in this example). 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.


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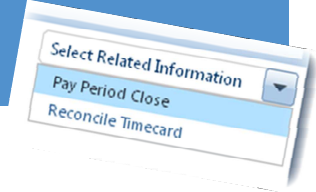
Workforce Central Page or Widget
Each step in a wizard contains a Workforce Central page or widget that enables you to complete the step. Perform any required tasks and then click **Next** to continue to the next step. To see helpful information about the current step, click the step's question mark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