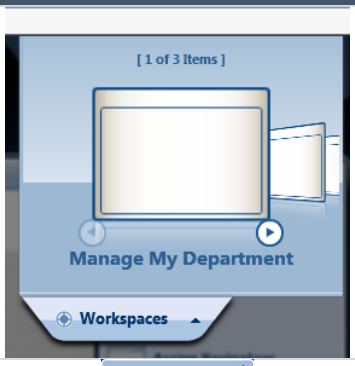
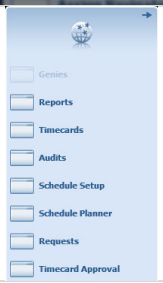
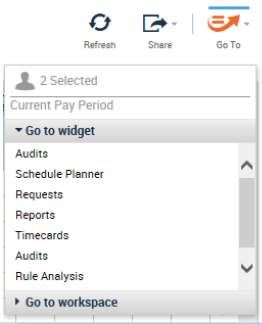
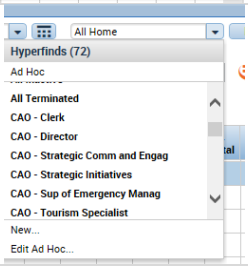
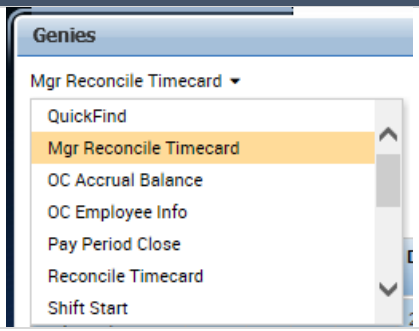
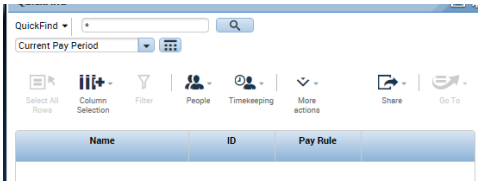
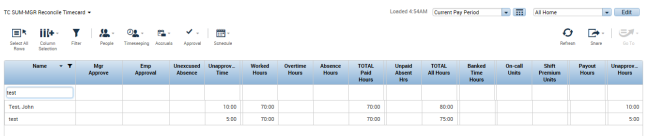
MANAGERS – NAVIGATOR

Objective	As a Manager, you will need to learn how to navigate the system.
Purpose	This selection will provide an overview of the navigator and basic terms and selections available.

	Function	Use when you want to	Screen Shot
1	**Opening Workspaces and Widgets**	Opening different workspaces provides access to different sets of widgets. Toggle between workspaces using **arrows** **My Information** – my personal timecard **Manage My Department** – my employee timecards	
2	**Widgets**	Within any workspace, you can access widgets and activate them by bringing them into your active workspace.	
3	**Go To**	GoTo navigation is configurable and is to toggle between widgets for selected employee(s).	
4	**Hyperfinds**	Customizable grouping of employees. Defaults to the last hyperfind used.	
5	**Alerts**	Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that require your immediate attention.	

	Function	Use when you want to	Screen Shot
6	**Genies**	Genies are highly customizable for users to ensure that they see only the data that is applicable to their business needs.	
7	**Quickfind**	Find employee Search by employee's last name, name or ID You can also change the list of people that appear by selecting a different period from the Time period drop-down list. You can also search by partial ID by entering the first characters, followed by *.	
8	**Mgr Reconcile Timecard** **Job Aid** *Reviewing and Approving Timecards*	Review and approval of the timecards will be performed from this Genie; a one page view of the status of an employee timecard.