Navigator Components

**Tabs**
Display active workspaces and widgets. You can switch between active workspaces and widgets by clicking on the applicable tab.

**Name / Sign Out**
Displays your name and a link to sign out.

**Alerts**
Links enabling you to view the exception types that you need to address, such as missed punches and unplanned absences.

**Workspaces Carousel**
Container for one or more workspaces, including Help.

**Search**
Click to open the Search widget, to locate employees and their information.

**Workspace**
A work area made up of widgets related to a particular aspect of your role.

**Widgets**
Task-oriented tools you use to review data and perform actions.

**Related Items Pane**
Contains the list of widgets in the current workspace and allows you to open inactive widgets.

**Navigator layouts vary**
Navigators are customized for your individual job role. Your view may be slightly different than what’s shown here.
Manager Navigator Job Aid

Alerts, Workspaces Carousel, and the Related Items Pane

**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 depends on the specific alert.) Click an icon to view the alerts.

**Opening/Closing the Workspaces Carousel**
Click the Workspaces tab to open or close the Workspaces carousel.

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**View All**
Click to open the Alerts and Notifications widget. This provides more room for reviewing alerts.

**Opening/Closing 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.

**Cycling the Carousel**
Use the arrows to cycle through the additional workspaces.

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**View All**
Click to open the Alerts and Notifications widget. This provides more room for reviewing alerts.

**Active Widgets**
Open widgets appear grayed out.

**Opening/Closing Widgets**
To open a widget in a new tab, click its name in the Related Items pane. To close that widget later, hover over its tab and click the Close (X) button.
Using a Genie

**Action Icons**
These icons provide access to actions you can take on employees, such as approving timecards. Start by selecting the individual employee rows (or clicking Select All Rows to select all employees in the display), and then choose the action you want to take.

**Sorting/Grouping**
Click the small arrow that appears when you hover over a column header to see your options for how to sort or group the data by that column.

**Context Selectors**
Display the current employee set and date range (together referred to as "context") for the genie or widget. To change the context, select a different item in either or both lists.

**Select/Unselect All Rows**
Click this to select all displayed rows before performing another action. Click again to unselect all rows.

**Column Selection**
Click this to open a list of available columns for the genie. You can then selectively turn columns on or off to customize your display. Your selections will persist (even between sessions) until you change them.

**Filter**
Toggling this on displays filter fields at the tops of any column that can be filtered. As you type in any of these filter fields, only rows containing the characters you type will remain in the genie.

**Maximize / Restore Down**
Click to expand a genie or widget to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore it down to its original size.

**GoTo**
Open this list and select a widget or workspace to navigate to. Your new destination will retain the same employees you selected.

**Share**
Provides options for printing the data displayed in the genie, or exporting it to a spreadsheet format.

**Refresh**
Discards any unsaved edits in the genie, and then reload the genie with the most current data in the database.

**How do I save my edits?**
When you take action in a genie, it is automatically saved to the database. You can view the Group Edit Results widget to verify that your edits were successful.
Manager Navigator Job Aid

Using GoTo Navigation

GoTo navigation makes it possible for you to select a specific context (i.e. group of employees and time period) in the widget you are currently viewing, and carry that context with you to another widget. This is convenient if you need to view information and/or perform tasks spread across several widgets, with the same group of employees.

1. In a widget or genie, select one or more employees you want to carry over to a new widget.

2. Open the GoTo menu and select the widget you would like to move to.

You can continue to move to new widgets with the selected employees (or a subset of those employees, if you choose). To “reset” your selection when you are done working with those employees, click the tab’s Refresh icon.

Using the Search Widget

The Search widget enables you to search on a variety of criteria, such as names, jobs, departments, and more. It can return a list of employees for which the search criteria are true, often saving you from having to dig deeper for the information you need.

1. Click the Search icon in the upper right corner of the Navigator.

2. In the search field, start typing the name of the item (employee, rule, exception, etc.) that you want to search on. As you type, a list of suggestions will appear below.

3. If the item you are looking for appears in the list of suggestions, select it and the item’s details will appear in the right half of the widget. If you want to perform a task with any of the employees that appear, you can select them and use GoTo navigation to carry them into another widget.

4. If your search did not locate what you were looking for, you can clear the search by clicking . You can then enable hints by selecting the Hints (On) option and use the items in the list that appears to help you locate it.