

# Employee Navigator Job Aid

## Parts of a Navigator



**Active Bar**  
Displays active workspaces; click title to bring a workspace into focus. (My Information 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.

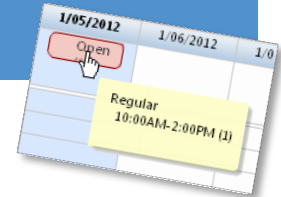
The screenshot shows the Employee Navigator interface for user Julie J Adams. At the top, there is a header with the user's name and a 'Sign Out' link. Below this is an 'Active Bar' with a 'My Information' workspace. The main area contains several widgets: 'My Timecard' (a table of daily work hours), 'My Timestamp' (a form for recording time), 'My Calendar' (a monthly calendar for October 2013), and 'My Totals' (a summary table). A 'Related Items Pane' on the right side lists other available widgets like 'My Timecard', 'My Timestamp', 'My Calendar', 'Change Password', 'My Earnings History', and 'My Reports'. A 'Workspaces' dropdown menu is visible at the top right.

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

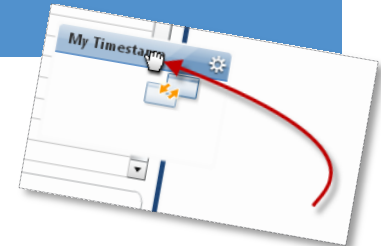
**Widgets**  
A widget is a task-oriented tool or view into Workforce Central. There will be one or two primary widgets, depending on the workspace—these are widgets you can use to perform tasks. There may also be one or more smaller-sized secondary widgets, but normally these are only for viewing until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

**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.



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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.

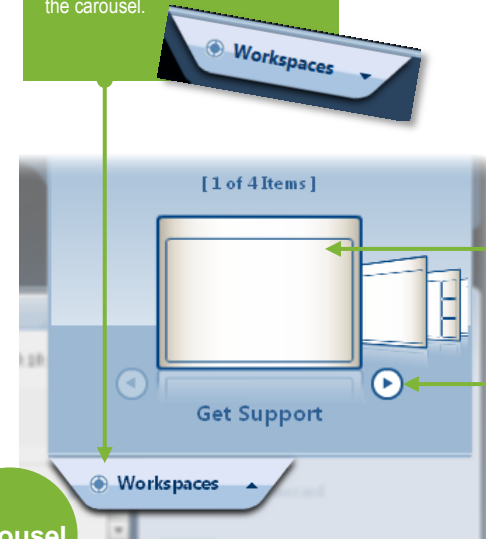
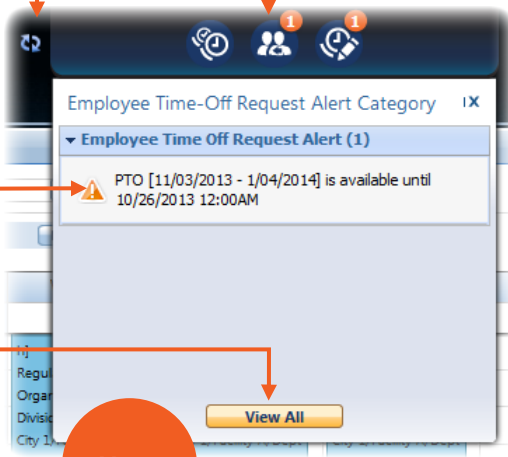
**Closing the Related Items Pane**  
Click the right arrow to close the **Related Items** pane. When closed, click the left arrow to open it.

**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.

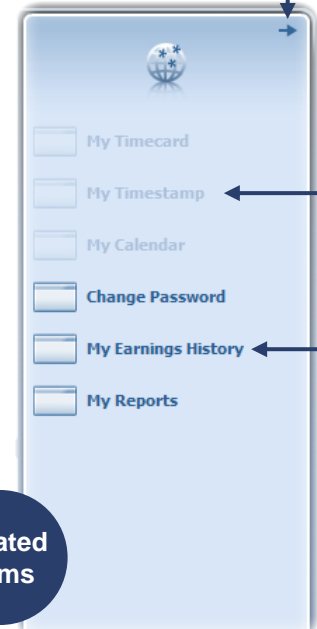
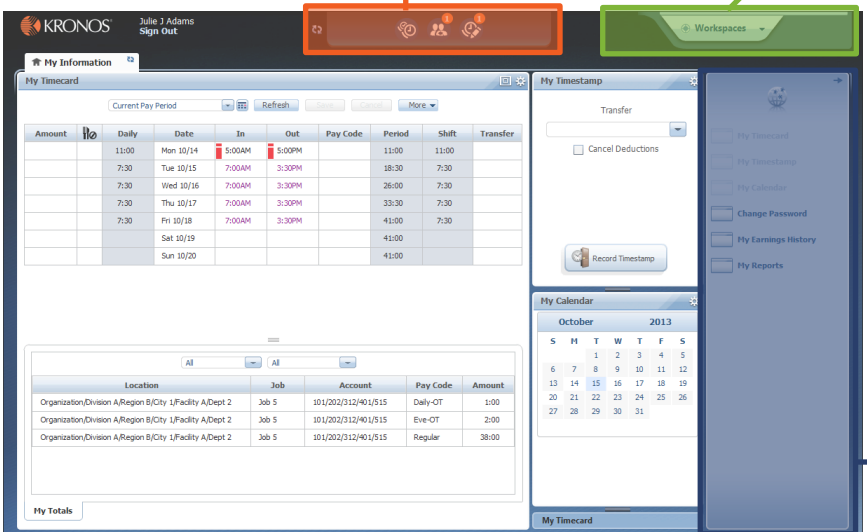
To work with the widget in a separate workspace, click the widget while it is still in the pane. To close that workspace later, hover over its tab and click the **Close (X)** button.



**Carousel**

**Alerts**

**Related Items**



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## Managing the Active Workspace



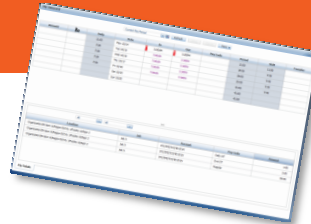
### Workspace Tabs

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.

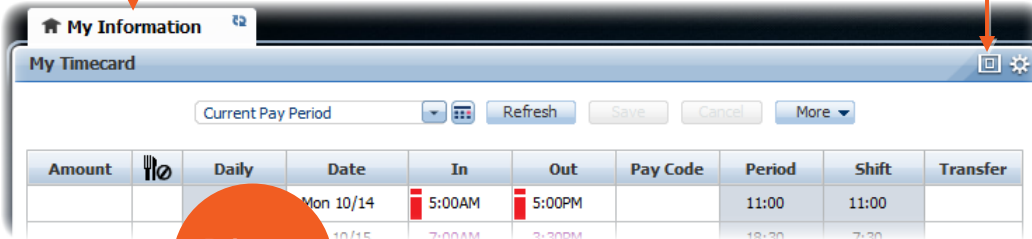


### Gear Icon

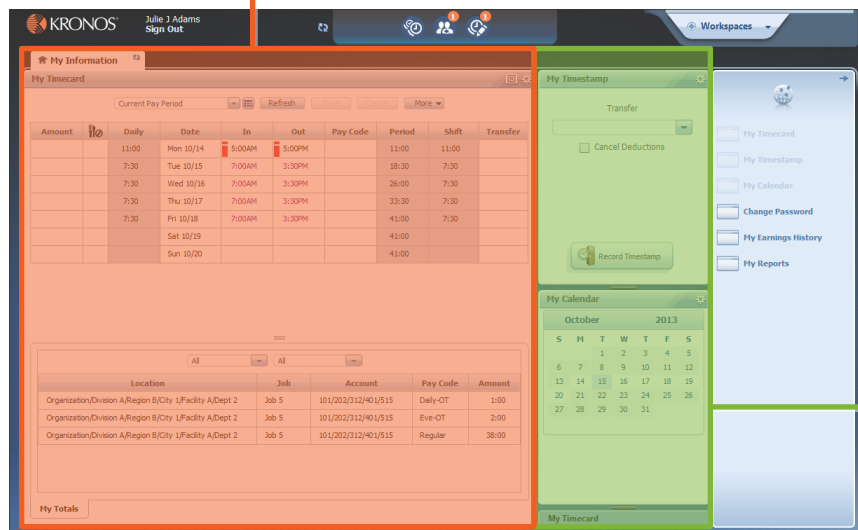
Click to view options for moving the widget. Unavailable options will be grayed out. (For example, primary widgets cannot use Close or Pop-out.)

### Primary and Secondary Widgets

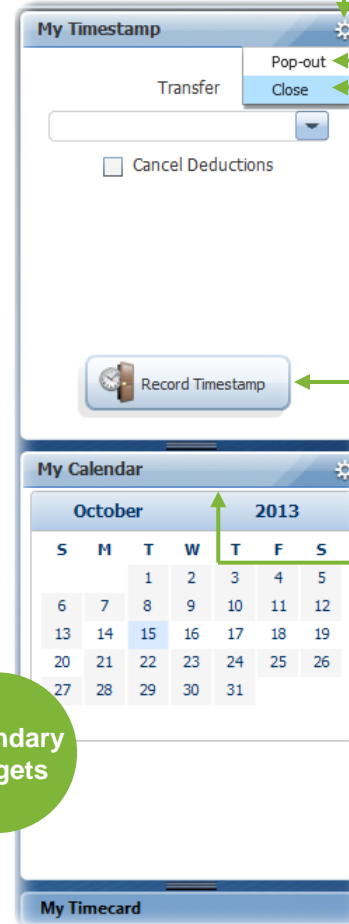
Workspace layouts vary. All workspaces have at least one primary widget, which is where you do your work. Workspaces can also have one or more secondary widgets that you can choose to promote to the primary position if you need to work in them.



Primary Widget



Secondary Widgets



**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.