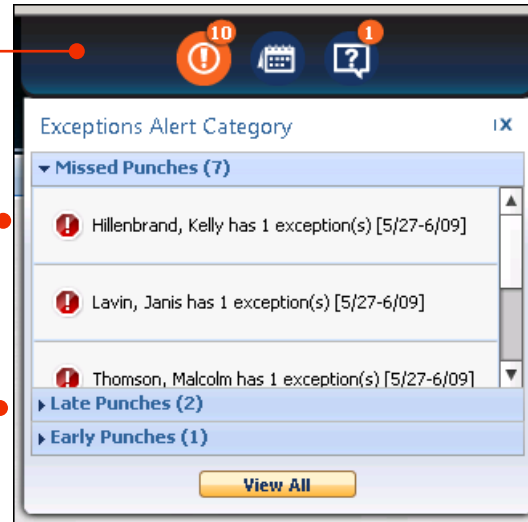


Functional alerts appear only in Navigator. Each functional alert uses visual cues to help you manage in the moment by calling attention to timekeeping or scheduling events.

### Key benefits of functional alerts

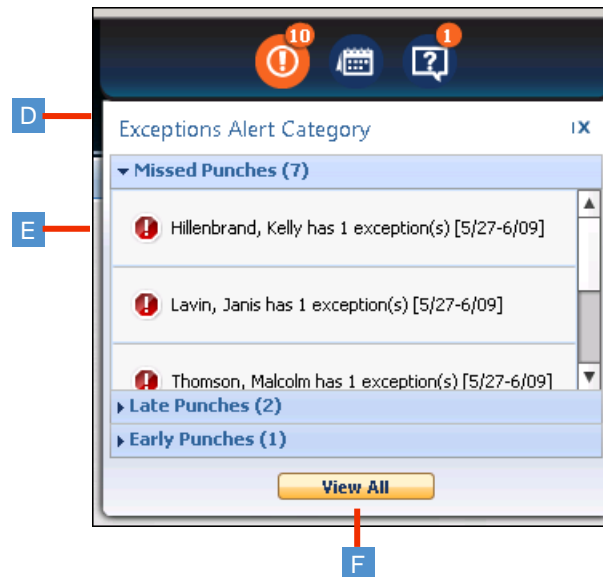
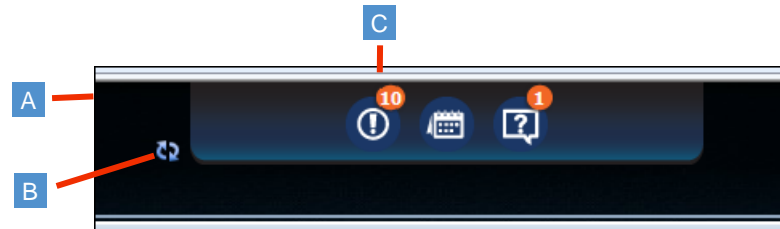
- Identify alerts with pre-defined icons
- Provide guided assistance with one-click navigation to receiving widget
- Automatically remove alert status once item is addressed
- Organize alerts by sub-categories to focus on each alert type
- View all alerts conveniently listed in one widget



### Alerts widget overview

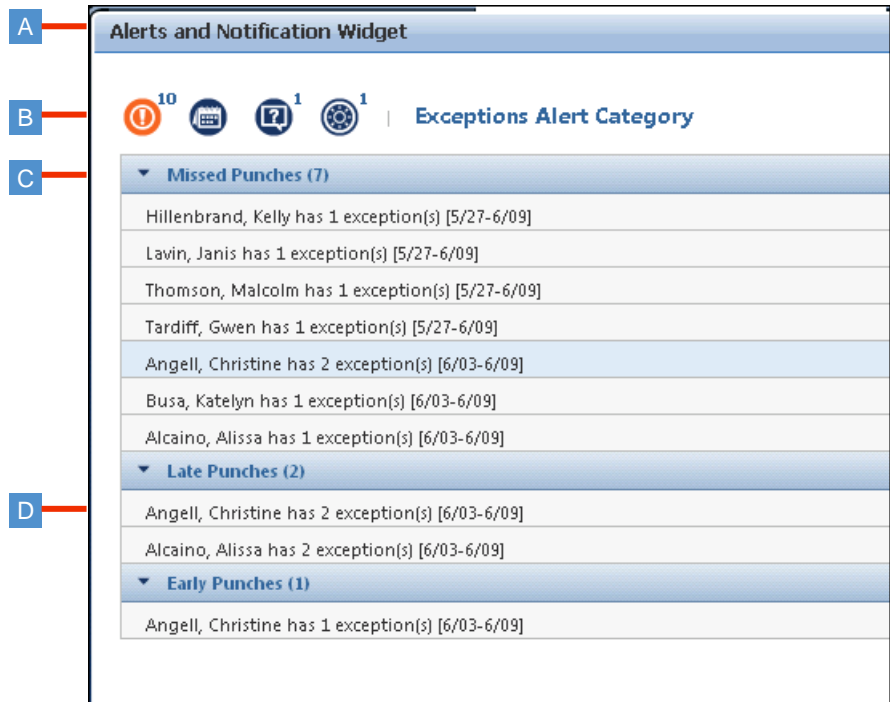
The Alerts widget is configured for your job role and your organization's business practices. Your Alerts widget might be different.

- A** The Alerts widget appears at the top of your navigator.
- B** Refresh Alerts updates the latest status of alerts from the system.
- C** Each alert category is represented with a visual cue and a number indicating how many alerts you have in each category.
- D** Each alert category can be organized into sub-categories. In this illustration you see 10 Exceptions alerts: 7 missed punches, 2 late punches and 1 early punch.
- E** Click on the individual alert to guide you to a widget that helps you address the condition. In this example, if you click on the alert for Kelly's exception, the Exceptions widget opens and you can review and resolve Kelly's missed punch.
- F** Your organization determines how many alerts are visible for each sub-category. However, you can easily see all alerts when you click **View All**. The Alerts and Notification widget opens.



### The Alerts and Notification widget overview

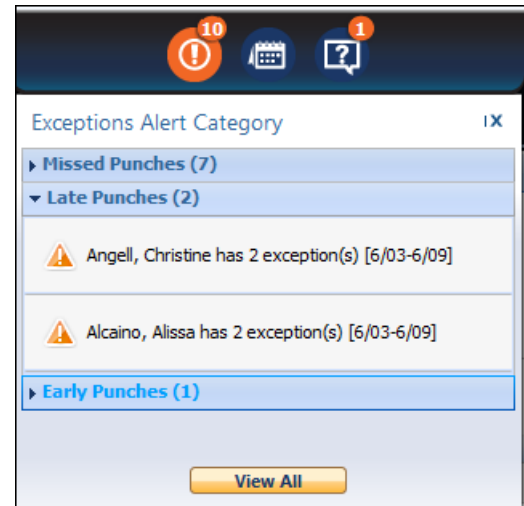
- A** The Alerts and Notification widget always opens in a new workspace.
- B** The details list shows all alerts in the currently selected category, which appears in orange. Click an icon to select and view a different category. In this illustration, the selected category is Exceptions alerts, and the number 10 above the icon indicates the total number of alerts for this category.
- C** The detail list shows all alerts by sub-category. In this illustration you see all exception alerts organized by missed punches, late punches, and early punches. **Note:** to collapse the list, click on the small down arrow.
- D** Click on any individual alert to open the applicable widget to help you address the alert condition.



### Reviewing functional alerts

Follow these steps when you need to review alerts from your Navigator

- 1 Log on to Navigator.
- 2 Review the set of alerts and click the applicable alert icon from the Alerts widget.
- 3 Click the alert's link to open the necessary widget and then address the condition.
- 4 If there are more alerts, click **View All** to see the entire list.

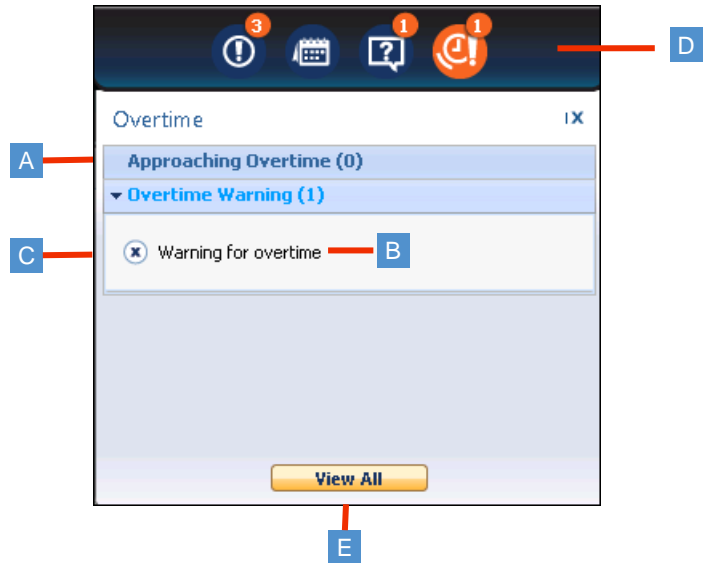


If your organization uses notifications, they can be delivered to your Alerts widget. Notifications can also be sent to other destinations such as Inbox (Kmail), Email, InTouch terminal or as an SMS text message. This job aid focuses on receiving notifications in the Alerts widget

### Alerts widget overview

The Alerts widget is configured for your job role and your organization's business practices. Your Alerts widget might be different.

- A** Notifications are grouped into an alert category and can include one or more similar types of notifications. In this example, two sub-categories are shown: Approaching overtime and Overtime warning.
- B** Click any individual notification to open the applicable widget to help you address the event.
- C** Click X to remove the notification. Your organization determines how long notifications appear in the Alerts widget before automatically being dismissed.
- D** The number above the icon indicates how many notifications are included in the currently selected alert category.
- E** Click **View All** to see a complete list of all notifications, including those items that do not appear in a category. Uncategorized items can be accessed only using the **View All** option. These items are commonly less urgent than other notifications.



Follow these steps to view uncategorized notifications:

1. Select an alert or notification category from the Alerts widget.
2. Click **View All**. The Alerts and Notification widget appears.
3. Click the **Uncategorized** icon.
4. Click the notification to access the receiving widget, click X to remove the notification or click **Detail** to view specific information.



- F** Whether reviewing categorized or uncategorized notifications, to see more information regarding the notification, hover your cursor to the right of the notification and click **Detail**.

