

Employee - Navigating uTIME

Parts of the 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 windows and alerts that are available in your navigator are determined by your access and which applications are in use.

The screenshot shows the uTIME Navigator interface for user Julie J Adams. At the top, the 'Active Bar' displays the user's name and a 'Sign Out' link. To the right, there are 'Alerts' icons and a 'Workspaces' carousel. The main workspace contains several windows: 'My Information' (home), '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 lists navigation options like 'My Timecard', 'My Timestamp', 'My Calendar', 'Change Password', 'My Earnings History', and 'My Reports'.

Amount	No	Daily	Date	In	Out	Pay Code	Period	Shift	Transfer
		11:00	Mon 10/14	5:00AM	5:00PM		11:00	11:00	
		7:30	Tue 10/15	7:00AM	3:30PM		18:30	7:30	
		7:30	Wed 10/16	7:00AM	3:30PM		26:00	7:30	
		7:30	Thu 10/17	7:00AM	3:30PM		33:30	7:30	
		7:30	Fri 10/18	7:00AM	3:30PM		41:00	7:30	
			Sat 10/19				41:00		
			Sun 10/20				41:00		

Location	Job	Account	Pay Code	Amount
Organization/Division A/Region B/City 1/Facility A/Dept 2	Job 5	101/202/312/401/515	Daily-OT	1:00
Organization/Division A/Region B/City 1/Facility A/Dept 2	Job 5	101/202/312/401/515	Eve-OT	2:00
Organization/Division A/Region B/City 1/Facility A/Dept 2	Job 5	101/202/312/401/515	Regular	38:00

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

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

Workspace
Displays one or more windows and the Related Items pane.

Windows
A window is a task-oriented tool or view in uTIME. There will be one or two primary windows, depending on the workspace—these are windows you can use to perform tasks. There may also be one or more smaller-sized secondary windows, but normally these are only for viewing until you swap them into a primary position.

Related Items Pane
Includes one or more additional windows for less common tasks; the Related Items pane is optional and contains different windows for each workspace.

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Opening Windows 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 window. You can then take whatever actions are needed in the open window. 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 window, 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.

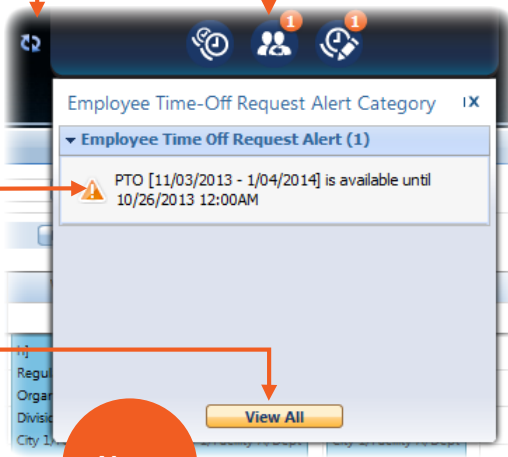
Additional Workspaces
Click an item in the carousel to open an additional workspace. To close that workspace later, hover over its tab and click the Close (X) button. To refresh its data, click the Refresh icon.

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 Windows
Windows already in an open workspace appear grayed out in window list.

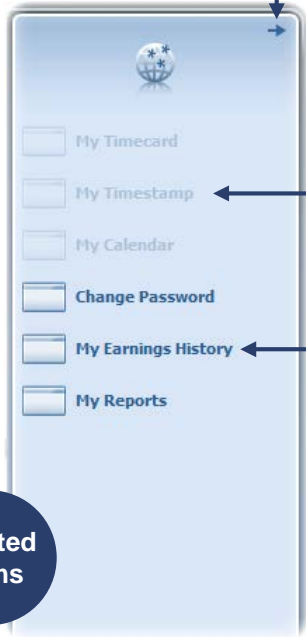
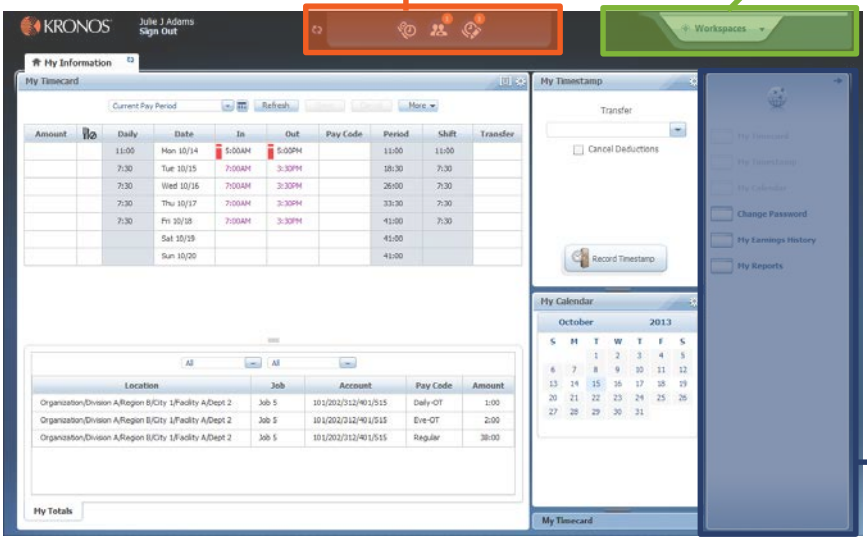
Activating a window
There are two ways to activate a window in the Related Items pane. To add it to the current workspace, drag it out of the pane and release it over a window in the workspace. To work with the window in a separate workspace, click the window while it is still in the pane. To close that workspace later, hover over its tab and click the Close (X) button.



Alerts

Carousel

Related Items



Employee Navigator Job Aid

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 window to its maximum size. (This will temporarily take over the entire window.) Click again when maximized to restore to the original size.

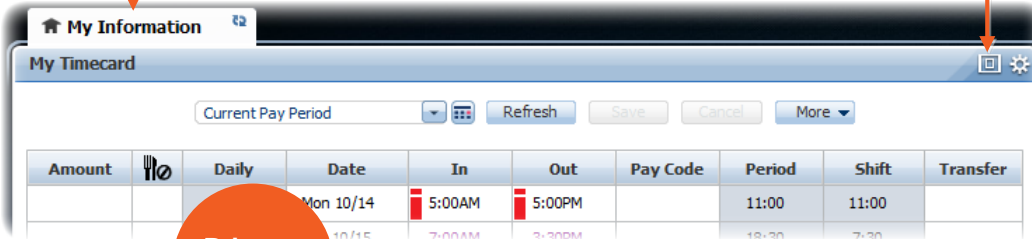


Gear Icon

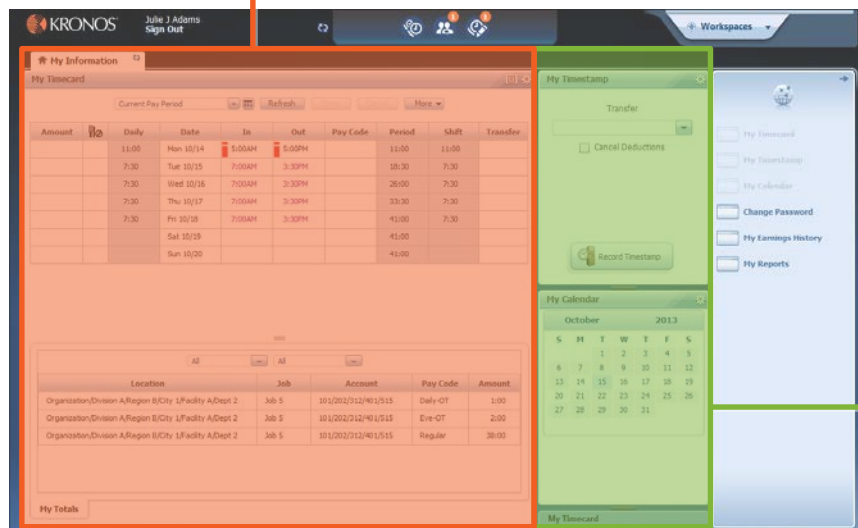
Click to view options for moving the window. Unavailable options will be grayed out. (For example, primary windows cannot use Close or Pop-out.)

Primary and Secondary windows

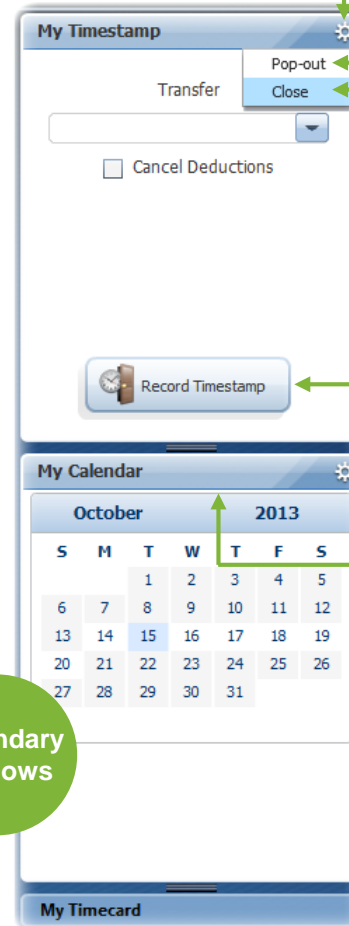
Workspace layouts vary. All workspaces have at least one primary window, which is where you do your work. Workspaces can also have one or more secondary windows that you can choose to promote to the primary position if you need to work in them.



Primary window



Secondary windows



Pop-out Option

Select Pop-out to promote a secondary window to a primary position.

Close Option

Select Close to send a secondary window back to the Related Items pane.

Usable Secondary windows

In most cases, secondary windows are informational only until promoted to a primary position. However, some windows, 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 window.

Title Bar

Click and drag a secondary window's title bar to swap its position with another window, or return it to the Related Items pane.

