

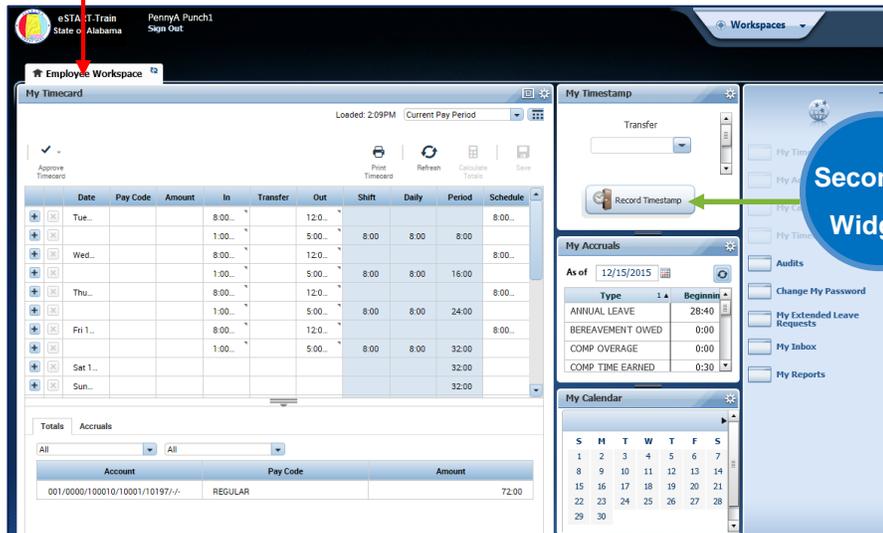
Employee Workspace Layout and Navigation

Primary Widget



Maximize / Restore Icon

Click to expand a primary widget to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size (and unhide your other widgets).



Secondary Widgets

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.

Usable Secondary Widgets

In most cases secondary widgets are only informational until promoted to a primary position. However, some widgets, like My Timestamp, have functioning parts when in the secondary position.

Title Bar

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

Close Option

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



Gear Icon

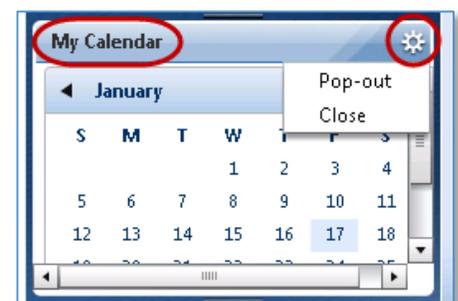
Click to view options for moving the widget. Unavailable options will be grayed out. (For example, primary widgets cannot use Close or Pop-out.)

Pop-out Option

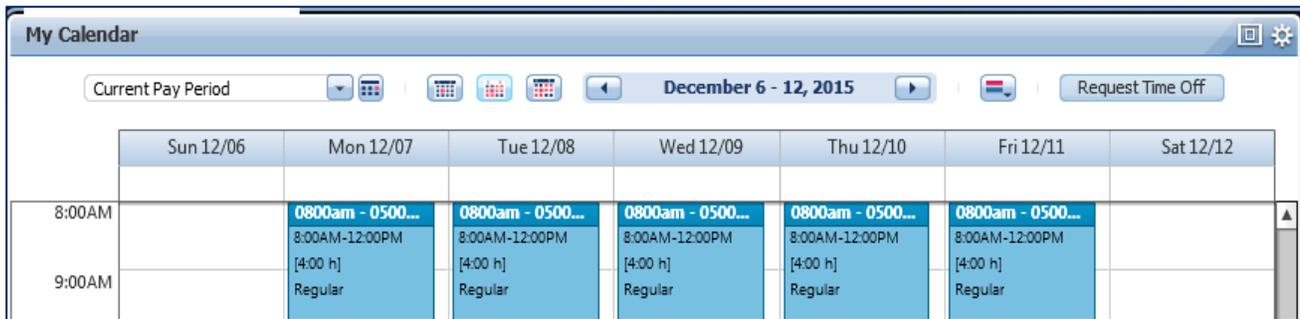
Select Pop-out to promote a secondary widget to a primary position.

Accessing the My Calendar Widget

- 1 In the Employee Workspace, locate the **My Calendar** Widget.
- 2 Click the gear icon on the **My Calendar** Widget and select **Pop-out**.
- 3 Click the **Maximize/Restore** Icon to expand the viewable area of the calendar.



The My Calendar Widget View Options



Action	Step
To view details of a particular day	Place your cursor over a shift to view details, such as the details of the schedule.
To view different calendar formats	Select  to view one day across the screen. Select  to view one week across the screen. Select  to view several months across the screen.
To view certain elements in your calendar	Select  to display elements, such as time off requests, holidays, scheduled pay codes, or scheduled shifts. If an item has a check mark, click the item to remove it from the display.

Changing My Calendar Widget View Options

- From the **Time Period** drop-down list, select the specific time period or click the **Select Dates** button to define your own time span.
- Select the view width of the calendar view.
- Click the arrow to select the elements you want to view in your calendar. If an item has a check mark, click the item to remove it from the display.
- Review information in the calendar workspace.

