

Employee Dashboard

The Employee Dashboard allows employees to quickly see important attendance information. Your access to the system options remains the same as they do now.

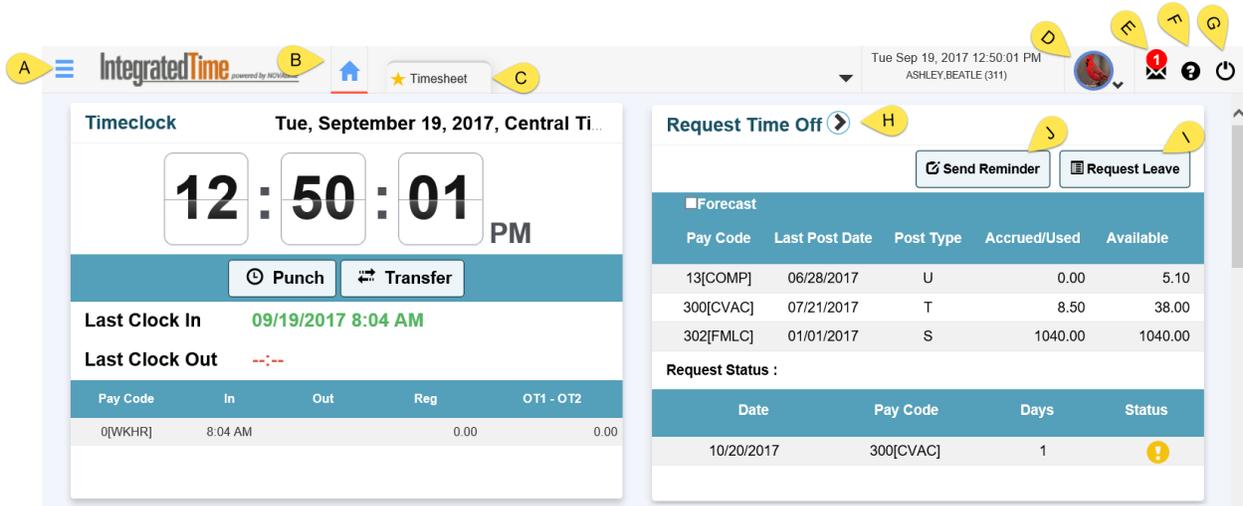


Figure 1 Employee Dashboard

- A. The Menu Bar shows the standard Categories and Pages. To access the Attendance category or the Scheduler category click on the Menu Bar and hover over the correct category. After the category expands click on the page you need access. When you click on a page it adds the header as a tab near the top of the page.

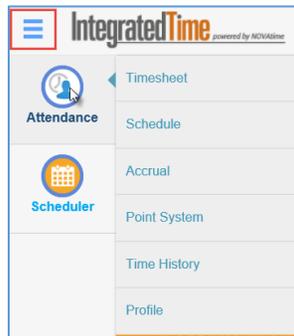
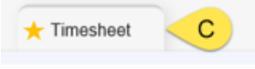


Figure 2 Category and Pages

	B. Brings you back to the dashboard
	C. Let's you favorite the page you are on by clicking on the star. Click the star again to remove the item as a favorite.
	D. Click on your image, or the image of a person, to see your Profile page and Preference page.
	E. The Message Center. Unread messages appear with a number notification. Click on the envelope to get to your messages.
	F. Brings you to the Help guide.
	G. Logs you out of the system.
	H. The arrow next to a title is a link to the actual page that data is located on. In this example, clicking the arrow brings you to the Scheduler category Requests page.
	I. In the Time Off Request Gadget you can use the Request Leave button to request time off right from the dashboard.
	J. You can send reminders for your time off requests by clicking on the Send Reminder button. This sends an email to your approving supervisor. Since the reminder is not connected to a specific request you need to be detailed in this reminder message.

K. You can change the name of any of the gadgets by clicking on the title and filling in the new name.



L. You can move the gadgets around by clicking on the white space just to the right of the title and arrow and dragging the gadget around.

