Manager Navigator Job Aid
Parts of a Navigator

KRONOS®

Active Bar
Displays active workspaces; click title to bring a workspace into focus. (**Manage My Department** is the only one in this example.) Click the Refresh icon next to the title to reload the workspace with its default information.

Name / Sign Out
Identifies user and a link to log out of navigator. Your photo may also appear here.

Alerts
Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that you need to address.

Carousel
The Workspaces Carousel contains other workspaces the user may have access to. For Supervisors, clicking on My Information is the way to bring up your own timecard.

Search
Click to open the Search widget, to locate employees and their information.

GoTo
Open this drop-down list and select a widget or workspace to navigate to. Your new destination will retain the same context (i.e. set of employees and range of dates) as the one you were just using in the Genie, instead of using its default context. This option is helpful if you would like to perform tasks on the same set of employees and/or the same time period over a series of several widgets.

Share
Provides options for printing the data displayed in the genie, or exporting it to a spreadsheet format.

Approve
Click on dropdown to approve a timecard, or to remove your approval.

Pay Period
Click on dropdown to choose different pay periods, or click on calendar icon to select range of dates.

Refresh
Discards any unsaved edits in the genie, and then reload the genie with the most current data in the database.

Related Items Pane
Includes one or more additional widgets for less common tasks; the **Related Items** pane contains different widgets for each workspace.