

Manager Navigator Job Aid

Parts of a Navigator



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.

The screenshot shows the Kronos Manager Navigator interface. At the top, there is a navigation bar with the Kronos logo, a 'Sign Out' link, a refresh icon, an alert icon, and a 'Workspaces' dropdown menu. Below this is the 'Manage My Department' workspace header. The main area is titled 'Genies' and contains a 'Reconcile Timecard' section with a toolbar including 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Approval'. A table displays timecard data with columns for Name, Missed Punch, Exceptions, All Regular & Leave, Overtime, Meal Penalty, Employee Approval, Manager Approval, Assign Manage, and Primary Labor Acc... The table has several rows of data. To the right of the table is a 'Related Items Pane' with a search icon and a list of items: QuickFind, Timecards, Exceptions, Schedules, Reports, Help, Inbox, and Work and Absence Summary. A 'Go To' dropdown is also visible above the table.

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 reloads 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.