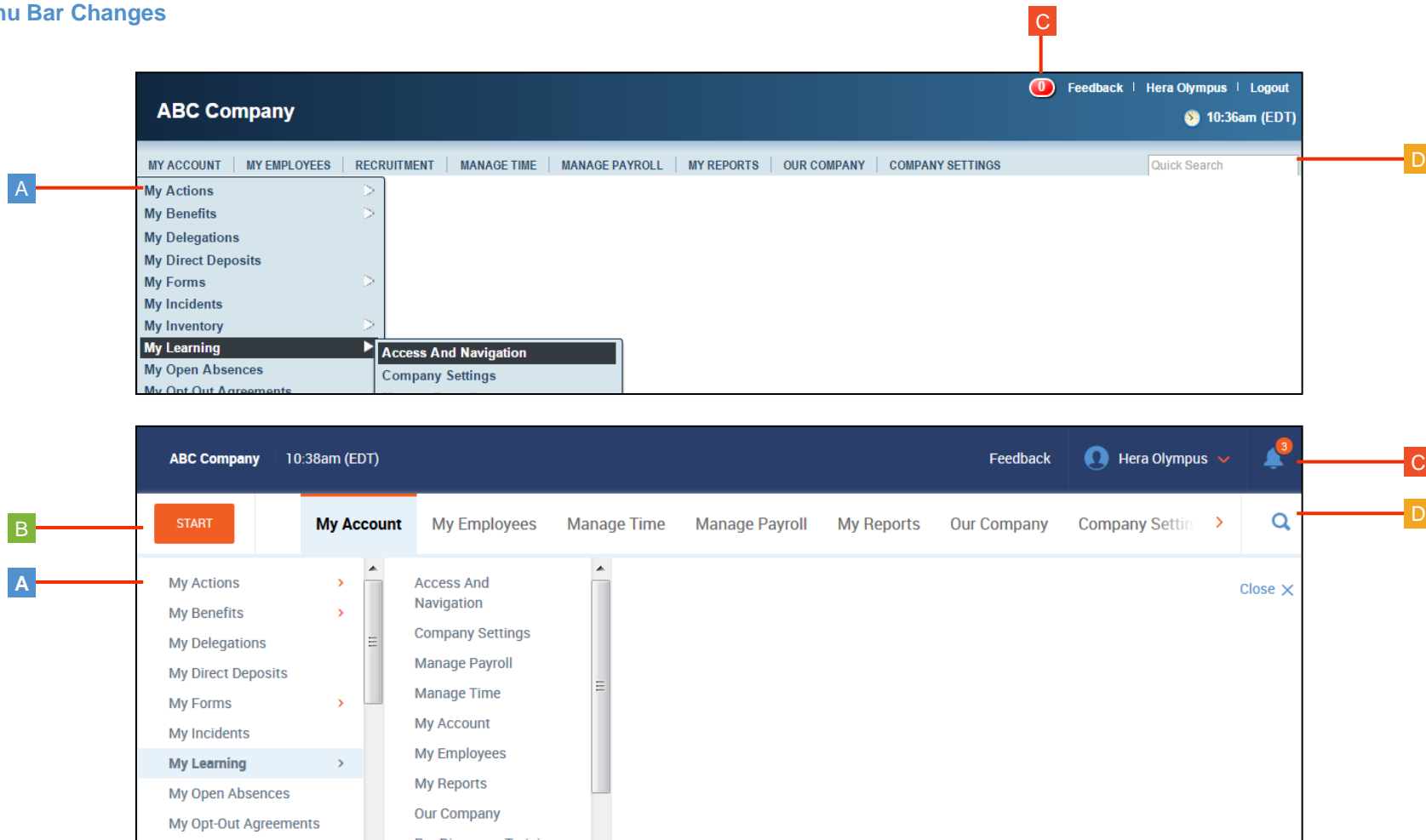


Using the New User Interface

The system will soon be getting a new look and feel. This new look will not effect how tasks are currently performed in the system, but certain options and tools have been moved to other areas of the screen to increase usability of the workspace. This job aid highlights key areas of the system that will be changed with the user interface update.

Title and Menu Bar Changes



A Menu Drawer: Menus are now chosen within a dedicated drawer space. Click on a top menu to open the drawer. Then, click any submenu to either navigate to a new page or open another submenu drawer.

B Start: If you are using the **Start** widget, access your start widget links quickly at any time by clicking the **Start** button on the top menu.

C To Dos: The **To Do** icon on the title bar has moved and changed. Access it to the right of your username.

D Quick Search: The quick search feature now reflects as an icon on the menu bar. Click the icon to expand a text box in which to enter your search value.

Using the New User Interface

Floating Bar Changes

Options that used to appear on a floating bar at the bottom of the screen have been moved to the top of the workspace. Refer to the images below to see where options have been relocated.

The screenshot shows the 'Timesheet Edit' interface. At the bottom, a floating bar contains several icons and labels: 'Previous Screen' (with a left arrow), 'Save' (with a floppy disk icon), 'Undo' (with a curved arrow icon), 'Submit For Approval' (with a lock icon), 'Approve' (with a checkmark icon), 'Docs' (with a folder icon), 'Utilities' (with a gear icon), and 'Info' (with an 'i' icon). On the right side of this bar, there are 'Previous Timesheet' and 'Next Timesheet' buttons with arrows. A red line labeled 'A' points to the 'Previous Screen' icon. A red line labeled 'B' points to the 'Save' icon. A red line labeled 'C' points to the 'Next Timesheet' button.

The screenshot shows the top navigation bar of the 'Timesheet Edit' interface. It includes a 'BACK' button, a breadcrumb trail 'Home > My Account > My Timesheet > My Current Timesheet > Timesheet Edit', and buttons for 'SAVE', 'UNDO', and 'SUBMIT FOR APPROVAL'. Below this is a secondary navigation bar with tabs for 'EXTRA PAY', 'ADJUSTMENTS', 'TIMESHEET', 'CALC. DETAIL', 'CALC. SUMMARY', 'SUMMARY BY DAY', and 'SCHEDULE'. A dropdown menu is open, showing options for 'APPROVE', 'DOCS', 'UTILITIES', and 'INFO'. A red line labeled 'A' points to the 'BACK' button. A red line labeled 'C' points to the 'TIMESHEET' tab. A red line labeled 'B' points to the 'APPROVE' option in the dropdown menu.

A Previous Screen/Back: The **Previous Screen** option has been remade into the **Back** button and moved to the top of the workspace to the left of the screen breadcrumbs.

C Previous/Next Record: Navigation options that allow you to page through records have moved to the upper left of the workspace just below the screen breadcrumbs.

B Screen Options: Screen specific options, such as **Save** have been moved to the top right of the workspace.

Note: Click the ... button to see additional screen options.

Using the New User Interface

Reporting Screen Changes

Options that used to appear in the **Tools** menu or the floating bar at the bottom of reporting screens have been moved to the top of the reporting workspace. Refer to the images below to see where options have been relocated.

The top screenshot shows the 'Tools' menu with the following options: Clear Filters, Export, Save Settings, Load Saved Settings, Custom Settings, Go To Page #, and Select Columns. The bottom screenshot shows the 'Settings' menu with the following options: Filter, Select Columns, and Export. Red lines and lettered boxes (A-E) indicate the movement of these options from the Tools menu to the new locations.

| Employee Id | First Name | Last Name | Total Work Hours | REGULAR Hours | OVERTIME Hours | DBLTIME Ho |
|-------------|------------|-----------|------------------|---------------|----------------|------------|
| 10 | Aphrodite | Olympus | 7.10 | 7.10 | - | - |
| 12 | Dionysus | Olympus | 7.15 | 7.15 | - | - |
| 1234 | Anubis | Olympus | 7.40 | 7.40 | - | - |
| 14 | Eos | Olympus | 8.28 | 8.28 | - | - |
| 16 | Selene | Olympus | 15.23 | 15.23 | - | - |
| 18 | Asclepius | Olympus | 20.13 | 20.13 | - | - |
| 19 | Bia | Olympus | 25.85 | 25.85 | - | - |
| 20 | Cratos | Olympus | 7.88 | 7.88 | - | - |
| 23 | Psyche | Olympus | 7.57 | 7.57 | - | - |
| 24 | Geras | Olympus | 16.21 | 16.21 | - | - |

A Report Filter/Global Options: Filtering and global report options such as date settings and employee filtering are still located at the top of the report. However, you can now show/hide these options by clicking the **Filter** option at the top of the report.

B View: The **View** drop down, which allows you to toggle between saved settings, has moved to the top center of the report screen.

C Select Columns: The **Select Columns** option accessing through the Tools menu has been moved out onto the report screen in the upper right of the workspace.

D Settings (other): Other options, such as **Save Settings**, that were previously found under the Tools menu can be found by clicking **Settings**.

E Export: The **Export** option has been moved from the Tools menu and the bottom floating bar to the upper right corner of the workspace.