



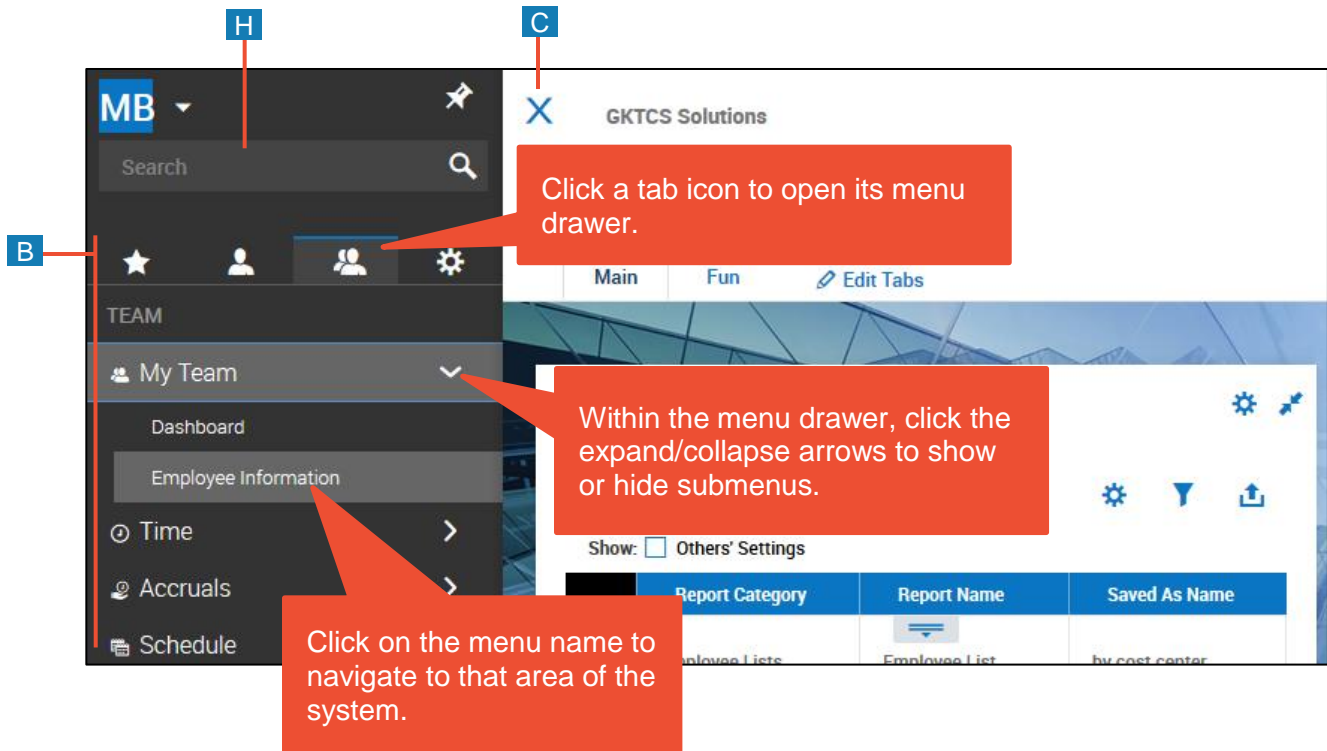
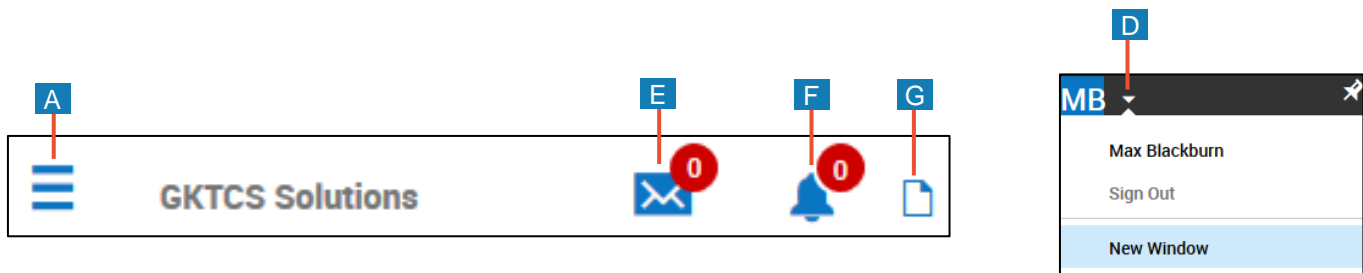
Job Aid

# Navigating Workforce Ready Guide

This guide covers how to use the various options that appear within various screens of the system.

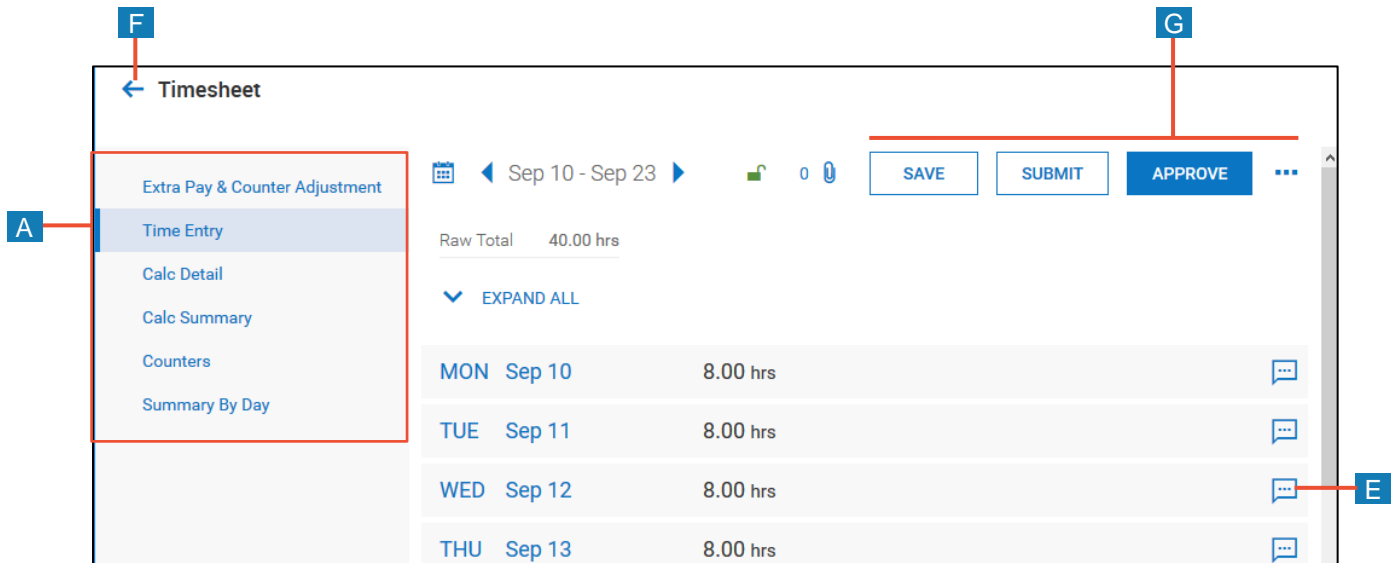
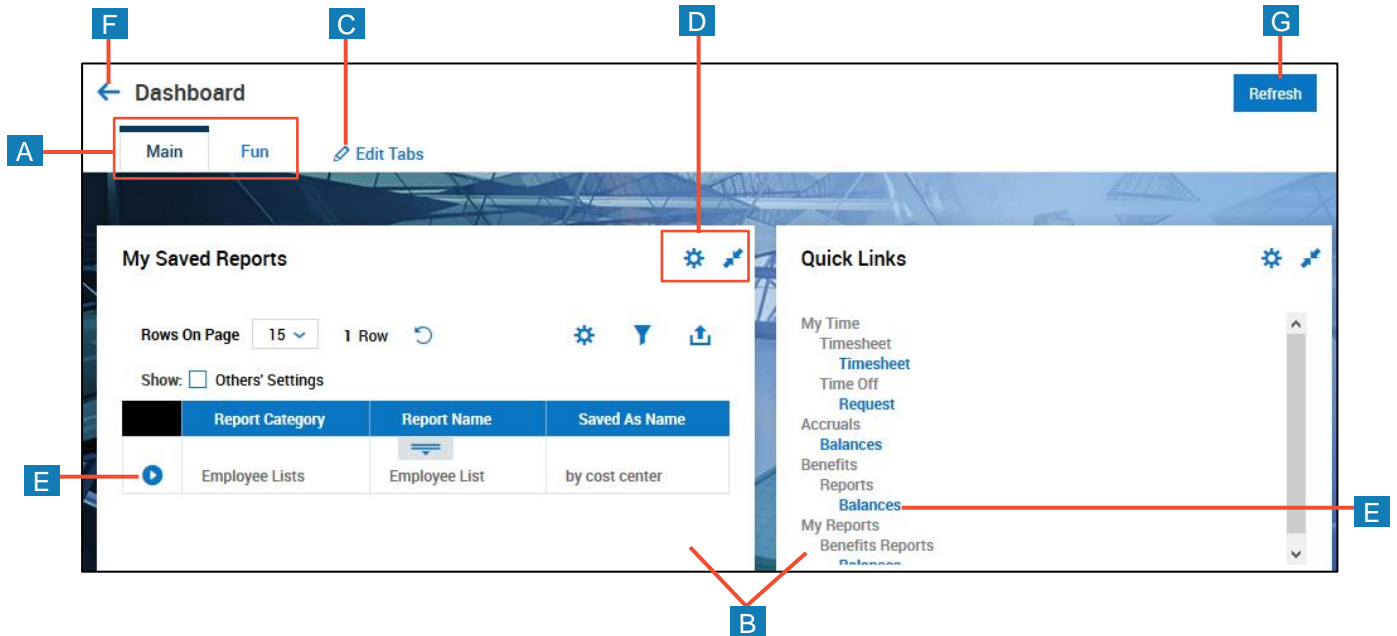
The following options are found in the top bar and menu drawer.

<b>A</b>	Global Navigation Menu	Click this icon to open the menu drawer.
<b>B</b>	Menu Drawer	Use the menu drawer to navigate to a new area of the system.
<b>C</b>	Close Menu Drawer	Click this icon to hide the menu drawer.
<b>D</b>	User Options	Click these options to open a second browser window or log out.
<b>E</b>	Notifications	Click this icon to see messages that have been sent to you.
<b>F</b>	To Do Items	Click this icon to access your current tasks.
<b>G</b>	Help	Click this icon to access the searchable user guides.
<b>H</b>	Quick Search	Click this icon and enter text to search for what you are looking to do.



The following options are used in many task-based screens and windows.

<b>A</b>	Tabs	Click a tab to change the information being displayed.
<b>B</b>	Widgets	Use widgets in dashboards to report information and/or perform tasks.
<b>C</b>	Edit Tabs	Click this link to customize the tabs and widgets.
<b>D</b>	Widget Settings	Use these icons to change a widget's display settings or show/hide the widget details.
<b>E</b>	Icons & Links	Use these icons and links to perform tasks or navigate to other areas of the system.
<b>F</b>	Back	Click the Back icon to navigate to a prior screen.
<b>G</b>	Page Options	Use these buttons to perform tasks for the entire screen.



The following options are used in reporting screens.

<b>A</b>	Rows on Page	Click this drop-down list to select the number of records to display per page.
<b>B</b>	Page Navigation	Enter the page number or use the arrow icons to navigate between pages.
<b>C</b>	Full Screen	Click this icon to display to show only the report screen area in your browser.
<b>D</b>	Change View	Click this drop-down list to switch between your different saved settings.
<b>E</b>	Report Settings	Click this icon to access additional report options.
<b>F</b>	Report Filters	Click the balloon or filter icon to change report filters.
<b>G</b>	Select Columns	Click this icon to change which columns are being displayed.
<b>H</b>	Export	Click this icon to export the report data.
<b>I</b>	Column Options & Filters	Use these fields/drop downs to change column settings and apply filters based on column data to the report.
<b>J</b>	Refresh	Use this icon to apply setting changes or show updated report data.

This screenshot shows a report interface with the following callouts:

- A**: Points to the 'Rows On Page' dropdown menu.
- B**: Points to the 'Page 1 Of 2' navigation controls.
- J**: Points to the refresh icon.
- C**: Points to the full screen icon.
- D**: Points to the 'Change View' dropdown menu.
- E**: Points to the 'Report Settings' gear icon.
- G**: Points to the 'Select Columns' icon.
- H**: Points to the 'Export' icon.
- I**: Points to the filter dropdowns in the column headers.

	System	Event	Name
	starts with	starts with	starts with
	ACCOUNT	Checklist Created	Checklist Created
	ACCOUNT	Checklist Reminder	Checklist Reminder
	ACCOUNT	Credential Expiration	Credential Expired
	ACCOUNT	Dependent Reaches Age	Dependent Reached 26
	ACCOUNT	Employee Checklist Item Completed	Checklist Item Completed
	ACCOUNT	I9 Expiration	I9 Expiration
	ACCOUNT	W4 Processed	W4 Processed
	ACCOUNT	W4 Submitted	W4 Submitted

This screenshot shows a 'Timesheets (All)' report interface with the following callouts:

- B**: Points to the 'Page 1 of 12' navigation.
- D**: Points to the 'Permission' dropdown menu.
- I**: Points to the 'Employee Id' column header.
- F**: Points to the 'Timesheet Dates: This Month' filter.
- E**: Points to the 'Report Settings' gear icon.
- G**: Points to the 'Add/Remove Columns...' option in the column settings menu.
- H**: Points to the 'Export...' option in the column settings menu.

Permission	Employee Id	First Name
Approve	1000	Alan
Approve	1000	Alan
Approve	1001	Adil
Approve	1001	Adil
Approve	1000	Alan
Approve	1001	Adil
Approve	1002	Anel
Approve	1003	Amy
Approve	1004	Ben
Approve	1002	Anel