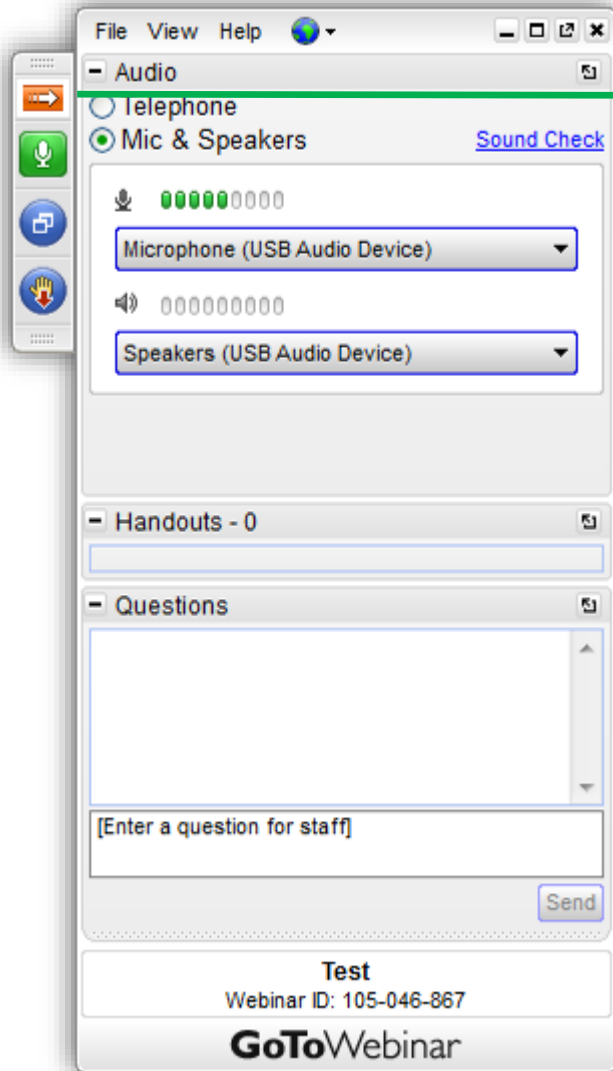# NOVAtime University

NOVAtime 5000 AWS SWS Dashboard & UI Enhancements

Presenters: Program Management Office (PMO)
Paul Rodriguez, Joyce Jan & Linda Cannon

Please download the session handouts from the "Handouts" section of the session control panel prior to the start of the session.

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GoToWebinar Controls

Maximize / Minimize Panel

Mute / Unmute Yourself

Display Session Full-Screen

Raise Your Hand to Ask Questions

If you called into the session and did not enter your audio PIN, you can still add it by pressing #PIN# on your phone. If using computer audio, you must have a microphone.

You must enter your audio PIN to participate in the Q&A session.

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- The session is designed to provide a preview of the upcoming Supervisor Dashboard, enhanced Navigation and UI for

    - NOVAtime 5000 SaaS Supervisors and administrators
    - Partners & resellers

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When Will The New Features Be Available?

- The session is designed to provide a preview of the upcoming Supervisor Dashboard, enhanced Navigation and UI that will be available on-demand after 5/5's system update for Farm1/Farm4 clients. Contact your NOVAtime reseller or Support.

- These features will be automatically enabled for clients in Farm1/Farm4 after 6/2's scheduled update.

- After the scheduled NOVAtime 5000 farm sync on 6/22, all NOVAtime 5000 SaaS clients will be switched to use the new features.

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Agenda

Navigation
- *Changes and Live Demo*

SWS/AWS Dashboard
- *Changes and Live Demo*

PTO Approval
- *Changes and Live Demo*

Questions and Answers
- *Q & A Session*

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AWS / SWS Navigation

- Menus are no longer at the top of the screen. From –
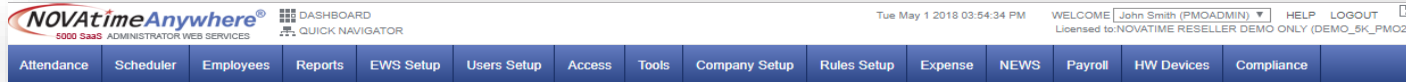
- Navigation control - uses the Hamburger menu icon ≡ at the upper left-hand corner
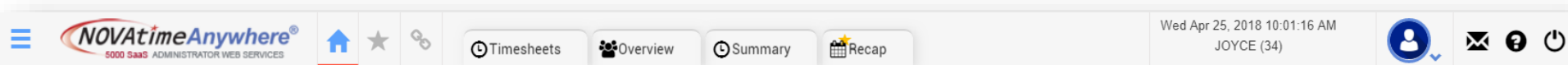
- Product license key
  - Customer name
  - Client ID

MASTER LICENSE (ENCOUNTERS_2018)

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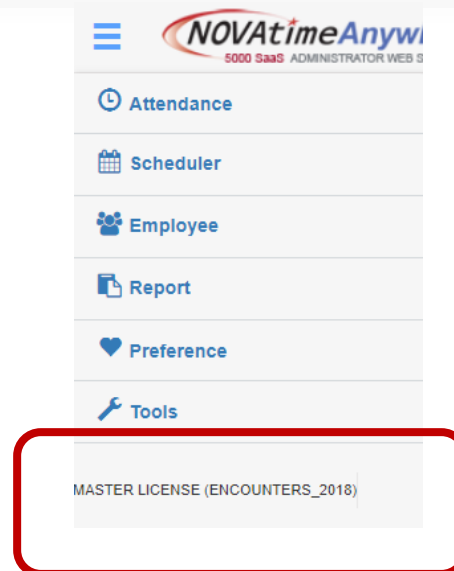
AWS / SWS Navigation

- Navigation control - uses the Hamburger icon ☰ at the upper left-hand corner

- Controls system navigation
  - Categories
  - Pages for each category
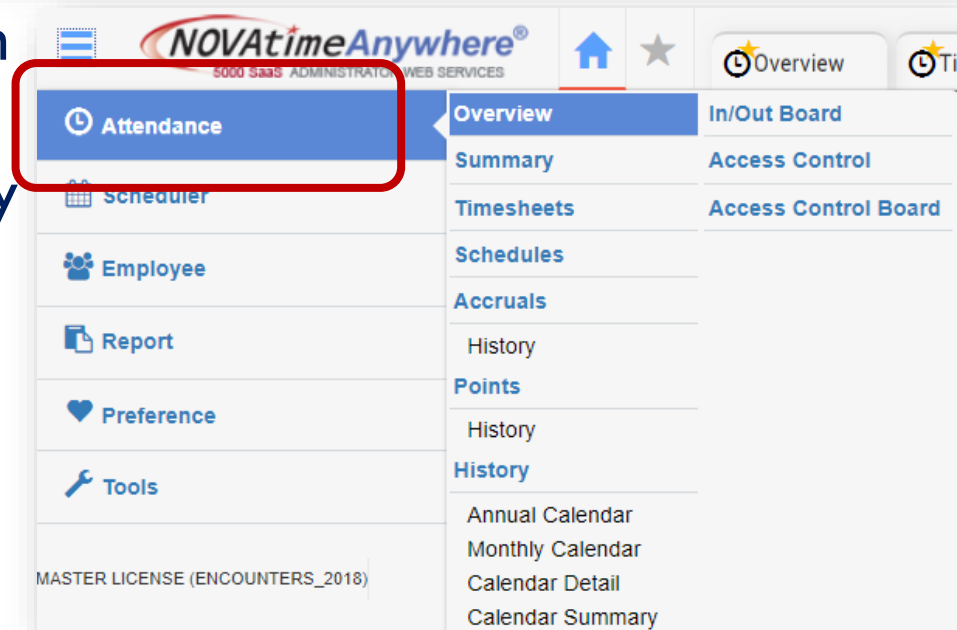
AWS / SWS Navigation

- Home icon 🏠 – Dashboard
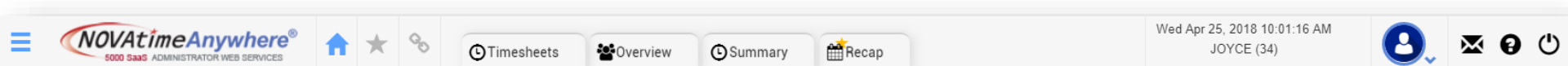
  - No Dashboard – Assist Panel
  - Dashboard Enabled – Assist Panel + Dashboard gadgets

- Start (Favorite) icon ⭐ – Stores your most frequently used pages
  - Favorite a page - Click on the icon on the tab next to the page name
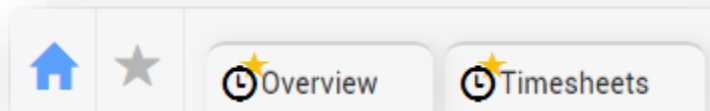
  - Edit button - Rearrange order of favorite pages

AWS / SWS Navigation

- Person icon
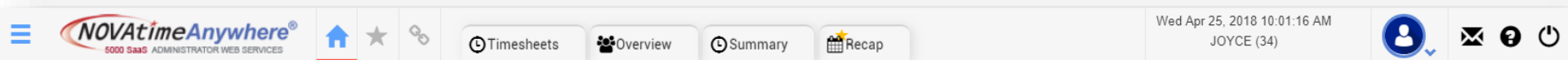
- Myself EWS menu option – available if you are a supervisor/admin and also an employee in the NOVAtime system (SSO toggle is enabled)
- Settings menu option
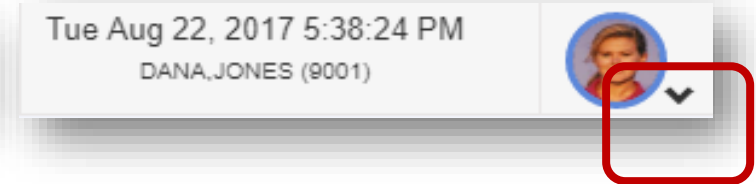
AWS / SWS Navigation

- Messages icon ✉ – Lists all the messages sent to the supervisor

- Online Help icon ❓ – Opens another window; pop up must be enabled

- Logoff icon ⏻
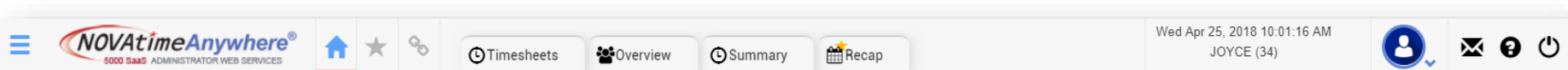
AWS / SWS Dashboard Settings

- Person icon (User dropdown)

- Settings menu option
  - Lock side menu – Defaults to off
  - Auto launch Dashboard – Defaults to on
  - Auto refresh – Defaults to off
  - Default view – Default to Express

AWS / SWS Dashboard Settings

AWS / SWS Dashboard Settings

- Available gadgets:
    - Employee Seniority
    - Exception Summary
    - FMLA Active Cases
    - Message
    - Public Message
    - Point Balance
    - Push Device Status
    - Time off Request
    - Time off Request Approval
    - Unprinted Point Documents
    - User Reports
- Background image URL

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AWS / SWS Dashboard

Assist Panel:

- Pay period control
  - Exceptions
  - Timesheet status
  - PTO status counts
- Express view; expand to review daily details
  - Daily scheduled headcount and hours, & actual Reg/OT hours
  - Daily exception count
- Further expand to see all available schedules for each specific day

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AWS / SWS Dashboard

- No Dashboard – Your typical landing page

AWS / SWS Dashboard

- No dashboard, with favorites enabled

AWS / SWS Dashboard

- When a Administrator / Supervisor logs in, the new dashboard is shown immediately if dashboard is auto launched.

AWS / SWS Dashboard

- When a Administrator / Supervisor logs in, the new dashboard is shown immediately if dashboard is auto launched.

AWS / SWS Dashboard Gadgets
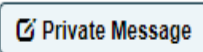
- Majority of the existing gadgets are available; some consolidated into
  - Assist Panel – Approval Status, Schedule vs Actual, Pay Cycle Control
  - In/Out Board – Approaching Hours, Approaching Overtime, Elapsed Time, Punch Headcount

SWS/AWS Dashboard

- - a shortcut to the associated webpage; tap on the gadget title to change the gadget name

- - A shortcut to change the view from and to graph view and list view

- - Sends a private message to employee(s)

- - Public messages (SSO clients)

SWS/AWS Dashboard

- - Collapses / Expands gadget; tap on the minus symbol

▶ - Click icon to pause or play the public messages (**If more than one setup**)

- Clickable dropdown menu to change of data in Time-Off Request gadget
  - Pending requests
  - Leave-shared schedule
  - Pending + Leave-shared

Pending + Leave-shared ▾

1+ 2+ 3+ 4+ 5+ - Informs user of how many requests are in the gadget based on color

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UI Changes

- Sub-menu Pages: Employee & Payroll categories

In/Out Board

In/Out Board

- Approaching Meals/Breaks filter
- Approaching Scheduled Hours filter
- Current punch/pay code status (click + to expand to display all in/out records)
- Clock Out column – Work v. Scheduled Hours progress bars
- Meal column – Taken or automatically deducted (✔), no meal (✖), or not yet (blank)

No Show Board

No Show Board:

✓ Based on each employee's scheduled start time. If an employee has not punched in by his or her scheduled start time, they will appear on the No Show Board until they do punch.

Scheduler Requests Page

- Time-Off Request

Scheduler Requests Page

- Schedule Request

Scheduler Requests Page

- Group filter
- Request count –
  - All Requested
  - Pending – default
  - Approved (All)
    - Posted
    - Unposted
  - Declined
- Calendar & List
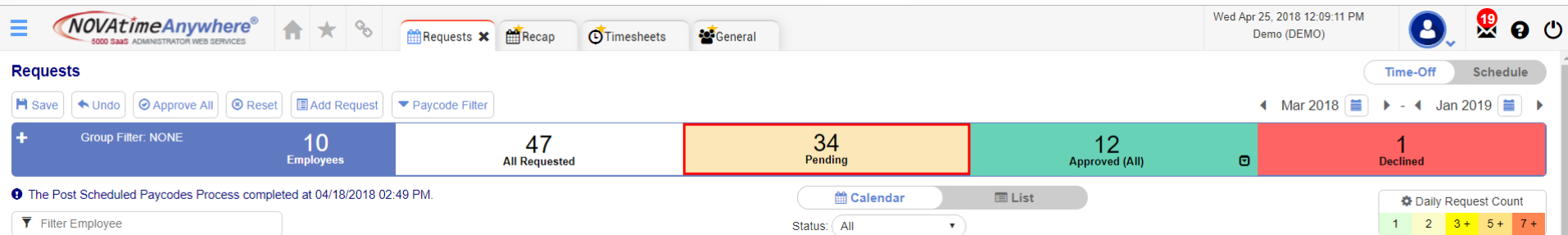- Daily Request Count – click on the Setup icon to change color

Scheduler Requests Page

- Expand All button
- Quick approval ⋮
- Expand an employees' requests ⌄
- Sort by the request date ⬇⬆

Scheduler Requests Page

- Filter

Scheduler Requests Page

- A near legacy Scheduler > Request > Detail page
  - List
  - Minimize the Employee List

Where to get help

Ongoing Education Page

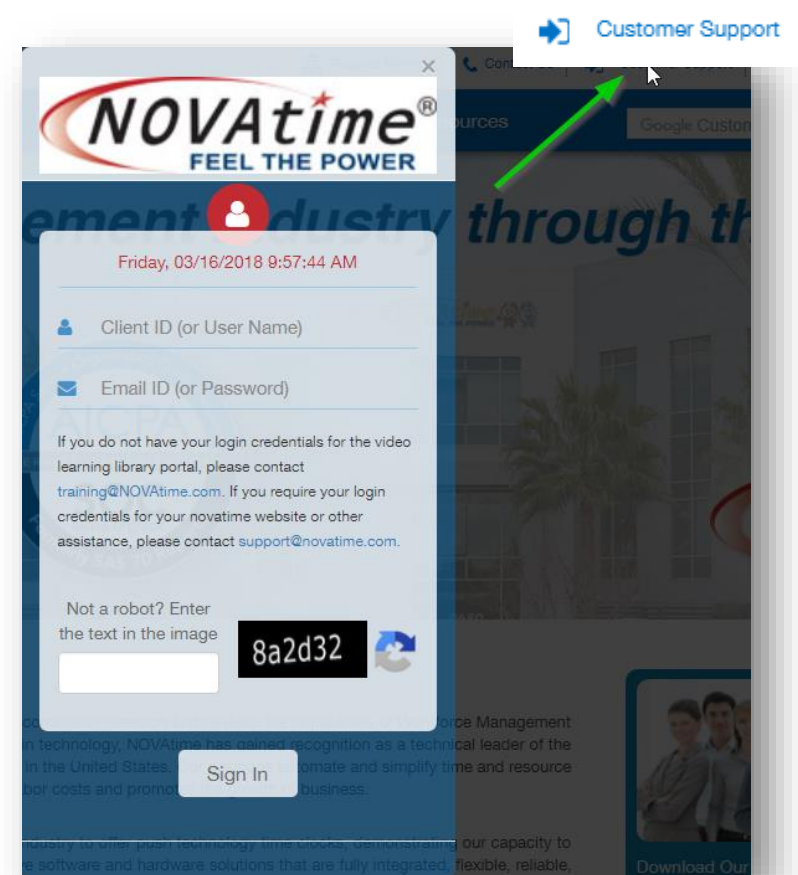www.novatime.com

    LOGIN: n0v@users (0=zero)

    PASSWORD: n0v@sch00l (0=zero)
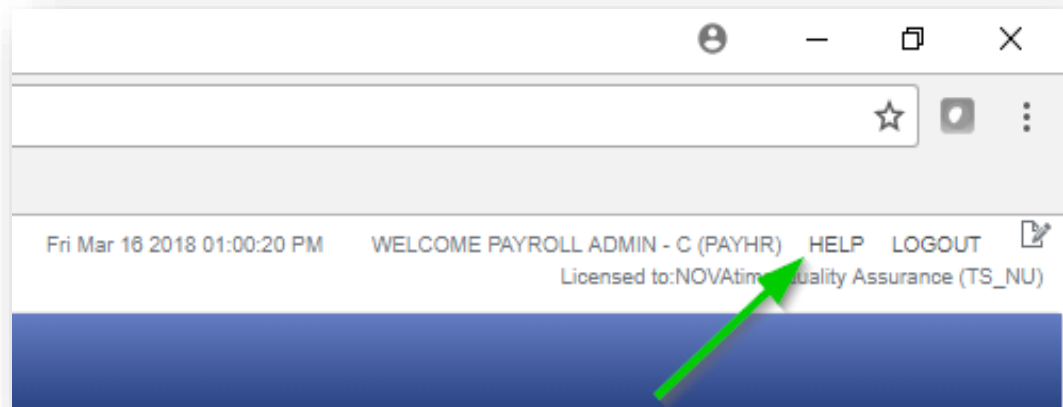
    Recorded webinars

Forum

    Forum.novatime.com

Where to get help

Forum

Forum.novatime.com

Online Help

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Questions and Answers

NOVAtime 5000 New Navigation, Supervisor Dashboard, & PTO Approval
Wed, May 30, 2018 10:30 AM - 11:00 AM PDT
Register here.

Enhanced Template Schedules Page
Tue, May 29, 2018 11:00 AM - 12:00 PM PDT
Register here.

Please download the session handouts from the "Handouts" section of the session control panel prior to the start of the session.

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Thank you!

- Please be sure to complete the post-session survey to help us improve our sessions.

Thank you!

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