

# Employee Navigator Job Aid

## Managing the Active Workspace

### Workspace Tab

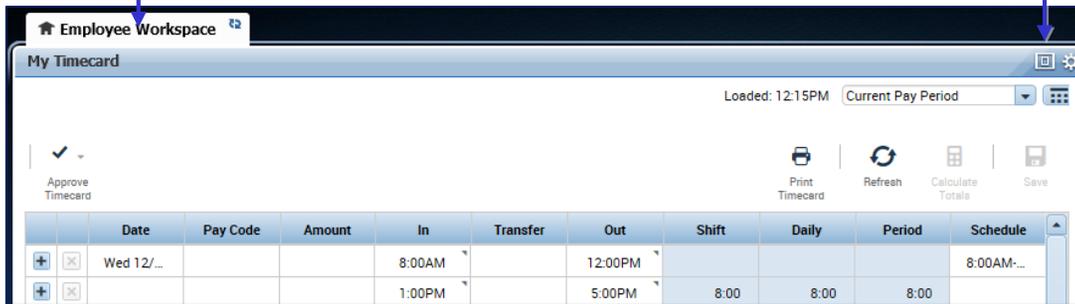
Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you wish to view. You must always have your default workspace open, but you can close any additional workspaces by hovering over its tab and clicking the Close (X) button.

### Maximize / Restore Icon

Click to expand a primary widget to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size (and unhide your other widgets).

### Primary and Secondary Widgets

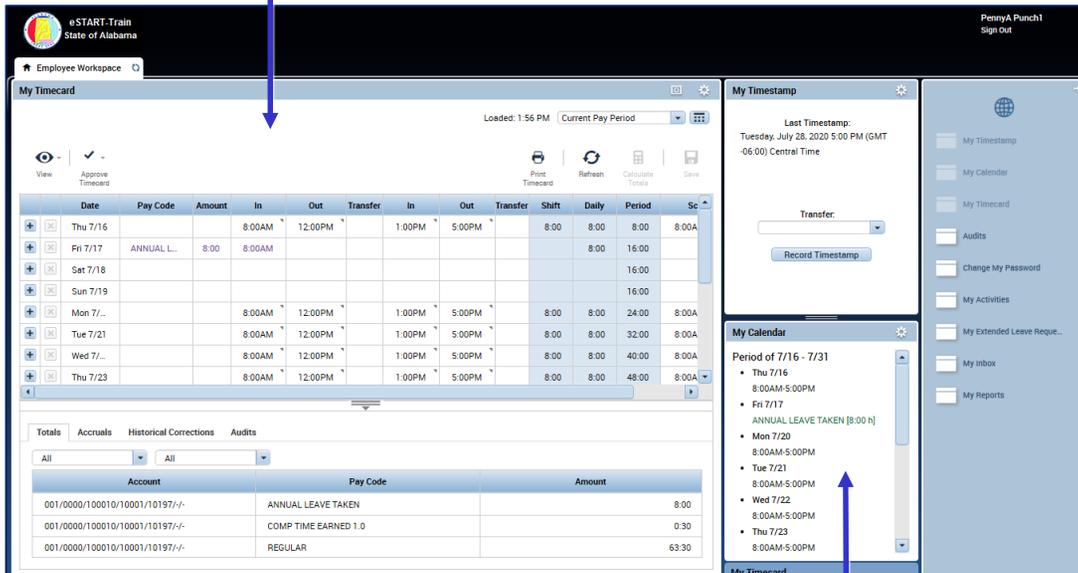
All workspaces have at least one primary widget, which is where you do your work. Workspaces also have secondary widgets, that you can choose to promote to the primary position if you need to work in them.



### Gear Icon

Click to view options for moving the widget. Unavailable options will be grayed out. (For example, primary widgets cannot use Close or Pop-out.)

Primary Widget



Secondary Widget

### Pop-out Option

Select Pop-out to promote a secondary widget to a primary position.

### Close Option

Select Close to send a secondary widget back to the Related Items pane.

### Usable Secondary Widgets

In most cases, secondary widgets are informational only until promoted to a primary position. However, some widgets, like My Timestamp, have functioning parts when in the secondary position.

### Resize Bar

Click and drag the resize bar to reveal more of a secondary widget.

### Title Bar

Click and drag a secondary widget's title bar to swap it with another widget or return it to the Related Items pane.

