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).

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 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.

Primary Widget

Maximize

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.

Primary Widget

Secondary Widget

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.

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.

Maximize / Restore Icon

Workspace Tab

Primary Widget

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).

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 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.

Primary Widget

Maximize

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.

Primary Widget

Secondary Widget

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.

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.

Maximize / Restore Icon

Workspace Tab

Primary Widget

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).

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 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.

Primary Widget

Maximize

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.