Using the eSTART My Calendar Widget

Employee Workspace Layout and Navigation

Primary and Secondary Widgets
Workspace layouts vary. All workspaces have at least one primary widget, which is where you do your work. Workspaces can also have one or more secondary widgets, that you can choose to promote to the primary position if you need to work in them.

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

Accessing the My Calendar Widget

1. In the Employee Workspace, locate the My Calendar Widget.
2. Click the gear icon on the My Calendar Widget and select Pop-out.
3. Click the Maximize/Restore Icon to expand the viewable area of the calendar.

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

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

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.)

Pop-out Option
Select Pop-out to promote a secondary widget to a primary position.
# The My Calendar Widget View Options

<table>
<thead>
<tr>
<th>Action</th>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>To view details of a day</td>
<td>Place your cursor over a shift to view details, such as the details of the schedule.</td>
</tr>
<tr>
<td>To view different calendar formats</td>
<td>Select <img src="Day.png" alt="Day" /> to view one day across the screen.</td>
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<tr>
<td></td>
<td>Select <img src="Week.png" alt="Week" /> to view one week across the screen.</td>
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<tr>
<td></td>
<td>Select <img src="Month.png" alt="Month" /> to view several months across the screen.</td>
</tr>
<tr>
<td>To view certain elements in your calendar</td>
<td>Select ![Visibility Filter](Visibility Filter.png) to display elements, such as time off requests, holidays, scheduled pay codes, or scheduled shifts. If an item has a check mark, click the item to remove it from the display.</td>
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