

NOVAtime University Presents: NOVAtime 5000 New Navigation, Supervisor Dashboard, & PTO Approval
 May 2, 2018
 Webinar Q&A

Topic	Question	Answer
Configuration	As the admin, do we have the ability to control the gadgets and what the supervisor can set for their dashboard?	Yes- Access / Advanced. Configure just like you configured the old Supervisor Dashboard
Configuration	Can we configure which apps are on the dashboard in Access Group settings, and push them out to clients, like with the current dashboard?	As administrators – to configure Employee Dashboard – go to Access / Dashboard. Select the Employee Access group. Gadgets in the right box will display for the employee. You can use the up / down arrows to put them in the order you want them to display.
Configuration	Will administrators be able to lock this view/landing page for supervisors as we did before with the employee dashboard?	Yes
Configuration	As an administrator, can I set the settings on supervisor dashboards to specify what I want them to see?	You bet! that functionality is still available under Access / Dashboard and do it by access group
Configuration	are you limited to what gadgets you can place in the dashboard	No.
Configuration	Are we losing any gadgets on the dashboard?	<ul style="list-style-type: none"> • Yes and no. • 5 gadgets are now presented as features in the new In/Out Board: 1. Punch Head Count, 2. Elapsed Time, 3. Approaching Hours, 4. Approaching Overtime, 5. In/Out Board. • 3 gadgets are moved to the Assist Panel: 1. Approval Status, 2. Timesheet Status, 3. Schedule vs Actual (current gadget shows a graph with total by pay period, Assist Panel's Detail View shows scheduled head count/hours vs actual reg & total OT by day)
Configuration	Can the auto launch dashboard be done globally still or is it per user?	<ol style="list-style-type: none"> 1. If your system is currently set to auto launch Dashboard, it will continue to do so. 2. If your system is currently set not to auto launch Dashboard and you have gadgets enabled, it'll continue to do so. Click on the Home/Dashboard icon will launch the Dashboard and all the gadgets. 3. If your system currently does not use Dashboard, you will automatically land on your typical landing page (no change). Click on the Home/Dashboard icon will launch the Assist Panel. You will need to contact your NOVAtime reseller or Software Support to setup gadgets.
Farm	Who are Farm 1/Farm 4 clients?	Server Farm 1 and 4: Look at your URL for your database - if it says Online1 or Online 4...
Favorites	How do you create a favorite	To create a favorite – click on the icon on the tab (e.g., clock icon on Timesheet tab – A yellow star will appear to designate that it has been saved as a favorite.
Favorites	Will the favorites be pinned and load automatically every time I log in?	yes
Favorites	Could we pre-set the tabs for another supervisor?	no - only the user can mark favorites
General	Can we decline the upgrade?	No - as of June 22 all databases will have the new look and functionality
General	Can we print the time off calendar from the new page?	Not currently - no printing functionality is available from the dashboard, but we'll add to the enhancement list.

General	Is this dashboard same as the regular employee?	Similar in appearance, but MANY more features and capability
General	Can we see other things in the time off requests calendar like Jury duty, paid sick leave etc.?	Any time off that has been configured as a leave request pay code in your database will be visible.
General	What is the criteria for the pay cycles used in the assist panel after you have clicked the "play" button? What pay cycles does it play?	Pay Cycles: The pay cycles you have set up by pay policies. For example, if you have some employees on a monthly cycle and others on a bi-weekly pay cycle, the assist panel can rotate between those two pay cycles. If you only have one pay cycle for your organization, it's a moot point.
General	How do we correct punches	Same as always - go to the timesheet and make changes.
General	Is it possible to set Lock Side Menu automatically for all users or does every user have to set this on their own?	Yes. NT Administrators can control employees' ability to configure their dashboard from the Access / Dashboard screen using the Configure Templates option. Contact your NOVAtime reseller or Software Support to configure your DB.
General	ITP Reseller here what is the correct and most efficient way to move our demo sites to new UI interface? (Email request to? Call request to?) Thanks in advance!!	Email request to support@novatime.com to be "moved to the area that has the new UI
General	The exception summary is a gadget and included in the Assist Panel. Why?	This is one of the most commonly used features by supervisors. The goal of the development team was to put the top three gadgets all together in one place: Exceptions, Requests, and Timesheet status
General	So, we set that timesheet status in the hamburger?	The Assist panel will always display timesheet status summaries. The Hamburger icon is only used to navigate to web pages not displayed via the dashboard
General	if you have timesheets open, and forget about it and navigate back to attendance timesheets, does it open multiple tabs of timesheets pages?	No, only one timesheet tab will be open
General	Was there a mention of the Payroll tab? Where will that info be for pulling the time for payroll processing?	Payroll isn't a dashboard gadget - it will still be accessed the same way as always - by going to the Payroll area and selecting Process Payroll - That menu opens from the hamburger icon in the upper left
General	Assist panel is only be seen by the supervisor /administrators only, correct?	Correct
General	Does Timesheet Status still show Payroll status?	Yes, if you are in an Access Group that has payroll capabilities
General	if you have different payrolls where does this show up?	If you have separate pay cycles you can toggle between them in the Assist panel
General	Our supervisors currently have Timesheet Status apps for the current week AND the prior week - it's on our dashboard twice. Can we add the Assist Panel twice, so we have current week and prior week?	Unfortunately, no. However, they can use the pay period navigator at the top to move back and forth.
General	This update is for administrator and supervisor access only isn't it? Will the employee dashboard update later?	The employee dashboard was rolled out last year - no changes are planned for the employee dashboard
General	Where can we go to get the Mobile App info and is it available for the live production?	If your database has been configured to use the Novamobile App, you can download the app itself for free at the iTunes store or Google Play

General	Will detail panel display entire month or biweekly days or just b week with navigation arrow?	The Assist Panel detail will display all the days in the pay period
In/Out board	Has the basic functionality of the IN / OUT Board changed - i.e. they only show up in the list when they have punched in the pay period.	It only shows punches for the current day
In/Out board	on the in out board will the clock column display mobile? how would it come over if punch is from a smart phone?	It will display the punch and it would show "NMD" in the clock column. See https://youtu.be/0lqM0amtiKo?t=41m22s
In/Out board	is the in/out board still available as a dashboard gadget?	No - it is a stand-alone page
Leave Balances	Will it show immediately the new balance on the dashboard?	Yes - that functionality hasn't changed
Messages	That would be helpful if you can add the alert on the login dashboard again.	Public and private messages can be configured under the Tools / Messenger pages
Messages	Where can we set up the public message?	Public and private messages can be configured under the Tools / Messenger pages
Points	the unprinted point document gadget, does that still allow me to click the employee and take me to the reviews page?	Yes
Requests	How does the employee get notified once their leave is approved? Email?	There are no changes to how an employee is notified when leave is approved.
Requests	On the requests page does the Add Request button send a message to the employee for approval BEFORE the supervisor approves the request?	No - currently the employee is not notified - however that may be programmed in future enhancements
Requests	On the requests page can we disable/remove the Add Request button?	Not at this time
Requests	To clarify the question, a supervisor would use the calendar to see how many people request time off on the same day. and use the colors to more easily see how many people are off on the same day.... if 4 people are off on the same day we used to see 4 green boxes on the day... and 1 yellow box on that same day for the pending request... where can the supervisor see that information now?	You would use the filter to see only pending requests.
Requests	If we only use timesheets (not timeclock/punches/scheduler), can we still use the Time Off requests?	Yes - call your NOVAtime reseller or Software Support team to review functionality in your database, 909-895-8100 x 5
Requests	When you enter a request on behalf of a rep, can you tell the difference versus a request that the rep entered themselves?	Currently it just shows up as a request but is not identified as being made by a supervisor. This will be addressed in future enhancements.
Sandbox	Will there be a test database available prior to 6/5 so that we can review all the changes firsthand?	Good News – Yes – we've created a sandbox database for you to explore the new features. https://online.timeanywhere.com/novatime/awslogin.aspx?cid=D309AE52-A2B1-4986-AD15-D482B24FD5AA login: clienttest PW: test1234
Timeline	When is the go live date?	May 5 is optional (by request to support@novatime.com) - June 2 if your URL says Online 1 or Online 4); and June 22 for everyone

Videos and training materials	How can we get the replay of this webinar?	<p>Yes - a link to the webinar is available in Online Help- under Chapter 5, Video Learning Library under What's New.</p> <p>Here's the link: https://www.youtube.com/watch?v=0lqM0amtiKo&feature=youtu.be</p>
Videos and training materials	Will there be a Reference guide created for the clients?	<p>The documentation is currently available in Chapter 1 > News Alert page next to the New Navigation and Supervisor Dashboard video as "NOVAtips". Here is a direct link: https://online3.timeanywhere.com/novatime/webhelp/NTI.PROC.NOVAtime_5000_SWS_Dashboard_New_Navigation-n-UI.pdf</p>