

Title:	NOVAtime 5000 – Administrator & Supervisor Dashboard, New Navigation and UI		
Date Created:	04/12/2018	Date Revised:	05/15/2018
Created by:	NOVAteam	Approval:	NOVAteam

## Summary

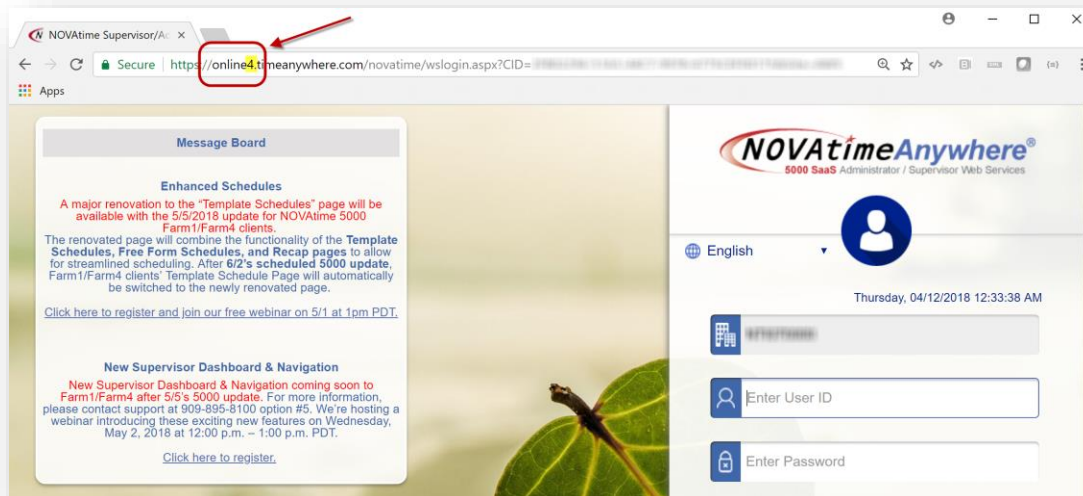
This document details a list of enhancements to NOVAtime 5000 Administrator / Supervisor Web Services (AWS/SWS) Dashboard, new navigation, In/Out Board, and PTO Approval, to be released after 5/5/18's scheduled system update. The new user interface (UI) provides an improved look and feel with easy navigation, as well as supporting mobility for tablets and smartphones similar to the new EWS navigation released in 2017.

## Release Schedules

- ✦ 5/5/18: The new features and UI are available on demand after 5/5/18's scheduled system update for NOVAtime 5000 Farm1/Farm4 clients by contacting your NOVAtime reseller or Software Support.
- ✦ 6/2/18: The new features and UI will be automatically applied to all clients in NOVAtime 5000 Farm1/Farm4.
- ✦ 6/22/18: The new features and UI will be automatically applied to all clients in all NOVAtime 5000 server farms.

Check your URL to identify the server farm for your database:

- ✦ NOVAtime 5000 Farm1 = <https://online1.timeanywhere>
- ✦ NOVAtime 5000 Farm2 = <https://online2.timeanywhere>
- ✦ NOVAtime 5000 Farm3 = <https://online3.timeanywhere>
- ✦ NOVAtime 5000 Farm4 = <https://online4.timeanywhere>
- ✦ NOVAtime 4000 = <https://onlineX.novatimeanywhere.com/nova4000/> -- new UI doesn't apply

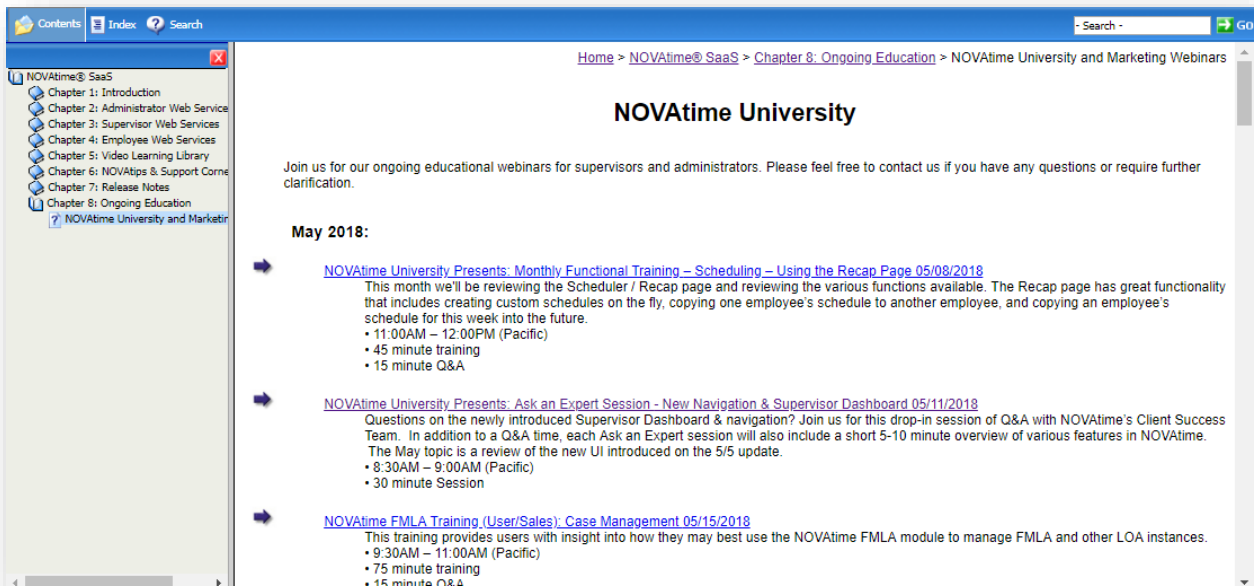


**Video Learning Resources:**

- Click on the [Help](#) link from your NOVAtime 5000 to access the Online Help.
  - **Chapter 1 Introduction > News Alert** page provides important information since the last update.
  - **Chapter 5 Video Learning Library** stores training video links.
  - **Chapter 8 Ongoing Education** provides a list of FREE webinars.
- \*\* Press F5 to refresh the Online Help if you get stuck

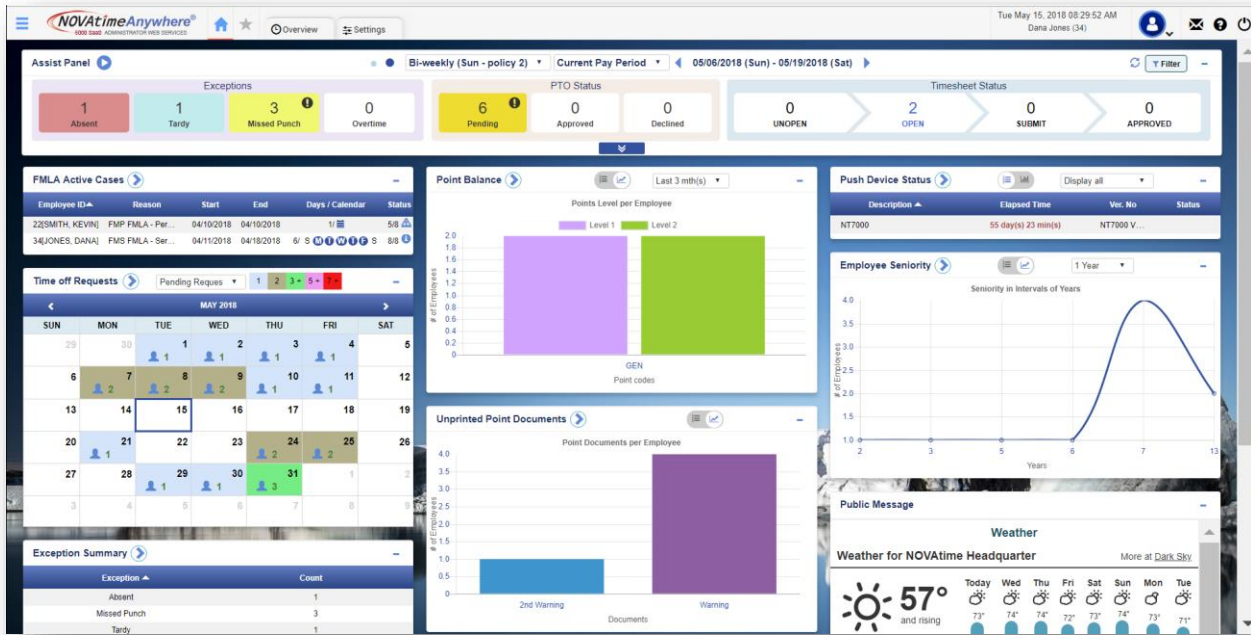
Listed below are video resources on the newest features highlighted:


1. **S-34 [New Navigation, Supervisor Dashboard, and Enhanced UI, Duration: 51 min\(s\) 11sec\(s\) - PDF](#)**  
This webinar recording will demonstrate an overview of the Navigation, Supervisor/Administrator Dashboard, In/Out Board, and Scheduler Request page.
  - o General Navigation: [Starts at 8:59](#)
  - o Dashboard: [Starts at 14:41](#)
  - o In/Out Board: [Starts at 34:34](#)
  - o Scheduler Request / PTO Approval: [Starts at 43:21](#)
2. **S-35 [Overview - Navigation Menu, Supervisor Dashboard, and UI Enhancements, Duration: 20 min\(s\) 25 sec\(s\)](#)**  
This video provides a general overview of the enhanced navigation menu, Supervisor/Administrator Dashboard, In/Out Board, and PTO/leave approval features.
3. **S-36 [Navigation Menu & Supervisor Dashboard Training, Duration: 06 min\(s\) 27 sec\(s\)](#)**  
This training video goes over the newly introduced Navigation Menu & Supervisor Dashboard in detail.

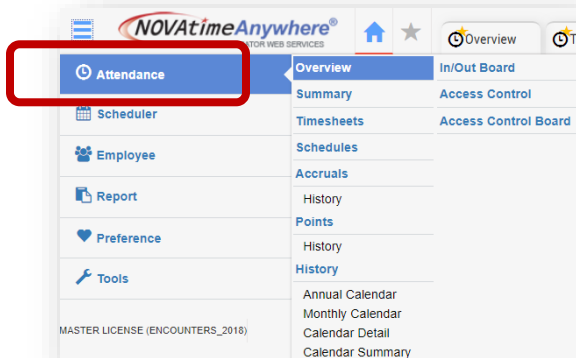


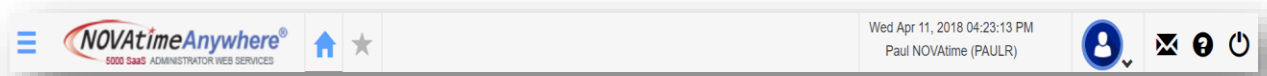
**NOVAtime 5000 AWS/SWS Enhancements - Navigation**






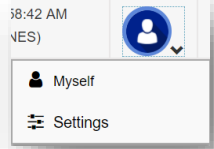




As promised, NOVAtime has continued to enhance the system and apply the new navigation/UI for supervisors and administrators. The following is an overview of the new Administrator and Supervisor Dashboard, highlighting the new navigation and User Interface (UI). The new opening screen of the dashboard is shown below.

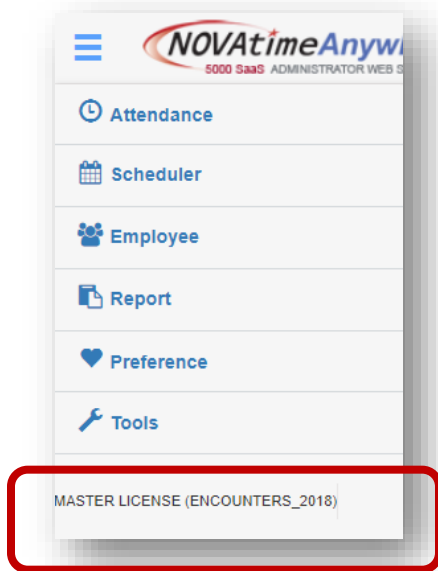



1. The overall navigation has changed and assimilate EWS' navigation and UI. Note the menus are no longer at the top of the screen. Menus are now accessed by clicking on the Hamburger Menu icon  shown on the upper left-hand corner of the screen. Holding the mouse cursor over the menu text will bring up the sub-menu pop-up. Hold the mouse cursor over the appropriate sub-menu page and click on the text to access the desired application.

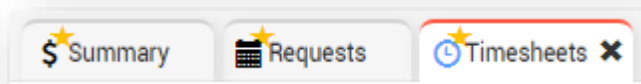




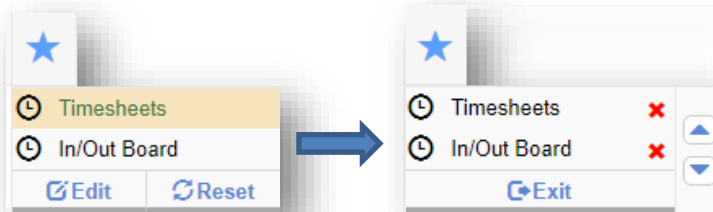
- a. Home (Dashboard) 
  - b. Favorite  (with no favorite page)  (with favorite pages)
  - c. Date, time, username and user ID
  - d. Myself / My Team   
  - e. Messages 
  - f. Online Help 
  - g. Logout 
2. Click on the hamburger menu icon  to open the menu bar. The license key name and Client ID appear after the last category menu option. To hide the navigation menu, click on the Hamburger menu icon again.



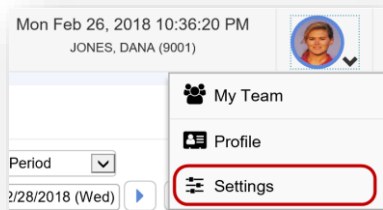
3. Click on the Favorite icon  to list all the favorite pages. The yellow favorite icon is displayed as a superscript to the upper right-hand side of the category icon, appearing after clicking on the page icon. To remove the yellow favorite icon, click on the page icon again.



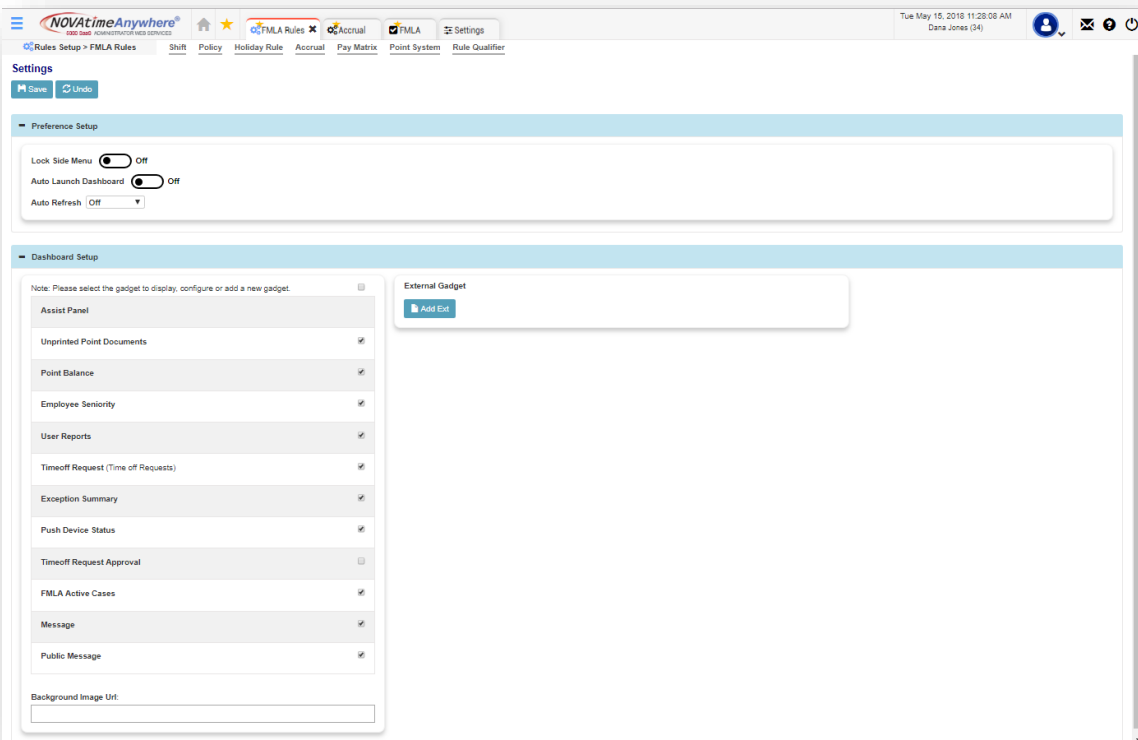
Click on the **Edit** option to adjust the order of your favorite pages or remove them from the list.



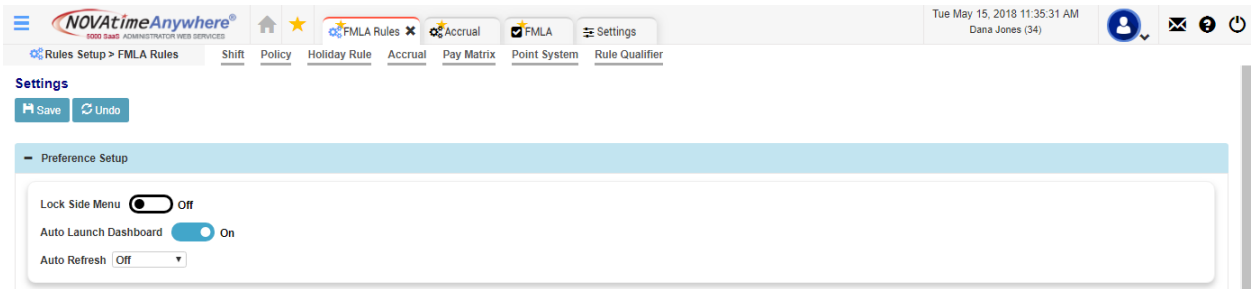
4. User preferences is available from the user dropdown under the **Settings** menu option. Available list of gadgets shown on the Settings page is controlled by your system administrator. Contact your NOVAtime reseller or Software Support for assistance.



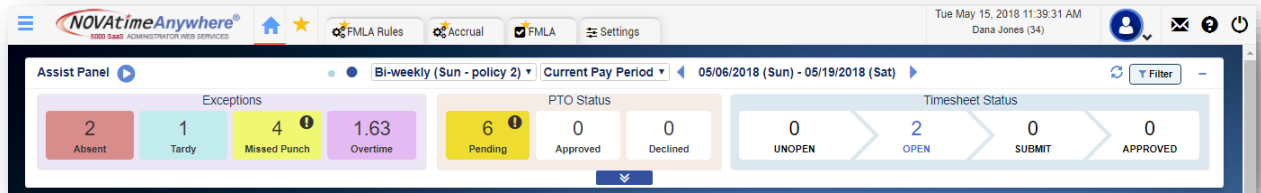
5. Use the **Setting** page to configure and customize your Dashboard, if your system administrator grants you the access.



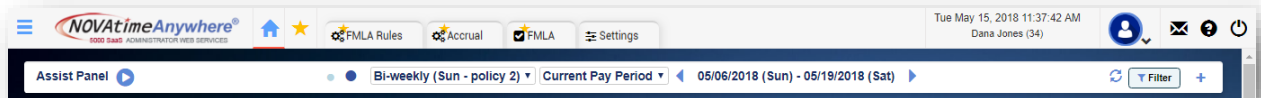
- a. Preference Setup:
  - i. Lock side menu: Defaults to off. If it's on, it'll retain the menu bar after clicking on the hamburger menu icon.
  - ii. Auto launch Dashboard: Defaults to on. If it's on, it'll automatically launch the Dashboard. If it's off, it'll take you directly to your typical landing page in the NOVAtime system.
  - iii. Auto Refresh: Defaults to off. If it's on, system will automatically update the Dashboard at the pre-configured intervals; you can determine the refresh rate (5 – 25 minutes).



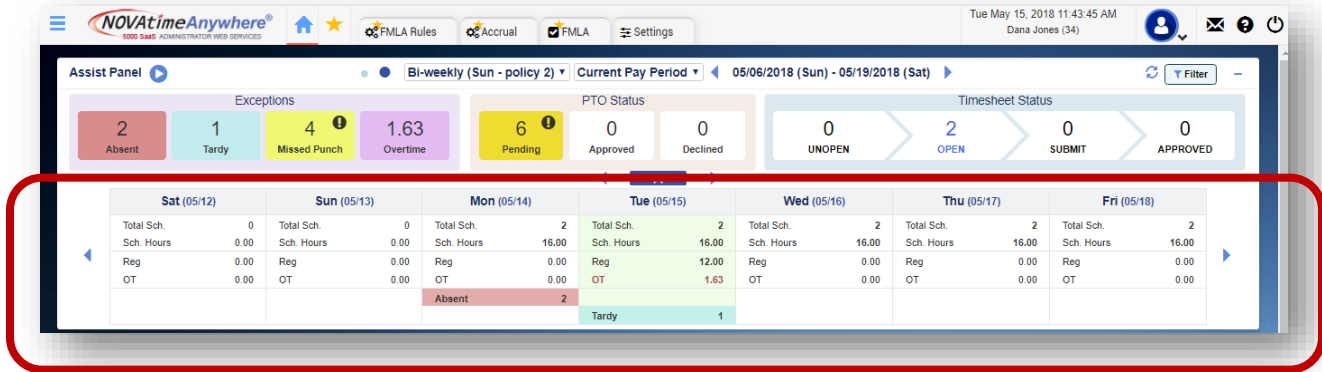
- b. Dashboard Setup:
  - i. Assist Panel:
    1. Auto collapsed: Defaults to off so that it would display in the Express View (listing summary count of timesheet exceptions, PTO statuses, and timesheet statuses).



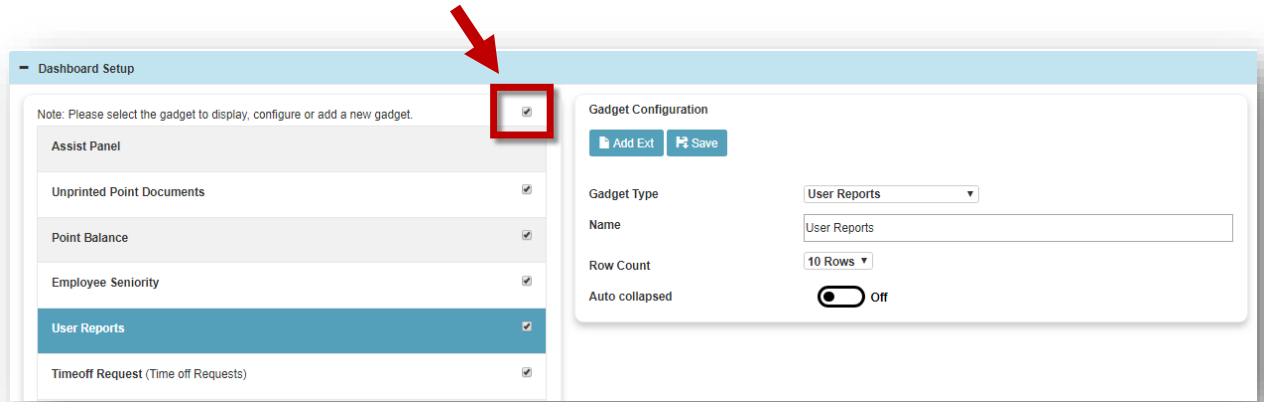
If it's enabled, the entire Assist Panel will be shown as follows:



2. View option supports Pay Period Summary, Daily Summary, and Schedule Summary. If Daily Summary is used, it'll default to collapse the daily view. Below is a sample screen shot with the Daily Summary enabled and not collapsed.



- i. Gadget configuration: select the gadget and the Gadget Configuration area will appear. Available options may vary.  
\*\* Click inside the box to enable or disable all the gadgets.



For further information, please contact [Support@NOVAtime.com](mailto:Support@NOVAtime.com).