



WORKFORCE ONE

New Theme

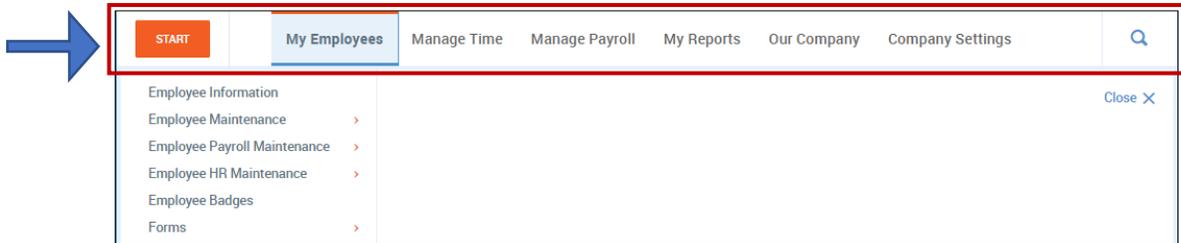
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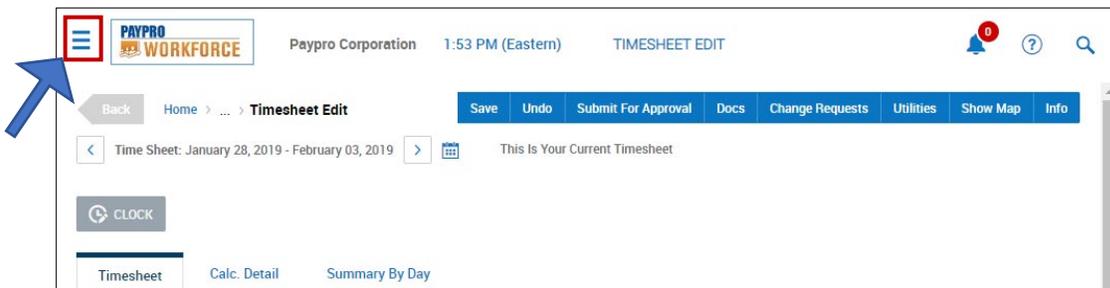
What's Changed?

Navigation

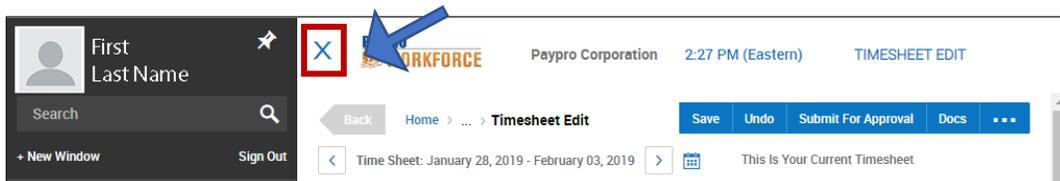
The main difference between the new theme and old is the navigation. Previously, navigation was done from the menu ribbon across the top of your screen.



Navigation is now accessible using the triple lined icon, which is commonly referred to as a hamburger menu (highlighted in the screen shot below). The menu expands when you select the hamburger.



The menu remains open, sliding the majority of your screen to the right, as long as you have it open. The same options you had before are still here, they're just in the left hand menu instead of across the top of your screen. If you want to move the menu out of your way, or close it, select the X icon (highlighted in the image below).



Wait, where is...

To further streamline the use of Workforce One, a few items that were previously located in the upper-right side of the classic theme have been moved to the hamburger menu. The moved items are shown below:

- New Window Link

If you've never used this feature, you're missing out. Why? Well, let's say that you're working on someone's payroll in the system, need to check a setting on another person's payroll, and apply that same setting. Instead of leaving this area entirely--select the New Window option. This will spawn an additional session in a new browser window. Find the information you are looking for, go back to your previous browser window, and apply the setting.



- Search

The search feature is now located in the hamburger menu when the menu is open. Once the menu is closed, it will be on the far right side of your window by using the magnifying glass icon.



- Sign Out Link

Signing out of the system is now located in the hamburger menu (or you can just close the browser window). Additionally, the system will automatically sign you out after a period of non-activity that has been previously setup—the default is 30 minutes



But, Wait, There's More!

The Back button, Company Name, Time, and My Dashboard tabs now display on the left side of the window as highlighted in the screenshot below.

