My Focus

Employee Home Configuration and Settings Guide

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1. Configure the Home entry

Use Modules/Admin/EmpHomeSettings.aspx with an account in the exact ADMINISTRATOR group. Record existing values before an authorised change, save through the native page, and verify in a separate ordinary employee session. This guide describes current controls; it does not supply deployment or database instructions.

The refreshed entry is HRF_AssistantV2.aspx. HRF_Assistant.aspx redirects there when UseHomeV2 is enabled. Settings are read under SYSTEM / CONFIGURATION with the HRFocusAssistantDashboard. prefix. Source modules still own business rules and access.

An administrator view is insufficient. Check a representative employee, authorised manager and account without linked-module access before accepting the setup.

2. Set the supported Home options

Control or prerequisite	Use and boundary
UseHomeV2	Select the refreshed entry. Runtime fallback is true when blank.
HeroEnabled HomeSummaryEnabled EmployeeCardEnabled DynamicWidgetsEnabled	Control hero, summary, employee card and dynamic widgets. Runtime blank fallback is true.
MenuEnabled WorkflowEnabled ReportsEnabled DocumentsEnabled CalendarEnabled OrgChartEnabled	Control main sections; blank fallback is true.
WorkflowCardEnabled	Controls the workflow card. Fallback follows WorkflowEnabled.
DatesEnabled FavouritesEnabled LeaveEnabled PayslipsEnabled PerformanceEnabled PoliciesEnabled QuickTasksEnabled ThingsInProgressEnabled	Optional cards. Do not assume a missing key means enabled.
LearningEnabled and TalentEnabled	Module licensing and relevant source access also apply.
MyAssistantURL	Configured assistant destination. Validate its intended native route.

These are existing runtime options, not a list of new release settings. Keep exact spelling when comparing support evidence. Do not register invented controls to make a card appear. Other existing Home Settings controls include LeaveTakenOvertimeChart, NewsEnabled, CampaignsEnabled, VotingEnabled, FAQEnabled and TasksManagerLight. Dashboard-tab visibility uses SYSTEM / DASHBOARD / DISPLAY_ASSISTANT_TAB. Learning also requires the Learning V2 feature and LEARNING_V2_DASHBOARD gate; a Home checkbox alone cannot enable it.

3. Verify source access and widget context

1. Confirm the user session resolves to the intended employee and normal default page.
2. Enable only requested sections in Employee Home Settings.
3. Confirm current source module licence, menu rights and record scope.
4. Reopen through the normal entry and check enabled, unavailable and empty states.
5. Open an authorised source record from each material shortcut and confirm its return route.
6. For deferred widgets, check fresh context after sign-in and refresh. The compatibility capture path does not accept the default path.

Settings expose content and navigation; they do not grant employee, manager, payroll, workflow or report rights. Retain each source permission boundary.

4. Rehearse rollout and support

The current pack records a deferred-widget context limitation. Reproduce and resolve that behaviour in the intended environment before a live demonstration. This companion task made no settings, permission or business-data changes.

Control or prerequisite	Use and boundary
Before rollout	Confirm settings, licences, employee association, menu routes and source availability.
Acceptance	Use ordinary access to load enabled cards and open authoritative modules. Verify source writes separately where in scope.
Recovery	Restore recorded values through the native page after an authorised change if needed. Reopen a fresh session.
Escalation	Provide section, route and time with private values removed. Keep credentials out of material.

Coming Soon content remains staged. At Launch drafts are held; this guide confirms neither publication nor deployment.