My Focus

Employee Home Internal Trainer Guide

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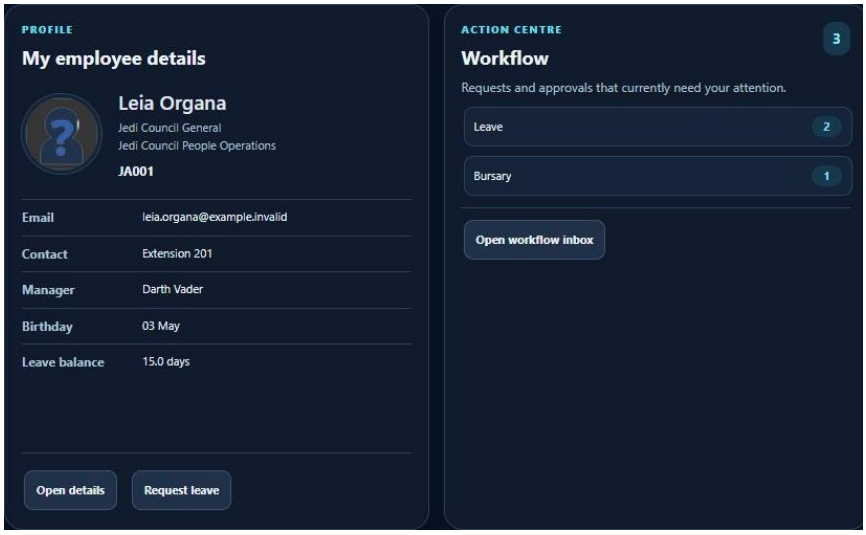
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1. Prepare the session

Teach employees to use Home as the starting point for authoritative actions. A learner should identify a pending item, open its source and explain why a summary does not complete a transaction.

Use thirty minutes: three for purpose/access, twelve for the walkthrough, five for configuration, five for practice and five for questions. Dates and presenters are undecided. This is Coming Soon material; At Launch copy remains held.



Employee profile and workflow action centre with fictional Star Wars examples.

Prerequisites: normal signed-in user with intended module and record scope, verified fictional starting record and current deck. Keep configuration explanation separate from the employee demo. Never share credentials or real records.

2. Run the demonstration

1. Confirm employee context and explain the summary categories.
2. Open an available workflow or personal detail route without submitting.
3. Show enabled reports, documents and calendar sections.
4. Explain a missing card through configuration/source access, then return Home.

Start at HRF_AssistantV2.aspx. Rehearse with the intended ordinary persona. Explain what is visible, why it matters and which native action follows. Stop before a write unless separately authorised.

Ask a learner to locate the inbox and name the source screen that owns the next action. Expected result: they distinguish viewing from submitting.

Record unanswered questions with screen, role, expected behaviour and a privacy-safe symptom. Use the normal reviewed support/knowledge process later. This pack sends no messages.

3. Explain administration and limits

Modules/Admin/EmpHomeSettings.aspx requires exact ADMINISTRATOR membership. Check SYSTEM / CONFIGURATION / HRFocusAssistantDashboard.* options and source licence/access.

Default deferred-widget context needs separate live repair/verification before a live demonstration. Use reviewed deck illustrations if fresh context fails. Do not improvise a successful live-widget claim.

Control or prerequisite	Use and boundary
Can every user see this	Explain actual licence, settings, group/menu rights and record scope.
Does opening it complete work	Viewing, saving, submitting, approving and external processing are separate actions.
Does a screenshot prove acceptance	Use relevant runtime, output and access evidence for each claim.

Refer to the matching user/configuration guides in ../11_Manuals. Keep UAT/deployment decisions with their owners. Master sales/QA deck comparison remains outstanding; do not claim complete alignment without reviewing that master.

4. Hand over to the consultant

Control or prerequisite	Use and boundary
Current editable deck	../01_Presentation/MyFocus_Employee_Home_Coming_Soon_Final_v3.pptx
Matching narration	../02_Synthesia_Narration/Brendan_2026-10-17_Employee_Home_Video_Script.txt
Reviewed captures	../05_Product_Visuals and relevant ../09_Additional_Content when present.
User and configuration guides	../11_Manuals/Employee_Home_User_Manual_2026.10.1.0 and Employee_Home_Configuration_Guide_2026.10.1.0 in DOCX PDF and HTML.

Before reuse, check deck and narration editions together, open the local guide and confirm the persona sees the intended record. Use the reviewed deck as fallback. A video folder alone does not establish reviewed video availability.

Reset by clearing filters, returning to the starting route and closing unsaved editors without submission. For a separately authorised write, follow its agreed native correction/reset procedure. Do not delete records or run seed/rollback scripts from this handoff.

Hand over starting state, persona role without credentials, expected results, known limits and unanswered questions. This creates no Hub publication, meeting or release date.