My Focus

Manager Workspace Configuration Guide

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1. Establish the manager scope and entry routes

Coming Soon | Release 2026.10.1.0 | Edition 1 | 20 October 2026. Availability follows your organisation rollout, configuration and access. This guide is a preview reference, with no committed release date.

The manager workspace composes source-module capabilities. Maintain the existing hierarchy, delegation and module access contracts; showing a tab does not grant access to its data or destination.

Check	Meaning and next action
Primary workspace	Modules/PersonalDetails/MSS/HRF_MSS_TREE.aspx
Directory and milestones	Modules/PersonalDetails/MSS/HRF_MSS_BIRTHDAYS.aspx
Actions and configured insight reports	Modules/PersonalDetails/MSS/HRF_MSS_ACTIONS_INSIGHTS.aspx
Requisitions	Modules/PersonalDetails/MSS/HRF_MSS_STAFF_REQUISITION_DASHBOARD.aspx

Use normal authenticated menu entry under the organisation My Focus root. Source destinations recheck their own access. Do not copy employee or manager URL parameters as a permission workaround.

Screen configuration GEN / HRF_MSS_INDEX_CONFIG supplies TREE_LEVELS and POSITION_REPORTING_WORKFLOWTEMPLATEID. Check the actual hierarchy limit and workflow template in the target environment. Do not assume an example hierarchy or template exists on every installation.

2. Record dashboard switches and privacy controls

Workspace switches use MSS / Dashboard in the application settings. The current runtime hides values N, NO, FALSE or 0 and otherwise preserves visibility, including the missing-setting fallback. This is runtime behaviour, not proof of a registered default.

Check	Meaning and next action
Tab switches	TAB_LEAVE, TAB_WORKFLOW, TAB_MILESTONES, TAB_PERFORMANCE, TAB_LEARNING, TAB_STAFF_REQUISITIONS, TAB_INSIGHTS, TAB_REPORTS.
Indicator switches	KPI_TEAM_MEMBERS, KPI_AWAY_TODAY, KPI_LEAVE_APPROVALS, KPI_WORKFLOW_ACTIONS, KPI_BIRTHDAYS, KPI_UNOCCUPIED_POSITIONS, KPI_ORGANISATION_CHART.
Dependent visibility	Away/approval indicators depend on Leave; Workflow actions on Workflow; Birthdays on Milestones; Unoccupied positions on Staff requisitions.
Requisition licence	Staff requisitions and the unoccupied-position indicator also require the valid Staff Requisitions module licence.
DIRECTORY_SHOW_NEXT_OF_KIN	Controls the optional directory sensitive-information feature together with native field/tab visibility. Check access with allowed and denied actors.

Performance, Learning and organisation-chart availability also follows source menu/module access. CONTACT and NOK actions follow configured Personal Information tab and index visibility. Birthday preferences, photo settings and existing personal-information rules remain applicable.

1. Record each registered value, runtime fallback, effective value, owner and desired role outcome.
2. Use the authorised settings administration process for a reviewed change. No universal standalone manager-settings wizard is implied.
3. Reload with a fresh manager session and verify the destination as well as the tab.

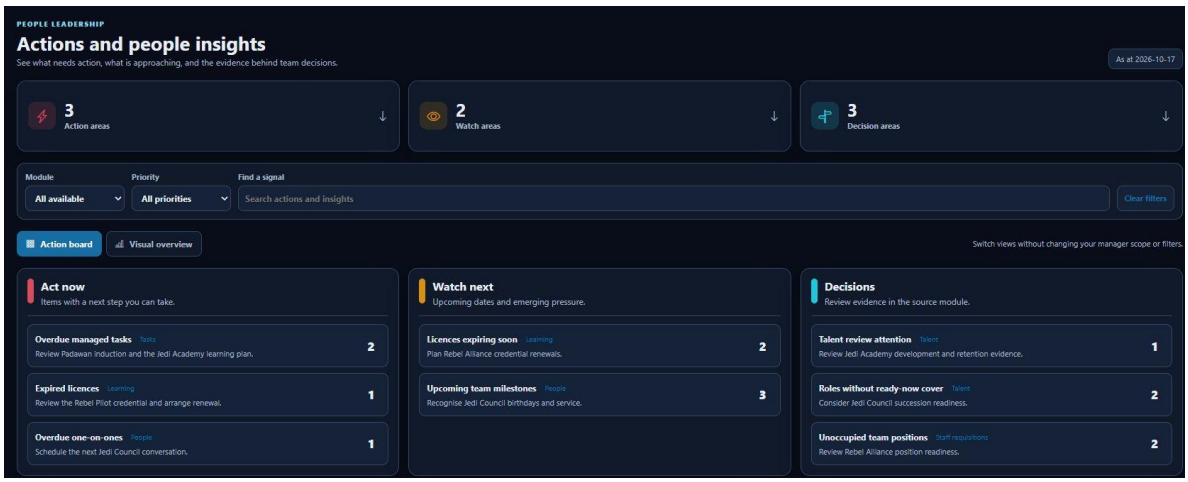
3. Configure report links and source processes

Manager insight report picker configuration is available at Modules/PersonalDetails/MSS/HRF_MSS_ACTIONS_INSIGHTS.aspx?Mode=Configure. The configuration branch requires exact Administrator group membership server-side.

1. Open the permitted configuration view and review available report names and modules.
2. Select the reviewed reports and save only during an approved configuration change.
3. Reopen and verify the selection, then test with a manager whose Report Portal access is known.
4. Confirm unavailable or denied reports do not become accessible merely because they were linked.

The setting is MSS / Reports / ManagerInsightsReportGuids, stored as configured report GUIDs. Accessible report retrieval still applies the current user access. Staff Requisitions uses its separate Staff Requisitions / Reports configuration; do not assume the Manager insights picker configures every source report.

Leave approval routing, balance thresholds and current/future calculation remain eLeave responsibilities. Performance periods, rating scales and report links remain with Performance. Requisition fields, workflow, reason and appointment validation remain with Staff Requisitions. The workspace joins the navigation, not those rule definitions.



Active signal areas retain their source-module context.

4. Verify rollout and handle missing states

1. Test an authorised manager, alternate hierarchy/delegation and a denied actor. Verify team and selected-employee scope server-side at source destinations.
2. Check every enabled tab and linked module with its actual role, period/filter and empty or unavailable state.
3. Open an assigned request, inspect its source and return route. Test deliberate submission/approval separately only in the authorised test scope.
4. Check supported desktop/phone layouts and keyboard tab navigation, as well as feature-off behaviour.
5. Download and inspect each required export with its criteria and row scope before declaring export coverage.

For unavailable indicators, distinguish a disabled feature, source failure and genuine zero. For no reports, check configured GUIDs and the current user Report Portal rights. For absent employee actions, check hierarchy, selected context and native tab/menu visibility before changing access.

Verification boundary: retained Manager Workspace examples illustrate the current interface and source-supported routes. They do not establish production calculations, permissions, approval, request submission or export success. Report pickers and source handoffs require their own environment and role checks.

No live permission matrix, source report export, approval or requisition submission was executed for this companion. Keep environment/role/action/expected/actual and owner in the private validation record.