My Focus

Manager Workspace User Manual

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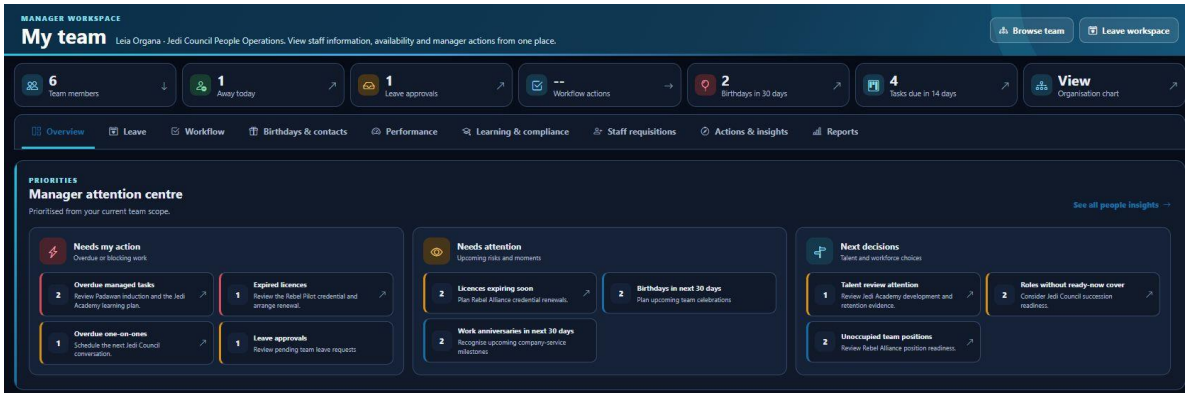
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1. Start with your team and priorities

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.

Manager Workspace brings team context and the next useful action together. Begin with My team, review current indicators and open the source module for the authoritative record or decision. Reporting-line scope, delegated authority, available modules and normal access still apply.

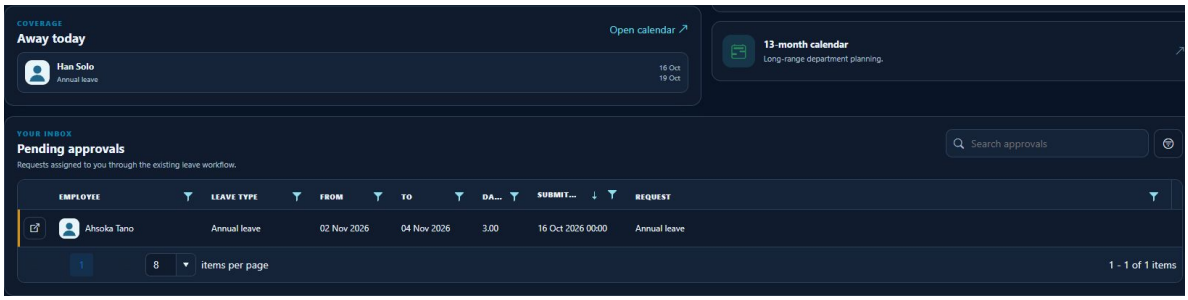


My team brings current indicators, available tabs and manager attention areas together.

1. Open My team through your available manager menu.
2. Read the current team context and indicators. A loading or unavailable value is not zero.
3. Use Needs my action for overdue or blocking work, Needs attention for upcoming risks or moments, and Next decisions for source evidence requiring review.
4. Choose Browse team or the relevant tab to investigate. Confirm the selected employee before continuing to a source action.

Use the searchable directory in Grid or Cards where offered, or open the dedicated organisation chart to understand the reporting line. Contact, emergency contact, photograph and birthday visibility depend on configuration and permissions.

2. Review leave coverage and assigned work



Away today and the assigned leave approval queue answer different questions.

1. Open Leave and check who is away today. Use the department calendar when planning coverage.
2. Open a request from Pending approvals to review the work assigned through the existing leave workflow.
3. Read current and future balances with their shown dates. Current is recorded; Future is projected.
4. Where permitted, select a reporting employee and choose Request leave to open the existing request form in their context. Review its required details before deliberate submission.

Balance signals distinguish negative balances and excessive annual leave under the configured threshold. A low available balance is informational. Within range does not guarantee a proposed request qualifies. Changing Bar, Column or Pie changes the display of the same signal categories.

Workflow opens the established inbox. Approval, rejection, validation, audit and submission remain in the source process. A count or an opened form does not mean a decision was saved.

3. Follow performance learning and requisitions

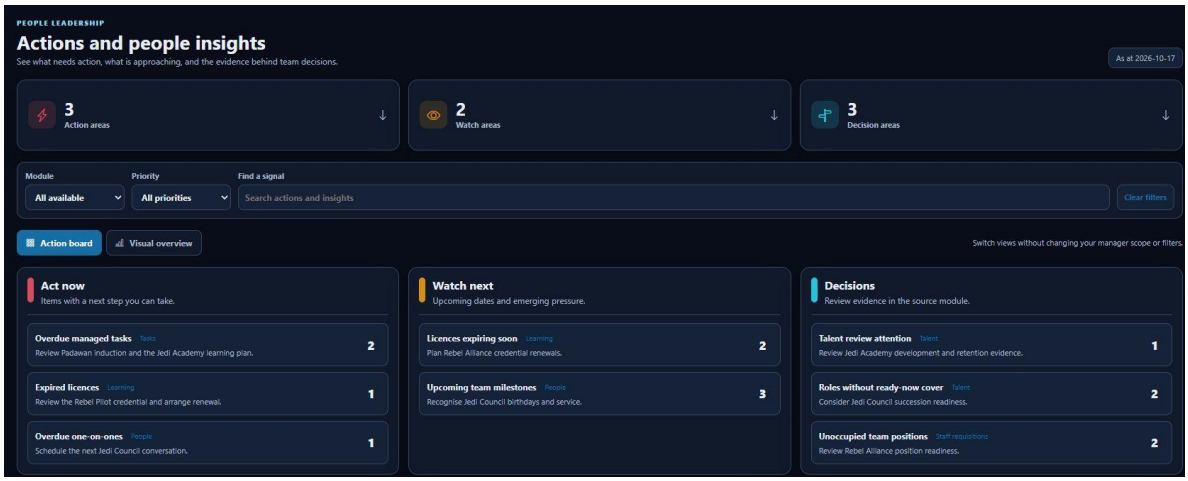
Performance follows its selected review period and team scope. Review contract linking/acceptance, review progress, ratings, moderation and employee confirmation separately. Use the source report where permitted for the detail behind a score. A text rating belongs to the configured scale.

Learning and compliance provides permitted routes for learning requests, schedules, assessments and selected-employee qualifications or compliance detail. This manager entry is separate from the employee personal learning page and from administration rights.

1. Open Staff requisitions and distinguish team positions from requests you created and pending decisions.
2. Use occupancy and readiness filters. Ready to request means the position is not already marked Requested or Approved in this context; it does not approve recruitment. An occupied role may be relevant to replacement.
3. Choose Grid, Cards or Tree to inspect the permitted position and reporting context.
4. Use the eligible request action to open the configured capture form. Review reason, motivation, dates and appointment requirements, then follow the normal deliberate submission process only when approved.

Pending requisitions and their native reports track the source workflow. Configured report pickers contain the reports available for the current user and context; choosing one continues through Report Portal. Reports and source modules retain their own permissions.

4. Use insights and get help



Action board groups active signal areas as Act now, Watch next and Decisions.

1. Open Actions and insights. Narrow by module, priority or the Find a signal search.
2. Read the card definition before interpreting its count. Headline summaries count active signal areas, not a total of employees.
3. Switch to Visual overview if helpful, retaining current manager scope and filters.
4. Open the source destination for the decision. Use the selected team timeline for its displayed recent or upcoming events; full history remains in source modules.

Practice: Leia reviews the Jedi Council team, explains who is away versus which approval is assigned, then chooses the source action for a licence follow up. Stop before any live approval or request submission.

If a tab, employee or action is missing, check the selected context and ask the authorised administrator to review access/configuration. If a panel stays loading, report the page, action, time and support reference without sharing private employee information.

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.