




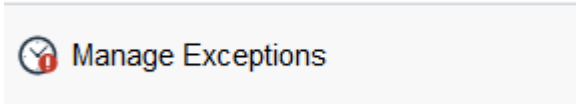



Working with Multiple Tabs in OneUSG Connect

| Step | Action |
|------|---|
| 1. | <p>On the Manager Self Service home page in OneUSG connect, click the Team Time tile.</p> <p>Note: In this lesson, you will open a Timesheet window and the Manage Exceptions window in order to work more efficiently.</p> <p style="text-align: center;">Team Time</p>  |
| 2. | <p>The Team Time page is displayed.</p> <p>Click the Get Employees button to view a list of all your employees.</p>  |
| 3. | <p>A list of your employees is displayed.</p> <p>To open a new window, click the Kebab menu in the top right corner of the screen.</p>  |
| 4. | <p>Click the New Window option.</p>  |
| 5. | <p>At the top of your browser window, a new tab is opened.</p> <p>Toggle between the two windows by clicking the appropriate browser tab. For this lesson, click the Team Time tab in the top left corner of the screen.</p>  |
| 6. | <p>The original tab is displayed.</p> <p>To return to the new tab, click the Team Time tab.</p>  |

| Step | Action |
|------|--|
| 7. | <p>The new tab is re-displayed.</p> <p>You can use any of the other OneUSG Connect functions in this window.</p> <p>Click the Manage Exceptions link.</p>  |
| 8. | <p>The Manage Exceptions page is displayed. You can locate exceptions for any employee on your team.</p> <p>To return to your team's time page to resolve exceptions, click the Team Time tab in the upper left corner.</p>  |
| 9. | <p>From the Report/Approve Fluid Timesheet page, select the appropriate employee.</p> |
| 10. | <p>The selected employee timesheet is displayed. You can enter corrections or approval to the timesheet as needed now.</p> |
| 11. | <p>You have completed the steps to open a new window in OneUSG Connect in order to work with multiple windows at once.</p> <p>End of Procedure.</p> |