



Texas Skyward User Group Conference

Skyport

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Session Title



This session will be a discussion of ways to customize your Employee Access home page. This customization will allow instant access to approval processes, current tasks and certain websites.

- *Header and login Page Setup*
- *Adding Widget*
- *Newsfeed*
- *Customized Dashboard*

See what Widgets are available.

District Widget Selection - P5\CA\DS\SP\DW - 26557 - 05.16.02.00.10 - Internet Explorer

Skyward School District

Oliver Briertyscr Account Preferences Exit ?

Home Skyward Contact Access System Administration Data Administration Student Management Human Resources Financial Management Employee Access Task Manager

District Widget Selection (1081)

All Widgets General Widgets Secured User Widgets Teacher Widgets Student Widgets Family Widgets Employee Widgets

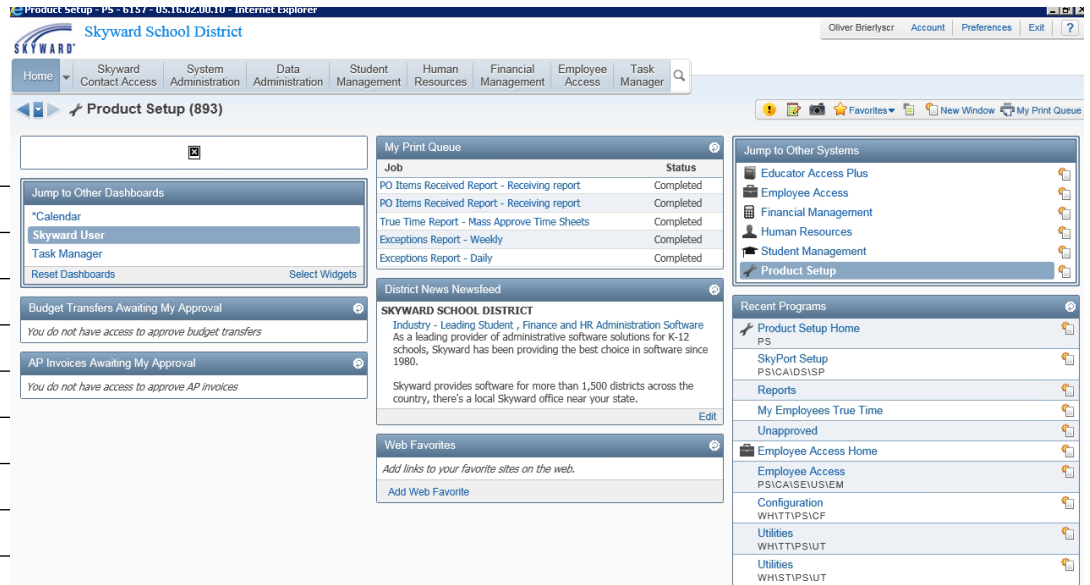
District Widget Selection - Select widgets your district wants to use

Used by	Name	Used by District	Suggest to Users	Description
*	District Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display district information
*	Last Five Logins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display your last five logins
*	My Upcoming Meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays all IEP, Response to Intervention, and Teacher Conference meetings.
*	RSS Feeds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays RSS feeds from sites of your choice.
*	School News	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Newsfeed.
*	Skyward Twitter Feed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displays the Skyward Twitter feed.
*	Web Favorites	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display web favorites
*E	Calendar Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display upcoming Calendar Events
A	AP Invoices Awaiting My Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display AP invoices awaiting my approval.
A	Approved New Hire Requests	<input type="checkbox"/>	<input type="checkbox"/>	Display New Hire Requests that have been Approved and are ready to be Posted To FastTrack.
A	Available Funds	<input type="checkbox"/>	<input type="checkbox"/>	Display the available funds for my account clearance group
A	Budget Transfers Awaiting My Approv.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display budget transfers awaiting my approval
A	Check Requests Awaiting My Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display AP check requests awaiting my approval.
A	Credit Card Activity Needs to be Subm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display credit card transactions that need to be submitted
A	Credit Card Transactions Awaiting My	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display credit card transactions that need approval
A	Customer Access Requests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display View your Customer Access Requests.
A	District Case Manager Tracker	<input type="checkbox"/>	<input type="checkbox"/>	District Case Manager Tracker
A	District IEP Manager Tracker	<input type="checkbox"/>	<input type="checkbox"/>	District IEP Manager Tracker
A	District Login History Graph	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Display login history for the district
A	District Print Queue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Display statistics on the district print queue
A	District Print Queue Activity	<input type="checkbox"/>	<input type="checkbox"/>	Displays recent activity from the district print queue.
A	Email Errors	<input type="checkbox"/>	<input type="checkbox"/>	Displays recent error emails.
A	Employee Pseudo Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display Employee Pseudo Approval Awaiting My Approval
A	Individual Case Manager Tracker	<input type="checkbox"/>	<input type="checkbox"/>	Individual Case Manager Tracker
A	Individual IEP Manager Tracker	<input type="checkbox"/>	<input type="checkbox"/>	Individual IEP Manager Tracker
A	Ins Trik OE records Awaiting My Appro	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display Insurance Tracking OE records Awaiting My Approval
A	Journal Entries Awaiting My Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display Journal entries waiting for my approval
A	New Hire Requests Awaiting My Appro	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display New Hire Requests Awaiting My Approval Widget
A	Open Database Transactions	<input type="checkbox"/>	<input type="checkbox"/>	Display all of the currently open database transactions.
A	Program Locator	<input type="checkbox"/>	<input type="checkbox"/>	Display a widget that allows you to search for applications to run
A	Release Notifications	<input type="checkbox"/>	<input type="checkbox"/>	Release Notifications
A	SBAA PO's Awaiting My Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display SBAA PO's Awaiting My Approval
A	Student Locator	<input type="checkbox"/>	<input type="checkbox"/>	Student locator
A	Unsent Emails	<input type="checkbox"/>	<input type="checkbox"/>	Displays recent unsent emails.
A,E	District News	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Display all district news feed items.
A,E	Favorites	<input type="checkbox"/>	<input type="checkbox"/>	Display favorites you have setup in the software

Save

Use All Use None Suggest All Suggest None Configure Widget Force Widget Suggestion

Customizing Dashboard.



The screenshot shows the Skyward School District dashboard interface. At the top, there is a navigation menu with options: Home, Skyward Contact Access, System Administration, Data Administration, Student Management, Human Resources, Financial Management, Employee Access, and Task Manager. The main content area is titled "Product Setup (893)".

On the left side, there are several widgets:

- Jump to Other Dashboards:** Includes links for Calendar, Skyward User, Task Manager, and Reset Dashboards.
- Budget Transfers Awaiting My Approval:** A notification stating "You do not have access to approve budget transfers".
- AP Invoices Awaiting My Approval:** A notification stating "You do not have access to approve AP invoices".

In the center, there is a **My Print Queue** table:

Job	Status
PO Items Received Report - Receiving report	Completed
PO Items Received Report - Receiving report	Completed
True Time Report - Mass Approve Time Sheets	Completed
Exceptions Report - Weekly	Completed
Exceptions Report - Daily	Completed

Below the print queue is a **District News Newsfeed** section for Skyward School District, providing information about the software's history and local office presence.

On the right side, there are several utility widgets:

- Jump to Other Systems:** Lists various system access points like Educator Access Plus, Employee Access, Financial Management, Human Resources, Student Management, and Product Setup.
- Recent Programs:** Lists recently used programs such as Product Setup Home, SkyPort Setup, Reports, My Employees True Time, Unapproved, Employee Access Home, Employee Access, Configuration, Utilities, and Utilities.

At the bottom left of the dashboard, there are several horizontal lines, likely representing a list of additional widgets or a scrollable area.



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THANK YOU FOR ATTENDING!

