

CUTTING THE CLICKS

WHAT WE'RE HEARING

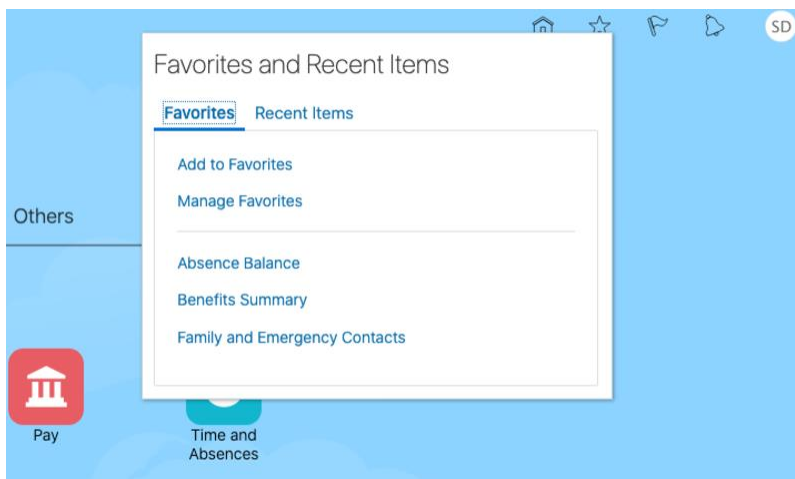
Supervisors of non-exempt staff tell us they wish they could reduce the number of clicks it takes to work through their team's time cards. They say toggling in and out of many screens doesn't feel efficient—especially if they have to return to the home screen after each time card and start the whole process over.

LEADERSHIP TIP

The good news is there's an easy way to reduce all that clicking by using your "Favorites" button (the star icon) to make shortcuts for pages you visit often.

For example, if you're approving multiple time cards, instead of returning to [Home](#) > [My Client Group](#) > [Time Management](#) > [Team Time Cards](#) after each card,

try making "Team Time Cards" a Favorite. Then, instead of clicking on Home after each card, you can jump to Favorites and get to the next card faster. Of course you can also create Favorites for any of the screens you visit, much the way a bookmark can quickly take you to a website.



Adding Favorites is easy: When you're on the page you want to save, click the star in the upper right corner of your screen, then Favorites, then Add to Favorites. That's it—time to start cutting clicks!

SHARE A TIP, ASK A QUESTION

As always, we want to hear from you. If you have a question or tip you'd like us to share, email HR@middlebury.edu