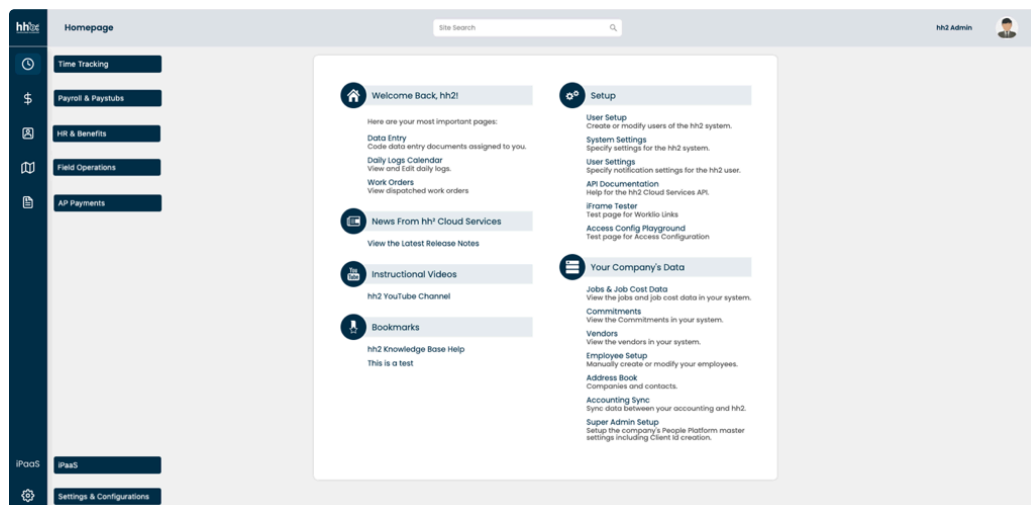


New Navigation Map

This document will specify where page links in the old navigation can now be found within the new navigation.

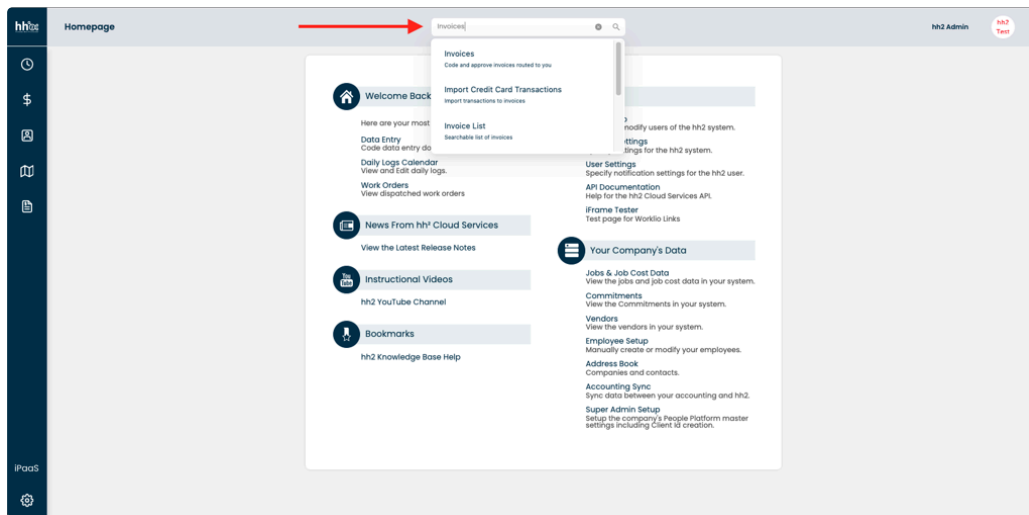
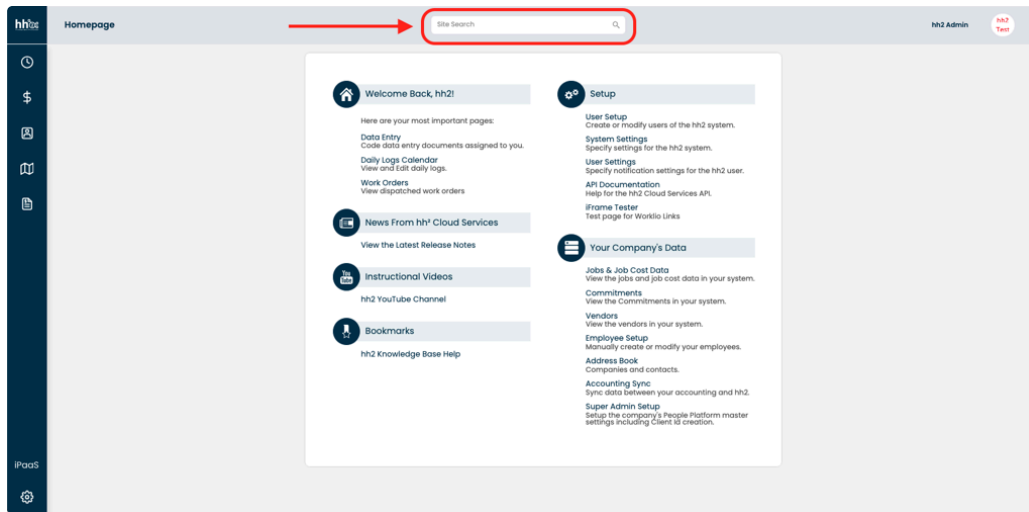
Overview: Day to day pages such as Time Sheets, Invoices, Daily Logs Calendar, My Records, etc. can be found within their respective menus using the first set of navigation icons. Any setting or configuration page such as System Settings, User Setup, etc. can be found under the last navigation icon Settings & Configurations.

Format will be *Old Page Name: Module Selection > Dropdown Section > New Page Name*.



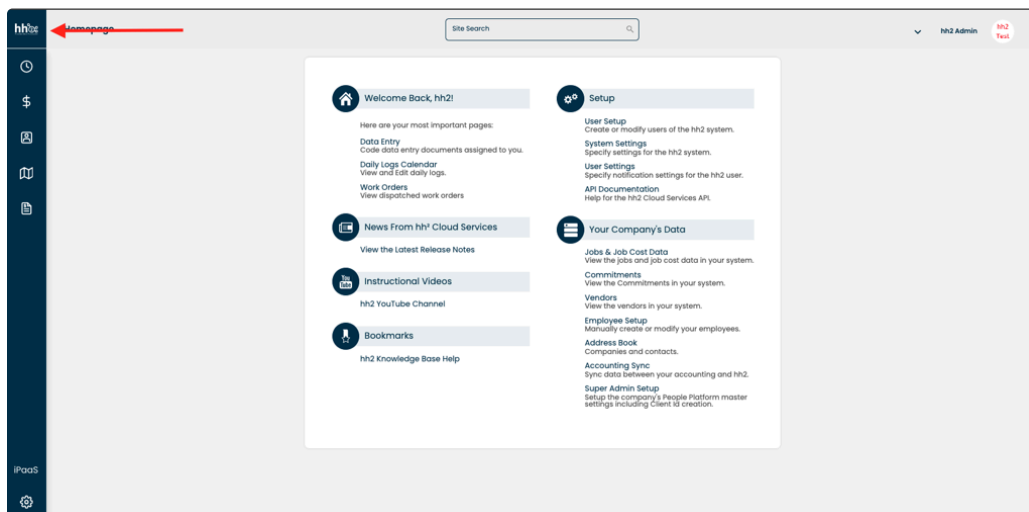
Searching for Pages

As users begin to familiarize themselves with our new layout, they can use the Site Search bar at the top of every page to locate specific pages such as Time Sheets, Invoices, Daily Logs Calendar, etc.



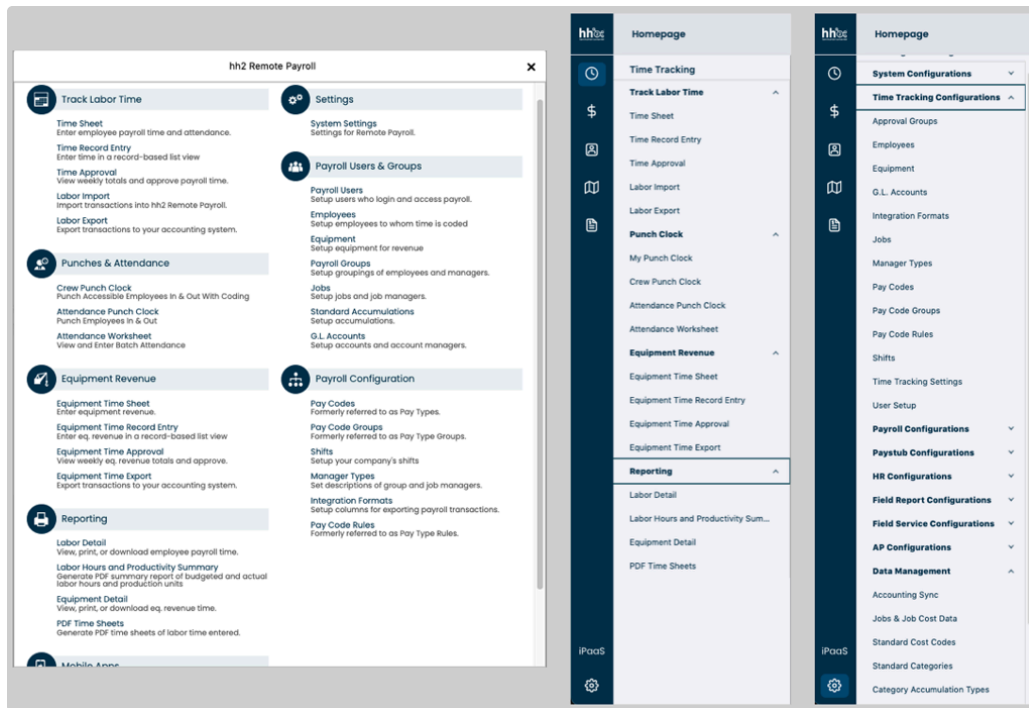
Homepage

To access the Homepage, click the hh2 logo in the upper left corner.



Remote Payroll > Time Tracking

Remote Payroll has been renamed as Time Tracking.



Day to Day Pages

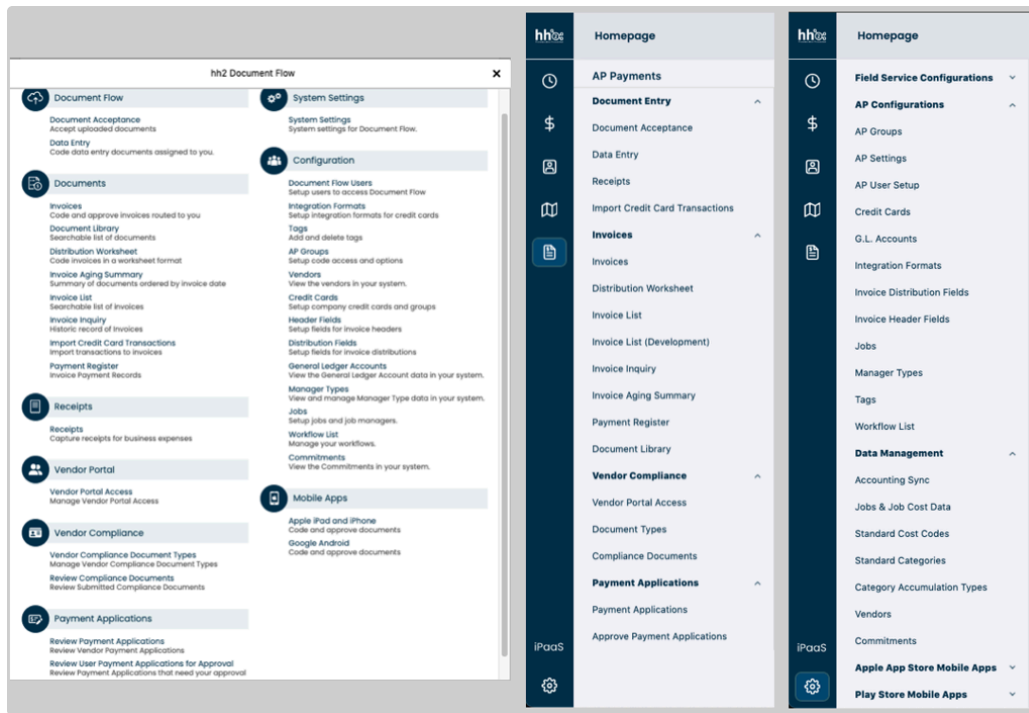
- Time Sheet: Time Tracking > Track Labor Time > Time Sheet
- Time Record Entry: Time Tracking > Track Labor Time > Time Record Entry
- Time Approval: Time Tracking > Track Labor Time > Time Approval
- Labor Import: Time Tracking > Track Labor Time > Labor Import
- Labor Export: Time Tracking > Track Labor Time > Labor Export
- My Punch Clock: Time Tracking > Punch Clock > My Punch Clock
- Crew Punch: Time Tracking > Punch Clock > Crew Punch
- Attendance Punch Clock: Time Tracking > Punch Clock > Attendance Punch Clock
- Attendance Worksheet: Time Tracking > Punch Clock > Attendance Worksheet
- Equipment Time Sheet: Time Tracking > Equipment Revenue > Equipment Time Sheet
- Equipment Time Record Entry: Time Tracking > Equipment Revenue > Equipment Time Record Entry
- Equipment Time Approval: Time Tracking > Equipment Revenue > Equipment Time Approval
- Equipment Time Export: Time Tracking > Equipment Revenue > Equipment Time Export
- Labor Detail: Time Tracking > Reporting > Labor Detail
- Labor Hours & Productivity Summary: Time Tracking > Reporting > Labor Hours & Productivity Summary
- Equipment Detail: Time Tracking > Reporting > Equipment Detail
- PDF Time Sheets: Time Tracking > Reporting > PDF Time Sheets

Configuration Pages

- System Settings: Settings & Configurations > Time Tracking Configurations > Time Tracking Settings
- Payroll Users: Settings & Configurations > Time Tracking Configurations > User Setup
- Employees: Settings & Configurations > Time Tracking Configurations > Employees
- Equipment: Settings & Configurations > Time Tracking Configurations > Equipment
- Payroll Groups: Settings & Configurations > Time Tracking Configurations > Approval Groups
- Jobs: Settings & Configurations > Time Tracking Configurations > Jobs
- Standard Accumulations: Settings & Configurations > Data Management > Category Accumulation Types
- GL Accounts: Settings & Configurations > Time Tracking Configurations > GL Accounts
- Pay Codes (formerly Pay Types): Settings & Configurations > Time Tracking Configurations > Pay Codes
- Pay Code Groups (formerly Pay Type Groups): Settings & Configurations > Time Tracking Configurations > Pay Code Groups
- Shifts: Settings & Configurations > Time Tracking Configurations > Shifts
- Manager Types: Settings & Configurations > Time Tracking Configurations > Manager Types
- Integration Formats: Settings & Configurations > Time Tracking Configurations > Integration Formats
- Pay Code Rules: Settings & Configurations > Time Tracking Configurations > Pay Code Rules

AP > AP Payments

AP has been renamed as AP Payments.



Day to Day Pages

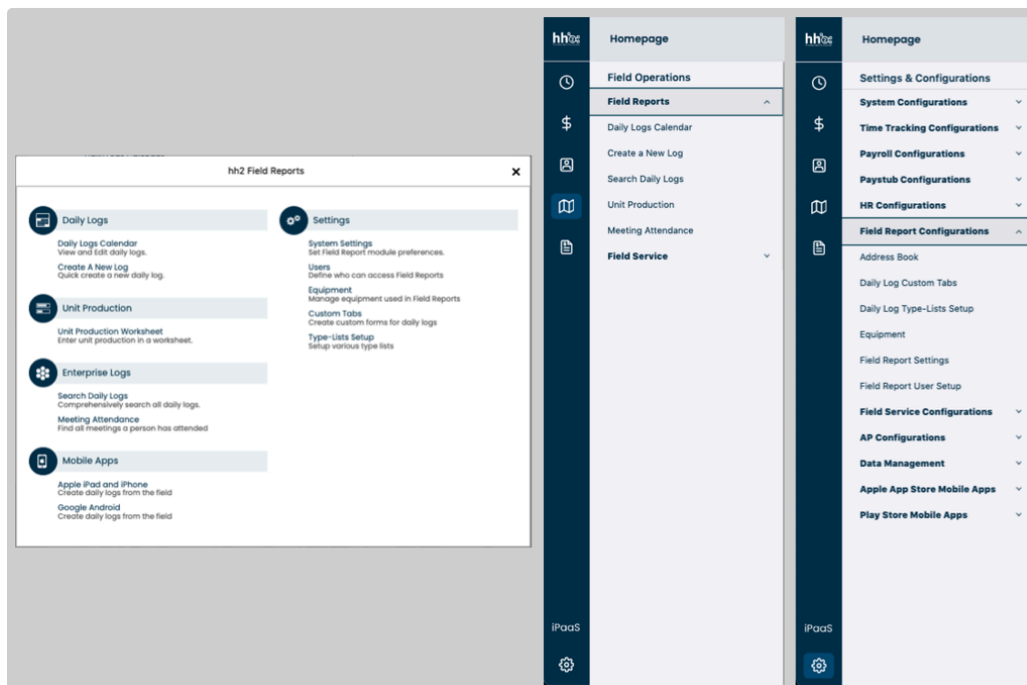
- Document Acceptance: AP Payments > Document Entry > Document Acceptance
- Data Entry: AP Payments > Document Entry > Data Entry
- Invoices: AP Payments > Invoices > Invoices
- Document Library: AP Payments > Invoices > Document Library
- Distribution Worksheet: AP Payments > Invoices > Distribution Worksheet
- Invoice Aging Summary: AP Payments > Invoices > Invoice Aging Summary
- Invoice List: AP Payments > Invoices > Invoice List
- Invoice Inquiry: AP Payments > Invoices > Invoice Inquiry
- Import Credit Card Transactions: AP Payments > Document Entry > Import Credit Card Transactions
- Payment Register: AP Payments > Invoices > Payment Register
- Receipts: AP Payments > Document Entry > Receipts
- Vendor Portal Access: AP Payments > Vendor Compliance > Vendor Portal Access
- Vendor Compliance Document Types: AP Payments > Vendor Compliance > Document Types
- Review Compliance Documents: AP Payments > Vendor Compliance > Compliance Documents
- Review Payment Applications: AP Payments > Payment Applications > Payment Application
- Review User Payment Applications for Approval: AP Payments > Payment Applications > Approve Payment Applications

Configuration Pages

- System Settings: Settings & Configurations > AP Configurations > AP Settings
- Document Flow Users: Settings & Configurations > AP Configurations > AP User Setup
- Integration Formats: Settings & Configurations > AP Configurations > Integration Formats
- Tags: Settings & Configurations > AP Configurations > Tags
- AP Groups: Settings & Configurations > AP Configurations > AP Groups
- Vendors: Settings & Configurations > Data Management > Vendors
- Credit Cards: Settings & Configurations > AP Configurations > Credit Cards
- Header Fields: Settings & Configurations > AP Configurations > Header Fields
- Distribution Fields: Settings & Configurations > AP Configurations > Distribution Fields
- General Ledger Fields: Settings & Configurations > AP Configurations > GL Accounts
- Manager Types: Settings & Configurations > AP Configurations > Manager Types
- Jobs: Settings & Configurations > AP Configurations > Jobs
- Workflow List: Settings & Configurations > AP Configurations > Workflow List
- Commitments: Settings & Configurations > Data Management > Commitments

Field Reports > Field Operations

Field Reports is now housed under Field Operations.



Day to Day Pages

- Daily Logs Calendar: Field Operations > Field Reports > Daily Logs Calendar
- Create a New Log: Field Operations > Field Reports > Create a New Log

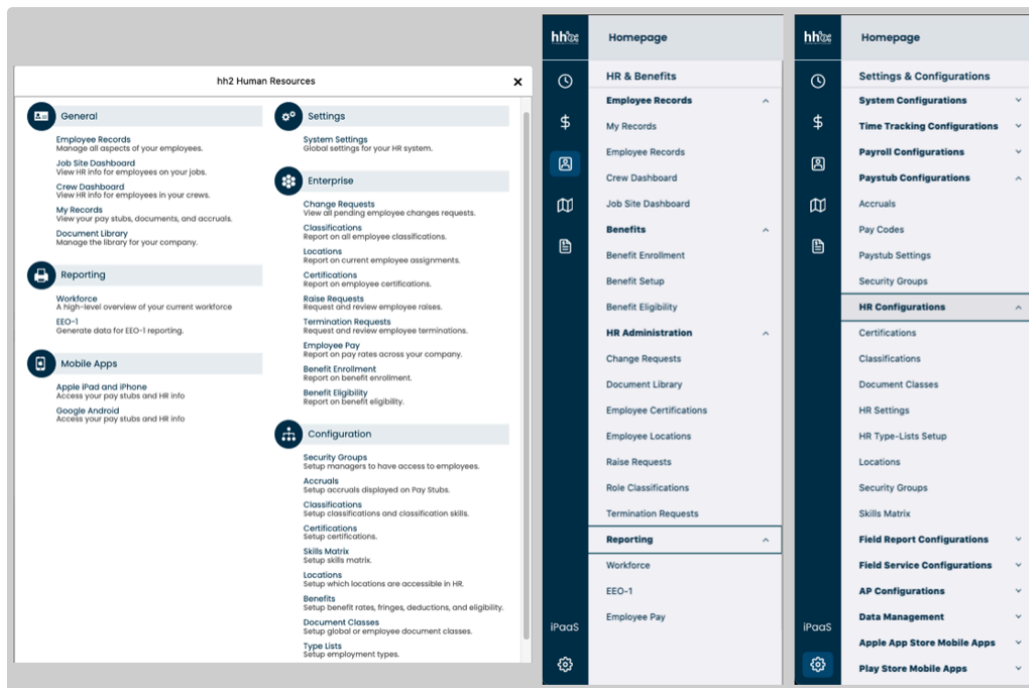
- Unit Production Worksheet: Field Operations > Field Reports > Unit Production Worksheet
- Search Daily Logs: Field Operations > Field Reports > Search Daily Logs
- Meeting Attendance: Field Operations > Field Reports > Meeting Attendance

Configuration Pages

- System Settings: Settings & Configurations > Field Report Configurations > Field Report Settings
- Users: Settings & Configurations > Field Report Configurations > Field Report User Setup
- Equipment: Settings & Configurations > Data Management > Equipment
- Custom Tabs: Settings & Configurations > Field Report Configurations > Daily Log Custom Tabs
- Type-Lists Setup: Settings & Configurations > Field Report Configurations > Daily Log Type-Lists Setup

HR > HR & Benefits

HR has been renamed as HR & Benefits.



Day to Day Pages

- My Records: HR & Benefits > Employee Records > My Records
- Employee Records: HR & Benefits > Employee Records > Employee Records
- Job Site Dashboard: HR & Benefits > Employee Records > Job Site Dashboard
- Crew Dashboard: HR & Benefits > Employee Records > Crew Dashboard

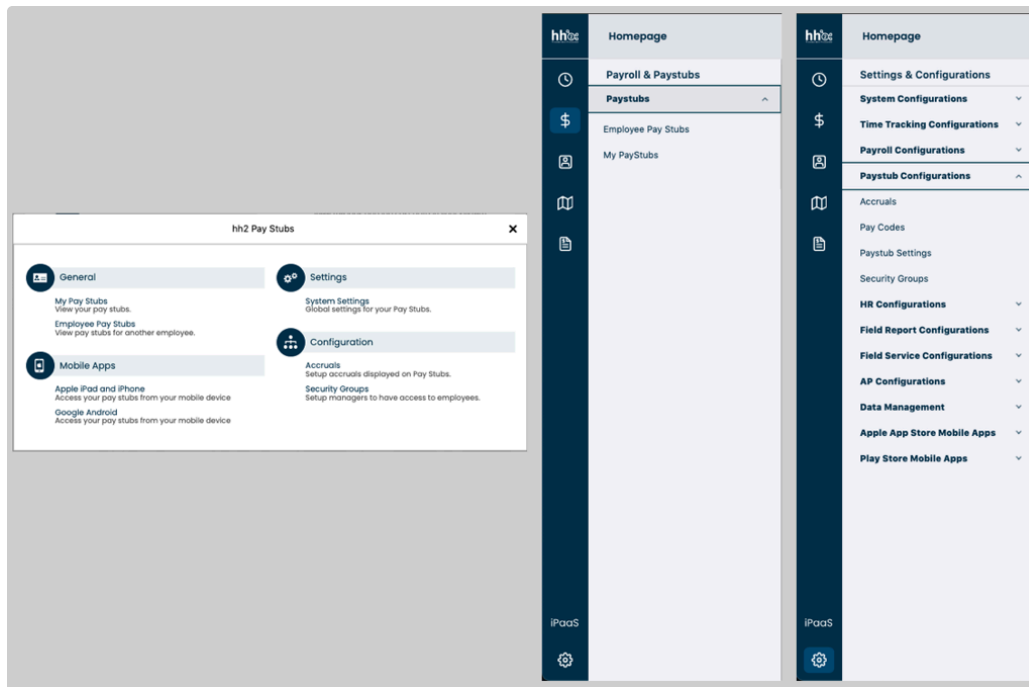
- Document Library: HR & Benefits > HR Administration > Document Library
- Workforce: HR & Benefits > Reporting > Workforce
- EEO-1: HR & Benefits > Reporting > EEO-1
- Change Requests: HR & Benefits > HR Administration > Change Requests
- Classifications (Enterprise): HR & Benefits > HR Administration > Role Classifications
- Locations (Enterprise): HR & Benefits > HR Administration > Employee Locations
- Certifications (Enterprise): HR & Benefits > HR Administration > Employee Certifications
- Raise Requests: HR & Benefits > HR Administration > Raise Requests
- Termination Requests: HR & Benefits > HR Administration > Termination Requests
- Employee Pay: HR & Benefits > Reporting > Employee Pay
- Benefit Enrollment: HR & Benefits > Benefits > Benefit Enrollment
- Benefit Eligibility: HR & Benefits > Benefits > Benefit Eligibility

Configuration Pages

- System Settings: Settings & Configurations > HR Configurations > HR Settings
- Security Groups: Settings & Configurations > HR Configurations > Security Groups
- Accruals: Settings & Configurations > Paystub Configurations > Accruals
- Classifications (Configuration): Settings & Configurations > HR Configurations > Classifications
- Certifications (Configuration): Settings & Configurations > HR Configurations > Certifications
- Skills Matrix: Settings & Configurations > HR Configurations > Skills Matrix
- Locations (Configuration): Settings & Configurations > HR Configurations > Locations
- Benefits: HR & Benefits > Benefits > Benefit Setup
- Document Classes: Settings & Configurations > HR Configurations > Document Classes
- Type Lists: Settings & Configurations > HR Configurations > HR Type-Lists Setup

Paystubs > Payroll & Paystubs

Paystubs can now be found under Payroll & Paystubs.

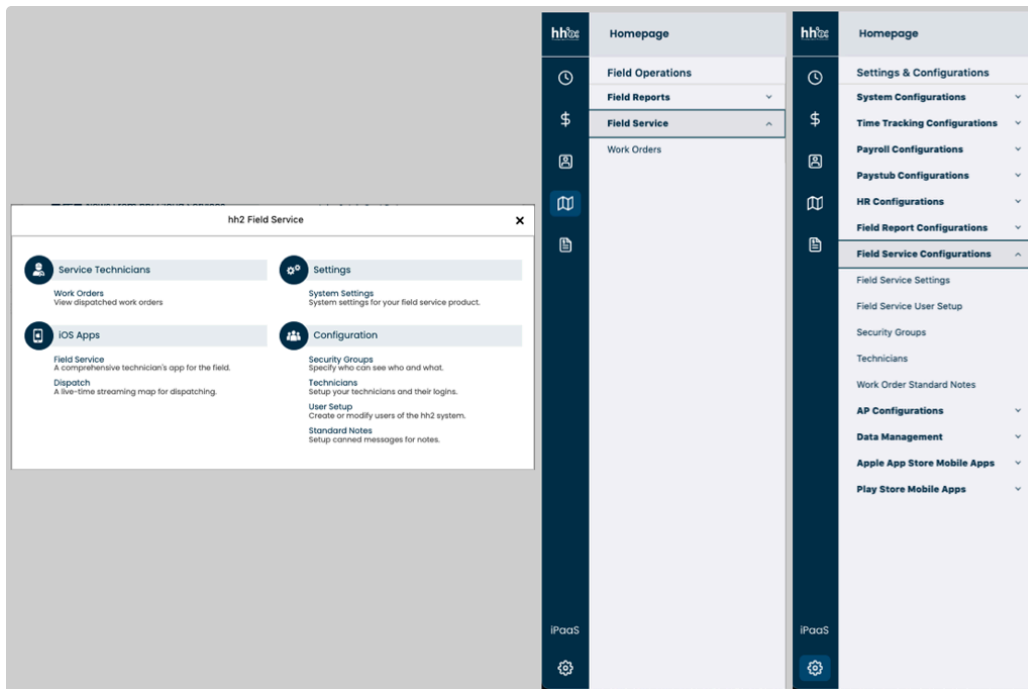


Day to Day Pages

- My Pay Stubs: Payroll & Paystubs > Paystubs > My PayStubs
- Employee Pay Stubs: Payroll & Paystubs > Paystubs > Employee Pay Stubs
- Configuration Pages
- System Settings: Settings & Configurations > Paystub Configurations > Paystub Settings
- Accruals: Settings & Configurations > Paystub Configurations > Accruals
- Security Groups: Settings & Configurations > Paystub Configurations > Security Groups

Field Service > Field Operations

Field Service is now housed under Field Operations.



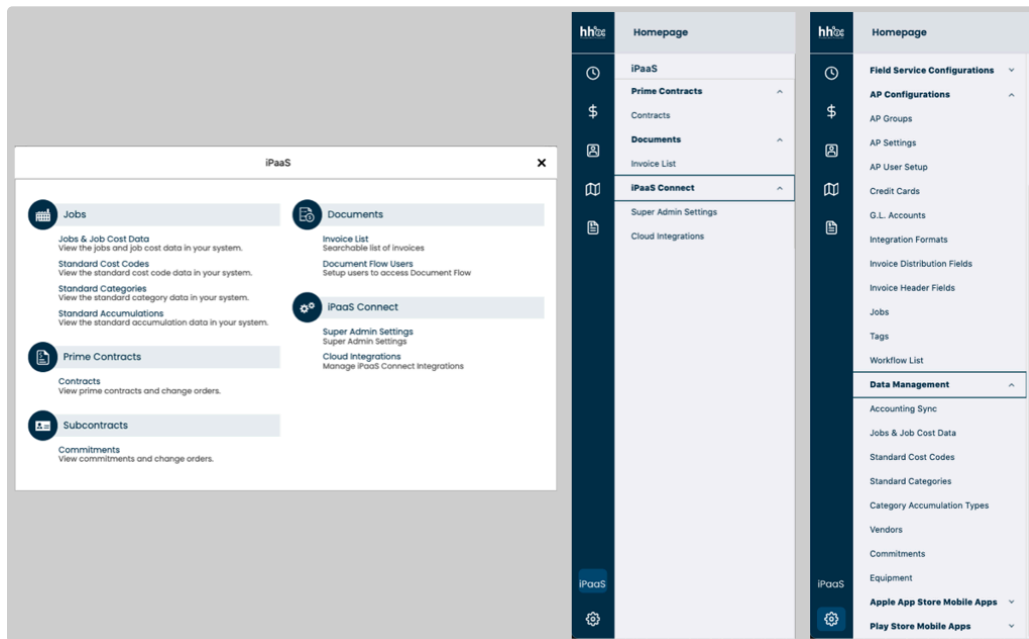
Day to Day Pages

- Work Orders: Field Operations > Field Service > Work Orders

Configuration Pages

- System Settings: Settings & Configurations > Field Service Configurations > Field Service Settings
- Security Groups: Settings & Configurations > Field Service Configurations > Security Groups
- Technicians: Settings & Configurations > Field Service Configurations > Technicians
- User Setup: Settings & Configurations > Field Service Configurations > Field Service User Setup
- Standard Notes: Settings & Configurations > Field Service Configurations > Work Order Standard Notes

iPaaS



Day to Day Pages

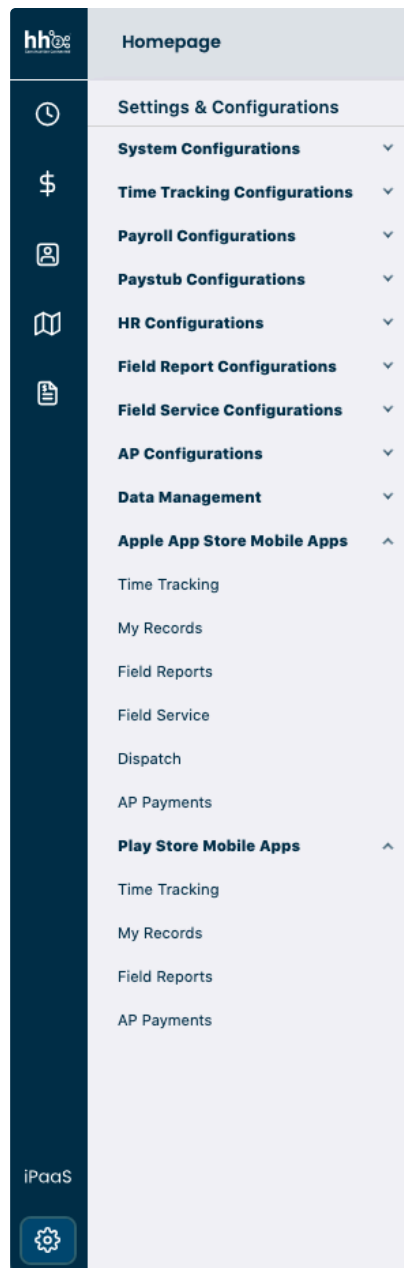
- Contracts: iPaaS > Prime Contracts > Contracts
- Invoice List: iPaaS > Documents > Invoice List
- Super Admin Settings: iPaaS > iPaaS Connect > Super Admin Settings
- Cloud Integrations: iPaaS > iPaaS Connect > Cloud Integrations

Configuration Pages

- Document Flow Users: Settings & Configurations > AP Configurations > AP User Setup
- Commitments: Settings & Configurations > Data Management > Commitments
- Jobs & Job Cost Data: Settings & Configurations > Data Management > Jobs & Job Cost Data
- Standard Cost Codes: Settings & Configurations > Data Management > Standard Cost Codes
- Standard Categories: Settings & Configurations > Data Management > Standard Categories
- Standard Accumulations: Settings & Configurations > Data Management > Category Accumulation Types

Mobile App Links

All Mobile app links can be found under Settings & Configurations.



- Apple iPad and iPhone: Settings & Configurations > Apple App Store Mobile Apps > Time Tracking
- Google Android: Settings & Configurations > Play Store Mobile Apps > Time Tracking
- Apple iPad and iPhone: Settings & Configurations > Apple App Store Mobile Apps > My Records
- Google Android: Settings & Configurations > Play Store Mobile Apps > My Records
- Apple iPad and iPhone: Settings & Configurations > Apple App Store Mobile Apps > Field Reports
- Google Android: Settings & Configurations > Play Store Mobile Apps > Field Reports
- Field Service: Settings & Configurations > Apple App Store Mobile Apps > Field Service
- Dispatch: Settings & Configurations > Apple App Store Mobile Apps > Dispatch

- Apple iPad and iPhone: Settings & Configurations > Apple App Store Mobile Apps > AP Payments
- Google Android: Settings & Configurations > Play Store Mobile Apps > AP Payments

Get Help

The Get Help button (phone icon) has been moved under the User Profile as Help.

