

# How to View Documents - in Employee Workspace (Adaptive View)



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Navigate to <https://app.detamoov.com/home/my-moovs/moov-maintenance?moovDefinitionId=1303>

Manage

Time and Attendance

Pay and Tax

Personal

Third-party Apps

Good afternoon  
**Ryan**

Quick Punch

Last punch OUT 12/02/2025 at 12:50 pm

As of 1:40 PM

Punched Out

Punch

Options

To-Dos

No To-Dos

Check back later for new to-dos.

Time Off: PTO

Available as of 10/4/2025

43.16 hours 32 hours pending

Taken as of 10/4/2025

8 hours

Projected through 4/8/2026

83.2 hours

+ Request time off

Recently Visited

Employees

>

Pay History

>

Tax Updates

>

## 2 Click "Manage"

The screenshot shows the 'isolved' dashboard interface. The top navigation bar includes a hamburger menu, the 'isolved' logo, and a notification bell with a red circle containing 'RC'. The sidebar on the left contains several icons: a clock for 'Time and Attendance', a document for 'Pay and Tax', a person for 'Personal', and a gear for 'Third-party Apps'. The 'Manage' button, represented by a briefcase icon, is highlighted with an orange circle. The main content area displays a 'Good afternoon Ryan' greeting, a 'Quick Punch' section with a 'Punch' button, a 'Time Off: PTO' section showing 43.16 hours available and 32 hours pending, and a 'To-Dos' section with an illustration of a person working. A 'Recently Visited' section at the bottom right lists 'Employees' and 'Pay History' with right-pointing arrows.

## 3 Click "Employees"

This screenshot shows the same 'isolved' dashboard as the previous one, but with the 'Employees' option in the sidebar highlighted by an orange circle. The 'Manage' button is no longer highlighted. The main content area remains the same, showing the 'Quick Punch', 'Time Off: PTO', and 'To-Dos' sections. The 'Recently Visited' section at the bottom right still lists 'Employees' and 'Pay History' with right-pointing arrows.

## 4 Search and Click on Employee's Name

The screenshot shows the 'Employees' page in the 'isolved' system. The page header includes the 'isolved' logo and navigation tabs: Tasks, Time Cards, Employees (selected), My Reports, and Calendar. The left sidebar contains icons for Manage, Time and Attendance, Pay and Tax, Personal, and Third-party Apps. The main content area displays a table of employees for 'Cynkar Technologies'. The table has columns for Emp #, Name, Title, and Status. One employee is listed: 'Test, Ryan' with Emp # 2405, Title Accountant, and Status Active. The name 'Test, Ryan' is circled in orange.

Emp #	Name	Title	Status
RT 2405	Test, Ryan	Accountant	Active

## 5 Click "Documents"

The screenshot shows the 'Employment Information' page in the 'isolved' system. The page header is the same as the previous screenshot. The left sidebar is also the same. The main content area displays 'Employment Information' for 'Test, Ryan'. The 'Documents' tab is selected and circled in orange. The page shows detailed information for the employee, including Legal company, Employee number, Hire date, Status, and Termination date. At the bottom, there is a button labeled 'I'M DONE'.

Employment Information	
Employer	Test, Ryan
Employment	Cynkar Technologies
Management	
Pay	
Position	
Absences	
Documents	

Test, Ryan	
Legal company	Cynkar Technologies
Employee number	2405
Timeclock ID	
Hire date	12/04/2025
Rehire date	
Adjusted service date	
Status	Active
Employment category	FT
ACA status	ACA Full Time
Termination date	
Termination reason	

I'M DONE

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Here you can choose the Document Category to view.

The screenshot displays the 'isolved' HR management interface. The top navigation bar includes a home icon, a hamburger menu, the 'isolved' logo, and user information (RC). Below this, a secondary navigation bar shows 'Tasks', 'Time Cards', 'Employees' (selected), 'My Reports', and 'Calendar'. A left sidebar contains icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main content area is titled 'Documents' and features a sub-menu with 'Employer', 'Position', 'Absences', and 'Documents' (selected). The primary view shows details for employee 'Test, Ryan' (Cynkar Technologies). A dropdown menu for 'Category' is set to 'Personnel', which is highlighted by an orange circle. Below this, a table lists documents under the 'Uncategorized' filter. The table has columns for 'Document', 'Type', and 'Uploaded'. One document is listed: 'ElectronicSignatureConsent.pdf' with type 'Electronic Consent' and upload date '12/04/2025'. At the bottom of the document list, there is a button labeled 'I'M DONE'.

Document	Type	Uploaded
ElectronicSignatureConsent.pdf	Electronic Consent	12/04/2025