

PROJECT KHRONOS User Manual

MBPS Web Development Team

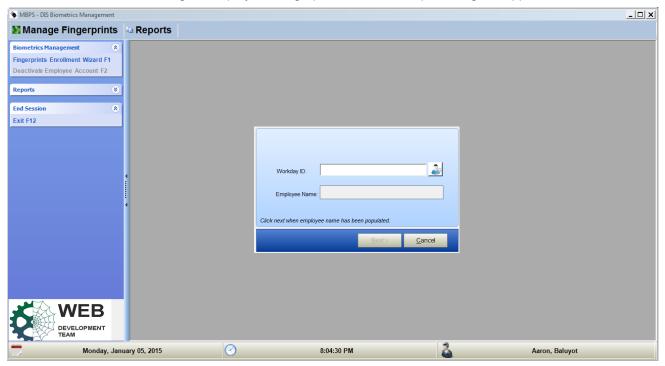
Digital Information Services Division Manulife Business Processing Services



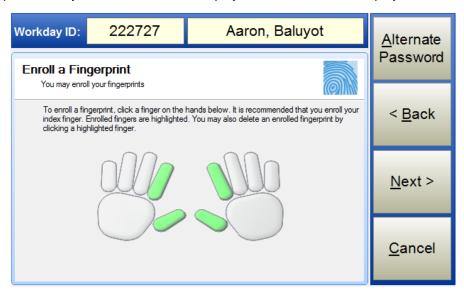
User Guide Biometrics Time Keeping

A. Khronos Fingerprint Enrollment

Enrolling an employee's fingerprint is the first step in using the application.



- Click Fingerprints Enrollment Wizard or Press F1 to display the Validate Workday ID Form
- 2. Input Workday ID to validate if the employee exists inside the employee then click next.



3. The user should select any fingers they want to enroll from the fingerprint template and will be stored into the database then click next.



a. Note: The process must register four (4) fingers for each employee. Commonly, the index and thumb finger on both hands

Alternate Password (Fingerprint Enrollment Alternative)				
Workday ID:	222727	Aaron, Baluyot		
Password:			<u>S</u> ave	Cancel
Retype Password:			Password	<u>C</u> aricei

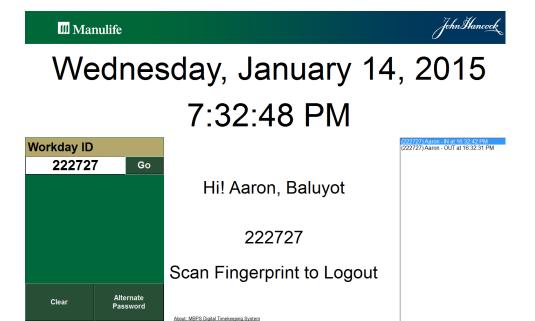
If there are no fingers available to scan for any reasons, Click Alternate
 Password from Fingerprint Enrollment to input an alternate password that will be
 stored into the database then click Save Password.



- 4. Click Confirm button to confirm the fingerprint enrollment otherwise Cancel to cancel the fingerprint enrollment.
 - a. Note: If cancel was clicked, any scanned fingerprints will not save into the database.



B. Khronos Local Application



- 1. Input Workday ID and press **Enter key** on your keyboard or click **Go button** to validate your identity.
- 2. Scan any enrolled finger on Biometrics scanner and look on the screen for your logs status.

Welcome! Aaron

222727

IN at 7:48:45 PM



- 3. If you are Employee that has no fingerprint scanned upon fingerprint enrollment and allotted an alternate password, just input your Workday ID and click **Alternate Password** button.
- 4. Input your password and press **Enter key** or click **Enter Alternate Password** button on the screen.



Hi! Anonymous, Test

123456

Scan Fingerprint to Login

5. To log out, repeat the process of entering your workday and your fingerprint/alternate password. A message below should appear like this

GOOD BYE!

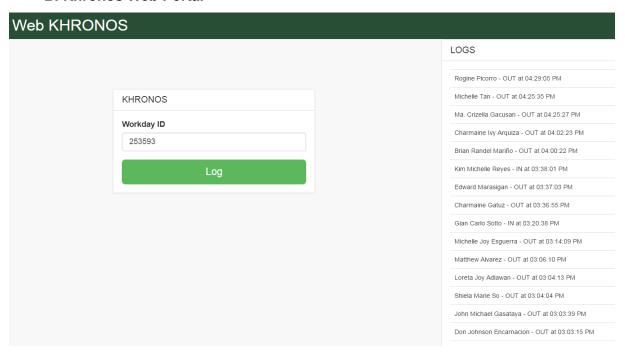
Aaron

222727

OUT at 4:48:30 AM



B. Khronos Web Portal



- 1. Access the site through this link: http://ato.ap.manulife.com/webkhronos/
- 2. Input Workday ID and press **Enter key** on your keyboard or click **Log button** to Log into the application.
 - a. Note: Only teams with no access to Khronos Local Application are allowed to use the website otherwise, contact our support team.
- 3. To Log out, repeat the process of entering your WorkdayID.
 - a. Note: You should see your log in status inside the logs history located at the right side of the page.



C. Requests and Escalations

For any request, issues or incidents persist pertaining to Project Khronos (Biometrics Time Keeping and Fingerprint Enrollment) feel free to contact our L1 Application Support Team through these channels:

