

Basic Kronos Tutorial

Intro:

You have been given access to a duplicate of the Kronos Environment to use as a sandbox. It is essential to understand the structure of Kronos to be able to use the environment. I have created this document as a basic tutorial for anyone who wants to learn.

The Kronos environment is structured in a straightforward and easy-to-understand way.

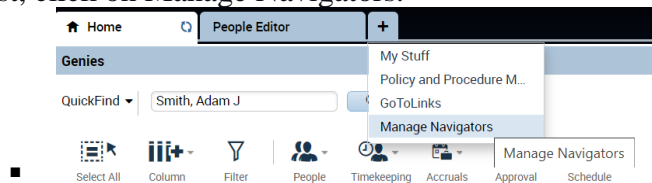
Widget Parts >> Widgets >> Workspace >> Navigators >> Navigator Profiles >> Display Profiles

Each section is part of a whole. Once you are finished, you will make a test Employee and add the display profile to their account. This will allow them to access the widgets you want. Now that we know a fundamental overview of what we will accomplish, let's get started.

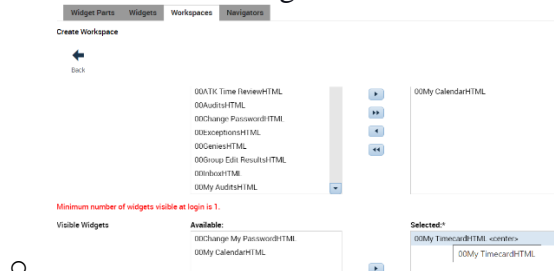
Customization:

- Workspaces
 - This is where you can add any widgets you want to add. These will be what the employee will have access to when they log on to Kronos. This could be the ability to change their password, view their calendar, etc.

- First, click on Manage Navigators.



- Then click on the **workspaces** tab. Then click on **new**.
- Add a name, description, and the widgets you want. Also, it's essential to make sure that you select a device for the visible widgets section. The visible widget section is the widget that is shown immediately at login.

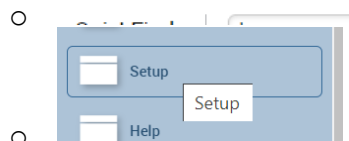


- Navigators

- Go to the Navigator Tab and then go to **New**
- Add “Demo Navigator” to the **home workspace**
- Add all the workspaces you want to that navigator

- Editing Navigator Profiles

- Go to the **home** tab and click on **set up**



- Then click on **Navigator Profiles** in the **display preferences** section

- ➔ [Navigation Profiles](#)
- ➔ [Navigator Profiles](#)
- ➔ [Workforce Genie Profiles](#)
- ➔ [Custom URL Profiles](#)

- Find the navigator called “DemoNavigator” and then create a duplicate of it and call it whatever you want

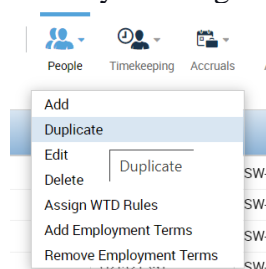
- Display Profiles

- Go back to setup and click on display profile
- Then make a new one and add the navigator you made to it.



- Editing Employees

- Search for any person. It can even be your name. Select that person and then click the “edit” button above and duplicate the person. Then add all information like name, last name, ID, and password. You are essentially making a test employee to access your widgets.



- Next go to the Job Assignment Tab



- Then go to access profiles and put “CN- Super Admin” in the Function Access Profile. Then add the display profile you just made to the display profile section.

▼ **Access Profiles**

Function Access Profile:	US-Timecard and Timestamp ▼
Display Profile:	US-Timecard and Timestamp ▼
Locale Policy:	<None> ▼
Notification Profile:	E-mail and Inbox ▼
Known Place Profile:	No Profile ▼
Access Method Profile:	No Profile ▼

-
- Check
 - Finally, you are done. So, you can sign out and log in as that person to check your work. When you create a duplicate person, it asks you to add a username and password, so you need to remember those when you add them so you can log in and check.

Notes:

If you are making a navigator, workspace, display profile, or anything of the sort and cannot find it after saving and leaving the window, consider refreshing the page. It has happened to me many times. The Kronos environment is big, and so updates can be rather slow at times.

Also, there are options to add multiple widgets to workspaces, but some widgets are more complicated and require separate workspaces to be used. So, if you end up with an error, consider making an entirely new workspace dedicated to that widget.

I attempted to add the MyCalendar widget to one of my workspaces, and it was too complex to be in the same workspace as all my other widgets, so I created a workspace called “MyCalendar” specifically for that widget.

It’s important to know that this document is subject to edits and updates. I hope it was helpful.

