How do I view and/or modify the start button shortcuts in Kronos WFR?

Tell Me

Use the Start button to quickly navigate to commonly used menu locations. Default locations have been set and can be customized.

1. Click the Start button to see the default shortcuts

2. Click the gear icon to access Settings and change the default shortcuts

3. Choose from the Categories drop-down menu to select how many categories of shortcuts to configure.

4. Change the default category names by typing over the default shown.

5. Modify shortcuts.

<table>
<thead>
<tr>
<th>Remove shortcut</th>
<th>Change shortcut position</th>
<th>Add a shortcut</th>
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<tbody>
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Example

The default setting has 3 categories.

Example

Type over the default, Pending Approvals, to change the desired category name to something else.
1. Click the Choose button in the Resources column.
2. In the Search box, start typing the page name or keyword information that describes the page location.
3. Click on the desired menu shortcut.

Example
Type “approv” in the Search box and a list of options appears.

6. Click the Save button in the green ribbon menu toward the top right of the screen.

Related Articles
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- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- What do the different leave balance columns in Kronos WFR represent?
- How do I add work time to my timesheet if I didn't clock IN/OUT in Kronos WFR?
- How do I correct a timesheet after it has been approved in Kronos WFR?