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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

Click the Remove icon.

Click the up or down arrow.

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

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**Related Articles**

- How do I delete my employee's automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?
- How do I account for hours worked in Kronos WFR while in travel status?
- 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?

**Example**

Type "approv" in the Search box and a list of options appears.

![Screenshot of the Search box with "approv" entered and a list of options displayed.](image-url)