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.

   Example

   The default setting has 3 categories.

   ![START WIDGET CONFIGURATION](image)

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

   Example

   Type over the default, Pending Approvals, to change the desired category name to something else

   ![Categories](image)

   5. Modify shortcuts.

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

   ![Modify shortcuts](image)
Click the Remove icon.

Click the up or down arrow.

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.

Example

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

<table>
<thead>
<tr>
<th>Search Menu Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
</tr>
<tr>
<td>approv</td>
</tr>
</tbody>
</table>

3. Click on the desired menu shortcut.

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

Related Articles

- How do I identify an Alternative Manager in Kronos WFR to manage requests while I’m out of the office?
- 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?