




Getting Started with Workforce Dimensions

This job aid explains how to log on and get started with Workforce Dimensions on your mobile device.

Launch the Workforce Dimensions App:

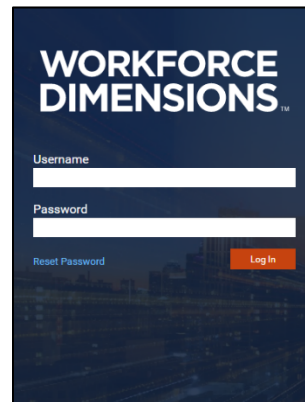
From your mobile device:

Search for the Workforce Dimensions  app:

Log on to Workforce Dimensions:

To access Workforce Dimensions, enter <insert URL for tenant here> in the URL field. Then enter your username and password on the logon page.

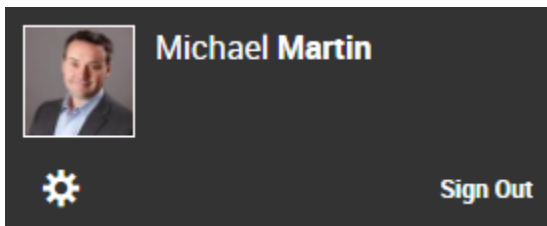
Note: Password requirements, such as required characters and case-sensitivity, vary according to organizational needs. Check with your Workforce Dimensions Application Administrator for your Workforce Dimensions user name and password, and to identify your application's password requirements.



Signing Out of Workforce Dimensions:

- Closes your session
- Signals to the application that you no longer require access to any of its components
- Prevents other people from accessing your information




To log off Workforce Dimensions, tap the **Main Menu** icon  and tap **Sign Out**.

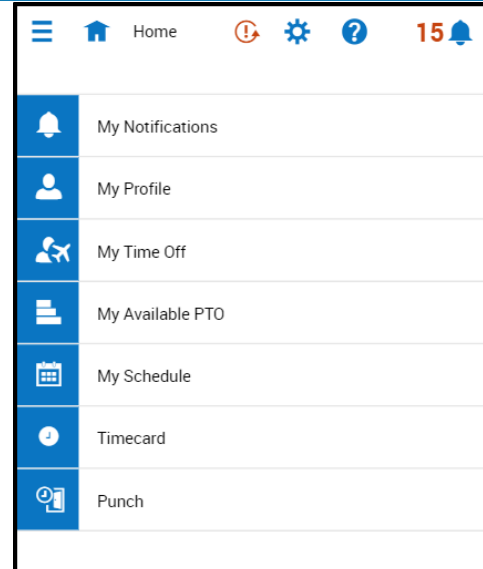


Recommended Practice

Kronos recommends that you always end your work session by tapping the Sign Out link, located in the top-left corner.

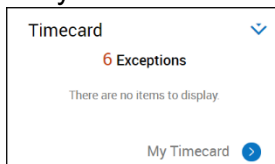
Navigate in the application:

1. Tap **My Notifications** or the **Alert**  at the top right of the screen to see alerts and notifications in the application such as a missed punch message.
2. Tap the **question mark**  at the top right of the screen to get online help.
3. Tap the **Main Menu**  to open the main menu as an alternative way to access your timecard or calendar to view your worked and scheduled hours.

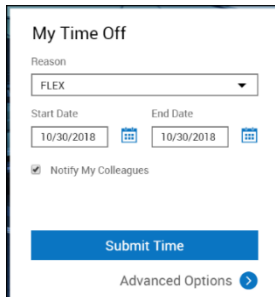


The Home page is composed of tiles, which are containers that display a summary of content from product components. You can tap a tile to perform a function such as punching in or out. You can also navigate to application-specific components, and take actions on schedules, timecards, and other items that you may use regularly.

- Tap Timecard to view your hours worked for the time period.



- Tap My Time Off to submit a time off request to your manager.



- Tap My Schedule to view your scheduled hours for the week.

