



## Getting Started with Workforce Dimensions

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

### Log onto Workforce Dimensions:

1. To access Workforce Dimensions, enter **<insert URL for tenant here>** in the URL field. Then enter your user name 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.



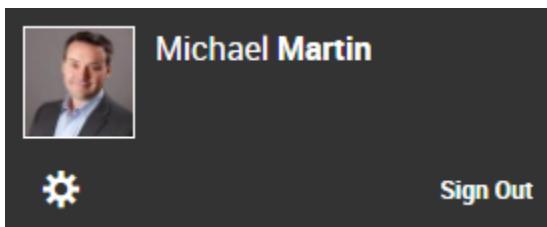
2. Signing Out of Workforce Dimensions:

- 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

3. To log off Workforce Dimensions, tap the **Main Menu**



icon and tap **Sign Out**.








4. **Recommended Practice**

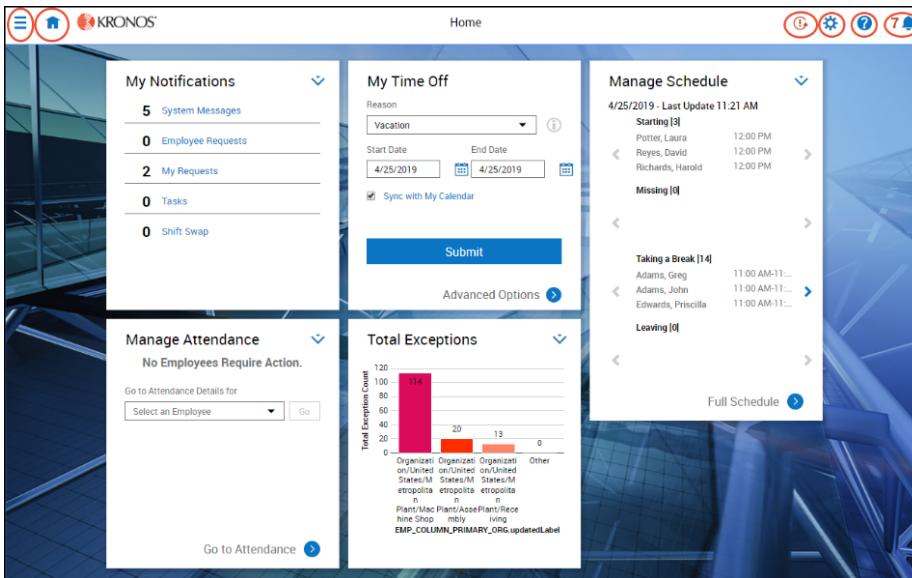
Kronos recommends that you always end your work session by tapping the Sign Out link, located in the top-left corner.

### Home Page Overview:

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

## Home Page Actions:

1. Click **Restore**  to restore the Home Page to its original configuration. The Restore button turns orange to indicate that it is active, and changes have occurred. If you click Restore, you will only see Application tiles, not charts.
2. Click the **Main Menu**  to open the main menu and access your employees' timecards, schedules, and Dataviews & Reports within the application.
3. Click **Settings**  at the top right of the screen to access the Tile library and add or remove tiles to and from your Home page.
4. Click the question mark  at the top right of the screen to get online help.
5. Click **Alert**  at the top right of the screen to see alerts and notifications in the application.
6. Click the title of a chart to go to the related Dataview



The screenshot displays the Kronos Home page with the following components:

- My Notifications:** 5 System Messages, 0 Employee Requests, 2 My Requests, 0 Tasks, 0 Shift Swap.
- My Time Off:** Reason: Vacation, Start Date: 4/25/2019, End Date: 4/25/2019, Sync with My Calendar checked, Submit button, Advanced Options.
- Manage Schedule:** 4/25/2019 - Last Update 11:21 AM, Starting [3] (Potter, Laura 12:00 PM, Reyes, David 12:00 PM, Richards, Harold 12:00 PM), Missing [0], Taking a Break [14] (Adams, Greg 11:00 AM-11:00 AM, Adams, John 11:00 AM-11:00 AM, Edwards, Priscilla 11:00 AM-11:00 AM), Leaving [0], Full Schedule.
- Manage Attendance:** No Employees Require Action, Go to Attendance Details for, Select an Employee dropdown, Go button, Go to Attendance.
- Total Exceptions:** Bar chart showing Total Exception Count (0 to 120) for various categories: Organization, States, etropolis, Plant, hinc Shop, EMP\_COLUMN\_PRIMARY\_ORG updatedLabel. Values: 114, 20, 13, 0.