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<u>\*NOTE\*</u> Users will call about latency. If/when they do please follow the steps outlined under 'Errors' entitled 'Latency' to fix this problem.

# Windows 7 Opening Kronos for the first time for <u>Time Editors</u>

Click the link on the desktop:



Kronos takes a while to open initially. Please wait about 60-90 seconds.

You may see a Java message such as the one bellow. Click the check box for 'Do not as again until the next update is available.' And click 'Later'.

Java Upd	ate Needed								
1	Your Java version is insecure.								
	<ul> <li>Update (recommended) Get the recommended secure version of Java now from java.com.</li> </ul>								
	Block Block Java content from running in this browser session.								
<	Later Continue and you will be reminded to update again later.								
	o not ask again until the next update is available.								

Typically, this will work. If you have an issue at this point, please read the 'Errors' portion of this document.

# Windows 7 Opening Kronos for the first time for <u>Time Stampers (HTML Link)</u>

To open the Kronos HTML link for Kronos Time Stampers, go to their 'Favorites' by selecting the 'Star' in the upper right hand corner:



Select 'UAB Medicine' folder  $\rightarrow$  'Directories & Resources' folder  $\rightarrow$  Select the link 'Kronos Time Stamp-HTML':



# Windows XP Opening Kronos for the first time for <u>Time Editors and</u> <u>Stampers</u>

For XP Users (editors and Time Stampers) should have the icon on their desktop. If the Icon is not on their deskop, refer to the 'Errors' portion of this document.



#### For Time Stampers:



For the time stampers, Kronos should open as usual.

For the editors, follow the additional steps:

Once you click on 'Kronos Time Editor' many things will run and windows will open. Allow these windows to stay open and eventually Kronos will open. This is a onetime occurrence to install Java. Go ahead and logon:

Kronos Workforce Central(R) - Windows I	nternet Explorer	
COO V I https://wfctimekeeper.hs.uab.	edu/wfc/logon	💌 🔒 🛛 😽 🗙 🗖 Live Search
File Edit View Favorites Tools Help		
🖕 Favorites 🛛 🚔 🙋 WebFOCUS Sign In (2) 🧯	🙆 Suggested Sites 👻 🙋 Web Slice Gallery 💌	
ℰ Kronos Workforce Central(R)		🏠 🕶 🔂 👻 🖃 🖶 Page 🕶
	KRONOS*	Workforce Central <sup>®</sup> version 7.0.3 Welcome! You are on Kronos Server 1
	Password	

Once you log on, there MAY be a prompt. **DO NOT CLICK UPDATE, click the check box 'Do not ask again until next update is available' and then click LATER** :

Lee Lee Lee Landon State comparison of the compa	
t View Pavorites Tools Help	
tes 🛛 🍰 😰 WebFOCUS Sign In (2) 😰 Supposted Sites 🔹 😰 Web Sites Gallery 🔹	
is Workforce Central(R)	🏠 • 🔂 - 🖂 👼 • Page • Safe
PONOC'	
RUNUS	

D	Your Java version is out of d	late.			
•	Click Update to install the re- Later to continue and be ren	commended la ninded again l	atest version. ( later,	lick Block to stop Java o	ntent in your browser

NOW Kronos will take a while to open, BE PATIENT this is a ONE time thing.

## **Errors**

Error: 'You do not have permission to access the requested resource' sometimes in Windows 7:

https://wfctimekee.	- ク - 🔒 🗟 C X 🧔 Kronos Workforce C ×	ń * I
KRONOS'		Log Off   Setup   He
GENERAL	MY GENTES® * TIMEREEPING * SCHEDULING * MY	INFORMATION *
	YOU DO NOT HAVE PERMISSION TO ACCESS THE REQUES	STED RESOURCE.

If this happens, please do the following:

Go to 'Control Panel' and 'Programs and features'. Make sure Java 7 update 51 is installed. The problem may stem from having multiple versions of Java installed, such as Java 6 update 17:

🕞 🕞 – 🕅 🕨 Control Panel 🕨	Programs  Programs and Features					
Control Panel Home View installed updates	Uninstall or change a program	ek Uninstall Change or Bonoir				
	To uninstan a program, select it nom the list and then click oninstan, change, of Repair.					
off						
Install a program from the	Organize 🔻					
network	Name	Publisher				
	Adobe Flash Player 12 ActiveX	Adobe Systems Incorporated				
	🖊 Adobe Flash Player 12 Plugin	Adobe Systems Incorporated				
	📕 Adobe Reader XI (11.0.06)	Adobe Systems Incorporated				
	Ottrix Receiver (Enterprise)	Citrix Systems, Inc.				
	🚳 FastStone Image Viewer 4.8	FastStone Soft				
	Haraging Settings Changes	UAB				
	📬 Imaging-Visual Info	UAB				
	Intel® HD Graphics Driver	Intel Corporation				
	iSiteEnterprise 3.6.144.0	Philips Medical Systems				
	iSiteExt	Philips				
	Hava - UABHS Configuration	UABHS				
	🕌 Java 7 Update 51	Oracle				
	🛃 Java(TM) 6 Update 17	Sun Microsystems, Inc.				
	Skronos Time Editor Icon	UAB				
	Lawson Add-ins for Microsoft Office 10.0.109	Lawson Software				
	Lawson Interface Desktop (200811) 9.0.1.3	Lawson Software				
	Hereit Config	UAB				
	Lippincott's Nursing Procedures Web Icon	UAB				
	Section 2 Microsoft .NET Framework 4 Client Profile	Microsoft Corporation				
	Section 2 Microsoft .NET Framework 4 Extended	Microsoft Corporation				
	Currently installed programs Total size: 760	MB				

If this is the case, go to the browser and select 'Tools' (FYI, you may have to press 'ALT' for the 'Tools' selection to appear. Now click 'Manager Addons':

TIAA Comm	Investor Salary IIA		
https://wfctime	Profile Reduction Plan#	1000 Plan#1000	agreement
<u>File Edit View Favorites</u>	Tools <u>H</u> elp		
KRONOS' GEN	Delete browsing history InPrivate Browsing Tracking Protection ActiveX Filtering Diagnose connection problems Reopen last browsing session Add site to Start menu	Ctrl+Shift+Del Ctrl+Shift+P	HEDULING V MY INF
	View downloads Pop-up Blocker SmartScreen Filter	Ctrl+J	
	Manage add-ons		
	Compatibility View Compatibility View settings		
	Subscribe to this feed Feed discovery Windows Update	•	
	F12 developer tools		
	OneNote Linked Notes Send to OneNote		
	Internet ontions		

In the 'Show' drop down box, select 'All add-ons':

View and manage your Internet	Explorer add-ons					
Add-on Types	Name	Publisher NUL Available	Status	Load time	Navigati	
Toolbars and Extensions	Oracle America, Inc.					
P Search Providers	Java(tm) Plug-In 2 SSV Helper	Oracle America, Inc.	Enabled	0.01 s		
Accelerators	Java(tm) Plug-In SSV Helper	Oracle America, Inc.	Disabled			
O Tracking Protection	Java Plug-in 10.51.2	Oracle America, Inc.	Enabled			
	Java Plug-in 1.6.0_17	Oracle America, Inc.	Enabled			
show:	Java Plug-in 10.51.2	Oracle America, Inc.	Enabled			
All add-ons	2					
Java Plog-in-1.60, 17 Oracle America, Inc.						
Version: 1.6.0.17	Type:	ActiveX Control				
File date: More information	Search for	r this add-on via default s	earch provid	er		
					Disab	le
Find more toolbars and extension	ns					-

If Java Plug-in 1.6.0\_17 (or any other version of Java), you must disable it by clicking on the Plug-in and clicking 'Disable':

Add-on Tunes	Name	Publisher	Status	Load time	Navigati	
Aud-on types	453 Send to Onewore	INUL AVAILAUIC	Eliduleu			
Icolbars and Extensions	Oracle America, Inc.					
P Search Providers	Java(tm) Plug-In 2 SSV Helper	Oracle America, Inc.	Enabled	0.01 s		
Accelerators	Java(tm) Plug-In SSV Helper	Oracle America, Inc.	Disabled			
STracking Protection	Java Plug-in 10.51.2	Oracle America, Inc.	Enabled		_	
	Java Plug-in 1.6.0_17	Oracle America, Inc.	Enabled			-
Show:	Java Plug-in 10.51.2	Oracle America, Inc.	Enabled			
All add-ons	•					+
lava Plug-in 1.6.0_17 Oracle America, Inc.						
Version: 1.6.0.17	Type:	ActiveX Control				
File date: Moge information	Search for	this add-on via default s	earch provid	ler		
				1		
					Disab	e
Lind more toolbars and extension	ns				Close	

#### Kronos Help Document

Once you do that, the plug-in should show as disabled.

View and manage your Internet B	Explorer a	dd-ons					
Add-on Types	Na	me Selia lo Olienole	Publisher Not Available	Status	Load time	Navigati	
Icolbars and Extensions	Or	acle America, Inc.					
P Search Providers		Java(tm) Plug-In 2 SSV Helper	Oracle America, Inc.	Enabled	0.01 s		
Accelerators		Java(tm) Plug-In SSV Helper	Oracle America, Inc.	Disabled			
Tracking Protection		Java Plug-in 10.51.2	Oracle America, Inc.	Enabled		_	
a nacional normanan		Java Plug-in 1.6.0_17	Oracle America, Inc.	Disabled			
Show:	_	Java Plug-in 10.51.2	Oracle America, Inc.	Enabled			- 1
All add-ons	-						

Once you do that, restart your browser and reopen Kronos.

### **Error: Broken Link**

If a user previously placed a link on their desktop on their own, then the link may not work. Check the link for the correct address.

For Editors it should be: <u>https://wfctimekeeper.hs.uab.edu/wfc/logon/</u>

For **Time Stampers** it should be:

https://wfctimekeeper.hs.uab.edu/wfc/applications/wtk/html/ess/logon.jsp

### **Error: No link on Desktop for XP Users**

If an XP user does not have the Kronos links on their desktop, then there is a possibility that their Novell username/password is not synced with their AD username and password. Check to see if they have any other 'pushed' icons.

If their accounts are not synced, the Kronos icon push will not occur. You will have to sync the accounts for the icons to push. After this, follow the 'Windows XP Opening Kronos' Instructions.

### **Error: Latency**

When a user calls about latency, you will have to change a setting in java. Note that in control panel, I have 'View by: Small icons' selected.

Go to Start  $\rightarrow$  Control Panel  $\rightarrow$  and select 'Java'



Go to the 'Advanced' tab and scroll down to 'Check for certificate revocation using' and click the 'Certificate Revocation Lists (CRLs)' radio button then click 'OK':

🛓 Java Control Panel	X
General Update Java Security Advanced	
warn it site certificate does not match nostname	
Show site certificate from server even if it is valid	
Mixed code (sandboxed vs. trusted) security verification	
Enable - show warning if needed      Finable - kide warning if needed      Finable - kide warning and avery with any tasting a	
Enable - nice warning and run with protections      Finable - hide warning and dan't war water at a data	
Disable verification (not recommended)	
Disable vernication (not recommended)	
Perform ceruncate revocation checks on	
All certificates in the chain of trust	
Do not check (not recommended)	
Check for certificate revocation using	
Certificate Revocation Lists (CRLs)	
Online Certificate Status Protocol (OCSP)	
Both CRLs and OCSP	
Advanced Security Settings	
Use certificates and keys in browser keystore	
Enable caching password for authentication	
Use SSL 2.0 compatible ClientHello format	
	=
Use TLS 1.1	
Use TLS 1.2	
Miscellaneous	
Place Java icon in system tray	
imi Java Quick Starter	-
OK Can	

Restart the browser and Kronos should be much faster.