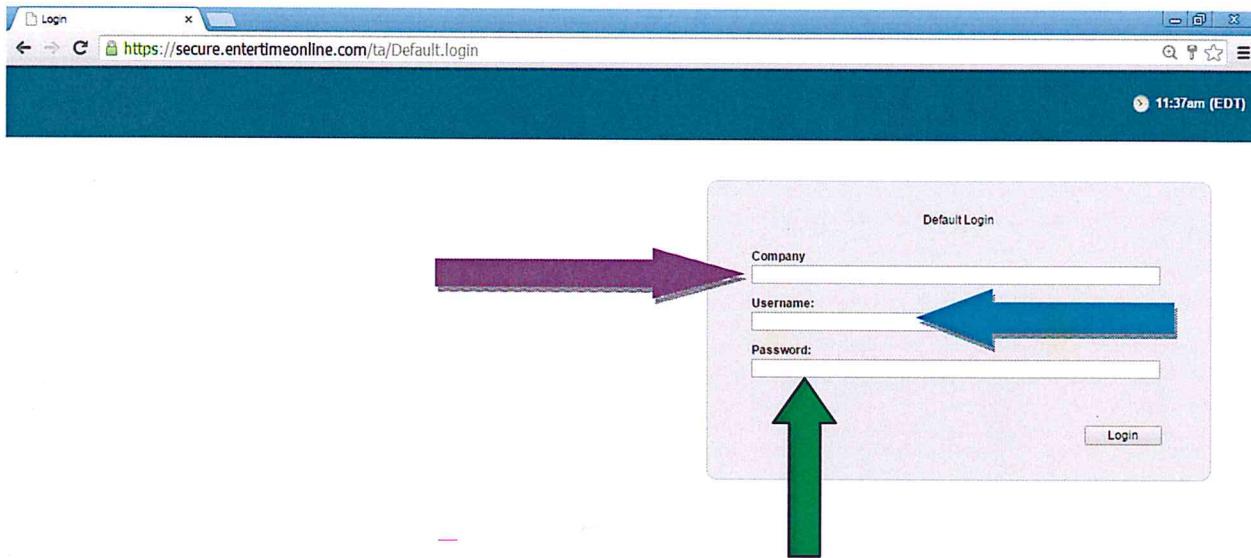


HOW TO LOGIN & USE KRONOS TO VIEW/ACCESS SCHEDULE

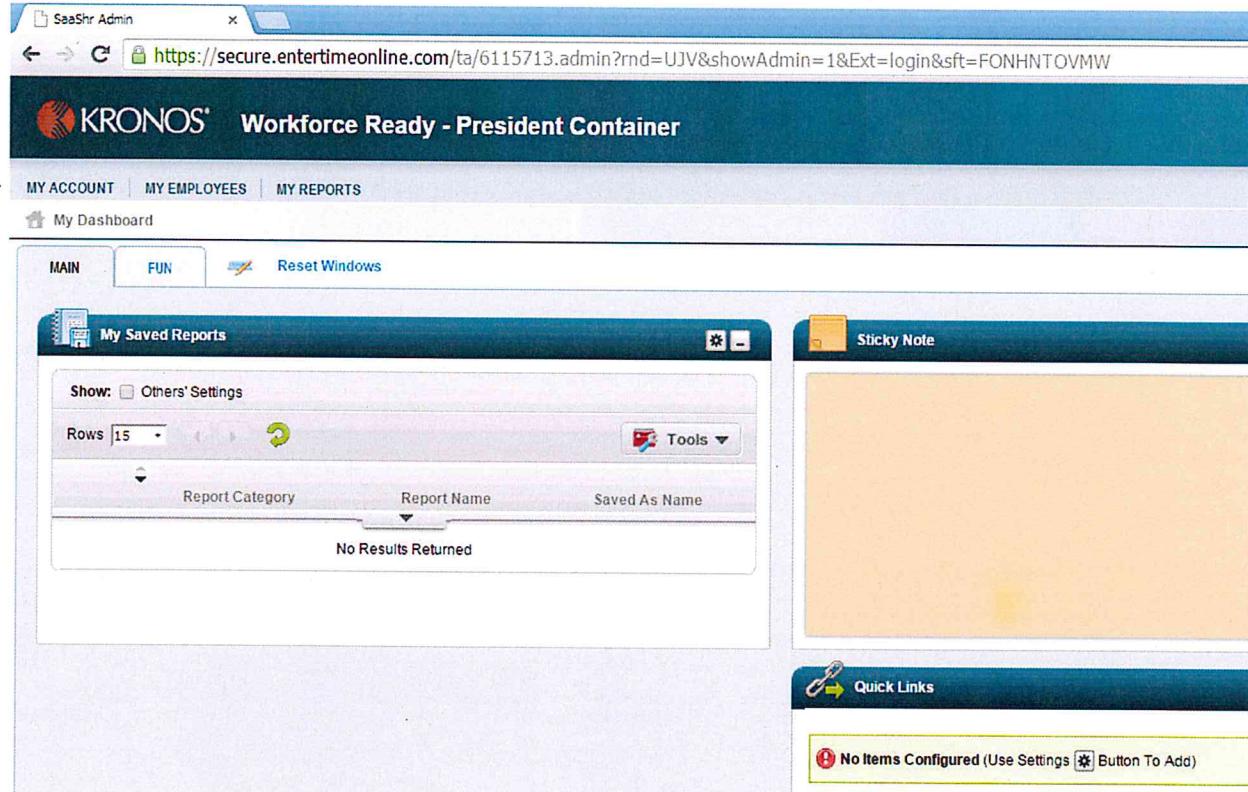
1. Go to <https://secure.entertimeonline.com/ta/Default.login> the following screen will appear.



2. For "**Company**" enter **6115713**
3. For "**username**" enter first initial of first name and then last name ... IE: Name is John Doe, user name is "**JDoe**" ***Unless told otherwise that username is different***
4. For "**Password**" initial password is **123456**, at first logon you will be prompted to change password. Old password is 123456, new password is whatever you would like it to be.

A screenshot of a 'Change Password' page. It contains three text input fields: 'Old Password', 'New Password', and 'Confirm New Password'. A 'Change' button is located at the bottom right.

5. One logged in go to "**MY ACCOUNT**"



KRONOS' Workforce Ready - President Container

MY ACCOUNT | MY EMPLOYEES | MY REPORTS

My Dashboard

MAIN FUN Reset Windows

My Saved Reports

Show: Others' Settings

Rows: 15

Report Category Report Name Saved As Name

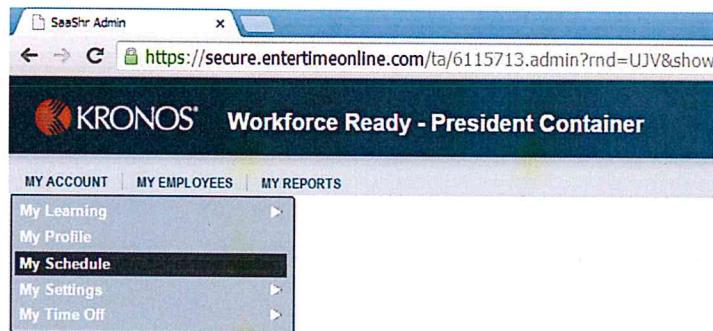
No Results Returned

Sticky Note

Quick Links

No Items Configured (Use Settings Button To Add)

6. Then select "**MY SCHEDULE**"



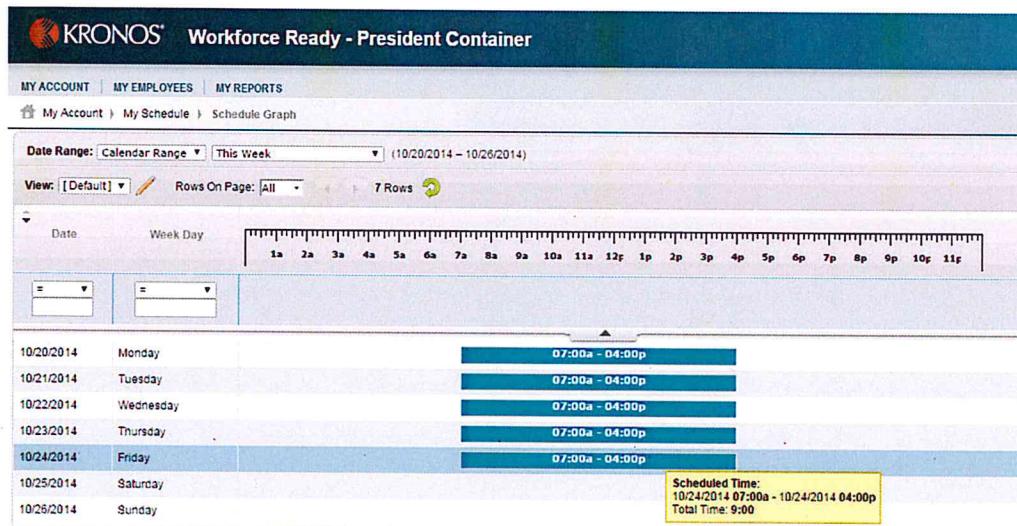
KRONOS' Workforce Ready - President Container

MY ACCOUNT | MY EMPLOYEES | MY REPORTS

My Learning My Profile **My Schedule**

My Settings My Time Off

7. You will be able to select which week you want to view by selecting the date range and inputting the appropriate date range or week you are looking for.



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MY ACCOUNT | MY EMPLOYEES | MY REPORTS

My Account > My Schedule > Schedule Graph

Date Range: **Calendar Range** This Week (10/20/2014 - 10/26/2014)

View: **[Default]** Rows On Page: All 7 Rows

Date	Week Day	Shifts
10/20/2014	Monday	07:00a - 04:00p
10/21/2014	Tuesday	07:00a - 04:00p
10/22/2014	Wednesday	07:00a - 04:00p
10/23/2014	Thursday	07:00a - 04:00p
10/24/2014	Friday	07:00a - 04:00p
10/25/2014	Saturday	
10/26/2014	Sunday	

Scheduled Time: 10/24/2014 07:00a - 10/24/2014 04:00p
Total Time: 9:00