

### iPhone®

#### Home Screen Overview

##### Logging On

When you start the Kronos Mobile app, your device connects to McClatchy's Workforce Central server, using <https://mcclatchy.kronos.net/wfc>.

You can then log on using your existing Workforce Central credentials.

##### Alerts

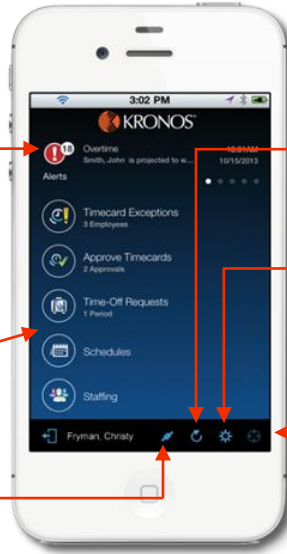
If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

##### Tasks

Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.

##### Offline Mode

If you cannot connect to your server, tap here to enter Offline mode. Any edits you make will upload the next time you are online.



#### GET THE APP

Anyone can download and try out the Kronos Mobile app – You can find it in the App store by searching for Kronos Mobile.

##### Refresh

Tap to update the screen with the latest data from the server. It's a good idea to refresh after making edits.

##### Context

Tap to change the Time Period you are viewing. All information you view will be in this context until you change it.

##### Location

Tap to view your current geographical location, and assign it a context (HyperFind and Time Period). In future, that context will be used whenever you are in the location.

### Android

#### Home Screen Overview

##### Logging On

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You can then log on using your existing Workforce Central credentials.

##### Alerts

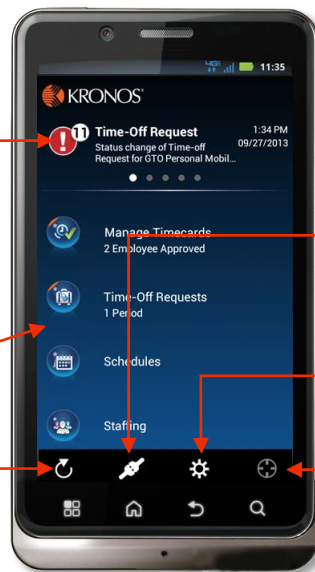
If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

##### Tasks

Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.

##### Refresh

Tap to update the screen with the latest data from the server. It's a good idea to refresh after making edits.



#### GET THE APP

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##### Offline Mode

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##### Context

Tap to change the Time Period you are viewing. All information you view will be in this context until you change it.

##### Location

Tap to view your current geographical location, and assign it a context (HyperFind and Time Period). In future, that context will be used whenever you are in the location.