



Workforce Dimensions represents the next generation of workforce technology. Every dimension—the underlying architecture, user experience, functionality, integration, data access, delivery, and support—is designed to help businesses optimize their most valuable resource: their people. It is also the first workforce management solution to incorporate a fully responsive user interface that provides the same user experience across phones, tablets, and desktops—allowing employees and managers unprecedented control over how they consume information.

What's new

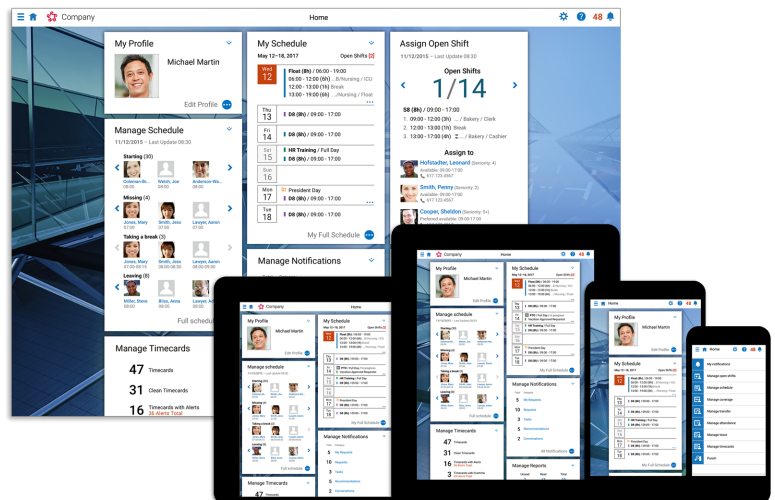
Building on over 30 years of workforce management experience, the Workforce Dimensions cloud-based solution is a key differentiator for businesses to maximize their workforce management capabilities. The following describes many of the new features.

User interface

Engaging and visually appealing, the Workforce Dimensions user interface provides fast access to users' most frequent tasks, visibility to high-value data and information, and easy navigation to key application pages.

Key features include:

- The fully responsive user interface is device-agnostic. All Workforce Dimensions features are available across all screen sizes. Users can transition from a desktop, to a tablet, to a phone. Being device-agnostic lets users learn Workforce Dimensions once, and then use it anywhere.



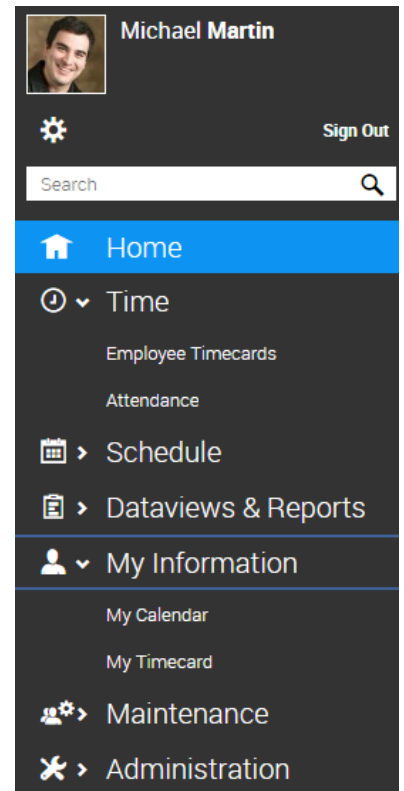
The responsive approach provides real flexibility for users, like letting them start a task on the tablet and finish it on the desktop.

- The design elements were created with multiple devices in mind. *Tiles*, *glances*, and *slide-out panels* are the same regardless of whether they are viewed on a desktop or from a mobile device. These elements are also key to ease of navigation. Task-oriented *Home tiles* simplify common workforce management tasks so users can complete them in one or two clicks or easily navigate to another page if they have more complex needs. Clicking on a person, shift, or other object in the system opens a *glance*, which gives users more details and provides access to the common actions they need to take.

- All major workflows in the application, such as approving timecards, creating schedules, opening leave cases or accessing reports, are built to provide context and maximize efficiency.
- Online help is embedded in the application. Click **Help** on any page to open information pertinent to the displayed page. You can also click **Browse all Help** to search or browse through the entire help system.

You enter Workforce Dimensions from the Main Menu, where links are organized into seven categories. Your access rights determine the categories that you can view:

- **Home** – Displays the main page. This is where you access your tiles. But no matter where you are in the application, you can always go home by clicking or tapping **Home**.
- **Time** – From here, managers can jump to Employee Timecards and Attendance to help manage their employees' time.
- **Schedule** – The scheduling selections include the Current Schedule and Workload Planner—important task areas for scheduling managers. Additional links can also be configured.
- **Dataviews & Reports** – Information access is a key part of Workforce Dimensions. From here, users can go to their Dataviews and Reports, as well as view the results of their group edits.
- **My Information** – Here employees can quickly jump to their timecard or calendar.
- **Maintenance** – Key components used by administrators are available in this category: People Information, Integrations, Transaction Assistant, Transactional Audits, Employee Visibility Periods, and Team Definitions.
- **Administration** – Administrators who need to configure the system or access APIs, link to a number of components here, including Application Setup, Setup Data Manager, Devices, Business Processes, and the Developer Portal.



No matter where you are in the application, you just click or tap **Main Menu** to open the Main Menu.

Timekeeper

Timekeeper is the cornerstone of the suite. Employees can use a timecard that is tailored to their needs, organized by project or by hour, or they can use a physical Timekeeper device or the Punch tile on their home screen.

Regardless of the method, employees enter their time as well as add comments, transfer charges, view their schedules, and ultimately approve their time, but there's a lot more. New Timekeeper features include:

- **Employee Timecards summary page** – This Dataview, which opens when a manager selects **Employee Timecards** from the Main Menu, enables managers to review the overall status of their employees' timecards. They can edit a group of employees directly from this page including approve and sign off timecards, add punches and paycodes, enable edits in signed-off time periods, or they can open selected timecards with one click.

Employee Full Name	Employee ID	Actual Hours	Scheduled Hours	Projected Ho...
Iyer, Suraj	SURAJIYER			
Ivan, Sean	SEANIVAN			
Porsha, Tim	POTTERPROJEMP12			
Porsha, James	POTTERPROJEMP11			

- **Project timecard** – In addition to a timecard for hourly workers, Workforce Dimensions offers a timekeeping solution that is built specifically for salaried employees who need to track time so they can get in and out of the system as quickly as possible.

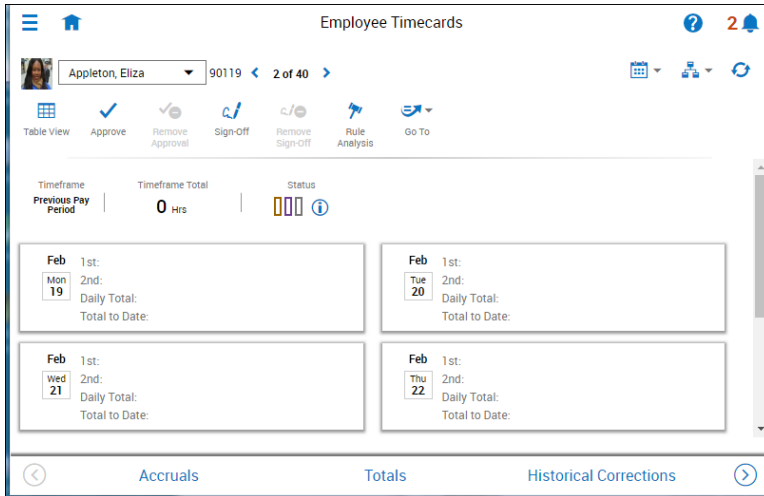
A project is defined as the employee's home job (Home). A project always uses the Hours Worked paycode with or without a transfer. The user can also enter a paycode instead of a project. The projects appear above the blue line and paycodes appear below the blue line.

Project	Sun 2/11	Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17	Week	Timeframe
Home					4.00			4.00	8.00
...lant/Machine Shop/Master Welder > Full Time					4.00			4.00	8.00
Home: Jury				4.00				8.00	8.00
Home: Regular		8.00	8.00	4.00				40.00	40.00
...n Plant/Machine Shop/Master Welder: Regular						4.00		8.00	8.00
Daily Total		8.00	8.00	8.00	8.00	4.00		36.00	72.00

An important aspect of the project timecard is the ability for all projects to be prepopulated in the current pay period based on the used projects in the previous pay period. Note that this only happens for projects, not for paycodes.

- **List view and table views** – All timecards are available in both a list view and table view. Users can change the view with one click.

The *table view* is the familiar timecard grid that displays columns and rows. The hourly timecard displays the days for the selected timeframe with columns that contain schedule and absence information, in and out punches, transfer, paycode, and amount information, as well as shift, daily, and, time period totals. The project timecard displays projects and paycodes for each day of the week. Weekly and timeframe totals can also be displayed and, if configured, schedules and daily totals display on a separate row.



The *list view* displays each day in the selected timeframe. The days are arranged in a responsive layout that varies depending on the width of the timecard. On a desktop device at maximum width, up to four days are displayed in each row. As the width decreases, the days wrap until there is only one day per row. The list view is particularly useful for vision-impaired users who use the keyboard or a screen reader.

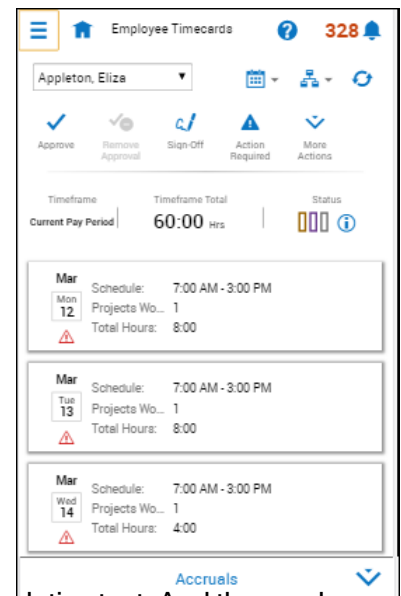
- **Mobile timecard** – The mobile offering from Workforce Dimensions means that users on the go can now access anything from their mobile device that they can access from their desktop.

Much of the design of Workforce Dimensions was created with multiple devices in mind. For example, the Transfer slider on the desktop is virtually identical on a mobile device. That means if you understand how to do complex transfers on your desktop, you don't have to learn a new process when you do complex transactions from your phone.

Taking care of timecard exceptions from the phone is easy thanks to at-a-glance information and an exceptions-only filter. You can filter to show only days that have action required such as an outstanding exception.

The mobile timecard works hard to take advantage of the limited screen real estate:

- The design is clean and powerful—it doesn't overwhelm users with too much tiny text. And the number of icons is limited so users can understand more at a glance.
- Familiar panels, glances, views, and sliders all function the same as on the desktop.



After a short time working with the mobile timecard, most users will find that the information they can pull from quick looks is incredible. A manager can approve timecards or tell in an instant if someone missed a punch and correct it right then and there. Users can quickly punch in or check their schedules.

Absence management

Absence management, which includes Leave and Attendance offerings, provides visibility that managers need to accurately measure the cost of absences and understand what drives absenteeism.

Attendance

With Workforce Dimensions Attendance, your company can accurately measure the cost of absences and understand what drives absenteeism. It provides visibility and insight into patterns of employee attendance, enabling managers to focus on employees with attendance issues.

Key features include:

- Real-time accrual balances and streamlining leave-of-absence processes prevent ineligible paid time off.
- Autotriggering configured rewards or disciplinary actions make attendance management fair and objective.
- All events associated with disciplinary and reward scenarios are tracked and logged in detail for compliance and backup.
- Out-of-the box reports give managers complete visibility into attendance data.

The screenshot shows the 'Attendance' page in the Workforce Dimensions system. At the top, there are navigation icons, a home button, and a notification bell with '328' alerts. Below the navigation, there are filters for 'Attendance' and 'Attendance Details'. The main content is a table with the following columns: 'Grouped By...', 'Employee Full Name', 'Action Name', 'Action Status', 'Action Triggered Date', and 'Action Initiated Date'. The table contains several rows of data, including actions for Eliza Adams, Robert Adams, Eliza Appleton, Kevin Appleton, Laura Appleton, and Molly Appleton, all of which are 'Written Warning' actions initiated on 12/20/2017.

✓	Grouped By...	Employee Full Name ↑	Action Name	Action Status	Action Triggered Date	Action Initiated Date
<input type="checkbox"/>	▼ Action Required ...					
<input type="checkbox"/>		Adams, Eliza	Verbal Warning	Initiated	12/11/2017	12/20/2017
<input type="checkbox"/>		Adams, Robert	Verbal Warning	Initiated	12/15/2017	12/20/2017
<input type="checkbox"/>		Appleton, Eliza	Written Warning	Initiated	12/11/2017	12/20/2017
<input type="checkbox"/>		Appleton, Kevin	Written Warning	Initiated	12/15/2017	12/20/2017
<input type="checkbox"/>		Appleton, Laura	Written Warning	Initiated	12/15/2017	12/20/2017
<input type="checkbox"/>		Appleton, Molly	Written Warning	Initiated	12/15/2017	12/20/2017

Leave

With Workforce Dimensions Leave, you can standardize and streamline the administration and enforcement of organizational, local, state, and federal leave policies, including the Family and Medical Leave Act. Managers can control the abuse of intermittent leave time and eliminate error-prone manual tasks so they can maintain current, accurate, and consistent employee leave records.

Key features include:

- Employees can request leave and open leave cases on their own.
- Out-of-the box reports give managers complete visibility into leave data.

- Employees and managers can make leave edits and add leave time through the schedule.
- Documents can be attached and leave cases opened or edited on mobile devices.

Dataviews and reports

Dataviews and reports are powerful tools that provide operational data to the people who need it. With workforce data and analytics embedded in the same platform, operational users now have access to actionable visualizations and key performance indicators (KPIs)—no separate platform or server required.

Dataviews

Dataviews provide managers with real-time access to all of their operational data. Displayed in a familiar Excel-like format, Dataviews can be sorted, filtered, and grouped at any level of organizational detail. Charts and graphs can be easily created so you can visualize the data, further analyze issues, and even export them for inclusion as actionable tiles on your home screen or in reports.

Name	ID	Hire Date	Pay Rule	Country	State	City	Wage Rate	Daily Hou...	Weekly H...	...
Martin, Ken	30175		USCA-RTPT					00:00	00:00	Project
Martin, Mary	30180		USCA-RTPT					00:00	00:00	Project
Russel, Brian	30185		USCO-RTFT					00:00	00:00	Project
Morgan, Helen	30190		USCO-RTFT					00:00	00:00	Project
	30195		USAK-RTFT					00:00	00:00	Project

Key features include:

- The Dataview Library, which is the starting point for your Dataviews, is organized by product category, such as timekeeping or scheduling, and each Dataview in your library is also identified by type: Employee or Business Structure.
- You can create a Dataview and easily define it as a tile.
- You can view employee performance, organizational issues, and other issues in a graphical representation by looking at a chart that represents the work in your organization.
- You can use a Business Structure Dataview to get a summarized view of your organization with the ability to drill down to the root cause of performance and other issues.

Reports

Powerful reporting capabilities simplify data access and analysis for business users. *Standard reports* are domain-specific reports that are shipped with the product. Some standard reports are read-only and cannot be

copied or changed. Others can be changed and copied. If you need reports that are specific for your organization, you can create *custom reports*. These reports can be copied and changed.

Key features include:

- In addition to familiar output types— PDF and Excel— Workforce Dimensions reports can be output as interactive reports. With interactive viewer, report recipients can customize reports based on their needs and preferences. For example, they can modify the layout of the report, create computed and aggregated data, modify charts and graphs, and more.

Accrual Reporting Period Summary

Time Period : Current Pay Period
Query : All Home

Executed on : 2/15/2018 1:58 PM
Printed for : Seanivan

Employee Name (ID)	Accrual Code	Accrual Reporting Period	Accrual Opening Vested Balance (Hours)	Accrual Earned to Date	Accrual Taken to Date (Hours)	Accrual Available Balance (Hours)	Accrual Planned Takings (Hours)	Accrual Pending Grants (Hours)	Accrual Ending Vested Balance (Hours)
Adams, David (432)									
	Sick	2018-01-01 - 2018-12-31	0.00						0.00
	Vacation	2018-01-01 - 2018-12-31	0.00						0.00
Adams, Eliza (218)									
	Leave Vacation	2018-01-01 - 2018-12-31	36.40						60.80
	Personal Day	2018-01-01 - 2018-12-31							
	Sick Hours	2018-01-01 - 2018-12-31	11.00						61.01
	Vacation Leave	2018-01-01 - 2018-12-31	2.00						2.00
Adams, Gail (229)									
	Leave Vacation	2018-01-01 - 2018-12-31	13.07						35.47
	Personal Day	2018-01-01 - 2018-12-31							

- Administrators with the appropriate access rights can create report designs, publish the designs, and then assign the reports to managers.

To create reports, administrators use the report designer interface called Report Studio to drag and drop data and visual elements such as tables and charts into a layout pane. With Report Studio, administrators can then format and rearrange visual elements, sort, group, and filter data, and create computed columns and aggregate data. To verify the desired design and content, the report can then be displayed in the report viewer.

Dataview-Report Comparison

Similar in many ways, Dataviews and Reports shape up as follows:

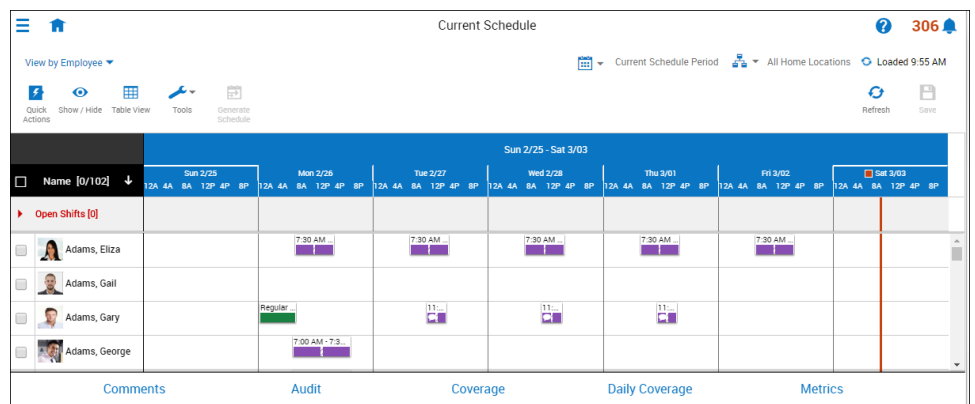
Functionality	Dataviews	Reporting	Description
Actionable	Yes	No	Dataviews are embedded applications that allow users to select one or more employees and perform an action on them, such as adding a punch, approving their timecard, or accessing their people record or timecard.
Simple calculations	Yes	Yes	Both Dataviews and interactive reports allow users to apply a column-level count, sum, average, minimum or maximum calculation on any column, as applicable to each column's data type. If the Dataview or report is grouped, each group of data will also display a summarized calculation for each subset.
Weighted KPI calculations	Yes	Yes	Dataviews and interactive reports allow complex calculations such as a weighted average. These values appear as column-level summarizations and also render at each sub-group should the dataview be grouped by any column.
Show/hide columns, re-sequencing	Yes	Yes	Both Dataviews and interactive reports enable all users to show or hide columns, as well as re-sequence columns
Scheduling	NA	Yes	Reports can be scheduled to run on behalf of any user and be sent to a collection of users. The schedule can be one-time or recurring hourly, daily, weekly, or monthly.
Print/export	Yes	Yes	Both Dataviews and reports can be exported and printed. Supported outputs are: <ul style="list-style-type: none"> • Dataviews: HTML, CSV • Reporting: Excel, PDF, Interactive Viewer • When in Interactive Viewer, users have the following available: Word, PowerPoint, Postscript, CSV (with customizable delimiters)
Print formatting	N/A	Yes	Reports allow the report designer to configure page settings such as margins, page orientation, and expected paper size.
Personalize: sort, filtering, grouping	Yes	Yes	Both Dataviews and reports allow end-users to personalize their views. Users are able to sort by any column, group data, and apply a filter, such as limiting the data set to include only employees who are full-time. <ul style="list-style-type: none"> • Dataviews can be saved so that users will see the same content and layout the next time they visit the page. • Reports, using Report Studio, can also be modified and saved so that users will see data presented in a configured manner. • Reports, using Interactive Viewer, allow the user to personalize the report and export a version of the modified report .However, any changes will not be applied the next time the user runs a report. Persistent changes for reports can be achieved by the Administrator in Report Studio as part of the report design

Functionality	Dataviews	Reporting	Description
			process.
Data formatting	No	Yes	Reports allow users to change how data is displayed. For example, if a date is presented in long date/time format (January 17, 2017 12:32p), the user can change the formatting to a short date format (1/17/2017).
Crosstabs	Yes	Yes	Reports support the ability to summarize data by conjoining data for each cross-section of the selected attributes or variables, and can provide a row- and column-level summarization according to the selected calculation. Dataviews provide a basic level of summarization using the grouping capability.
Conditional formatting	No	Yes	Reports allow users to apply conditional formatting such as turning text or a field cell green if a number is above, say 15%, and red if the number is equal to or less than 15%.
Computed columns	Yes/No	Yes	Reports allow users to take two columns and combine them into a third column, such as concatenating two string values or summing two numeric values. Dataviews support computed numeric columns through the KPI framework-this is simply a new metric or KPI. String concatenation is not supported.
Charting	Yes	Yes	Various types of charts are supported.

Scheduling

Workforce Dimensions

Scheduling lets managers plan and review staffing coverage in real time. Managers can view critical, up-to-date information, such as employee availability, open and assigned shifts, holidays, and scheduled time off. The Scheduling page lets managers easily see who is arriving, leaving, absent, and on break. The Manage Schedule tile provides a quick view of staff status and allows you to navigate to deeper detail when needed.



Conceptually, a schedule is tabular data with rows that refer to employees and columns that refer to time units. Various entities and attributes are assigned to the cells in the table for the purpose of managing the employees' time, with links to other parts of the software, notably timekeeping, people, payroll, and accruals.

Additional information is accessible on the same screen. Graphical entities representing individual employees, shifts and paycodes contain details that are easily viewed. Scheduler may also be configured to provide analytical data such as coverage, rule violations, schedule audits, and more. This information is live and interactive with the Workforce Dimensions suite.

Scheduler is a tool for building and maintaining employee schedules for any business unit. It helps a manager maintain coverage while keeping costs down. Scheduler makes full use of grouping strategies, recurring patterns, and automatic schedule generation to keep scheduling effort to a minimum.

Evaluation and maintenance tools help the manager review and analyze schedule effectiveness, and troubleshoot any problems that arise.

Key features include:

- Actual hours worked are available in real time and managers can make proactive schedule adjustments using alerts.
- Managers can schedule effective teams with a mix of employee skills and experience.
- Managers can complete all scheduling and staffing requirements on any mobile device. They can see who's coming into work, who's absent, and who may be available to cover a shift in an instant right from their smartphone.
- Numerous schedule metrics can analyze trends and projections before problems arise and provide detailed productivity measurements that proactively identify schedule inefficiencies. Managers can see visual indicators that depict Target Hours by employee. For workers with employment terms, the Target Hours metric helps them track and correct the difference between actual and target hours.

Employee Self-Service (ESS) for Scheduling

With Employee Self-Service (ESS) for Scheduling employees can view and request changes to their schedules from a variety of devices.

Key features include:

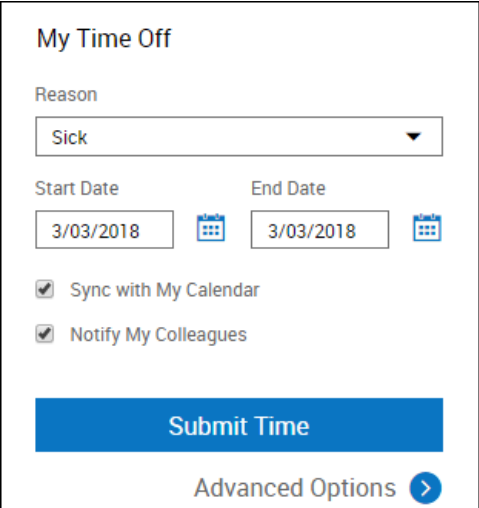
- **My Time Off tile** – Enables employees to quickly request time off from the Control Center. For example, an employee who wakes up feeling sick can easily and quickly request the day off.
- **Approvals** – Requests can be approved automatically or require multiple managers to approve.
- **Guided recommendations** – ESS recommends to managers whether to approve a request:

Green = Approval is recommended. The request presents no accruals or team absence issues.

Orange or yellow = Approval may be acceptable. The request has accruals warnings or spans a percentage of days that approach or are at the daily quota of time-off requests.

Red or pink = Refusal is recommended. The request exceeds accruals balances or spans a percentage of days that are above the daily quota of time-off requests.

- **Calendar synchronization** – Time-off request approvals can be synchronized with and shown in the user's Microsoft Outlook™ calendar. For example, to book vacation time, submit your time-off request. When the request is approved, the confirmation email acts as a meeting request. When you accept, Outlook marks the approved time as an out-of-office vacation.



The screenshot shows a 'My Time Off' form with the following fields and options:

- Reason:** A dropdown menu with 'Sick' selected.
- Start Date:** A date input field with '3/03/2018' and a calendar icon.
- End Date:** A date input field with '3/03/2018' and a calendar icon.
- Sync with My Calendar:** A checked checkbox.
- Notify My Colleagues:** A checked checkbox.
- Submit Time:** A large blue button.
- Advanced Options:** A link with a right-pointing arrow.

Device management

The Universal Device Manager (UDM) device management system is a world-class monitoring and management solution that takes the core concepts from our previous device management offerings and combines them with innovations that offer users the freedom and access to manage their work in the ways they need. UDM is a fully scalable standalone application that is highly integrated with all Workforce Dimensions applications and workforce management APIs.

APIs

The Workforce Dimensions platform provides a powerful, modern application programming interface (API) and documentation to help you develop secure, scalable, and high-performance applications that leverage the full

breadth of capabilities offered by our backend services. The API is founded on a pragmatic implementation of the representational state transfer (REST) architectural style that embodies the industry's best practices and allows access to your organization's workforce management data using common HTTP methods and the JSON interchange format.

The extensible API platform is intuitive, consistent, and well documented and allows you to create anything from a mobile companion app to a full-featured client unique to your organization and its needs using over 150 API resources that cover the entire Workforce Dimensions platform. Workforce Dimensions and its modules are themselves consumers of the API.

Business processes

Business processes are organized flows of business activities or tasks that achieve a business goal. Key features include the following:

- You can describe anything that you can do in any business application as a business process. For examples, users can add an employee, edit a timecard, approve a timecard, totalize time, or post a schedule.
- Automation in business processes minimizes the amount of paperwork and manual tasks to complete a process. For example, managers and employees receive automatically generated messages and complete online forms during the course of the business process.
- You can build business process extensions by using BPMN in Alfresco Activiti™ to control API tasks. Administrators, managers, or employees can then start or respond to business processes from the Control Center or from notifications.

You can customize business processes as extensions to configurable workflows (such as validate time-off requests) and stand-alone business processes. (such as approve updates to personal information).

Integration Hub

Integration Hub exchanges and maps data between applications in a cloud-computing environment. It supports multiple tenants and requires no customer installation of additional software, hardware, or network infrastructure. You can run integrations on-demand or on a schedule. Types of integration processes include file-based, API-based, and API integration processes.

Implementation considerations

Because Workforce Dimensions is hosted in the cloud, implementation considerations are minimal, but you should be aware of the following:

- [Workforce Dimensions device-specific support on page 13](#)
- [Workforce Dimensions supported data-collection devices \(terminals\) on page 14](#)
- [Install and use Workforce Dimensions mobile app on page 14](#)
- [Use Workforce Dimensions from the keyboard or screen reader on page 15](#)

Workforce Dimensions device-specific support

Workforce Dimensions can be accessed through browsers on desktop and laptop computers as well as through tablets and mobile devices such as smartphones.

Desktop requirements

	CPU	Memory
Recommended for best performance	4 Core Intel i7 2.3GHz or equivalent	16 GB
Minimum	2 Core Intel i5u 1.9GHz or equivalent	4 GB

Browser support by operating system

Browser	Windows 7	Windows 10	OSX	iOS	Android
Microsoft Edge		✓	NA		
Internet Explorer 11	✓	✓			
Chrome	✓	✓	✓		✓
Safari			✓	✓	
Firefox	✓	✓			

Notes:

- Browser support is for the latest version of the browser available for download, unless otherwise noted.

- Some pages (Administrative and Maintenance) are unavailable when viewing on screen sizes typically associated with a mobile phone (less than 768 pixels wide).
- Touch-screen gestures are supported on screen sizes typically associated with tablets and mobile phones (up to 1280 pixels wide).

Mobile app: operating system support by device type

- **Android phone** – Android OS with Google Services Support: v5.1, v6 and v7
- **iPhone** – iOS 11

Workforce Dimensions supported data-collection devices (terminals)

Workforce Dimensions supports the following devices:

Device Type	Part Number	Software/Firmware required
Kronos 4500	8602000-0xx	Not supported
Kronos 4500	8602004-xxx	02.03.16 - 2.X.X*
Kronos 4500	8602800-0xx through -499	02.03.16 - 2.X.X*
Kronos 4500	8602800-500 through -999	03.00.18, 03.00.20 and greater (03.00.19 is not supported)
Kronos InTouch	8609000-xxx	02.02.02 and greater
Kronos InTouch	8609100-xxx	03.00.02 and greater

*Server Initiated Communication via VPN Required.

Install and use Workforce Dimensions mobile app

For mobile devices, use the Workforce Dimensions Mobile app that is available on the iOS App Store for Apple devices and on the Google Play Store for Android devices. There is a single Workforce Dimensions Mobile app for each platform.

Install the app

You can download the app (named **WFDimensions**) from the App Store for Apple mobile devices and from the Google Play Store for Android mobile devices. During the installation, you will be prompted for the following permissions that you must accept:

- Access your location.
- Access the camera on the device.
- Access the Photo Library (or Gallery) on the device.

Note: These settings cannot be changed on an installed app. You need to delete the app and re-install to modify these settings.

Access the app

After the app is installed, simply tap the **WFDimensions** icon to launch the app.

The first time you access the system, you will need to enter a valid URL. After the URL is validated, the device is connected to the system, where you can enter your username and password. Subsequent access to the system will only require username and password.

Change the URL

If you mistype the URL or if you need to access a different URL than the one you originally entered, follow these steps for your platform.

iOS (Apple)

To change the URL on an iOS device, access the settings for the WFDimensions app. There is a single field where you can enter a new URL. Alternatively, you can delete the app and reinstall it.

Android

The WFDimensions app settings on Android devices do not contain a URL field. In the WFDimensions section of the device's Application Manager, you must tap the Force Stop box. The next time you access the app, you are presented with the URL screen where you can enter the new URL. Alternatively, you can delete the app and reinstall it.

Use Workforce Dimensions from the keyboard or screen reader

Workforce Dimensions can be accessed from the keyboard or a Non-Visual Desktop Access (NVDA) screen reader. The online help includes component-specific guidelines.

General components

The Workforce Dimensions user interface contains a number of elements and controls. Accessibility recommendations include the following:

- **Glances** – Press the spacebar on a cell within timecard, Dataviews, leave and attendance, and scheduling to access a glance. You can use this option as an alternative to navigating from the action bar above the grid.
- **Grids** – When navigating through the grids, press the up-arrow key when in the first cell in the first row followed by Shift + Tab to exit the grid so you can access other components.
- **Slide-out panels** – For the best results with NVDA, access form elements and activate secondary slide-out panels, tab through the slide-out panels in focus mode and access read-only content in browse mode.
Note that in some slide-out panels, using the Tab key (instead of arrow keys) to navigate through a list is the only way to select one or more options. Also, some radio buttons and check boxes can only be accessed using the Tab key, which will automatically populate the selection.
 - **Combo boxes** – Some combo boxes within slide-out panels can only be opened using the Enter key and options can be selected by using arrow or tab keys and pressing Enter to collapse the list.
 - **Check boxes** – You can navigate some check boxes and radio buttons by pressing either the Tab or arrow keys and using space to select and unselect options on slide-out panels.
- **Hyperfind** – When selecting locations in a Hyperfind, press the left arrow when focused on the drop-down list to delete a selection.
- **Drop-down menus** – On some drop down menus, there is a column header that is announced as a button when using NVDA; however, this is not an actionable element.

Refine slide-out panels

- The best way to filter, group, or calculate information when using NVDA is to press space or Enter on the **Refine** button.
- Press Tab to access the tab index of filtering types and use the left and right arrow keys to select.
- Press Tab to access the **Search** input field.
- Press Tab to access the list of filtering options.
- Use the up and down arrow keys to progress through the list of filtering options.
- Press space to expand the accordion options.
- Press Tab to access the options list and use arrow keys and press Enter to select and collapse the accordion.
- Press Tab to access the **Cancel** and **Apply** buttons and press space or Enter to modify a Dataview.

Note: There might be only one filter type on some Refine panels.

Information access

When tabbing through the column headers of the Dataview Library, the submenus contain options that can sort or calculate. When you select the sum or average options, the result appears on the column header title area. Press Shift + Tab to access this information.

Note: NVDA may announce currency and time as it is displayed on the screen along with the column header title to indicate amount designation.

Leave and attendance

The **View** button located on the My Calendar and Calendar from the Attendance details page can be activated with only the Enter key and tabbing to navigate to the view options.

Scheduling

The **View** button, which is located on the **My Information > My Calendar** and **Calendar** from the Scheduling page, can be activated only with the Enter key and tabbing to navigate to the view options.

For optimum NVDA or keyboard results, access schedules in table view by pressing space or Enter on the **Table View** button

Note: The current view is not announced when using NVDA. If the button for switching views says "table view," the inaccessible Gantt view is currently being displayed. Press space on this button to display the accessible table view; the button will say "Gantt view."

When tabbing through the week day column heads within the Schedule Planner grid, tabbing leads to the first shift within the table instead of the first column or check boxes or the second column of employee names. Use the left arrow to access this information.

When activating the **Quick Action** button, press Shift + Tab to navigate to the first option in the list that appears to the left of this button.

Note: The Quick Actions menu and application to schedule shifts is not currently recommended when using NVDA. Using the glance menus while in the Schedule Planner grid accomplishes the same tasks.

Timekeeping

For the best results with NVDA, you access the timecard in list view. The grid view is not available.

Note: NVDA announces time and hours the same especially when using the 24-hour clock.

Additional accessibility notes

Hyperfind selector – Except for the button associated with the ad hoc option, you can access the Hyperfind selector using the keyboard with NVDA. Currently, the Hyperfind editor that can be accessed from the Hyperfind selector is not optimized for NVDA and keyboard users.

People Information – The People Information component is not recommended for use with NVDA at this time.

Schedule Planner – The Schedule Planner grid is not currently announcing row and column headers when using NVDA. Using the arrow keys is the best method for accessing this grid. There is a column of check boxes that can be selected to the left of the employee names, which are not announced or indicated as being selected or unselected using NVDA at this time.

International and customization considerations

Besides US English, Workforce Dimensions provides translation of the application into five additional languages:

- UK English
- German
- Spanish (Mexico)
- French
- French Canadian

To change the user interface to one of these languages:

1. Go to **Administration > Application Setup** from the Main Menu.
2. From the Application Setup page, select **System Configuration > Locale Policy**. The **Locale Policy** page contains regional settings (language locale, date format, number format, and currency format) that can be assigned as the tenant default or to individual users. The users' settings take precedence over the default setting for the tenant default settings. Users see the user interface in the language and regional settings assigned to them in their locale policy. The locale policy is assigned to users in **People Information**.

Name	Tenant Default	Selectable At Logon	Display Name	Description
American English	<input checked="" type="radio"/>	<input type="radio"/>	American English	American English Locale Se...
Canadian French	<input type="radio"/>	<input type="radio"/>	Français Canada	Canadian French Locale Set...
English UK	<input type="radio"/>	<input type="radio"/>	UK English	English UK Locale Settings
France French	<input type="radio"/>	<input type="radio"/>	Français France	France French Locale Settin...
German Germany	<input type="radio"/>	<input type="radio"/>	Deutsch Deutschland	Germany German Locale Se...
Mexican Spanish	<input type="radio"/>	<input type="radio"/>	Español Mexico	Mexican Spanish Locale Se...
Pseudo Locale Policy	<input type="radio"/>	<input type="radio"/>	Pseudo Locale Policy	Pseudo Locale Policy Settin...

3. To change the default setting, select one of the listed languages in the **Tenant Default** column.
4. To have one or more languages selectable from the logon page, select the applicable languages from the **Selectable at Logon** column.

5. To assign different languages for people to select at logon:
 - a. Go to **Maintenance > People Information** from the Main Menu.
 - b. Select **Access Profiles** and then select a Locale Policy from the **Locale Policy** drop-down list.

Users can then change their locale profile by clicking one of the options on the logon screen. The new locale profile is valid only during the logon session.

Translation and customization

In addition to the translations provided, you can translate and customize the user interface using a language or terminology that is familiar to your users. From the Translation Support - Locale Support page, you can:

- Extract, customize and import text strings used by the user interface.
- Extract the text strings to Excel.
- Extract text strings from selected domains of the product (for example, Timekeeping, Scheduling).
- Extract text strings in their context (for example, exceptions).
- Use find and replace functionality when editing individual property files.

For example, you want to change the name of "Employee Timecards" to "Associates Timecards."

1. On the Translation Support - Locale page:
 - a. Select **English** as the baseline language and specify the **United States** as the country.
 - b. Select the **Timekeeping** domain and then select the **wtk_web-timekeeping_timecard_strings.properties** group.
 - c. Click **Export**.
2. Open the downloaded **en_US.xls** file and locate the **html5.timecard.pages.title** key, then enter **Associates Timecards** in the TRANSLATED_VALUE column and save the file.
3. On the Translation Support - Locale page, click **Import**, then click **Choose File** and locate the **en_US.xls** file in the download folder. Click **Upload**.
4. Navigate to the Employee Timecards page, and verify that the title is now Associates Timecards.

Branding

With Workforce Dimensions, you can add your own logo to the UI pages and customize the colors of the Main Menu.

Note: Colors are defined as hexadecimal (or hex) values, which are supported in all browsers. A hexadecimal color is specified with: **#RRGGBB** where **RR** (red), **GG** (green), and **BB** (blue) are hexadecimal integers between 00 and FF, specifying the intensity of the color. For example, #0000FF is displayed as blue because the blue component is set to its highest value (FF) and the others are set to 00.

From the Main Menu, select **Administration > Application Setup > Common Setup > Branding**. The following default values are displayed:

- **Name** – The name of the branding attributes. By default, this is called **Branding**.
- **Background Color** – The background color of the main menu. By default, the color is dark gray (#a9a9a9).
- **Font Color** – The colors of the main menu labels. By default, the color is white (#ffffff).
- **Hover Color** – The color of the label when you hover over it in the main menu. By default, the color is medium gray (#666666).
- **Selected Color** – The color of the label when you select it in the main menu. By default, the color is blue (#0d93f2).
- **Logo** – The logo that displays on all pages. By default, there is no logo.

To change the default values:

1. Select the **Branding** row in the table and click **Edit** .
2. As needed, change the default values for the main menu colors. Use hexadecimal values for colors.
3. To add a logo, click **Choose File** and navigate to the applicable file of your logo. Note that the file should be a .png, .gif, or .jpg file and have the following attributes. If the image that you upload is larger than these values, the system will scale the image to fit in a 25 x 150 pixel area.
 - Maximum height: 25 pixels
 - Maximum width: 150 pixels
 - Maximum size: 1 MB

When finished, click **Upload**. A success message appears when the upload is completed.

4. Click **Save** and refresh the screen.

Resolved issues

No external issues were resolved for the R1.0 release.

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