

# KRONOS – ICON INSTALLATION AND USER GUIDE

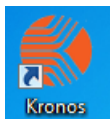
This how-to sheet describes the steps for Kronos Icon installation and use. The initial security prompts that occur on first use can be found on page 3.

## OVERVIEW of the KRONOS ICON -- INSTALLATION & USAGE

- Do you need to use this icon? Yes. All Kronos users are to use the Kronos icon to access Kronos. Using this icon provides you with the current, supported version of Java to run with Kronos and avoids encountering issues due to an incompatible version of Java.

**NOTE** -- If you do not use this icon to access Kronos, you may run into error messages such as “database connection” issues. Following the steps below to install and use the icon should correct the problem.

- Aramark Advertised Programs – The Kronos Virtual Java Application is available on the Aramark Advertised Programs (AAP) Software Center Portal. Installation instructions follow
- Service Desk – If you do not have “Kronos Workforce Central” in your Software Center Portal list, please contact the Service Desk at 1-800-866-4274.



- Desktop icon – After the install completes, a “Kronos” shortcut icon will display on your desktop.
- Going forward, you must use the Kronos shortcut to launch Kronos.

## CHECK YOUR COMPUTER for the KRONOS ICON

First, check to see if you already have the Kronos icon on your desktop.



- Look for a Kronos icon on your desktop,
- If you have the icon on your desktop, you do not need to do anything other than ensure that you use this icon to launch Kronos.
- If you do not have the Kronos icon on your desktop, continue with “Installing the Kronos Icon” for instructions.

## INSTALLING the KRONOS ICON

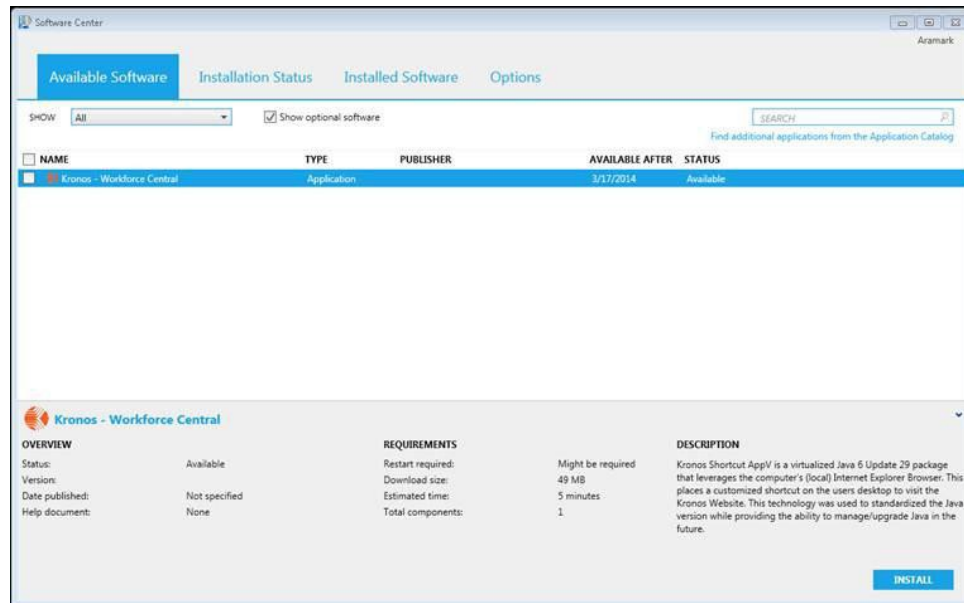
**NOTE:** Please save your work and close all open applications before continuing. Do not use your computer or interrupt the installation process once it begins.

1. Locate and launch the ARAMARK Advertised Programs Shortcut; either locate the icon on your desktop or access the START menu, select All Programs, Aramark, and Aramark Advertised Programs.

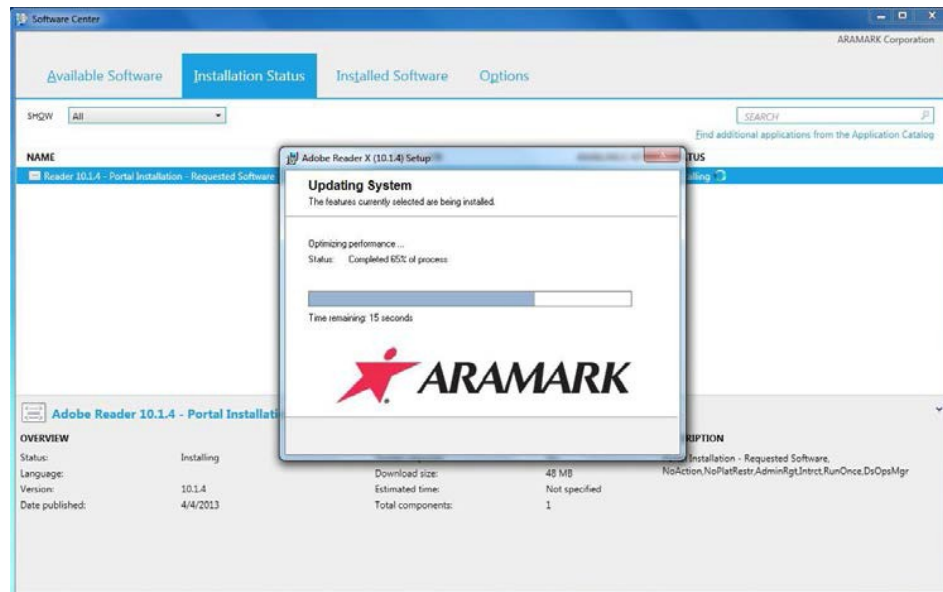


NOTE – if you do not have ARAMARK Advertised Programs available on your computer, contact the Service Desk.

2. Select the Available Software tab. Check the “Kronos Workforce Central” box. Click the Install button. **NOTE:** If you do not see the application listed in the ARAMARK Advertised Programs, please contact the Service Desk.



The installation will now begin. The updates will provide a “progress screen” on your computer as shown below. You may notice some activity in your System Tray while the updates install.



3. The Kronos Shortcut will now display on your desktop.



## USING the KRONOS ICON – 1<sup>st</sup> time security prompts

**Step 1: Launching Kronos** – Double click on the Kronos icon. You will be presented with the first security prompt, click “Yes”

### Security Prompt 1



You will now be presented with the Kronos landing page. If you are prompted (depends on your machine’s history and settings) to enable the plug-in, click “enable”.



### Password Issues?

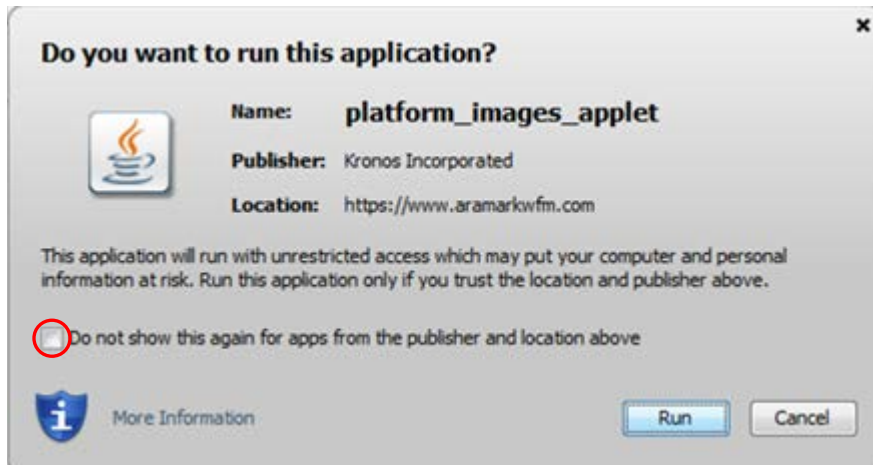
Choose the applicable link below:

- [Aramark Identity Manager](#) - For use by all non-AUS, U.S.-based, and Canada-based employees.
- [Manage My Passwords](#) - For use by all AUS, International-based employees outside of the U.S. and Canada, and all contractors and consultants.



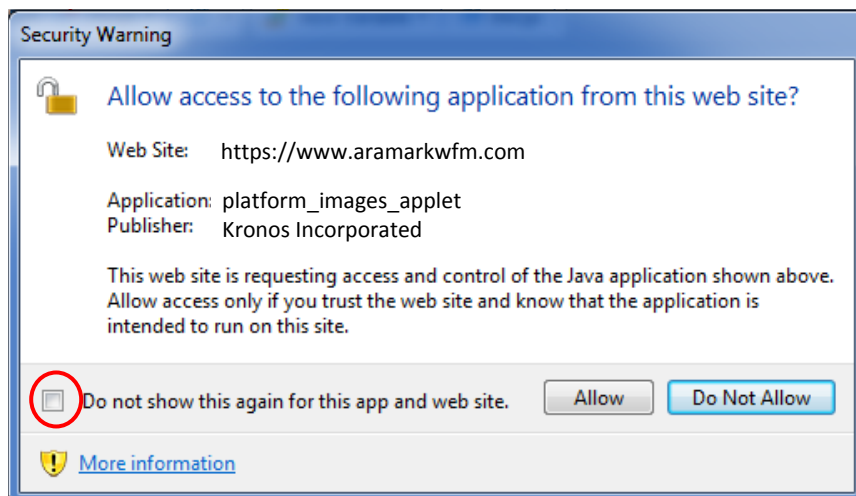
**Step 2:** *Log-on to Kronos* – You can now log on to Kronos. You will be presented with the second security prompt. Click the box for “Do not show this again ...”, then “Run”. Your Kronos session will now begin.

## Security Prompt 2



**Step 3:** *The next time you log on to Kronos* – You will be presented with the final security prompt. Click the box for “Do not show this again ...”, then “Allow”.

## Security Prompt 3



## REMINDERS:

- Going forward, you must use the Kronos icon to launch Kronos.
- Do not use any other URLs or Browser Favorites to launch Kronos.

If you are still having issues or are experiencing unexpected results, please contact the Service Desk