

Kronos: How to run a report

• Step One: Select the Reports option on the Related Items Pane.



• **Step Two:** Select the report option and enter in appropriate filter options before generating report.



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• **Step Three:** Users have the option to 'Create Favorites' for their favorite report.



o Once selected, users need to name the report and enter in additional remarks. Select 'Save Favorite' when complete.



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