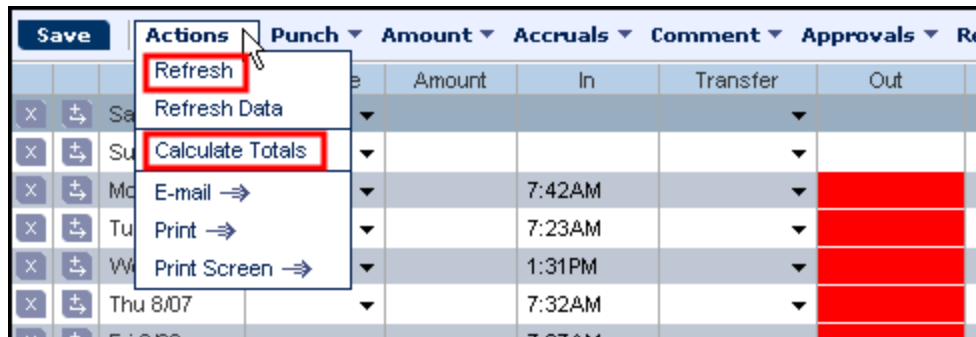


Calculate Totals vs. Refresh

Within Timecard

- When editing a timecard KRONOS will not automatically calculate time until you select a different row or select Actions → **Calculate Totals**. Selecting Calculate Totals will allow you to see your manual edits **without** saving.
- After making edits to a timecard selecting Actions → **Refresh** will erase all edits up until your last saved point.



All Other Screens

- For all other screens Refresh is used as a different function.
 - Refresh now is used to update changes
- The Refresh button on all other screens is located top-middle next to the Time Period box.

