

Genies are online reports that provide at a glance views of database information to help users manage their workforce in real time. Genies can be configured to individual needs, to report on different information, one of which is colleagues' usernames.

The Genies widget has the GoTo control, which enables you to go to other widgets or workspaces, such as the People Editor and Timecards.

Select the Genies Widget from the related items pane on the right hand side of your Manage my Department screen.




This will then open in your main screen, Click  to view the full screen.

You will have access to various reports ranging from daily exceptions, weekly summaries and balances. The most common genie you may use is the QuickFind or QuickFind II.

QuickFind Genie

The QuickFind Genie is a report which details colleague information, such as colleague employee number, username to log into Kronos, reporting manager, payroll rule and job.

Store	Name	ID	User Name	Clocked In	Reports To	Badge	Pay Rule
-	Adams-Hyatt, Super So...	SUPERHYATT	superhyatt			32	MCC OT1.5 30..
-	Barber, Simon	SUPERBARBER	superbarber				MCC OT0 30mi..
-	Bennetts, Super Christina	SUPERCHRISTINA	superchristina				MCC OT1.5 30..
-	Bradbury, Natalie	SUPERBRADBURY	superbradbury				MCC OT1.5 30..
-	Morris, Super Ethan	SUPERMORRIS	supermorris				MCC OT1.5 30.. 463
-	Olorenshaw, Stephen	SUPERLORENSHAW	superlorenshaw				MCC OT1.5 30..
-	Weaver, Heather	SUPERWEAVER	superweaver				MCC OT1.5 30..

Within both the Quickfind and Quickfind II, there is a search functionality whereby you can enter the colleague's surname> click **search**  and any results you have searched for, will be brought back.

Genies can be edited to bring back, a wider range of results or drill down to make the search smaller:

Genies> QuickFind II> Select Ad Hoc from the Dropdown> Edit> Hyperfind Queries will load.



To view by store, select **Primary Account > Store**> Enter Cost Centre/Store Name in **Available Items** field> **Search**> Select store> click to move into selected items.

HYPERFIND QUERIES

Visibility Query Name Description

Select Conditions Assemble Query View SQL Test

Filter

- General Information
 - Name or ID
 - Primary Job
 - Expired Primary Job
 - Primary Account**
 - Additional Information
 - Person's Dates
- Timekeeper
- Time Management
- Biometrics

PRIMARY ACCOUNT

Include Exclude people who meet this condition

Summary Division Region District **Store** Department Spare Job

Wild Card Selection:

Available Items

B0070,Chipping Norton

F4070,Cinderford Travel

Selected Items

Select **Add**> Primary account will appear in the box below> click **Save**

Effective Date

Selected Conditions:

User accounts are active as of today
 Employee employed and working as of today
Primary labor account matches */*/B0070/*/*/ as of today

Select **Refresh**> all results will load.

Quickfind II Loaded 13:48 Today Ad Hoc Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Go To

Store	Name	ID	User Name	Clocked In	Reports To	Badge	Pay Rule	Employment Terms
B0070	Barber, Simon	SUPER...	superbarber		Olorenshaw, St...		MCC OT0 30mi...	

The information can be exported into an excel document by selecting **Share > Export to Excel**.