

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.



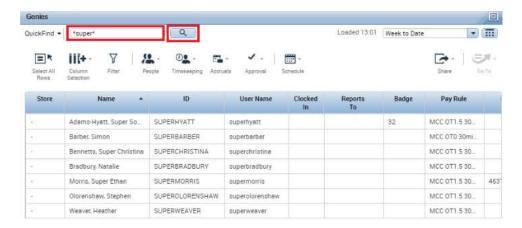
This will then open in your main screen, Click

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.

to view the full screen.

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.



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.

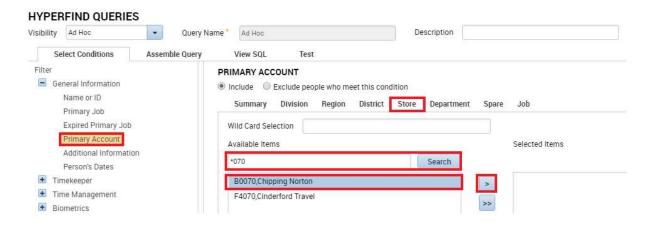
Genies can be edited to bring back, a wider range of results or drill down to make the search smaller:

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

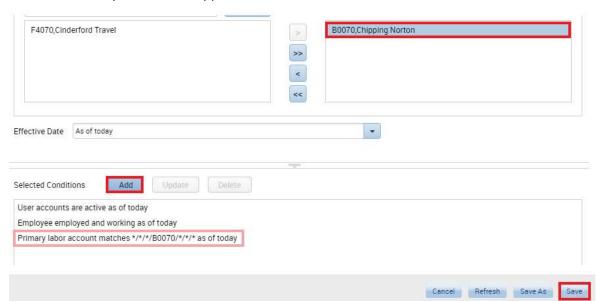




To view by store, select **Primary Account> Store>** Enter Cost Centre/Store Name in **Available Items** field> **Search>** Select store> click to move into selected items.



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



Select Refresh> all results will load.



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