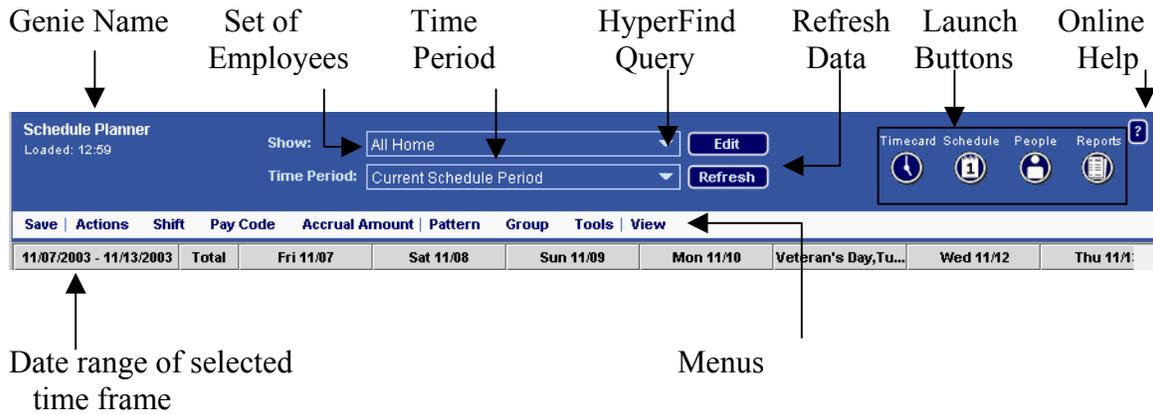


Workforce Genie Header

Workforce Genies are a tool that presents managers with instant feedback on critical time, labor, and schedule data. Managers get an “at a glance” view for exceptions, hours worked, and employee attendance.



- Genie Name – Name of the Genie currently displayed.
- Show – Name of the HyperFind Query that displays the list of employees you want to view. Defaults to All Home, which is a list of all employees in your Home Account.
- Time Period – Shows the period you want to view. This can be changed by clicking on the dropdown arrow and selecting Current Schedule Period, Previous Schedule Period, Next Schedule Period, Week to Date, Last Week, Yesterday, or Range of Dates.
- Refresh – Allows you to view your most recent edits.
- Launch Buttons – Where you can launch other WorkForce editors so you can view or edit Timecards, Schedules, or view Reports.
- Online Help – Access to Help within the Genie you are currently in.
- Menus – Action tabs that allow you to select data from the Genie you are in.