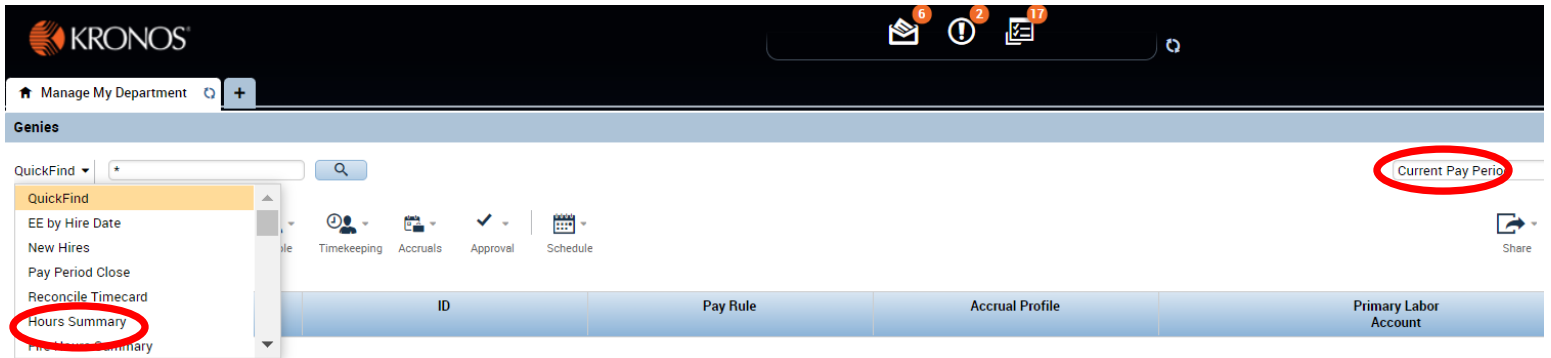


# How to Access Hours Summary Genie

From Management *Manage My Department* tab, click the **Genies** dropdown to select the **Hours Summary Genie**. Make sure the appropriate **Time** selection is made from the time drop down.



From the Hours Summary Genie, select your Department from the hyperfind query list

