KRONOLOGIC

HOW TO GUIDE

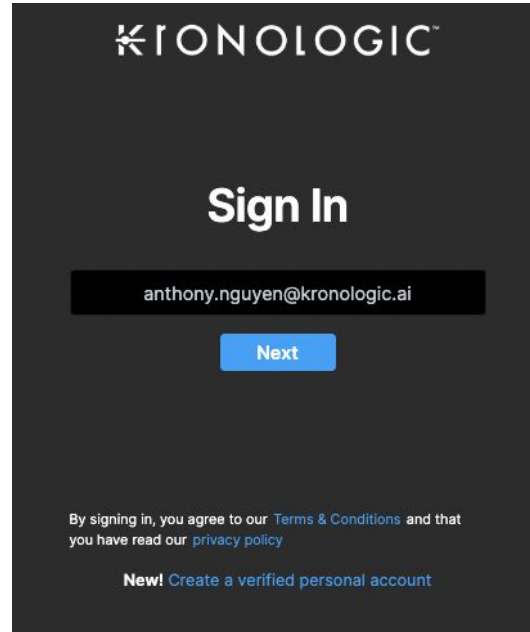User Account Creation & Profile Settings

Log into Kronologic

Open your browser and go to
us.app.kronologic.ai

Enter in your corporate email address and click
Next

If SSO is activated, you do not need to enter in your password. Otherwise, please enter in your password to log in.
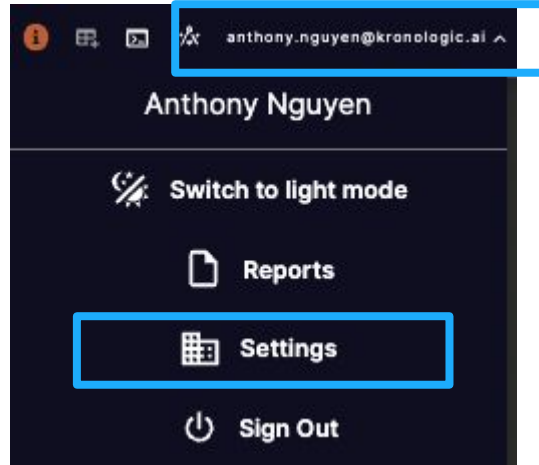
Access User Profile Settings

Once you have logged in, go to the top right corner and click on your email address

Select **Settings**

General User Profile Settings

First Name: Update your first name as needed

Last Name: Update your last name as needed

Meeting Link: Copy & paste your WebEx, Zoom or Google Meet personal meeting link here
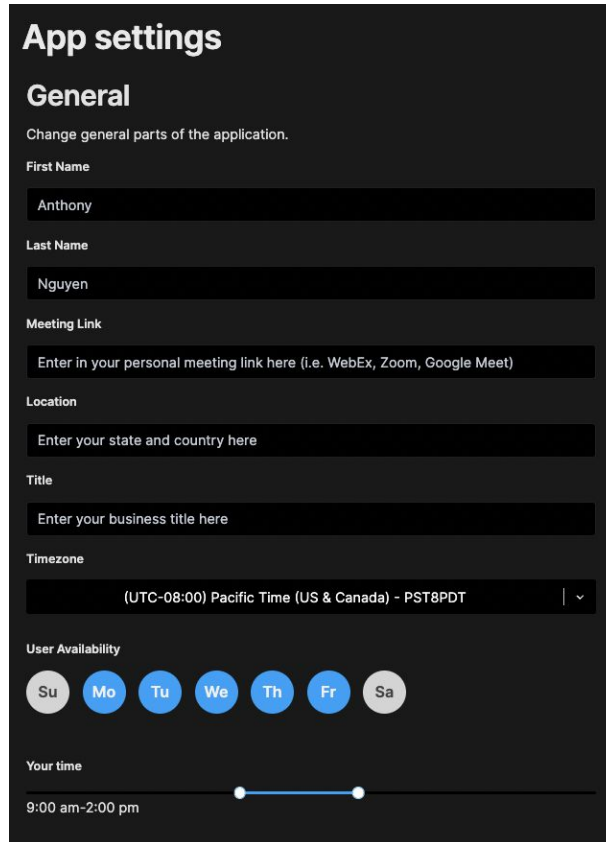**(ensure it is NOT encrypted)**

Location: State and Country of your physical location

Title: Enter your business title

Time Zone: Select the time zone of where you're physically at

User Availability: Adjust the business work days you are available to take meetings

Your time: Adjust the business work hours you are available to take meetings

App settings

General
Change general parts of the application.
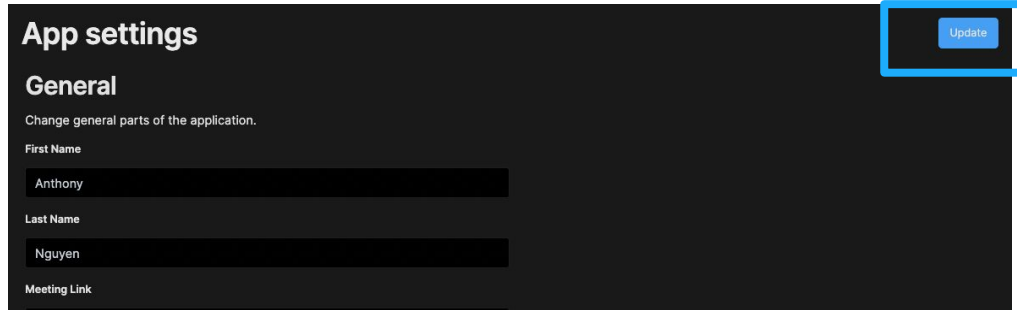
First Name

Anthony

Last Name

Nguyen

Meeting Link

Enter in your personal meeting link here (i.e. WebEx, Zoom, Google Meet)

Location

Enter your state and country here

Title

Enter your business title here

Timezone

(UTC-08:00) Pacific Time (US & Canada) - PST8PDT

User Availability

Su Mo Tu We Th Fr Sa

Your time

9:00 am-2:00 pm

Confirm and Update

Once completed, click the **Update** button on the upper right hand corner

Your account is now set up and completed

App settings

Update

General

Change general parts of the application.

First Name

Anthony

Last Name

Nguyen

Meeting Link