

# KRONOLOGIC

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## HOW TO GUIDE

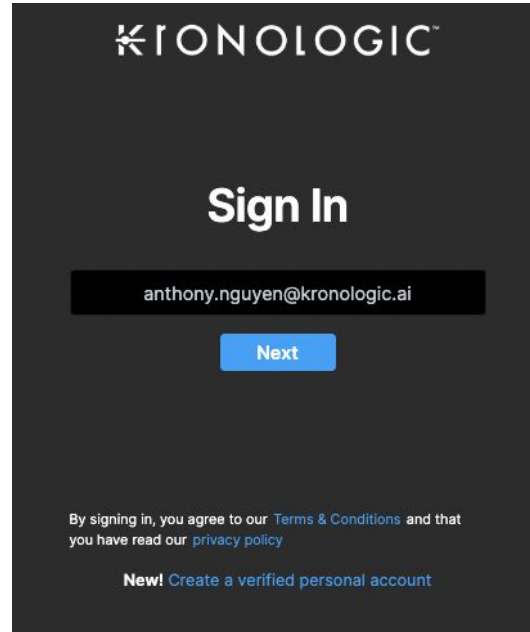
User Account Creation & Profile Settings

# Log into Kronologic

Open your browser and go to  
[us.app.kronologic.ai](https://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.



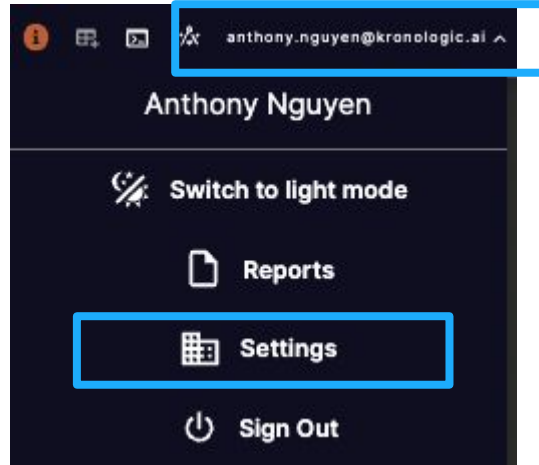
The screenshot shows the Kronologic Sign In interface. At the top, the Kronologic logo is displayed in white on a dark background. Below the logo, the text "Sign In" is prominently featured in a large, white, sans-serif font. Underneath, a dark input field contains the email address "anthony.nguyen@kronologic.ai". A blue button with the text "Next" is positioned below the input field. At the bottom of the page, there is a line of small white text: "By signing in, you agree to our [Terms & Conditions](#) and that you have read our [privacy policy](#)". Below this, there is a "New!" notification with a link to "Create a verified personal account".



# 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**)

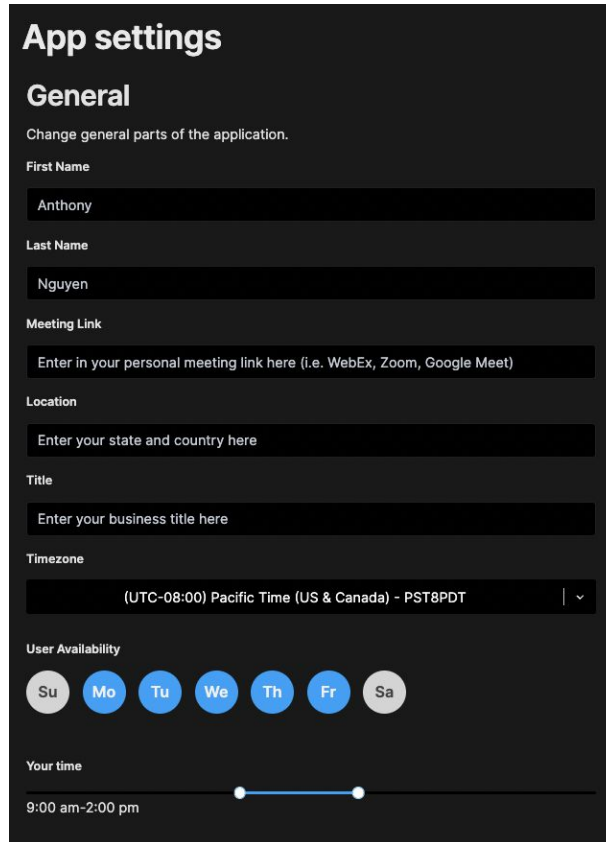
**Location:** State and Country of your physical location

**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



The screenshot shows the 'App settings' page with a dark theme. The 'General' section includes the following fields and options:

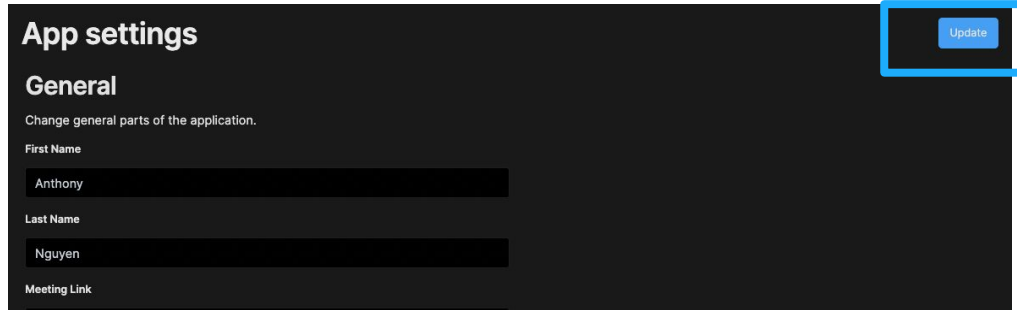
- First Name:** Input field containing 'Anthony'.
- Last Name:** Input field containing 'Nguyen'.
- Meeting Link:** Input field with placeholder text: 'Enter in your personal meeting link here (i.e. WebEx, Zoom, Google Meet)'.
- Location:** Input field with placeholder text: 'Enter your state and country here'.
- Title:** Input field with placeholder text: 'Enter your business title here'.
- Timezone:** A dropdown menu currently showing '(UTC-08:00) Pacific Time (US & Canada) - PST8PDT'.
- User Availability:** A row of seven circular buttons representing days of the week: Su (grey), Mo (blue), Tu (blue), We (blue), Th (blue), Fr (blue), Sa (grey).
- Your time:** A horizontal slider with a blue bar and two white dots, currently set to '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**

**General**

Change general parts of the application.

First Name

Anthony

Last Name

Nguyen

Meeting Link

Update

