



Kronos Scheduler: Query Manager

Purpose

This document demonstrates how you can share useful HyperFinds with colleagues.

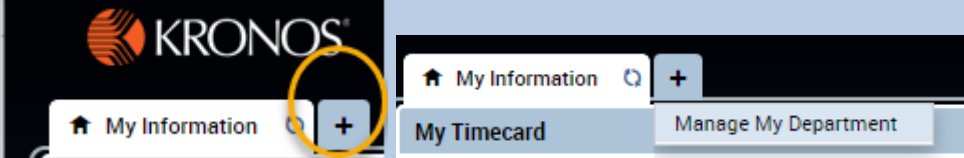


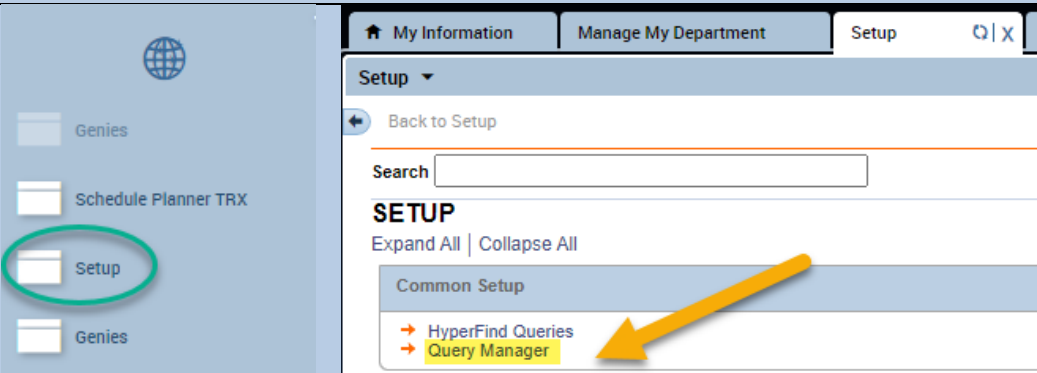
Kronos Scheduler: Query Manager

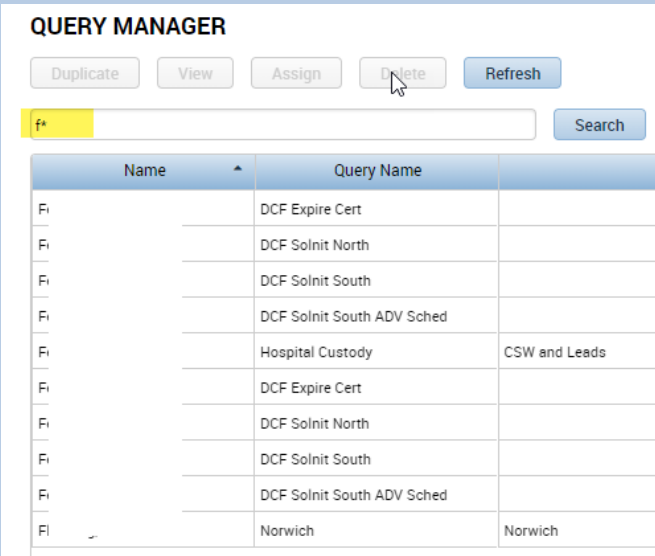
Using Query Manager

Steps to Share HyperFinds

- From the Home Page, click the Plus “+” next to the My Information Tab. Next select *Manage My Department*


- From the Related items list, click **Setup** -> **Common Setup** -> *Query Manager*

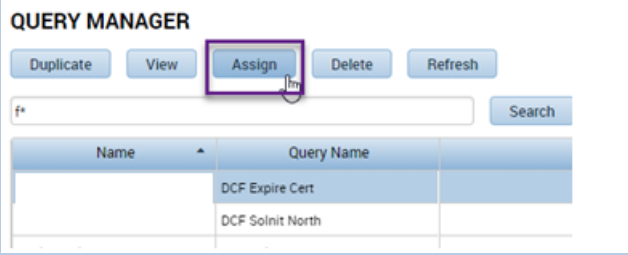
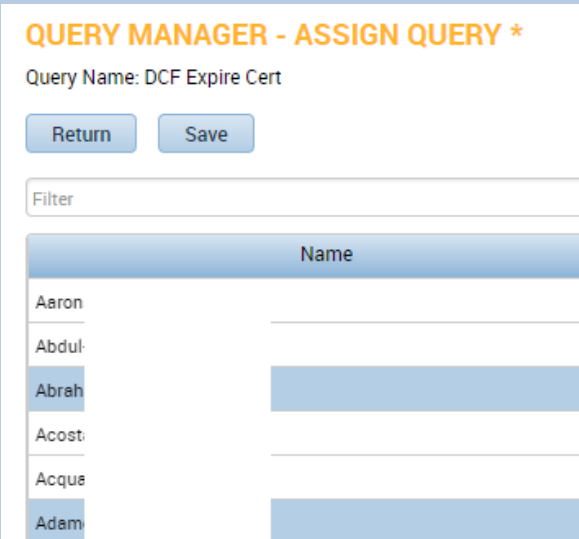
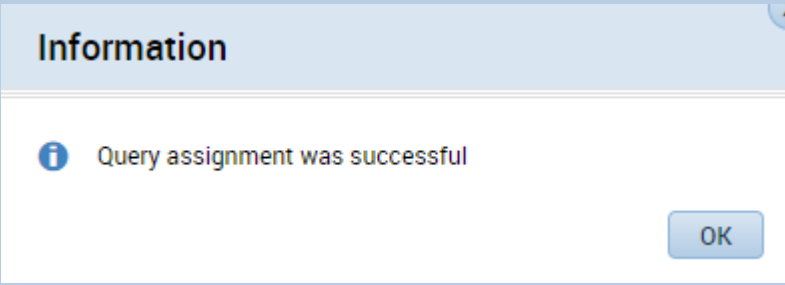

- Using the **Search** Field, type your last name to yield HyperFinds you own.



Name	Query Name	
Fi	DCF Expire Cert	
Fi	DCF Solnit North	
Fi	DCF Solnit South	
Fi	DCF Solnit South ADV Sched	
Fi	Hospital Custody	CSW and Leads
Fi	DCF Expire Cert	
Fi	DCF Solnit North	
Fi	DCF Solnit South	
Fi	DCF Solnit South ADV Sched	
Fi	Norwich	Norwich



Kronos Scheduler: Query Manager

	<p>Next, select the HyperFind that you intend to share. Then click the Assign Button.</p>	 <p>QUERY MANAGER</p> <p>Duplicate View Assign Delete Refresh</p> <p>f+ Search</p> <table border="1"><thead><tr><th>Name</th><th>Query Name</th></tr></thead><tbody><tr><td></td><td>DCF Expire Cert</td></tr><tr><td></td><td>DCF Solnit North</td></tr></tbody></table>	Name	Query Name		DCF Expire Cert		DCF Solnit North	
Name	Query Name								
	DCF Expire Cert								
	DCF Solnit North								
4	<p>Next select one or more Managers to assign the HyperFind to.</p> <p>Finally, click the Save Button</p>	 <p>QUERY MANAGER - ASSIGN QUERY *</p> <p>Query Name: DCF Expire Cert</p> <p>Return Save</p> <p>Filter</p> <table border="1"><thead><tr><th>Name</th></tr></thead><tbody><tr><td>Aaron</td></tr><tr><td>Abdul</td></tr><tr><td>Abrah</td></tr><tr><td>Acost</td></tr><tr><td>Acque</td></tr><tr><td>Adam</td></tr></tbody></table>	Name	Aaron	Abdul	Abrah	Acost	Acque	Adam
Name									
Aaron									
Abdul									
Abrah									
Acost									
Acque									
Adam									
5		 <p>Information</p> <p>i Query assignment was successful</p> <p>OK</p>							