



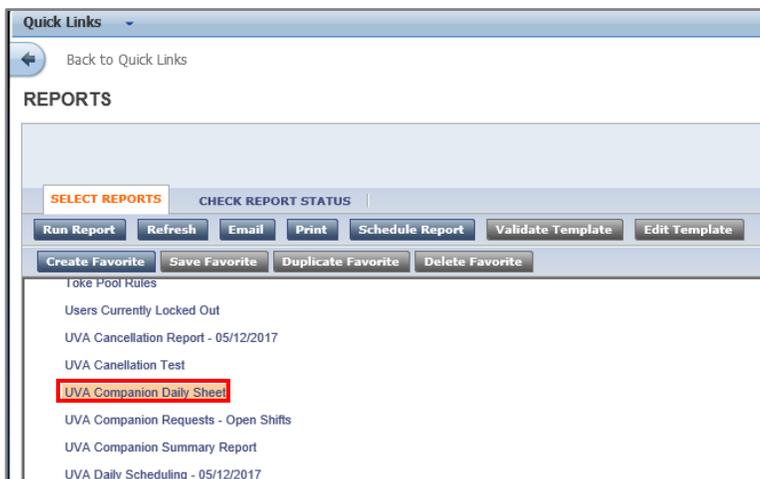
Creating a Location-Based Query

(Used to Run Reports Using a Specific job or all Jobs in a Unit)

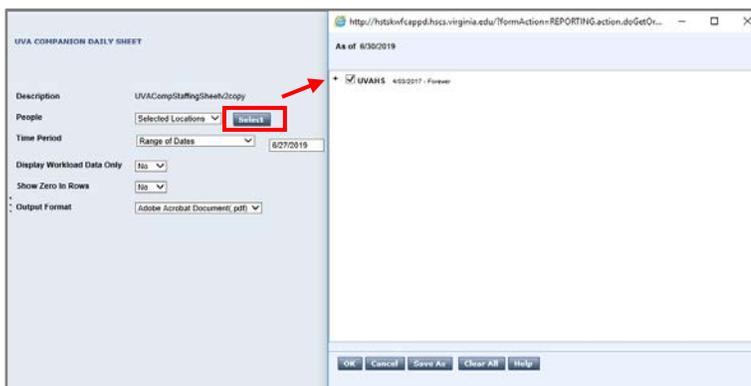
Location-Based Query

Note: Location-based Queries can be used when running reports

- From *Quick Links* select the desired report (example report used is the *UVA Companion Daily Sheet*)



- Once the report is highlighted the following information displays about the report



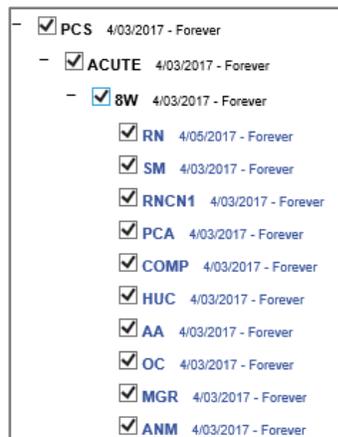


- Start by choosing *Select* (previous screenshot)

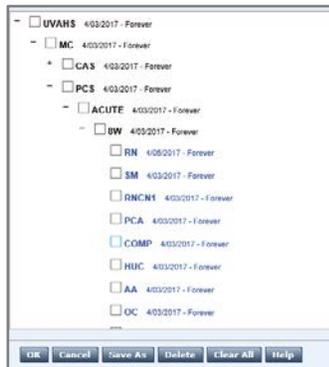


- Expand the *+ Icon* until the desired job or all jobs in a unit is selected
 - For a specific job in one unit, multiple, or all units
 - Expand the *+ Icon* by the unit or units to be included

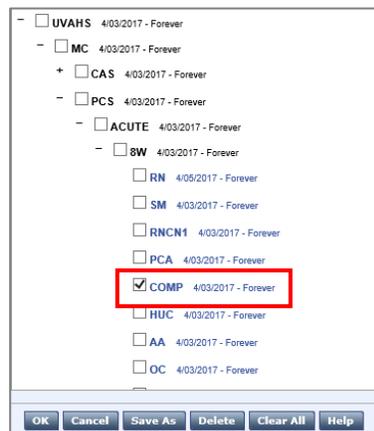
Note: To include only one job from a unit, remove the checkmark beside the hospital, division, and unit only leaving the job selected



- Click in the unit name with the checkmark to remove the checkmark
See next example



- Select the desired job (or jobs) for each unit to be included in the report
 - In the example below the Comp job for 8W is selected
 - **All Checkmarks** must be removed except for the jobs selected



- Repeat the process for each unit to be included in the report

- Pick Save As 
 - (Name the *Location Based Query* that describes it)
 - In the example *Query* is named *Companion Requests All Units*





- Once the Query is Saved the team member who built it will see it in their drop down
 - Select the correct Query

UVA COMPANION DAILY SHEET

Description

People

Time Period

Display Workload Data Only

Show Zero In Rows

Output Format

All Home Locations
Selected Locations
3W
4 Central
6 Central
6 Central Comp
6 West
SRO
SRO Comp
Companion Requests All Units

Select

Range of Dates

6/27/2019

6/30/2019

No

No

Adobe Acrobat Document(.pdf)

Additional Questions?

- Call the Help Desk at 434-924-5334
- OR
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line