



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)

Quick Links 👻
Back to Quick Links
REPORTS
SELECT REPORTS CHECK REPORT STATUS
Run Report Refresh Email Print Schedule Report Validate Template Edit Template
Create Favorite Save Favorite Duplicate Favorite Delete Favorite
Toke Pool Rules
Users Currently Locked Out
UVA Cancellation Report - 05/12/2017
UVA Canellation Test
UVA Companion Daily Sheet
UVA Companion Requests - Open Shifts
UVA Companion Summary Report
UVA Daily Scheduling - 05/12/2017

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







o Start by choosing Select (previous screenshot)

Mitp://hstskwfcappd.hscs.virginia.edu/?formAction=REPORTING.action.doGetOr	×
As of 6/30/2019	
- VUVAHS 4/03/2017 - Forever	~
- MC 4/03/2017 - Forever	
+ CAS 4/03/2017 - Forever	
- PCS 4/03/2017 - Forever	
+ CUTE 4/03/2017 - Forever	
+ CHILD 4/03/2017 - Forever	
+ 🗹 DUAL JOB 4/03/2017 - Forever	
+ 🗹 EMERG 4/03/2017 - Forever	
+ HEART 4/03/2017 - Forever	
+ 🗹 ICU 4/03/2017 - Forever	
+ MED-SURG 4/03/2017 - Forever	
+ VINEURO 4/03/2017 - Forever	
+ VINSGOP 4/03/2017 - Forever	
+ V PT PRG 4/03/2017 - Forever	
+ 🗹 SURG 4/03/2017 - Forever	
+ WOMEN 4/03/2017 - Forever	Ť
OK Cancel Save As Clear All Help	

- 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 + *lcon* 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







- o 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



- o Repeat the process for each unit to be included in the report
 - Pick Save As OK Cancel Save As Delete Clear All Help
 - (Name the Location Based Query that describes it)
 - In the example Query is named Companion Requests All Units



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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 SHE	All Home Locations Selected Locations 3W 4 Central 6 Central 6 Central Comp 6 Vitrat		
Description	o west		
	SRO SRO		
People	SRU Comp		
reopie	Companion Requests All Units	Select	
Time Period	Range of Dates	6/27/2019	6/30/2019
Display Workload Data Only	No 🗸		
Show Zero In Rows	No 🗸		
Output Format	Adaba Asrabat Desument/ adf)		
oupurionat	Adobe Acrobat Document(.pdf) V		

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