

# Creating a Location Based Query

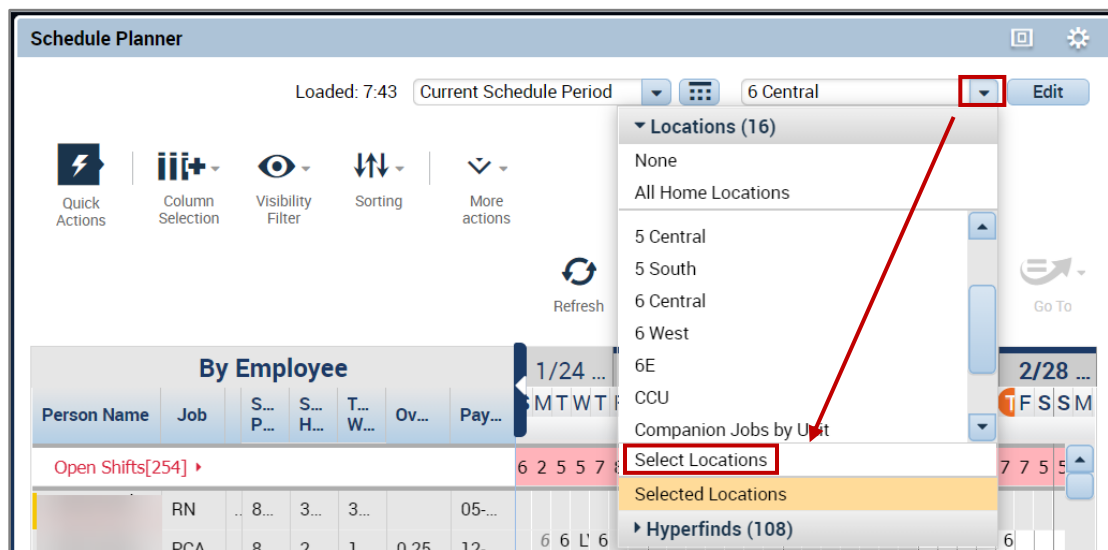
## Location Based Query


A *Location Based Query* is utilized to find people who match certain criteria (A specific unit or job)

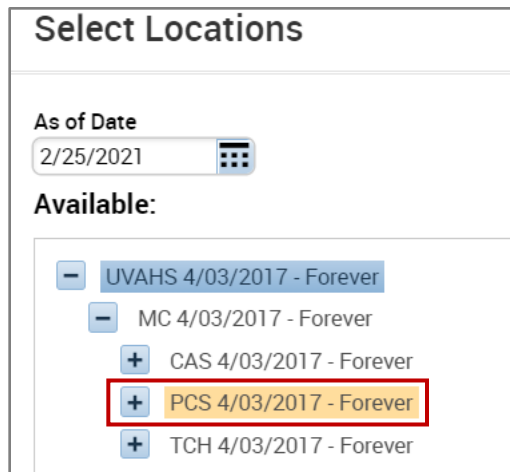
- It can also be used to make lists of specific team members
- (i.e., a list of RNs, PCTs, HUCs)
  - A *Location Based Query* is a *Personal Query* when saved. The query will be visible in the drop down menu under locations.



## Creating a Location Based Query

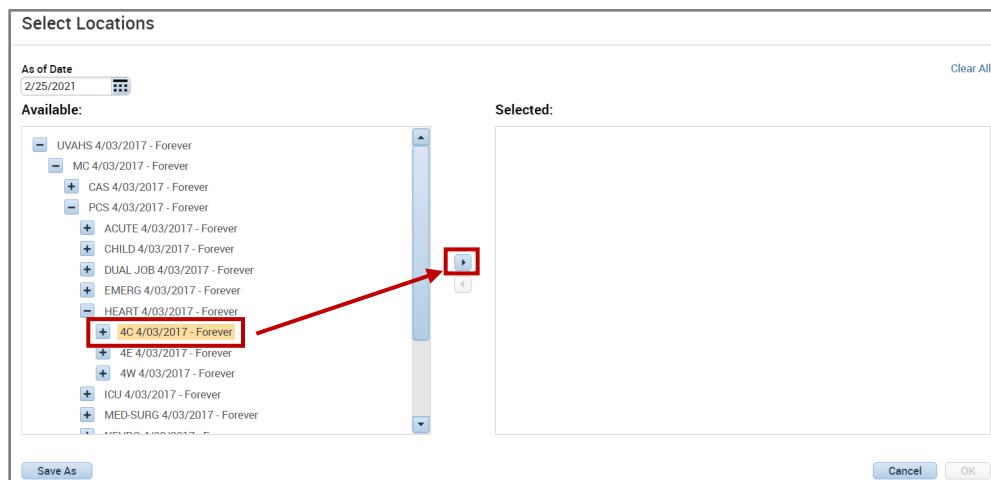
- Open the Schedule Planner
- Click on Select Locations



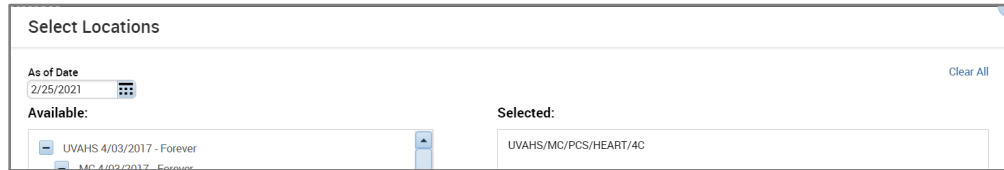
- When the following window opens, select the unit from the *Available* filter (example will be creating a location based **Hyperfind** for 4 central)
  - Expand PCS by clicking the 



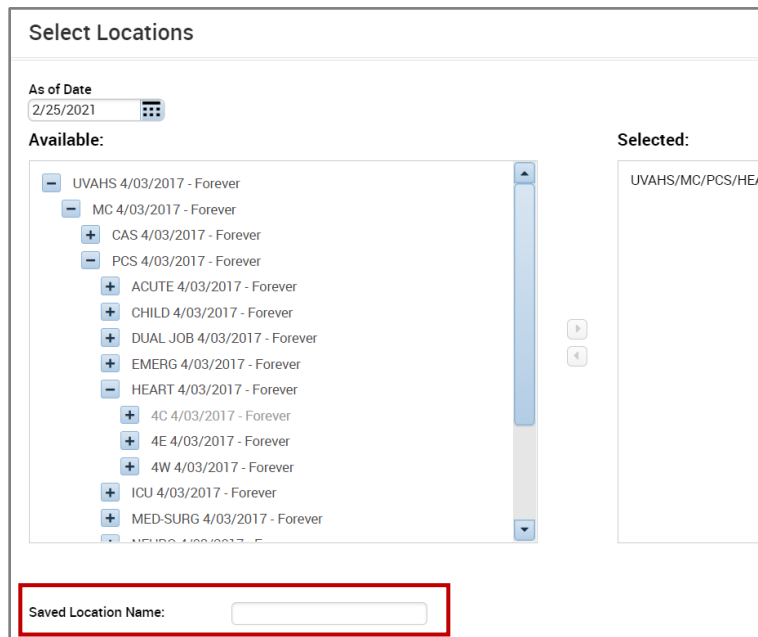
- Click the  beside Heart to view the units within the Heart filter
  - Highlight 4C
  - Once 4C is highlighted, click on the  to move 4C to the *Selected* area



- The unit will display in the *Selected* area

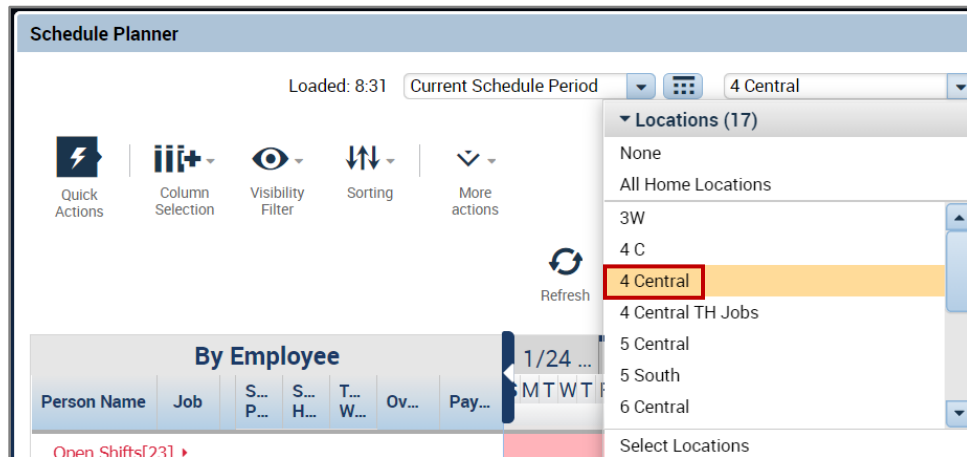
- Click **Save As** and the following screen appears



- The team member names the unit as 4 Central and then clicks **Save**



- From the *Locations* dropdown in the *Schedule Planner*, 4 Central is available to be selected



## 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*