



## Kronos Scheduler: Query Manager

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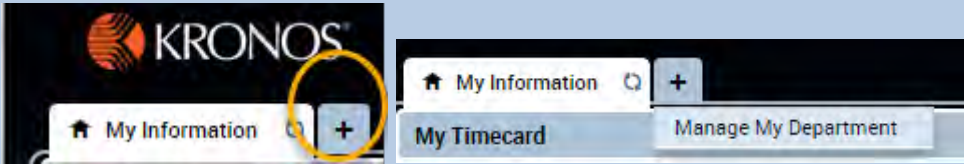
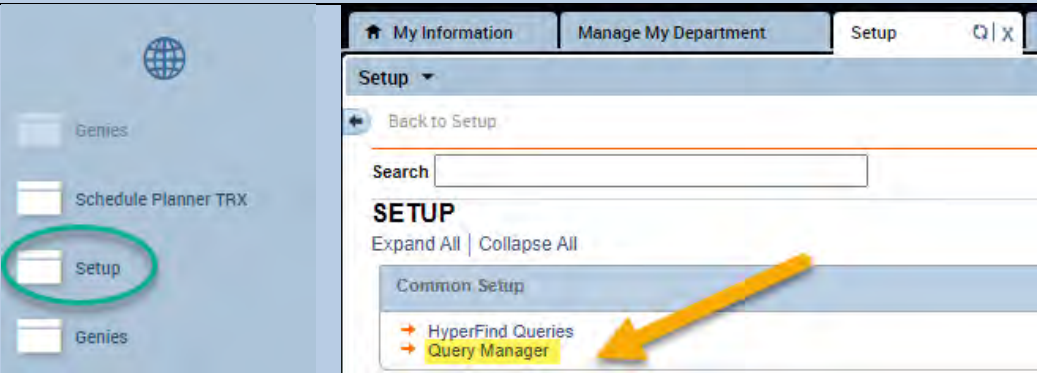
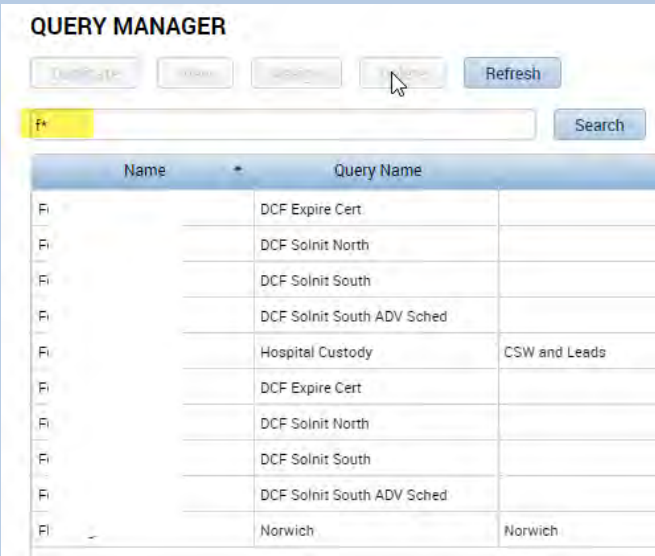
### **Purpose**

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



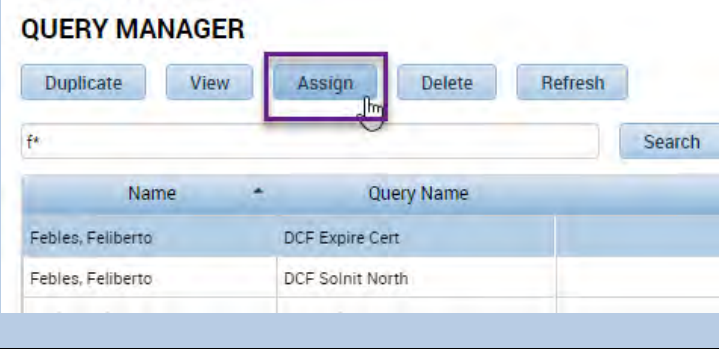
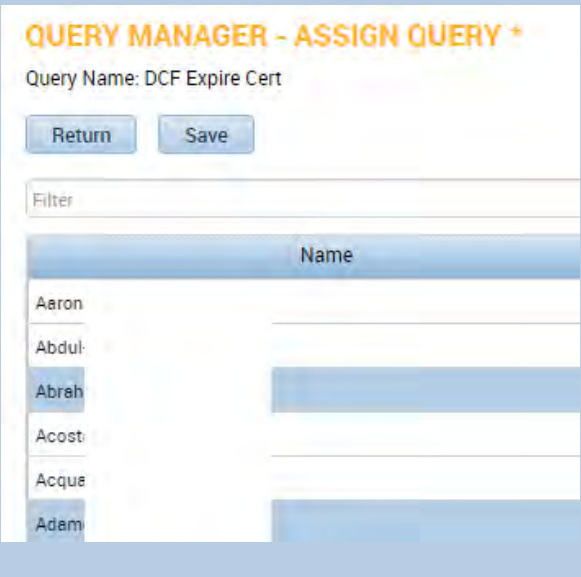
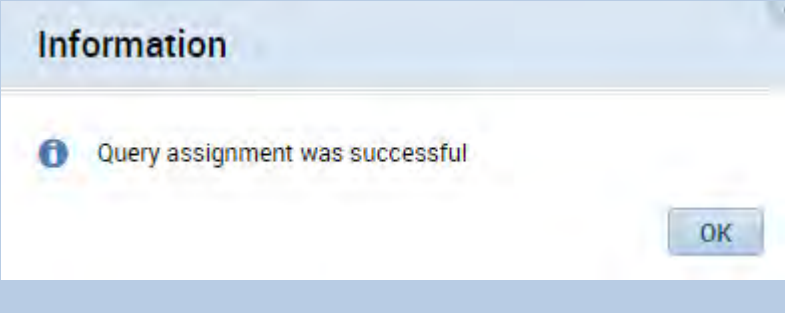
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## Using Query Manager

Steps to Share HyperFinds																																			
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select <i>Manage My Department</i>																																		
2	From the Related items list, click <b>Setup</b> -> <b>Common Setup</b> -> <i>Query Manager</i>																																		
3	Using the <b>Search</b> Field, type your last name to yield HyperFinds you own.	 <table border="1" data-bbox="500 1312 1123 1709"> <thead> <tr> <th>Name</th> <th>Query Name</th> <th></th> </tr> </thead> <tbody> <tr><td>Fi</td><td>DCF Expire Cert</td><td></td></tr> <tr><td>Fi</td><td>DCF Solnit North</td><td></td></tr> <tr><td>Fi</td><td>DCF Solnit South</td><td></td></tr> <tr><td>Fi</td><td>DCF Solnit South ADV Sched</td><td></td></tr> <tr><td>Fi</td><td>Hospital Custody</td><td>CSW and Leads</td></tr> <tr><td>Fi</td><td>DCF Expire Cert</td><td></td></tr> <tr><td>Fi</td><td>DCF Solnit North</td><td></td></tr> <tr><td>Fi</td><td>DCF Solnit South</td><td></td></tr> <tr><td>Fi</td><td>DCF Solnit South ADV Sched</td><td></td></tr> <tr><td>Fi</td><td>Norwich</td><td>Norwich</td></tr> </tbody> </table>	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
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	<p>Next, select the <b>HyperFind</b> that you intend to share. Then click the <b>Assign</b> Button.</p>	 <p><b>QUERY MANAGER</b></p> <p>Duplicate View <b>Assign</b> Delete Refresh</p> <p>f* Search</p> <table border="1"><thead><tr><th>Name</th><th>Query Name</th></tr></thead><tbody><tr><td>Febles, Feliberto</td><td>DCF Expire Cert</td></tr><tr><td>Febles, Feliberto</td><td>DCF Solnit North</td></tr></tbody></table>	Name	Query Name	Febles, Feliberto	DCF Expire Cert	Febles, Feliberto	DCF Solnit North	
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4	<p>Next select one or more Managers to assign the HyperFind to.</p> <p>Finally, click the <b>Save</b> Button</p>	 <p><b>QUERY MANAGER - ASSIGN QUERY +</b></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
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Aaron									
Abdul									
Abrah									
Acost									
Acque									
Adam									
5		 <p><b>Information</b></p> <p>Query assignment was successful</p> <p>OK</p>							