Location queries are created by you for your view only, to assist in viewing employees frequently accessed and scheduled in a certain location or job. As this is for your view only, it can assist in viewing your team down to the job level in groups.

### Save a Location Query

1. Select the Locations & Hyperfinds icon

2. Select **Select Locations**

3. In the Select Locations pop-up box, either select locations or click on the blue arrow to view additional locations or jobs. Select the check box of any job or any level of the business structure to include that job or location.

4. Select **Save As**.
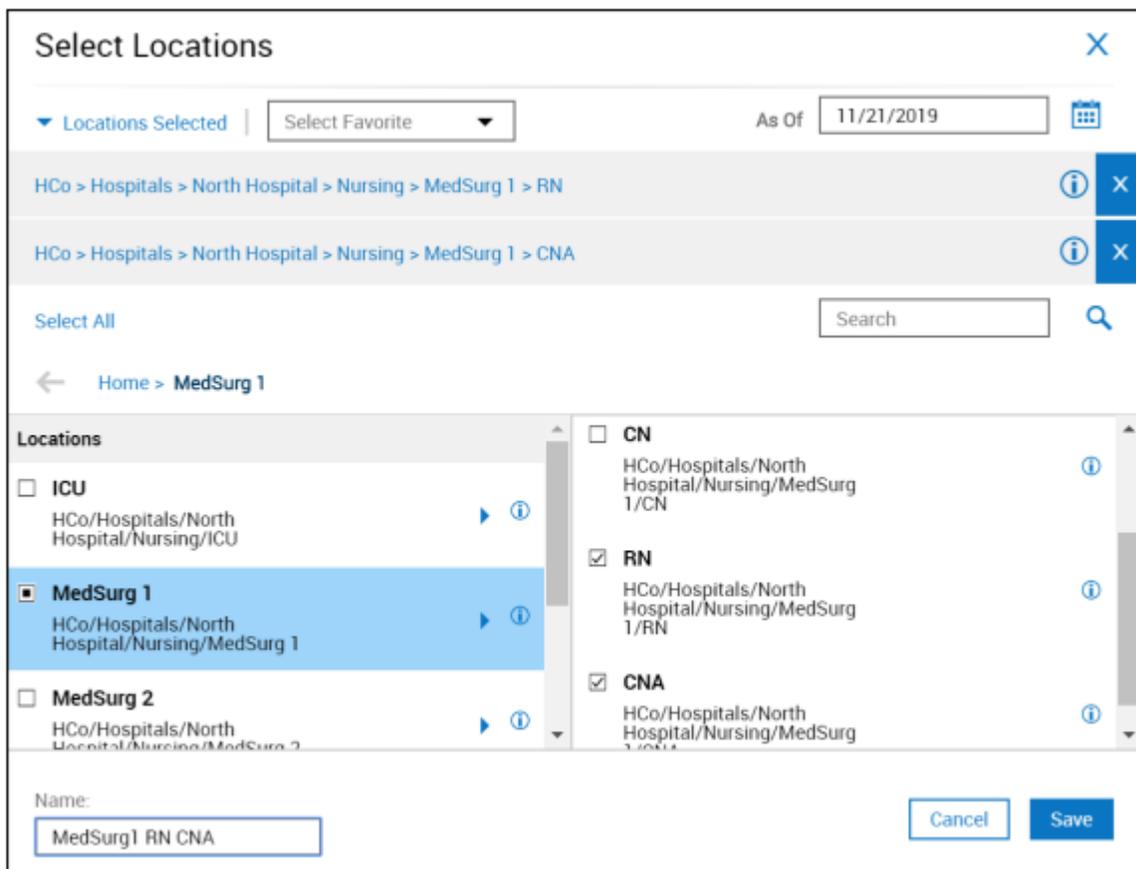


5. Enter a **Name**

6. Select **Save**

7. Select **Apply** to save the query or select **Cancel** to cancel the process.

**Note:**

In the Locations & Hyperfinds list, location queries will appear under the Location with an orange star.

**Troubleshooting tip:** If you are missing some of your scheduling tools on the "Schedules" tab, then you may be using a hyperfind instead of location query. Go back to the location and hyperfind icon and verify use of a location query.