

## Save a Location Query

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
- 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.

Select Locations			×
Locations Selected Select Favorite	: ▼	As Of 11/21/2019	<b></b>
HCo > Hospitals > North Hospital > Nursing	> MedSurg 1 > RN		(i) ×
HCo > Hospitals > North Hospital > Nursing	> MedSurg 1 > CNA		(i) ×
Select All		Search	_
Home > MedSurg 1			
Locations	<u>^</u>	CN CN	<b>^</b>
LCU HCo/Hospitals/North Hospital/Nursing/ICU	• 0	HCo/Hospitals/North Hospital/Nursing/MedSurg 1/CN	()
<ul> <li>MedSurg 1 HCo/Hospitals/North Hospital/Nursing/MedSurg 1</li> </ul>	• ①	HCo/Hospitals/North Hospital/Nursing/MedSurg 1/RN	Ũ
MedSurg 2     HCo/Hospitals/North     Hospital/Mursing/MedSurg 2	<u>،</u> ۵	CNA HCo/Hospitals/North Hospital/Nursing/MedSurg	•
Name: MedSurg1 RN CNA		Cancel	Save

- 5. Enter a Name
- 6. Select Save
- 7. Select Apply to save the query or select Cancel to cancel the process.

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.