

# Request Manager by Marcel Rottmann <marcel.rottmann@kronos.com>

To use the Request Manager follow these steps:

1. If this is your first time using the request manager, click Add Connection. Otherwise you can proceed directly to step 2.
  - a. Add in all of the details you are prompted for and ensure you have entered a memorable name. Then click Submit.

2.Ensure that your query parameters are correct: As below.

Type	Hyperfind	Status	From Date	From Date
Time Off	All Home	Incomplete	2020-01-01	2020-12-31

2. Click the Refresh Data button

Refresh data

Refresh

4. Choose any actions you would like to perform in the approve? Column, an in cell drop down will provide you with correct values.
5. Make any changes you need to make, when you want to save the changes, click save changes.

**Note:** Be advised that it is starting all of the requests (and not waiting for them to finish individually), you will see the cell change from in progress to either a fail or a success when the request completes. In this time you can make additional changes and save them.

6. To check your changes have gone through, change the Status drop down to Complete. You will see all of the completed requests.

## Additional Features Guide:

- 1.Search

- When you start typing into the search bar, you will see a selection highlighted.
- cells, once you have selected the cells you want to edit either click the add or the remove button.

Add/Edit Connection

Name unique to this connection

PSRV018

URL from Salesforce

psrv-shared018.cfn.mykronos.com

App Key from My Apps

33FP9AemFet04DjdaMW2rm9A2rl4ZGs

Auth ID from Salesforce

wcq2ASBMrViafK7njFkRNmuYUJJcAcvi

Auth Secret from Salesforce

MovNq17JQgGu14OE

Username (not service-level)

marcel.rottmann@kronos.com

Password

Kr0n0s@Cloud

Add/Edit Connection

Submit

Save Changes

Save

Search for

SE