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

To use the Request Manager follow these steps:

Add/Edit Connection

Name unique to this connection
`PSRV018`

URL from Salesforce
`psrv-shared018.cfn.mykronos.com`

App Key from My Apps
`33FP9AemFet04DjdaMW2rm9A2rI4ZGs`

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

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.

Save Changes
Save

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.

Search for
`SE|`