

# LOCATOR INFORMATION

This area allows you to locate quest users and to help other quest users locate you.

This can be set up so this is the first screen you come to when you sign onto Quest and the last screen you see before signing out. This can be set up by Agency so if you want the probation department to use it but the clerk's office for example doesn't need to.

**Tech Note:**

This is set up by Agency on the Generic Validation Table: Agency  
The authority required for locator is listed under IdentityMisc database file.

**Locator Information**  
**Please enter your sign on information**

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User ID:

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Contact numbers: Certificate of Service Email: [kt.gkmsi@gmail.com](mailto:kt.gkmsi@gmail.com)  
Fax: 260-589-3176  
Work Phone: 260-849-0965

Currently:  In  
 Working virtually  
 Out temporarily  
 Out for the day  
 Sick/vacation/other

Expected return time:

Notes:

- **User ID:** This will default to you so you can keep your own location updated. **If you are authorized, you can change the user ID to someone else to change their location information.** For example, if someone calls in sick. You can change to their id and mark them sick. If you don't know their user ID, click the **Lookup** button at the bottom of the screen to do a name search for them.
- **Contact Numbers:** Comes from your Person Detail contact numbers.
- **Currently:** Select the appropriate choice.
- **Expected return time:** If you are out temporarily and you expect to return at a certain time you can enter that here. This will not be displayed in the messages section for users to know you are returning at a specific time.
- **Notes:** Type an out of office message if applicable.

Click the **Update** button to save your work.

You will then need to click the **Cancel** button to exit this screen.

To get to this screen at any time, **Menu | Miscellaneous | Messages | Messages**

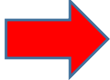
When you send someone a message, their locator information is displayed so you quickly know if they are in or out.

## Message Karlene Thompson

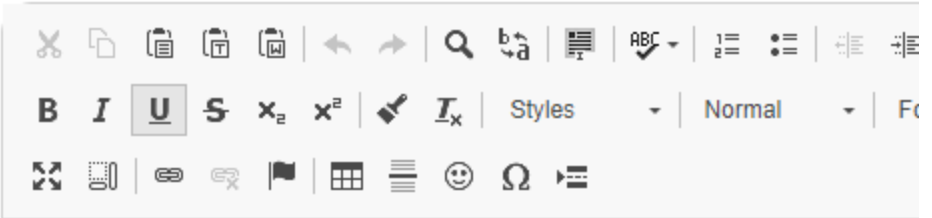
This is a new entry.

To a user id    To a group id    To a security group  
 To my agency    To my division    To my unit  
 Send normal    Send interrupt    Send SMS/text

To user id, group id, or \*all:\*

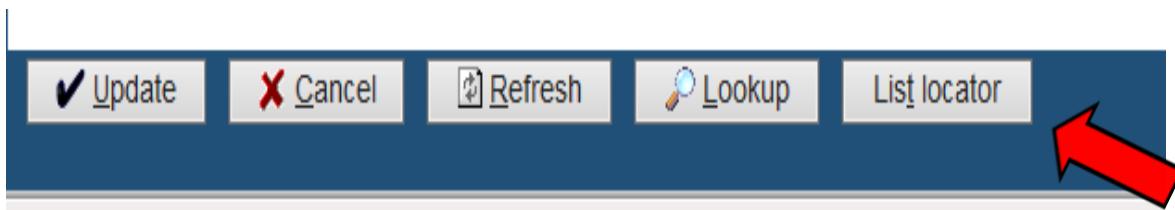
 Karlene Thompson - Sick/vacation/other as of 9/20/2021 9:12:19 AM  
I am on vacation returning 9/27/21.

Message:



### List Locator:


At the bottom of the location screen, is a List locator button. It will tell you the location of everyone in the selected agency.





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## List Locator Information

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Agency:  

Division:  

Unit:  

Include in/out for day

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 Submit

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Name	Status	Return	Updated ▲	Notes
Lee, Ron	In		Over 24 hours	In the office all day today.... no breaks, Karlene is watching!

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- **Agency:** Select the agency employees you wish to view.
- **Division:** Select the division within that agency you wish to view.
- **Unit:** Select the unit within that division you wish to view.
- **Include in/out for day:** If you select this option all people for that agency will be displayed. If you do NOT select this option, only those people who are OUT will show.

Click the **Submit** button to show the results.