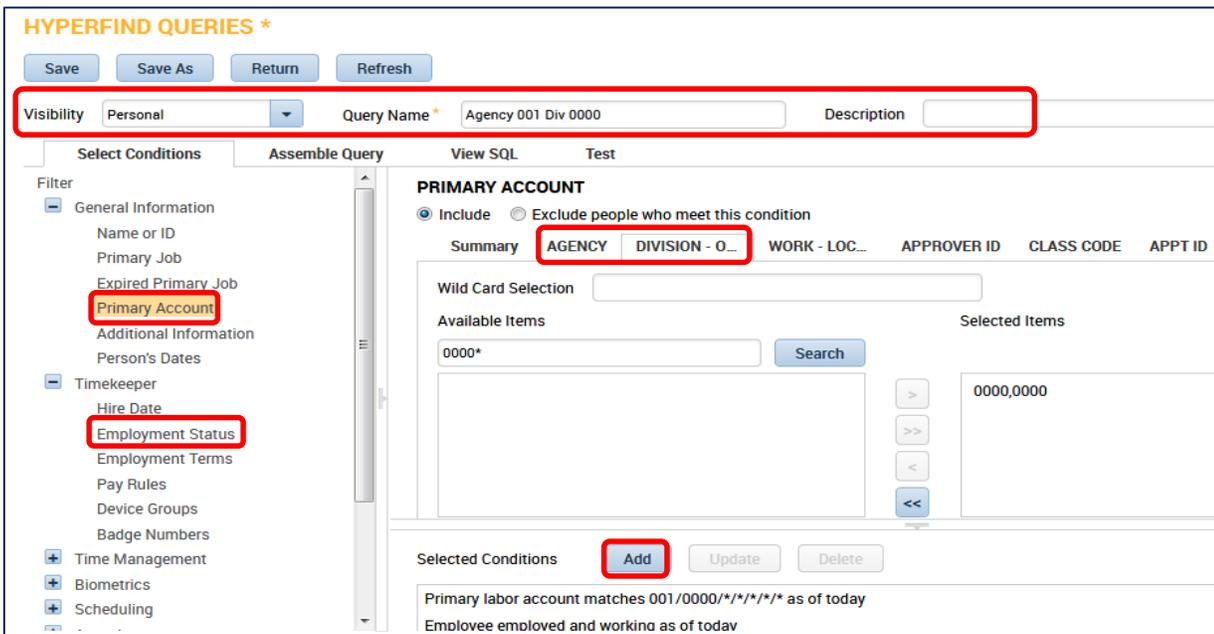


HyperFind Queries are used to filter and retrieve lists of employees who meet a specific set of criteria. For example, all employees in a specific agency or department, etc. In this example we will create a query to retrieve all employees in Agency 001, Division 0000.

1. From the **Related Items** pane, select **Setup**. Then select **HyperFind Queries**.
2. Select the **New** button. The HyperFind screen displays.
3. Select **Personal** from the **Visibility** drop-down.

NOTE: **Ad Hoc** creates a temporary query. **Personal** creates a permanent query, visible only to the person creating it. This type of query may be shared with others but must be assigned. See steps in **Assigning a Personal HyperFind Query to Another Person** section below.

4. Enter the name of the new query in the **Query Name** field. The **Description** field is optional.

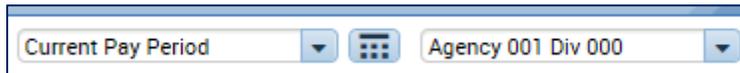


The screenshot shows the 'HYPERFIND QUERIES *' interface. At the top, there are buttons for 'Save', 'Save As', 'Return', and 'Refresh'. Below these, the 'Visibility' is set to 'Personal' and the 'Query Name' is 'Agency 001 Div 0000'. The 'Description' field is empty. The main area is divided into 'Select Conditions', 'Assemble Query', 'View SQL', and 'Test' tabs. Under 'Select Conditions', a filter tree on the left shows 'General Information' expanded, with 'Primary Account' selected. The 'PRIMARY ACCOUNT' section has 'Include' selected. Below it, there are tabs for 'AGENCY' and 'DIVISION - O...'. The 'Available Items' field contains '0000*' and the 'Selected Items' field contains '0000,0000'. At the bottom, the 'Selected Conditions' section shows 'Primary labor account matches 001/0000/**/**/* as of today' and 'Employee employed and working as of today', with an 'Add' button highlighted.

5. Select **Filters>General Information>Primary Account**.
6. Select the **Agency** tab. Click the **Search** button for the **Available** Items field. The agency should display in the field. Highlight the agency, then select the right single arrow button. The information will be placed in the **Selected Items** field to the right.
7. Select the **Division – Org** tab.
8. Enter all or some portion of the division-org number. Click the **Search** button for the **Available Items** field. A listing of divisions/orgs displays.
9. Choose **0000** from the list, then the right single arrow button. The information will be placed in the **Selected Items** field to the right. **NOTE:** Hold down the **CTRL** key to select more than one division-org.
10. From the **Effective Date** drop-down, select **As of today**.
11. Select **Add** button. The condition is added to the **Selected Conditions** window.
12. From the **Filters** menu, expand the **Timekeeper** category. Select **Employment Status**, then choose **Add**.
13. To test the query, select the **Test** tab. A listing of employees should display.
14. If correct, select **Save**.

NOTE: **HYPERFIND** in the upper left-hand corner will display as ***HYPERFIND QUERIES** in orange font until saved.

15. Close the **Setup** tab.
16. Select the **Refresh icon** on the **Agency Leave Admin** workspace tab. You now have access to the HyperFind from any of your Show drop-downs.
17. Select the new HyperFind from the drop-down to filter the employee listing.



Current Pay Period [v] [Refresh] Agency 001 Div 000 [v]

Note: If a public HyperFind query is needed, contact your eSTART Administrator.

Assigning a Personal HyperFind Query to Another Person

1. From the **Related Items** pane, select **Setup**. Then select **Query Manager**.
2. Enter the last name in the **Search** field and select the **Search** button.



QUERY MANAGER
Duplicate View Assign Delete Refresh
admin Search

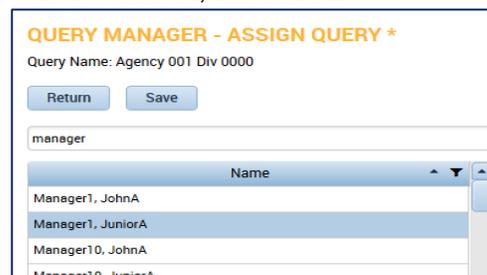
3. Your list of personal **HyperFind Queries** displays. Select the query to be assigned, then the **Assign** button.



QUERY MANAGER
Duplicate View Assign Delete Refresh

| Name | Query Name |
|---------------|---------------------|
| Admin1, AbbyA | Agency 001 Div 0000 |
| Admin1, AbbyA | Group A1 |

The **Assign Query** window displays with a list of available names. Key the manager's last name in the **Search** field to narrow the search, if needed.

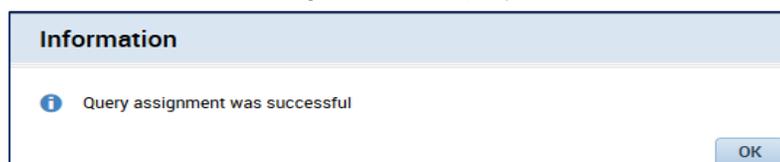


QUERY MANAGER - ASSIGN QUERY *
Query Name: Agency 001 Div 0000
Return Save
manager
Name
Manager1, JohnA
Manager1, JuniorA
Manager10, JohnA
Manager10, JuniorA

4. Select the desired name.

Note: Hold down the **CTRL** key to assign the query to more than one person.

5. Select the **Save** button. The message below displays.



Information
i Query assignment was successful
OK

The assigned person now has access to the HyperFind from any of their Show drop-downs.