HyperFind Query Setup

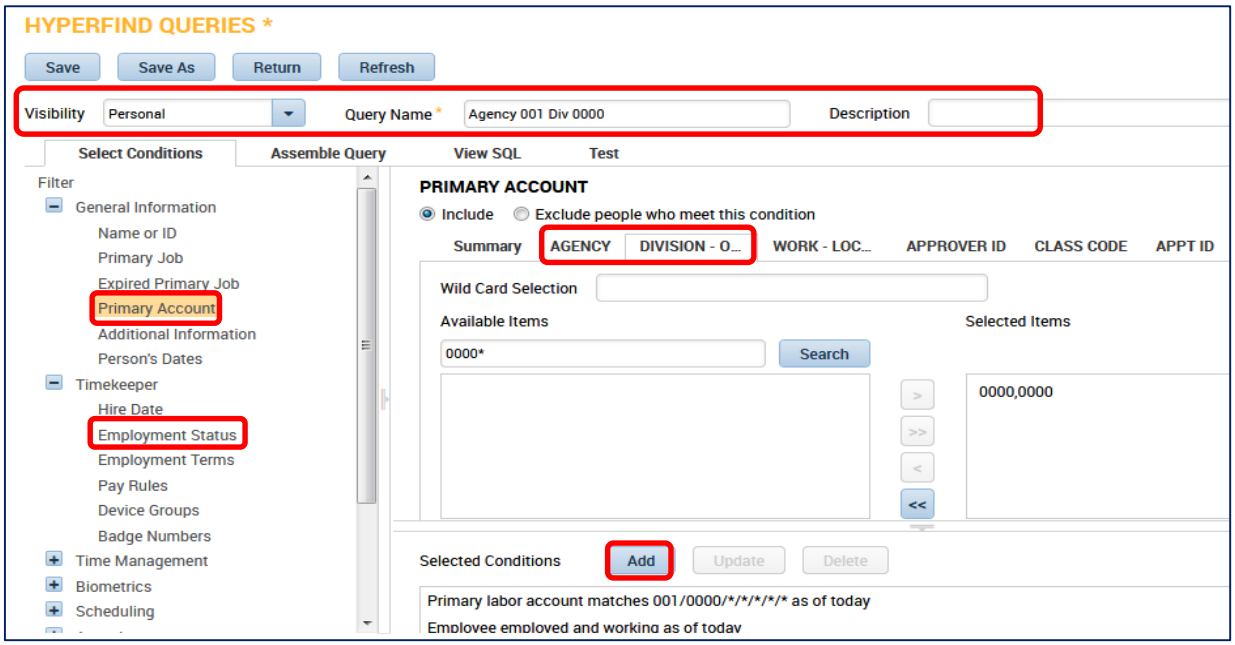
eSTART
State of Alabama

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**.**



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**.**

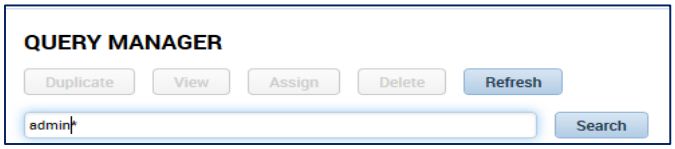
16. Select the **Refresh icon** on the **Agency Leave Admin** workspace tab. You now have access to the HyperFind from any of your Show drop-downs.

17. Select the new HyperFind from the drop-down to filter the employee listing.

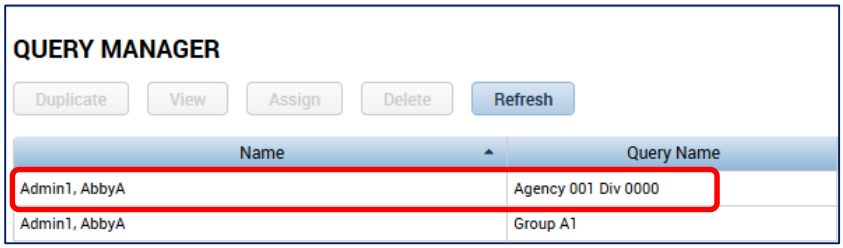
Note: If a public HyperFind query is needed, contact your eSTART Administrator.

Assigning a Personal HyperFind Query to Another Person

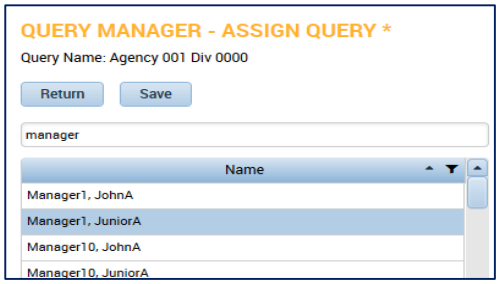
1. From the **Related Items** pane, select **Setup**. Then select **Query Manager**.
2. Enter the last name in the **Search** field and select the **Search** button.



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



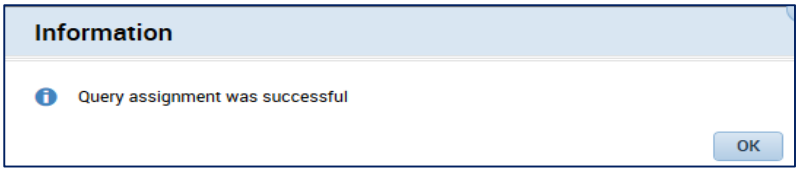
The **Assign Query** window displays with a list of available names. Key the manager's last name in the **Search** field to narrow the search, if needed.



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.



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