HyperFind Query Setup

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.

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

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.