



## Create Personal Hyperfinds (Managers/Timekeepers)

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A **Hyperfind** is a search function or query that finds employees who match specified search criteria.

Managers and Timekeepers have access to **Public Hyperfinds**, queries that were made by system administrators that everyone can access, or they can create **Personal Hyperfinds**, queries that are only visible to that user. Both Hyperfinds can be used with various system components – **Timecards, Dataviews, Reports, and Notifications** to find specific employee groups.

### Create Personal Hyperfinds

1. Select the Hyperfinds icon from one of the source pages – Timecards, Dataviews, or Notifications.



2. Click on **New Hyperfind**



New Hyperfind

3. From the Hyperfind Editor locate the **Home Employees** and **Ad Hoc** choices.

- **Home Employees** is defaulted to **No**
- **Ad Hoc** – Select **Yes** if this is a one-time use or **No** to create a **Personal Hyperfind** for future use.



**Home Employees**  No  Yes

This Hyperfind is for Home Employees only.

**Ad Hoc**  No  Yes

This Hyperfind will be saved for later.

4. Click **Add Description** and then enter a name for your Hyperfind in the text box.
5. Click **Add Conditions**. The **Select Conditions** workspace displays the available filters on the left while the rest of the workspace provides the fields applicable to the selected filter. The **Selected Conditions** area at the bottom of the workspace displays the filters that have been selected.

6. From the **Select Conditions** workspace, you can:
  - **Add a condition**— When the filter seems suitable to be included in the Hyperfind query, click **Add** to move it to the **Selected Conditions** area.
  - **Delete a condition** — Highlight an already selected condition and press **Delete** to remove the condition.
  - **Modify a condition** — Highlight the condition, make the modification, and click **Update**.
7. After the required conditions are selected, click **Apply** to add the conditions to the Hyperfind query. The newly added conditions are now displayed on the Hyperfind Editor. From here you can:
  - Apply Boolean logic to the selected filters to make for complex filtering. The options can be combined and applied to multiple filters and grouped together for complex conditions.
  - **AND** — The condition will be marked as true if all filters apply to the employee.
  - **OR** — The condition will be marked as true if at least one filter applies to the employee.
  - **EXCLUDE** — The condition will be marked as true if the filter does not apply to the employee.
  - **Group or Ungroup All** or **Delete** – You can Group, Ungroup, or Delete your conditions
8. When finished, click **Test Hyperfind**. The Test panel opens so you can see a preview of how the filters are applied and what employees are returned. After reviewing the results, click **Done**. Continue to fine-tune the query or click **Save** or **Save As**.
9. Your **Personal Hyperfind** will now be saved in the Hyperfind dropdown list and denoted by a **Star**. There is also a **Pencil Icon** available to edit your Hyperfind.

