



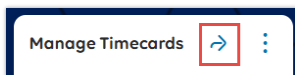
## Create a Personal Hyperfind (Managers/Timekeepers)


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

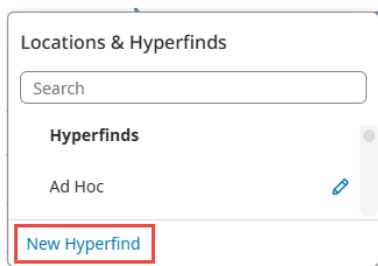
Managers and Timekeepers have access to **Public Hyperfinds**, queries that were made by system administrators that everyone can access, or they can create **Personal Hyperfinds**, queries that are only visible to that user. Both Hyperfinds can be used with various system components – **Timecards, Dataviews,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

### Open the Employee Timecards view to Create a New Hyperfind

1. Click the **Manage Timecards arrow** to open the Employee Timecards view. It's also accessible from Timecards, Dataviews, and Notification.

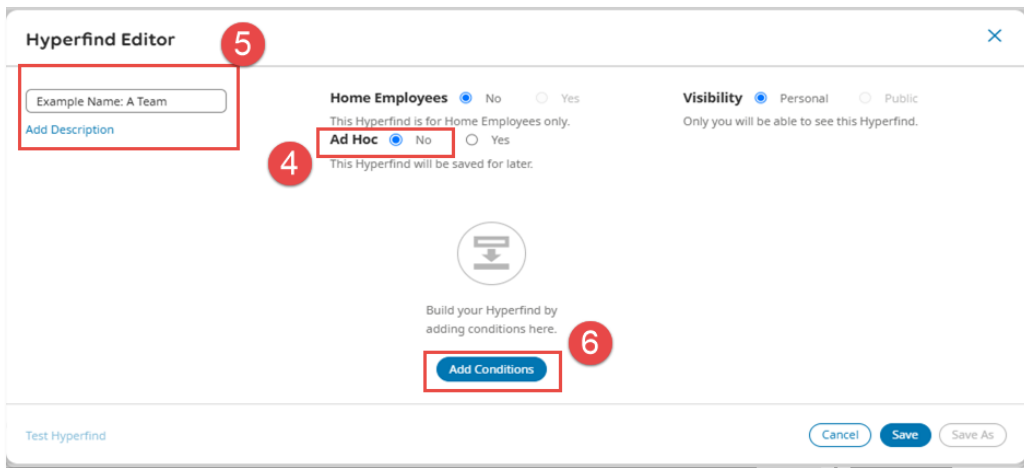


2. At the top right, click the **Select Hyperfind**  icon.
3. Click **New Hyperfind** within the Locations & Hyperfinds pop-up window.



### Set and Save Criteria in the Hyperfind Editor

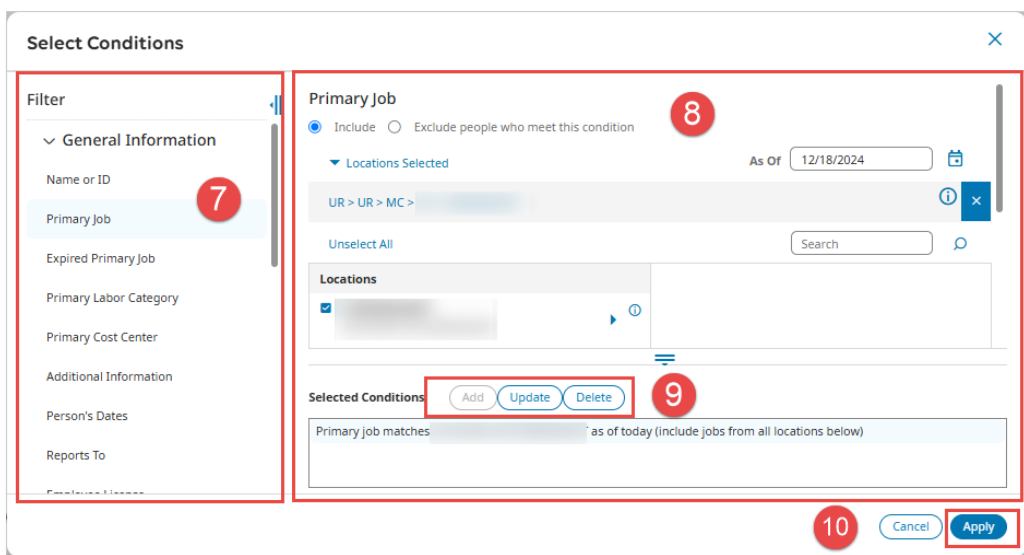
4. Within the *Hyperfind Editor*, click Ad Hoc **No** radio button.
  - **Home Employees** is defaulted to **No**
  - **Ad Hoc** – Select **Yes** if this is a one-time use or **No** to create a **Personal Hyperfind** for future use.
5. Add a descriptive *name* for the new hyperfind. If needed, click **Add Description** to clarify the name.
6. 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.



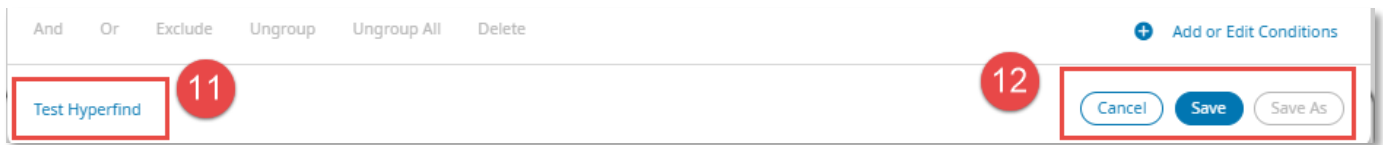
7. Select one or more **Filter** categories to refine the hyperfind.
8. Based on the Filter selected, search for and select the appropriate criteria.
9. Click **Add** to build the *Selected Conditions* field. If other criteria or filters are selected, choose **Update** to make changes. Select a condition within the *Selected Conditions* field and click **Delete** to remove it.
10. Click **Apply**.

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

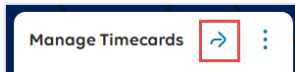



11. From the *Hyperfind Editor* window, click **Test Hyperfind** to verify that it's pulling in the correct names.
12. Click **Done**.
13. To continue fine-tuning the query at a later time click **Save As** or click **Save**.



## Finding a New Personal Hyperfind

14. Click the **Manage Timecards arrow** to navigate to the Employee Timecards view. Also accessible from Timecards, Dataviews, and Notification.



15. At the top right, click the **Select Hyperfind**  icon.
16. Search and select the new personal hyperfind by name within the **Locations & Hyperfinds** pop-up window, denoted by a \* (star). A **Pencil Icon** is used to edit your hyperfind.

