

Create a Hyperfind

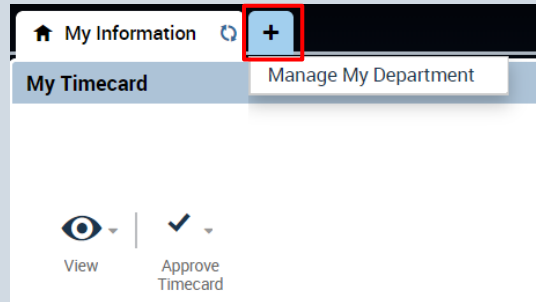
Purpose:

This job aid will help you create a hyperfind.

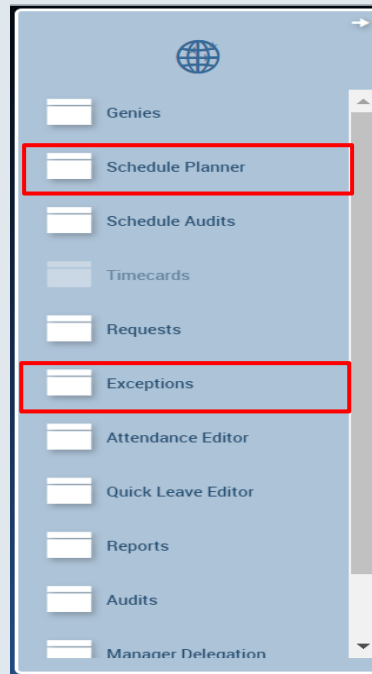
Steps

Screenshots

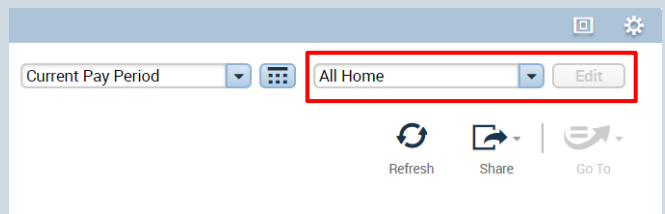
Click on the '+' and select Manage my Department



On the right side of the screen in the widgets tab select "Exceptions". Under this tab you will be allowed to create and modify Hyperfinds. The "Schedule Planner" widget also allows for the creation of hyperfinds.



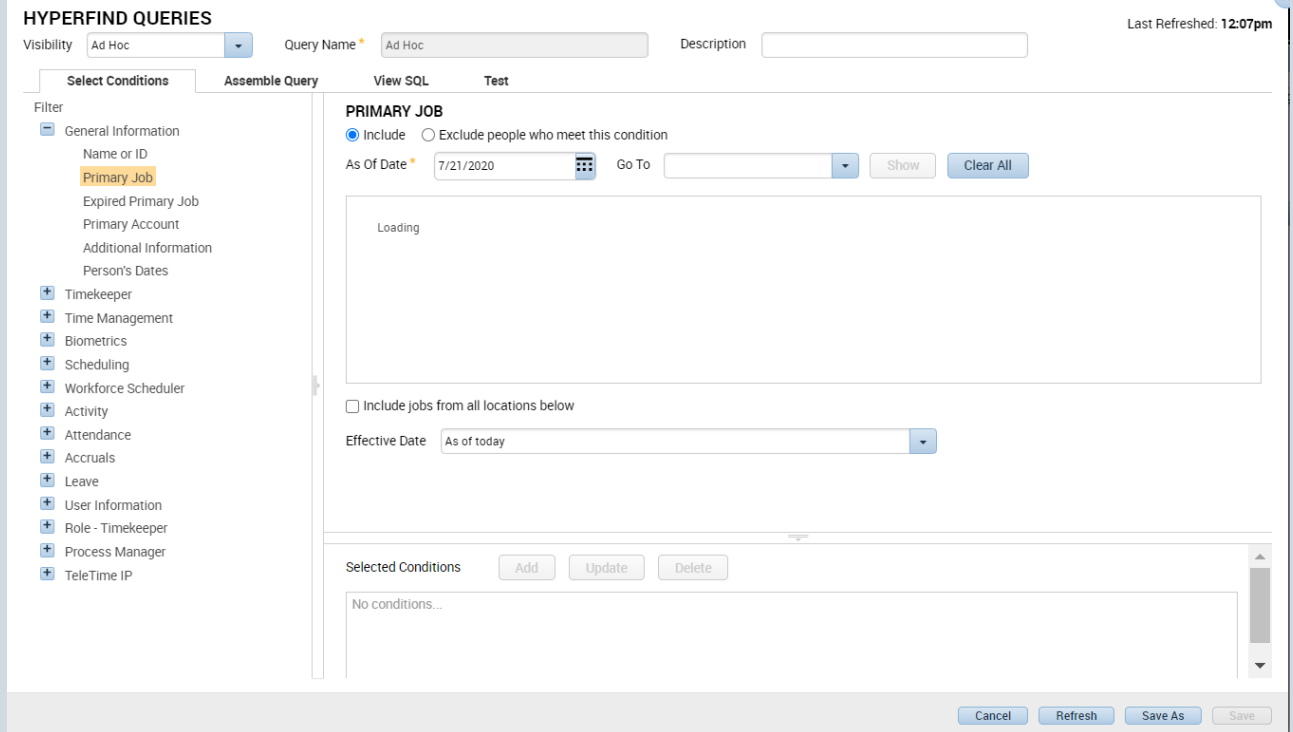
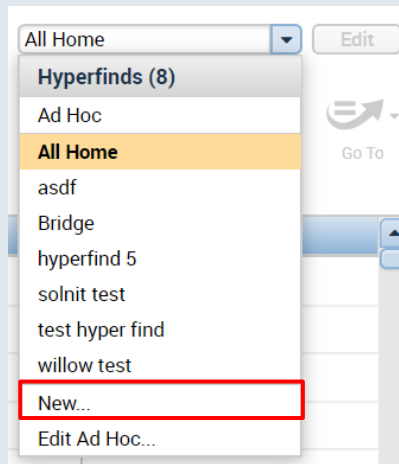
On the right side of the "Exceptions" tab you will see two drop down arrows. "All Home" tab on the right is where you can select hyperfinds, edit existing ones, and create new ones.



Steps

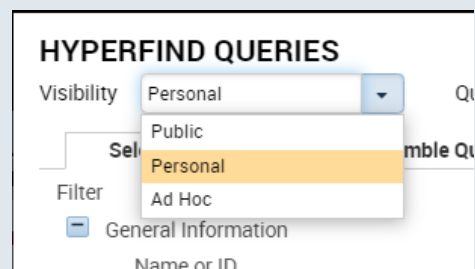
Once opening the drop down tab, you will see all existing hyperfinds, “New...”, which will create a new hyperfind, and “Edit Ad Hoc”. Press “New...” to start creating a new hyperfind.

Screenshots



This is the view all supervisors will receive when they create a new hyperfind. There are many ways to create a hyperfind and this document will walk you through one example.

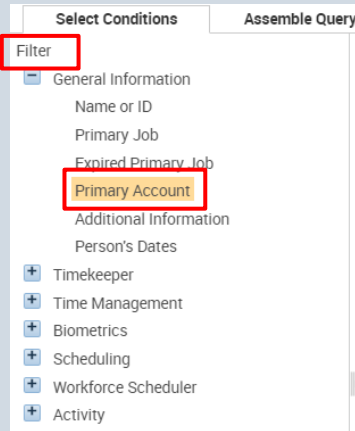
You can change the visibility by selecting whether you want the Hyperfind to be public or private or ad hoc. **Public is open to everyone to use and should be avoided to prevent overuse**, ad hoc is a one time hyperfind that will not be saved, and private appears only to the user and is saved for repeated use.



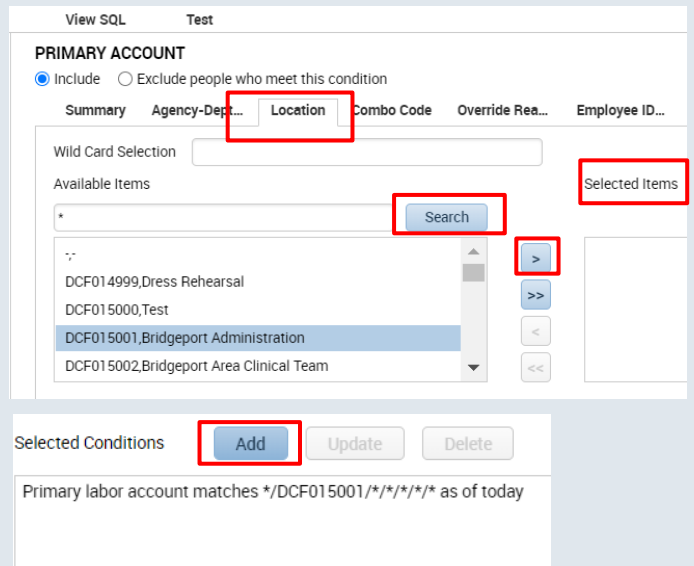
Steps

On the left side of the screen under where we changed the visibility, use **Filter** to choose what criteria you want to narrow down your employees whether it be timekeeper, attendance, etc and open their dropdown. For this example, we are going under General Information to search by **Primary Account**.

Screenshots

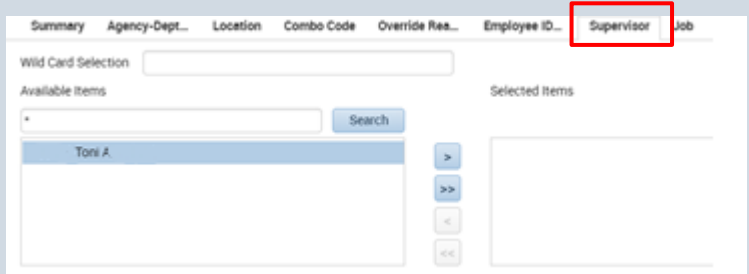


Inside the Primary Account page, we will go to the **Location** tab. You can narrow the search by typing in the location you want or just by pressing **search** it will bring up all locations. Under the Primary Account header you can choose to include all names under these conditions or exclude them. For this example, we will use Bridgeport Administration. Select the location you want by pressing it which will highlight it blue, then press the **singular arrow pointing to the right** which will bring it to the **Selected Items**.



Below, next to selected conditions, press **Add** to this condition.

Additional conditions can be added to narrow down the employees even more. In this case, we are going to the **supervisor** tab to add all employees under Toni A. This process mirrors the process of adding a location.



Query Name Description

Last Refreshed: 11:59am

Query View SQL Test

PRIMARY ACCOUNT

Include Exclude people who meet this condition

Summary Agency-Dept... Location Combo Code Override Rea... Employee ID... Supervisor Job

Wild Card Selection

Available Items

Selected Items

Toni A

Effective Date

Selected Conditions

Primary labor account matches */DCF015001/*/*/*/* as of today
Primary labor account matches */DCF015001/*/*/*055 . /* as of today

Once all conditions have been added to the Selected Condition section, supervisors can make a **Query Name** to remember it by. To save the hyperfind press **Save As**.