

Overview

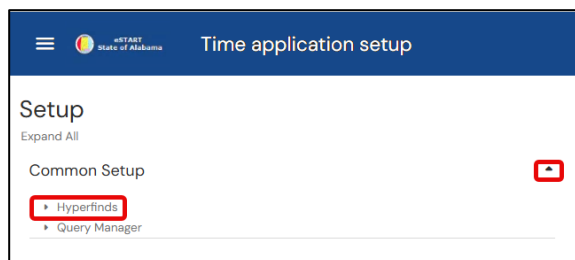
HyperFinds are used to filter and retrieve lists of employees who meet a specific set of criteria. This job aid will cover:

- Creating a Personal Hyperfind
- Assigning a Personal Hyperfind to another person.

Creating a Personal Hyperfind

1. From the homepage, click on **Main Menu** icon .
2. Under the **System Configuration** section, click on **Time Application Setup**.

The **Application Setup** page opens in another window.

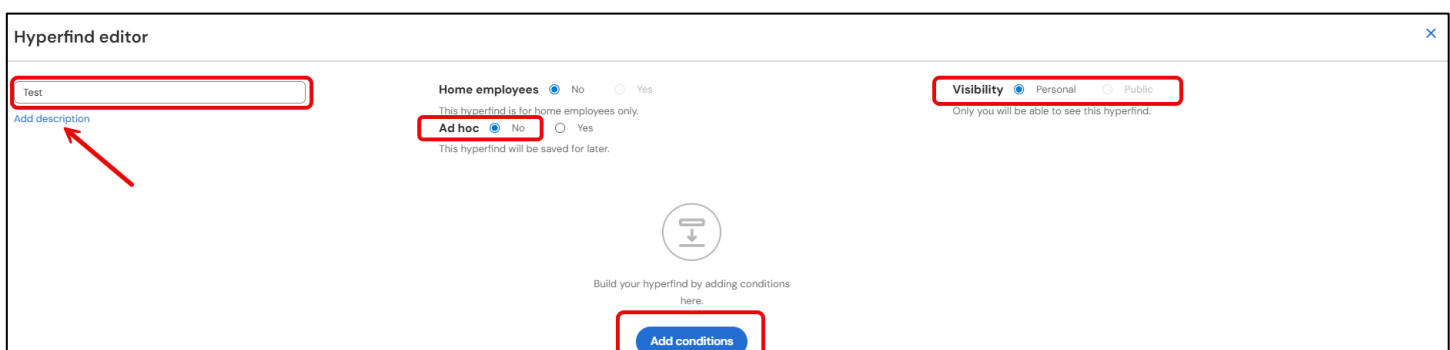


3. Click the **downward facing triangle** to expand the Common Setup section.
4. Then click **Hyperfinds**.

The **Hyperfinds** page displays with existing hyperfinds.

5. Click the **Create** button . The Hyperfind Editor window opens.

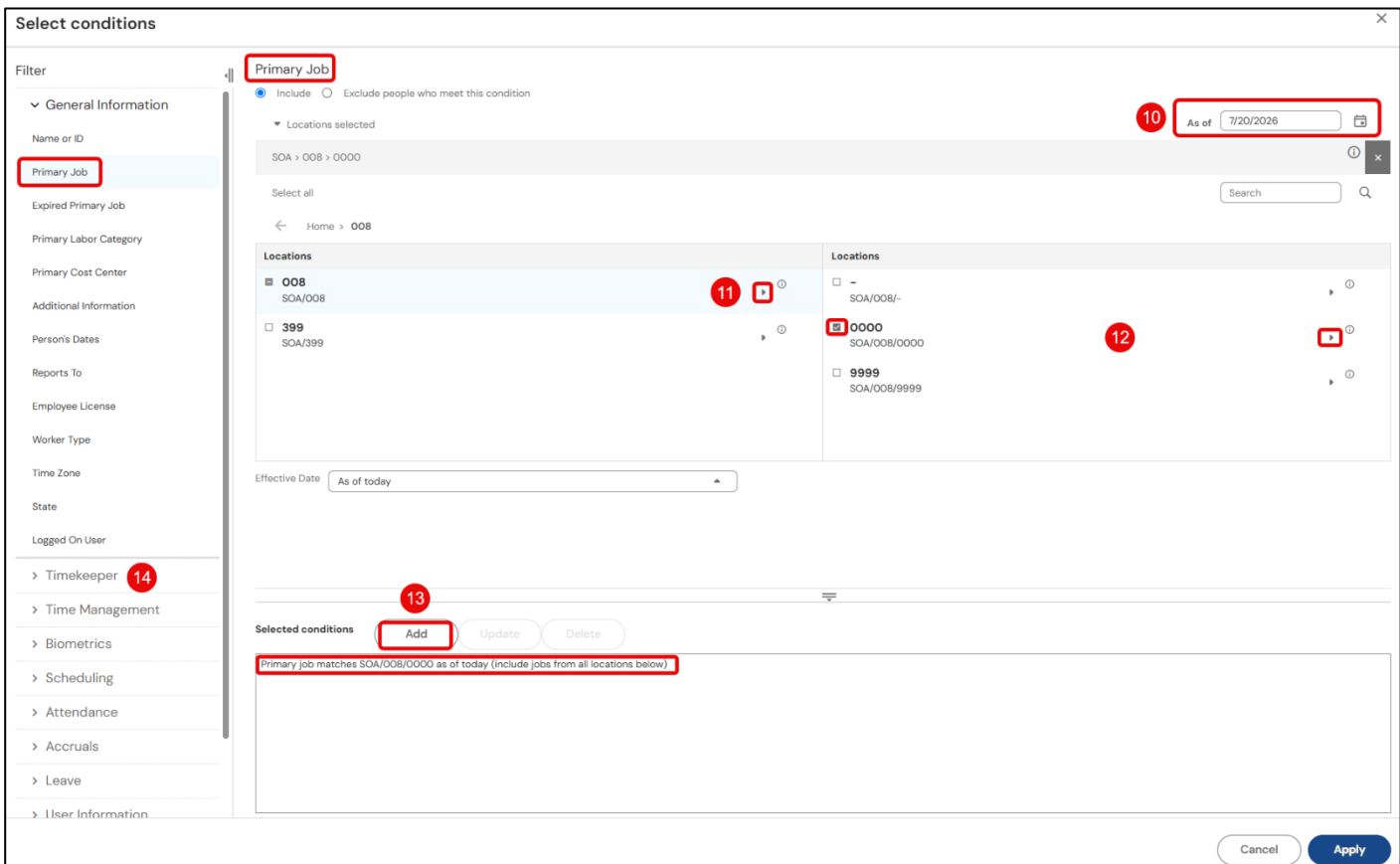
Note: **Ad Hoc** creates a temporary query. **Personal** creates a permanent query, visible only to the person creating it. This type of query may be shared with others but must be assigned. See steps in **Assigning a Personal Hyperfind to Another Person** section.



6. Click **No**, next to **Ad hoc** to create a personal permanent query **Visibility** switches to personal and the **description field** opens.
7. Enter the **Hyperfind Query name** in the **blank field**. This is the label that users see in the select Hyperfind drop-down list.
8. Optional, Click **Add description** and then enter a short description into the text box.
9. Click the **Add Conditions** button.

Hyperfind Query Setup

The **Select conditions** page displays. In this example, two conditions are set, one to set the location and the other to select the employment status. You may use the filters from the left-hand navigation to set additional conditions for the hyperfind.



The screenshot shows the 'Select conditions' interface. On the left, a filter menu is visible with 'Primary Job' selected. The main area displays a list of locations under the 'Primary Job' section. The 'As of' date field is set to 7/20/2026. The 'Selected conditions' section at the bottom shows the condition 'Primary job matches SOA/008/0000 as of today (include jobs from all locations below)'. Red callout numbers 10 through 14 point to specific UI elements: 10 points to the 'As of' date field, 11 points to the right-facing arrow for the '008' location, 12 points to the checkbox for the '0000' location, 13 points to the 'Add' button, and 14 points to the 'Timekeeper' category in the left-hand navigation menu.

10. From the **As of** date field, ensure that the effective date is displaying.

11. Under the **Primary Job** section, click the right-facing arrow for your **Agency** in the Locations column.

Note: The divisions within your agency will be displayed on the right in the second Locations section. You may click the right-facing arrow to drill down.

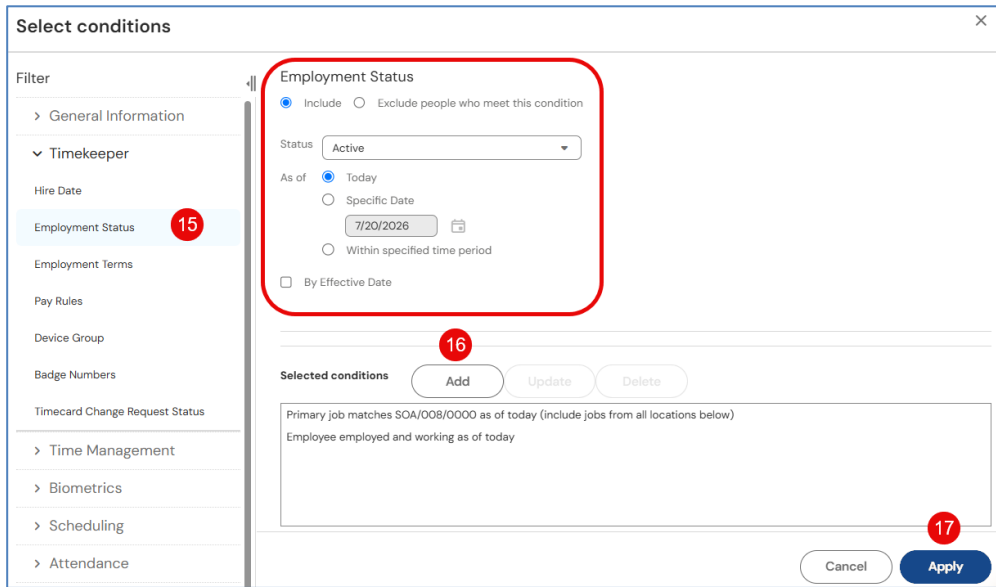
12. **Check the box** of the desired location.

Note: Check more than one box to select more than one location.

13. Click the **Add** button. The condition is added to the **Selected Conditions**.

14. From the **Filters** menu, expand the **Timekeeper** category.

Hyperfind Query Setup

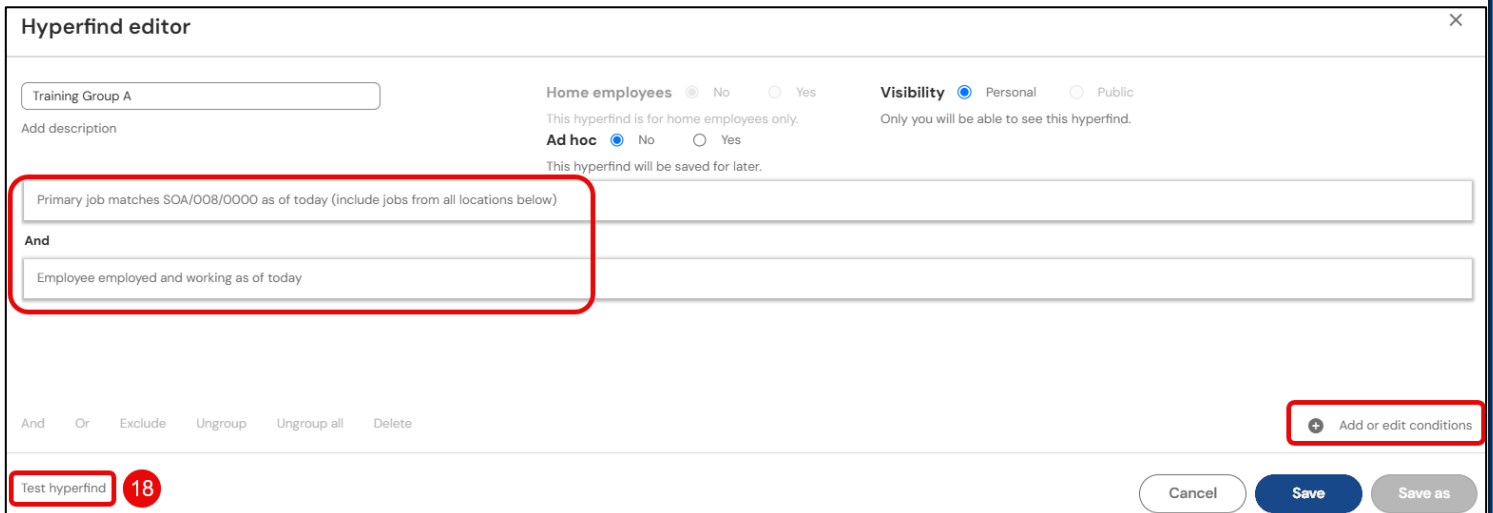


15. Select **Employment Status**.

16. The Status defaults to Active, make changes as needed, then click the **Add** button.

17. Once all filters have been added, click the **Apply** button.

The **Hyperfind Editor** page displays with the filters selected displaying in the middle of the screen. The Add or edit conditions button is available in the lower right-hand side of the screen if edits are needed.



18. Click **Test Hyperfind**.

Hyperfind Query Setup

The Test panel opens with a preview of the hyperfind.



Name	ID
EXEMPTL, EDWARD	T520000
LPNL, LEEA	T580000
MAINTL, MIKEA	T590000
MANAGERL, JUNIORA	T540000
NEWBYL, NEILA	T560000
POLICEL, PATA	T570000
PUNCHL, PENNYA	T530000
STAMPL, SANDYA	T550000
Totals	8

19. After reviewing the results, click **Done**.

20. If satisfied with the results, click **Save**.

Note: Add or edit conditions button is available in the lower right-hand side of the screen if edits are needed.

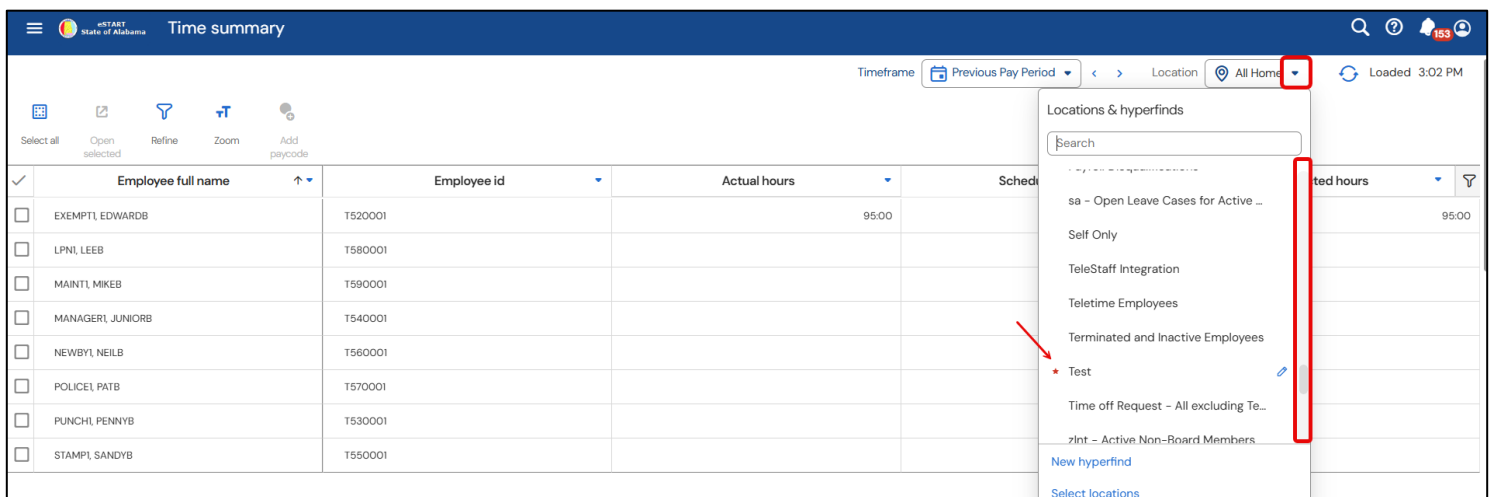
Your newly created Hyperfind will now be displayed in the list of Hyperfinds.

21. Close the **Hyperfinds** tab in your web browser.

View a Personal Hyperfind

1. From the active eSTART tab, click on the **Main Menu** .
2. Under **My Team**, click **Team time** and **Time summary**.

The **Time Summary** page displays.



Employee full name	Employee id	Actual hours	Schedule
EXEMPTL, EDWARD	T520001	95:00	
LPNL, LEEB	T580001		
MAINTL, MIKEB	T590001		
MANAGERL, JUNIORB	T540001		
NEWBYL, NEILB	T560001		
POLICEL, PATB	T570001		
PUNCHL, PENNYB	T530001		
STAMPL, SANDYB	T550001		

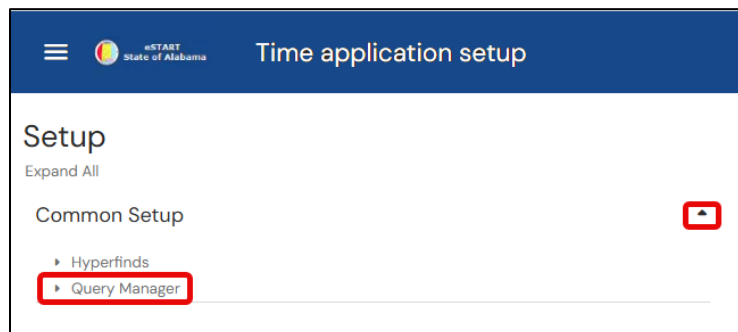
3. Click the **Locations** drop-down and scroll until you locate your personal Hyperfind.

- a. Your personal hyperfind will have a **red star** ★ next to the name and a pencil , in the event edits to this hyperfind need to be made.

Assigning a Personal Hyperfind to Another Person

1. From the homepage, click on **Main Menu** icon .
2. Under the **System Configuration** section, click on **Time Application Setup**.

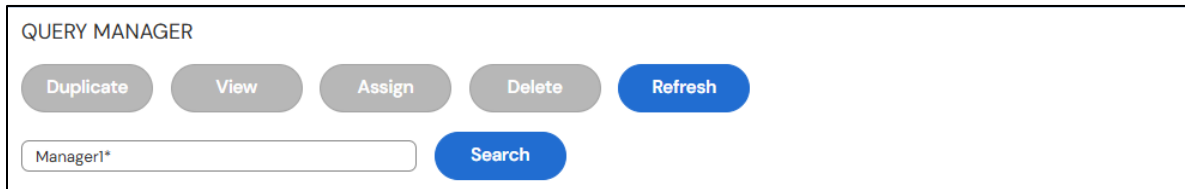
The **Time Application Setup** page opens in another window.



3. Click the **downward facing triangle** to expand the Common Setup section.
4. Then click **Query Manager**.

The **Query Manager** page display.

5. Enter the last name in the **Search** field of the person who created that Hyperfind and select the **Search** button.

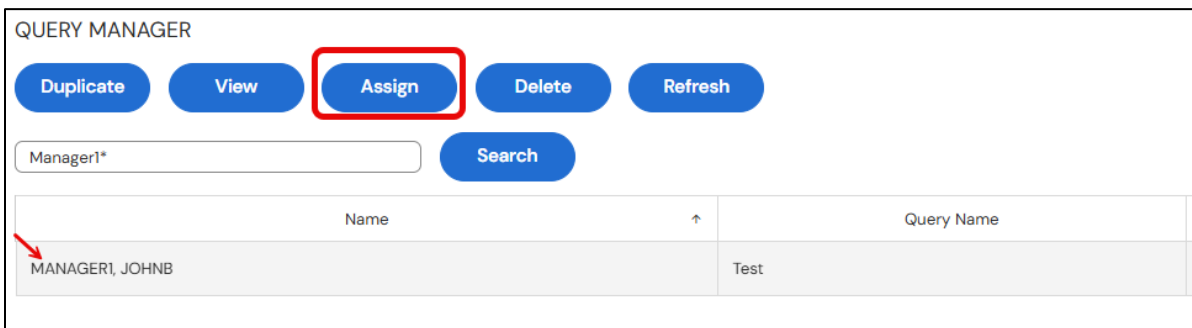


QUERY MANAGER

Duplicate View Assign Delete Refresh

Manager1* Search

6. Your list of personal **Hyperfinds** displays. Select the query to be assigned, then click the **Assign** button.



QUERY MANAGER

Duplicate View Assign Delete Refresh

Manager1* Search

Name	Query Name
MANAGER1, JOHNB	Test

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 of needed.

7. Click the desired name. After selecting a name, the page header, **Query Manager-Assign Query**, text will display in **red**.

Note: Hold down the CTRL key to assign the query to more than one person.

8. Click the **Save** button. The Query assignment was successful message displays, click **OK**

The assigned person now has access to the Hyperfind from any of their Hyperfind Location drop-down.