



Manager Tasks and Outcomes: Hyperfind Training



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Material Reviewed

- Review what a Hyperfind is
- Review what type of Hyperfinds you can create
- Review how to access a Hyperfind and it's main components
- Review how to edit Hyperfinds
- Review how to share Hyperfinds

About this training

- Hyperfind is a search function that managers use within various system components to find employees who match specified search criteria.
- Hyperfinds allow you to create customized groups such as by department org, payrule, or GWids to simplify your timekeeping duties.
- **For example**, in the Employee Summary page managers click **Select Timeframe** and **Select Hyperfind** to display the appropriate employees as of the selected date. The results of the query depend on the manager's access rights as well as the employees the manager can access.

Types of Hyperfinds

Users can create the following Hyperfinds:

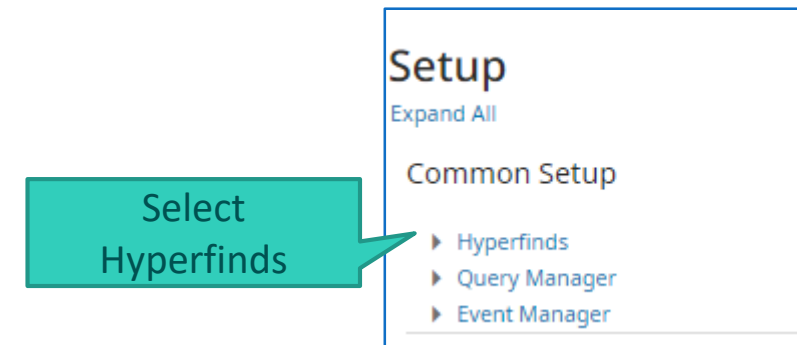
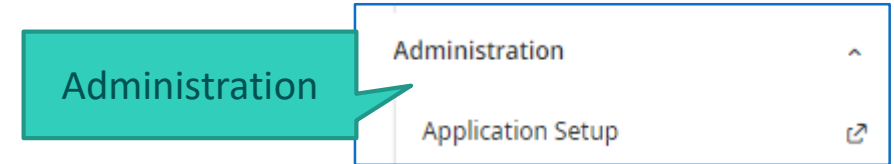
- **Ad hoc** — A temporary Hyperfind that only you can use. When you log off, the Hyperfind is deleted.
- **Personal** — The Hyperfind is saved and available for reuse, but only

Lesson 1

Access Hyperfinds

Accessing Hyperfinds

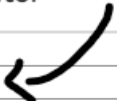
- Select Main Menu hamburger icon
- Select **Administration**
- Select **Application Setup**
- Select **Common Setup**
- Select **Hyperfinds**



Hyperfind

- **Navigation: Main Menu > Administration Setup > Select Common Setup> Hyperfinds**
 - Select **Create**
 - On the **Hyperfind Editor** page, at the **Ad Hoc** field, select **No**
 - Complete the **Add Description** field with a name for the hyperfind
 - At the **Visibility** field, select **Personal**
 - Select **Add Conditions**
 - On the **Select Conditions** page, at the **Filter** panel, select the categories from which to choose the applicable conditions

Hyperfind Editor


Test Department 

[Add Description](#)


Home Employees No Yes
This Hyperfind is for Home Employees only.

Ad Hoc No Yes
This Hyperfind will be saved for later.

Visibility Personal Public
Only you will be able to see this Hyperfind.




Build your Hyperfind by adding conditions here.

[Add Conditions](#) 

Common Filters for GW

- **General Information**
 - Used to Sort by ID
 - Primary Job – search by Dept org
 - Primary Labor Category – search for Position or Unit
 - Reports to
- **Timekeeper**
 - Employment Status –(if employee is active or termed)
 - Pay Rules
- **Time Management**
 - Pay Codes
 - Exceptions
 - Comments

Select Conditions

Filter 

- > General Information
- > Timekeeper
- > Time Management
- > Scheduling
- > Accruals
- > User Information
- > Role - Timekeeper
- > Business Processes
- > TeleTime IP

Common Hyperfinds

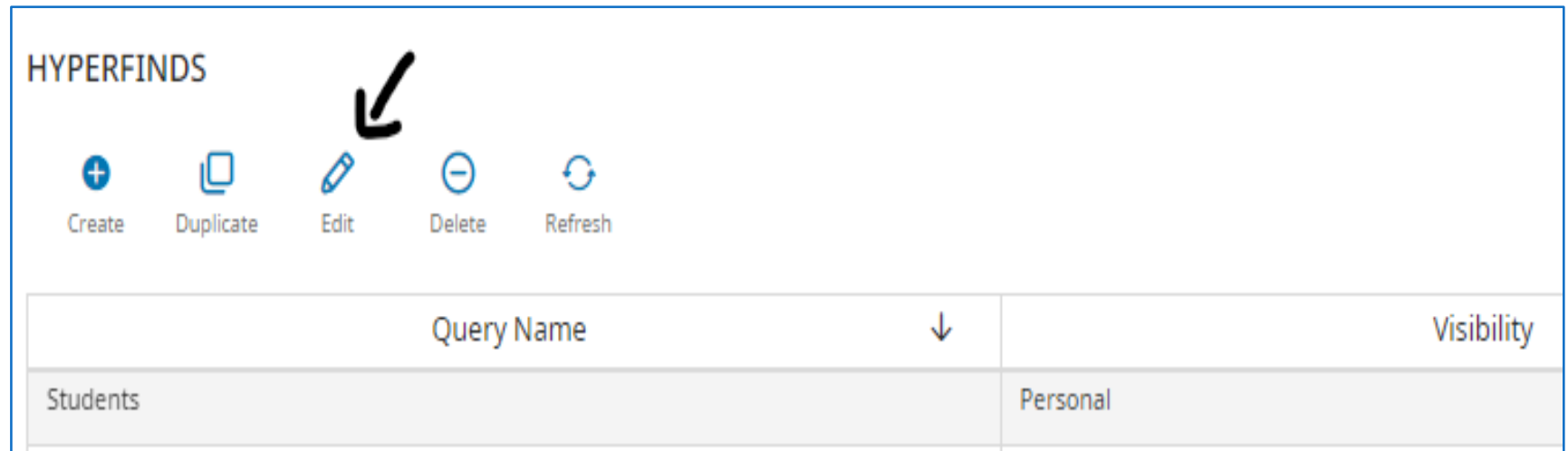
- Hyperfinds by GWid
- Hyperfinds by pay rule
- Hyperfinds by labor category

Lesson 2

Editing a Hyperfind

Editing a Hyperfind

- Select **Administration** from **Main Menu**
- Select **Application Setup**
- Select **Common Setup**
- Select **Hyperfind** you want to edit
- Select **Edit**

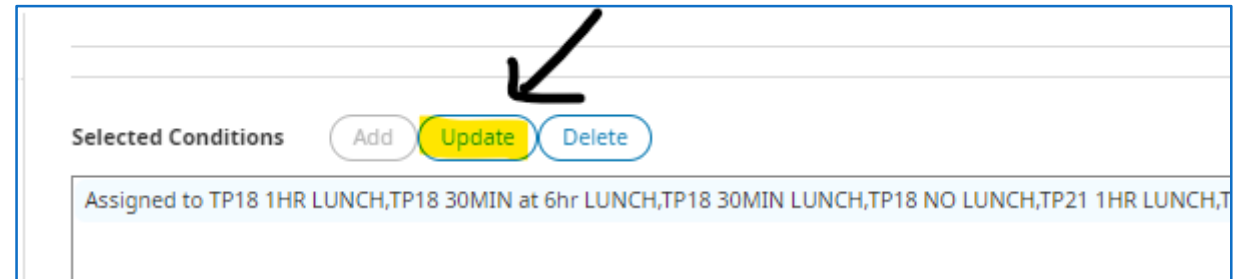
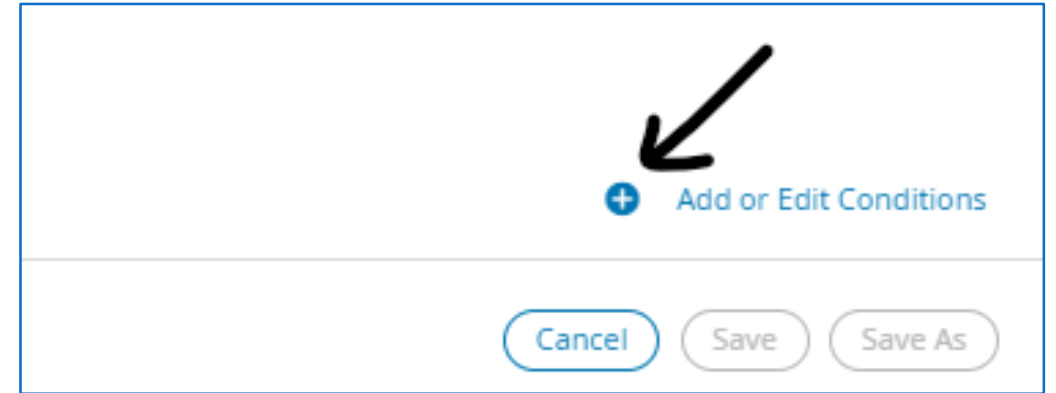


The screenshot shows the HYPERFINDS interface. At the top left, the text "HYPERFINDS" is displayed. Below it, there are five action buttons: "Create" (plus icon), "Duplicate" (copy icon), "Edit" (pencil icon), "Delete" (minus icon), and "Refresh" (refresh icon). A black arrow points to the "Edit" button. Below the buttons is a table with two columns: "Query Name" and "Visibility". The table contains one row with the value "Students" under "Query Name" and "Personal" under "Visibility".

Query Name	Visibility
Students	Personal

Editing a Hyperfind Cont.

- Select **Add or Edit Conditions**
- Select condition you want to update and make change and select Update

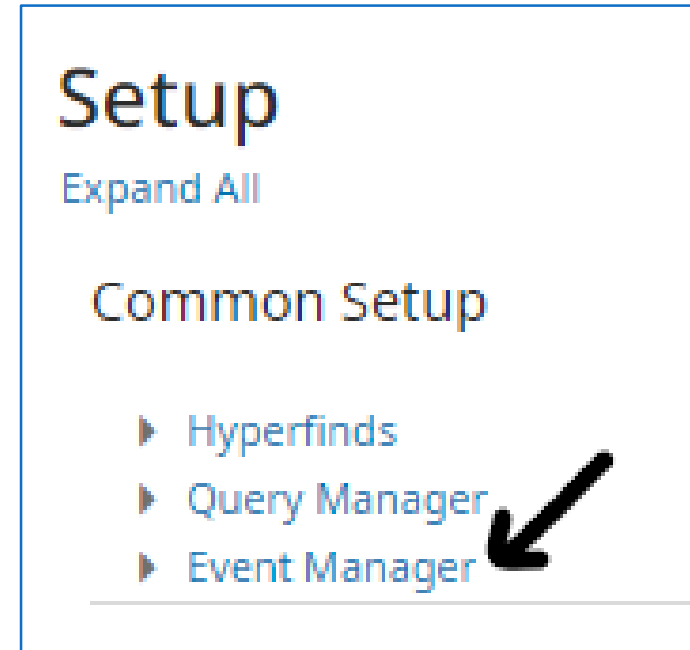


Lesson 3

Sharing or Deleting a Hyperfind

Sharing or Deleting Hyperfinds

- Select **Main Menu**
- Select **Administration**
- Select **Application Setup**
- Select **Common Setup**
- Select **Query Manager**



How to query users Hyperfinds

- You can enter in the last name of a user and select **Search**
- This will return all Hyperfinds by that user

QUERY MANAGER

Duplicate View Assign Delete Refresh


barr Search

Name	Query Name	
Barr, Zendra M	Students	
Barr, Zendra M	Poison Center	
Barr, Zendra M	Payroll Services	Payroll Services

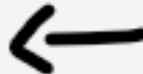
How to Assign and Delete a Hyperfind

- Select the Hyperfind you want to Assign or Delete
- Once you select it the **Assign** and **Delete** button will appear

QUERY MANAGER

Duplicate View Assign Delete Refresh 

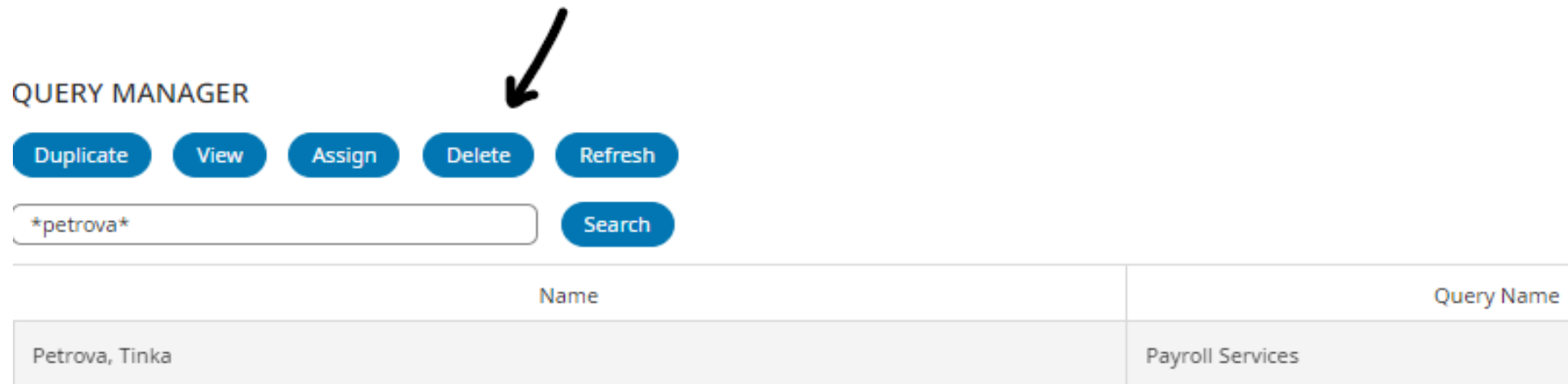
Search

Name	Query Name
Barr, Zendra M	Students 
Barr, Zendra M	Poison Center

How to Delete

If you have made changes to a Hyperfind and had previously assigned it to a user. You will need to go delete it and reassign it.

- Look up employees hyperfinds
- Delete the hyperfind
- Assign new version



QUERY MANAGER

Duplicate View Assign **Delete** Refresh

petrova Search

Name	Query Name
Petrova, Tinka	Payroll Services

The screenshot shows a user interface for managing queries. At the top, there are five buttons: Duplicate, View, Assign, Delete, and Refresh. Below these is a search input field containing the text '*petrova*' and a Search button. Below the search field is a table with two columns: Name and Query Name. The table contains one row with the name 'Petrova, Tinka' and the query name 'Payroll Services'. A black arrow points to the 'Delete' button.

Lesson 4

Summary

Summary

You should now be able to:

- Get into Hyperfinds
- Create a basic Hyperfind
- Edit a Hyperfind
- Delete a Hyperfind
- Assign a Hyperfind

Questions?

Thank You!

