How to Create Hyperfind Queries

Within any view, pull the drop down for the Show.

Select “New”
This opens the Hyperfind

[Image of Hyperfind interface with filters and options]

create-hyperfind-query
1. Do you want to see active people only?
   a. Open the Timekeeper -> Employment Status
If you want only active people, click the Add Condition button. As a default, the system is selected to include only employees that are currently employed and working as of today.

Once you click the Add Condition button, the statement is added to the “Selected Conditions Box”
2. Who do you want to see? The best option is to sort your employee groups by either the HR Location or the Eclass OR both.

   a. Click on Primary Account
In this example, we will create a hyperfind for only active biweekly employees in HR105.
1. Select the HR-Loc radio button

Once selected, you can either type in the HR location or search for the name.

One Selection  Two Selections

If you want more than 1 selection, separate them with a semicolon ;

Select the Eclass to choose only Biweekly employees, if nothing is selected, then you will see all employees that belong to HR105.
When selecting another radio button, the listing to the left changes. You can add each condition one by one, or highlight all biweekly conditions and select Add.

Next, click Add Condition
The Selected Conditions box has been updated to include biweekly employees currently employed in HR105.

If you want to make sure you are seeing the correct employees, click on Test before saving the hyperfind.
If the employee list is correct, close the Hyperfind Test and click Save As

Change the visibility to Personal – visible only to me

Create a new Name and Description
Click Ok.

Go back to your view – i.e. Reconcile Timecard, Employee Information, etc...

Pull the drop-down menu for the Show to filter employees by your query.