Create a Hyperfind

Purpose:
This job aid will help you create a hyperfind.
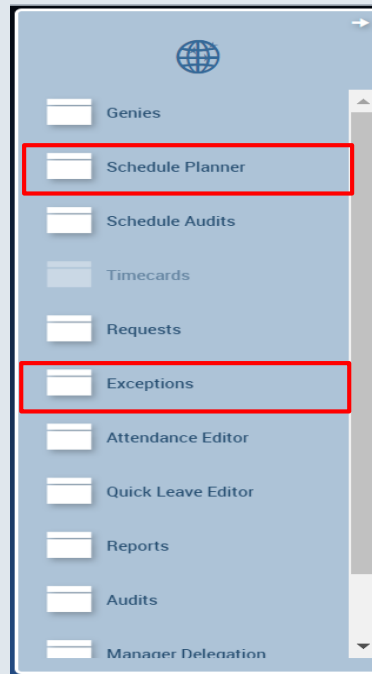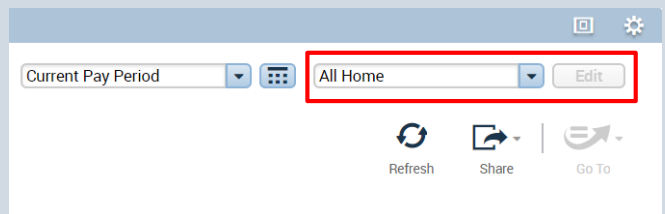
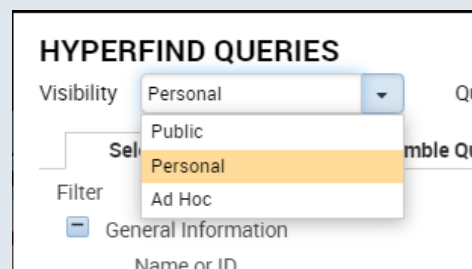| Steps	Screenshots
Click on the '+' and select Manage my Department	
On the right side of the screen in the widgets tab select "Exceptions". Under this tab you will be allowed to create and modify Hyperfinds. The "Schedule Planner" widget also allows for the creation of hyperfinds.	
On the right side 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.	
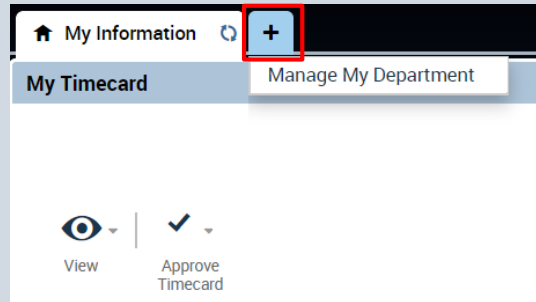
Steps	Screenshots
Once opening the drop down tab, you will see all existing hyperfinds, "New…", which will create a new hyperfind, and "Edit Ad Hoc". Press "New…" to start creating a new hyperfind.	
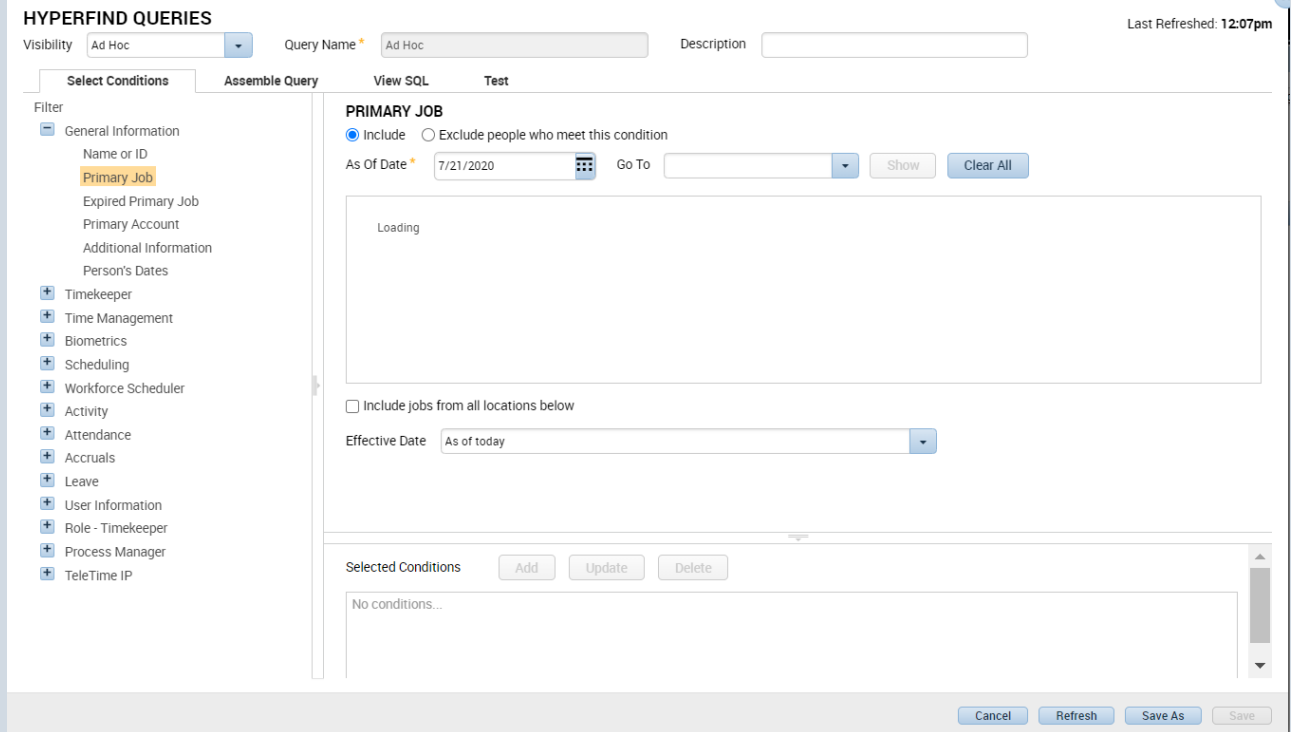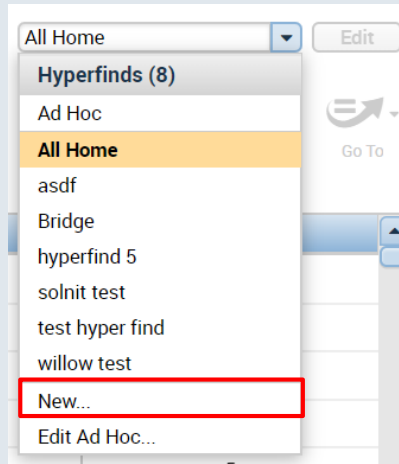
This is the view all supervisors will receive when they create a new hyperfind. There are many ways to create a hyperfind and this document will walk you through one example.
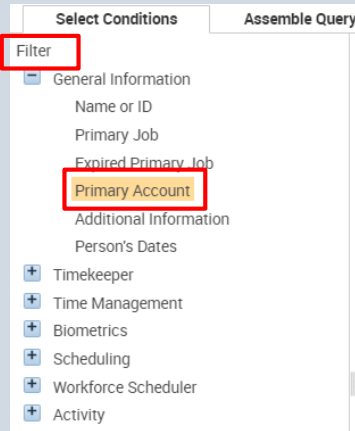
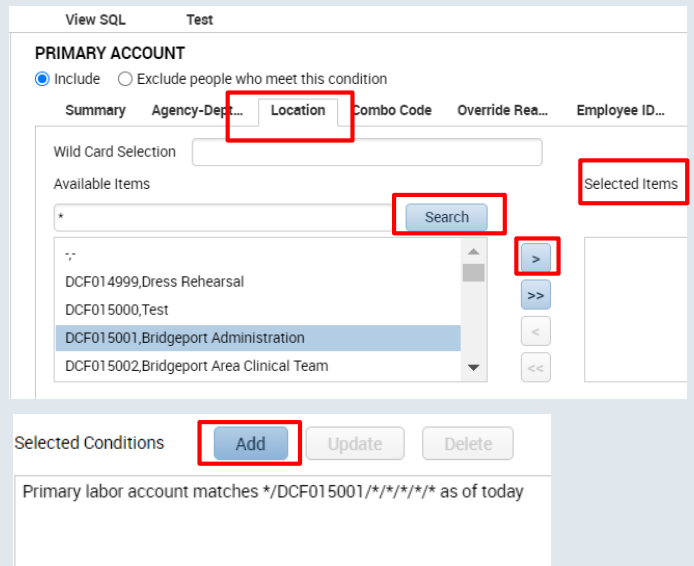| You can change the visibility by selecting whether you want the Hyperfind to be public or private or ad hoc. Public is open to everyone to use and should be avoided to prevent overuse, ad hoc is a one time hyperfind that will not be saved, and private appears only to the user and is saved for repeated use. | |

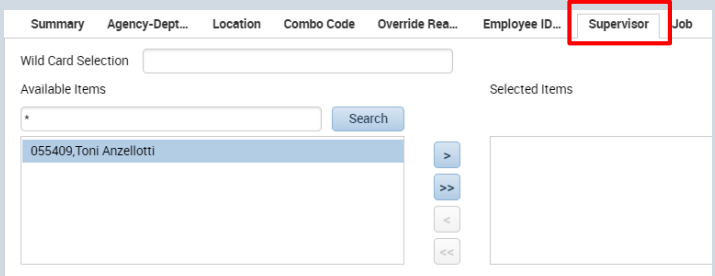| Steps	Screenshots
On the left side of the screen under where we changed the visibility, use Filter to choose what criteria you want to narrow down your employees whether it be timekeeper, attendance, etc and open their dropdown. For this example, we are going under General Information to search by Primary Account.	
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 expand this list of employees. In this case, we are going to the supervisor tab to add all employees under Toni Anzellotti. This process mirrors the process of adding a location.	

Steps	Screenshots

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.

Steps	Screenshots

In addition to the first condition, we will add another one to make sure we only include active employees.
 	
On the left side of the screen under 'Timekeeping', select Employment Status.
	☐ Timekeeper
	    Hire Date
	    Employment Status
	    Employment Terms
	    Pay Rules

The employment status section will allow you to select whether you want to see active employees, and the as of date. Click Add at the bottom.	**EMPLOYMENT STATUS** ⦿ Include ○ Exclude people who meet this condition Status: Active As of ⦿ Today ○ Specific Date 12/21/2020
After the condition has been added, you will see the new condition on top of the previously added condition at the bottom. You can now save the hyperfind.	Selected Conditions Add Update Delete Primary labor account matches */DCF015001/*/*/*/*/* as of today Primary labor account matches */DCF015001/*/*/*/055409/* as of today Employee employed and working as of today Save