



Kronos Scheduler: [HyperFinds based on Primary Location](#)

Purpose

This document demonstrates how you can copy/create useful HyperFinds based on Primary Accounts and Locations. Once successfully created these can be leveraged on all Genies and most Reports in Kronos.



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Using HyperFinds by Primary Account Location

Steps to Share HyperFinds																				
1	<p>From the Home Page, click the Plus “+” next to the My Information Tab. Next select <i>Manage My Department</i></p>																			
2	<p>From the Related items list, click Setup-> Common Setup-> HyperFind Query</p>																			
3	<p>Using the Search Field or scroll down, type the name of the HyperFinds you want to clone</p> <p>Then click the Duplicate Button.</p>	<table border="1" data-bbox="495 1333 987 1696"> <thead> <tr> <th>Query Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>All Home</td> <td>Public</td> </tr> <tr> <td>Careline staff as of 7-6-2020</td> <td>Personal</td> </tr> <tr> <td>DCF Expire Cert</td> <td>Personal</td> </tr> <tr> <td>DCF Solnit North</td> <td>Personal</td> </tr> <tr> <td>DCF Solnit South</td> <td>Personal</td> </tr> <tr> <td>DCF Solnit South ADV Sched</td> <td>Personal</td> </tr> <tr> <td>Hospital Custody</td> <td>Personal</td> </tr> <tr> <td>SW at the careline as of 7-6-2020</td> <td>Personal</td> </tr> </tbody> </table>	Query Name		All Home	Public	Careline staff as of 7-6-2020	Personal	DCF Expire Cert	Personal	DCF Solnit North	Personal	DCF Solnit South	Personal	DCF Solnit South ADV Sched	Personal	Hospital Custody	Personal	SW at the careline as of 7-6-2020	Personal
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4 Next look toward the bottom of the Hyperfind Dialog Screen. To the **Select Conditions**.

Then, click the **Update** Button and the **Location** Tab near the top of the dialog window

The screenshot shows the 'HYPERFIND QUERIES' interface. At the top, there are buttons for 'Save', 'Save As', 'Return', and 'Refresh'. Below these, the 'Visibility' is set to 'Personal', the 'Query Name' is 'Copy of Hospital Custody', and the 'Description' is 'CSW and Leads'. The interface is divided into 'Filter' and 'Assemble Query' sections. The 'Filter' section on the left has a tree view with 'Primary Job' selected. The 'Assemble Query' section on the right has a 'PRIMARY JOB' section with 'Include' selected and 'As Of Date' set to '7/24/2020'. Below this, there is a list of job entries with expand/collapse icons. A yellow arrow points from the 'Update' button in the 'Selected Conditions' box at the bottom to the 'Location' tab in the 'PRIMARY ACCOUNT' section below. The 'PRIMARY ACCOUNT' section has 'Include' selected and the 'Location' tab highlighted. The 'Selected Conditions' box at the bottom of this section contains the text: 'Primary labor account matches */DCF083233; DCF083230; DCF083231; DCF083232/*/*/*/* as of today'.



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Any Selected Locations that you do not want can be removed by highlighting the item and clicking the single Arrow point to the left

Any Items (Locations) you need to add to the list by typing in part of the name/number in the **Available Items** and click Search. (used the * on both sides of the name as a wildcard)

Once you are ready select the items returned and the button that points to the right in order to move it to the Selected item side.

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 Search

Selected Items

- DCF083230,Soln South Hosp CC-Mnhssett
- DCF083231,Soln South Hosp CC-Passaic
- DCF083232,Soln South Hosp CC-Sachem
- DCF083233,Soln South Hosp CC-Acadia

Effective Date As of today

Selected Conditions Add Update Delete

Primary labor account matches */DCF083233; DCF083230; DCF083231; DCF083232/*/*/*/* as of today

Wild Card Selection

Available Items Search

Selected Items

- DCF083230,Soln South Hosp CC-Mnhssett
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Wild Card Selection

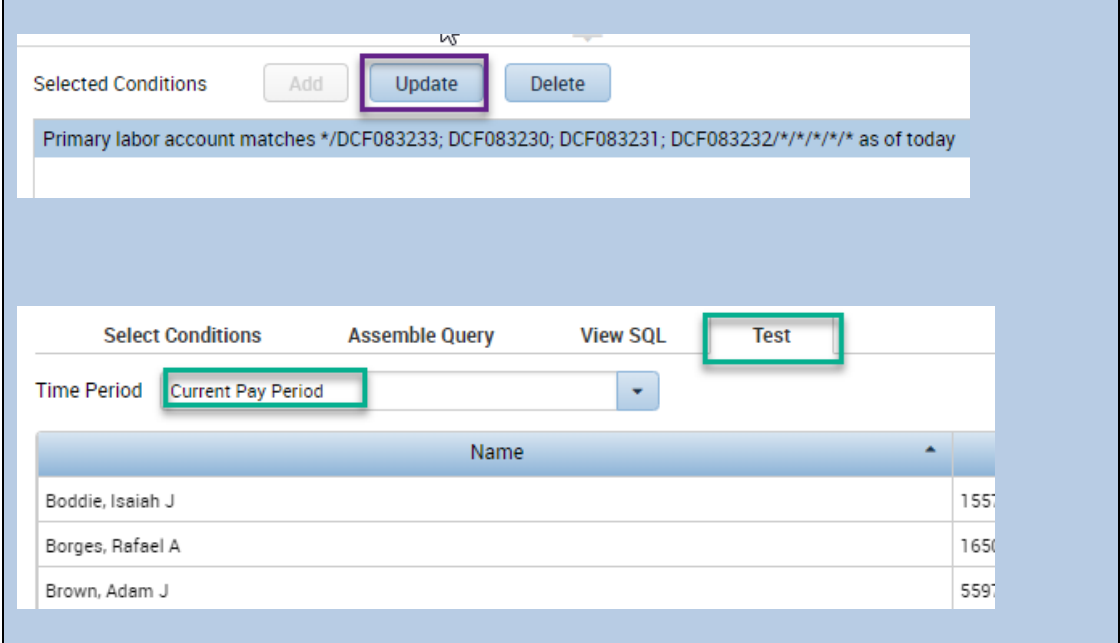
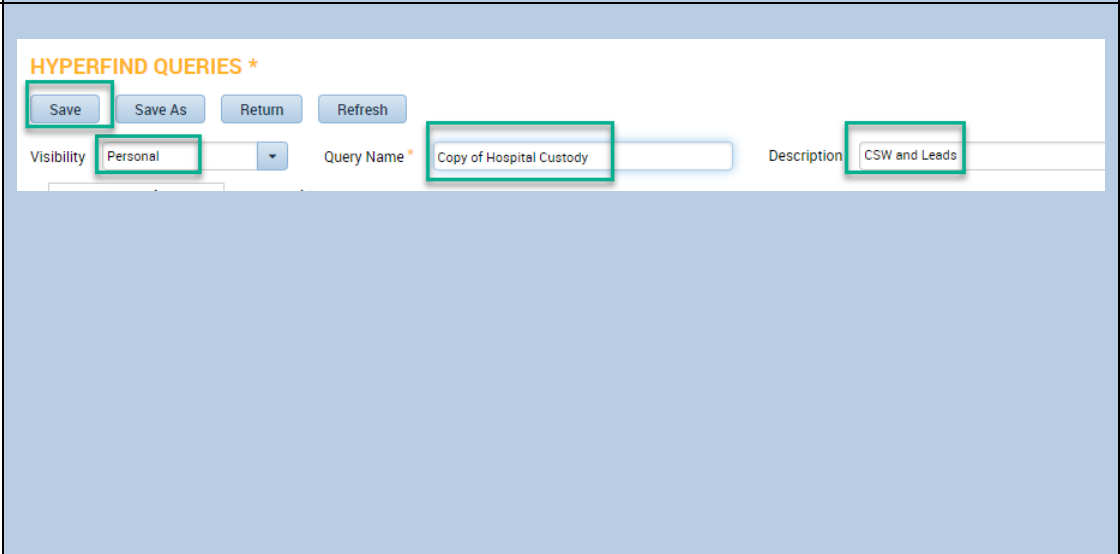
Available Items Search

Lak

- DCF083251,Solnit South PRTF M&D Lakota
- DCF083255,Soln South PRTF CS-Lakota
- DCF083259,Soln South PRTF CC-Lakota



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<p>6</p> <p>Once you have all the desired locations in the list, click the Update Button in the Selected Conditions section again.</p> <p>A good practice is Test the HyperFind using the Test Tab near the top of the dialog screen</p>		 <p>Selected Conditions Add Update Delete</p> <p>Primary labor account matches */DCF083233; DCF083230; DCF083231; DCF083232/*/*/*/*/* as of today</p> <p>Select Conditions Assemble Query View SQL Test</p> <p>Time Period Current Pay Period</p> <table border="1"><thead><tr><th>Name</th><th></th></tr></thead><tbody><tr><td>Boddie, Isaiah J</td><td>155</td></tr><tr><td>Borges, Rafael A</td><td>165</td></tr><tr><td>Brown, Adam J</td><td>559</td></tr></tbody></table>	Name		Boddie, Isaiah J	155	Borges, Rafael A	165	Brown, Adam J	559
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<p>7</p> <p>Finally, type in the new Query Name and Description for this HyperFind.</p> <p>Make sure the visibility is Personal instead of Ad-hoc.</p> <p>Then click the Save Button and Test using Genies and Reports</p>		 <p>HYPERFIND QUERIES *</p> <p>Save Save As Return Refresh</p> <p>Visibility Personal Query Name * Copy of Hospital Custody Description CSW and Leads</p>								