

Create Hyperfind Queries

Purpose: Hyperfind Queries are powerful tools to help you to filter what you do and don't want to display. Use this Job Aid to create two simple Hyperfind Queries: 1) Query showing only your direct reports and 2) Query showing only select employees.

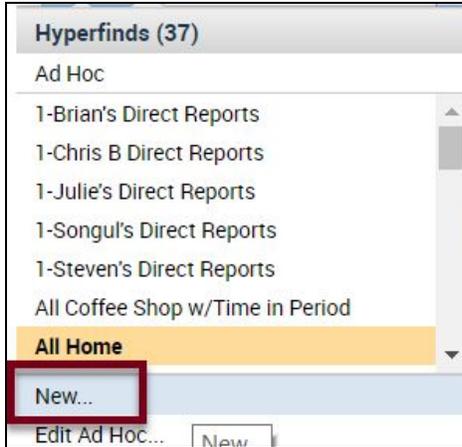
Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> • Understand how Hyperfind Queries help to filter information • Know how to create a hyperfind query showing a Supervisors Direct Reports • Know how to create a Hyperfind Query by DeptID • Know how to edit the name of a Hyperfind Query
Prerequisites	
TRIRIGA Role	Supervisor
Job Aid Status	Needs review by Laura/Julie
Revision Date	8/6/20

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Create a Hyperfind Query of Employees to Display my Direct Reports

Follow these steps to create a Hyperfind Query that will filter only employees who report directly to me.

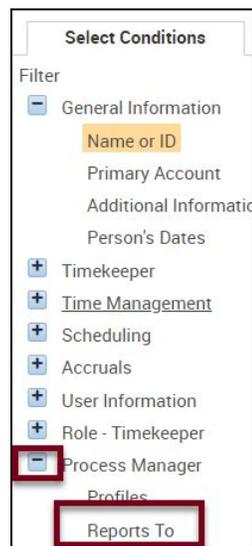
1. From the **Manage My Department** workspace, click on the **Hyperfind** drop-down list and select **New**.



2. Select **Personal** in the Visibility drop-down box so that this Query is only visible to you and is not public.
3. Enter a name in the Query Name field. Enter a 1- to have this query display at the top of the list so it is easier to access.



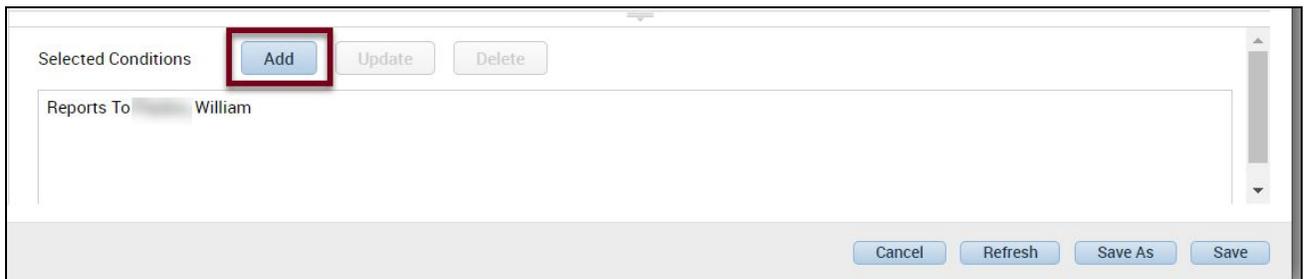
4. Enter a Description for this query.
5. On the left-hand side, there is a list of potential condition categories. Click on the + (plus) sign to see additional conditions for each category. You can use multiple conditions in one hyperfind Query. Open the Process Manager condition category and select Reports To.



6. Select a name from the **Reports To** list.



7. Click the **Add** button to add the name to the Selected Conditions list.



8. Click the **Test** button in the upper-left side to verify that the correct employees display.



9. Click the **Save** button to save this new Hyperfind Query.

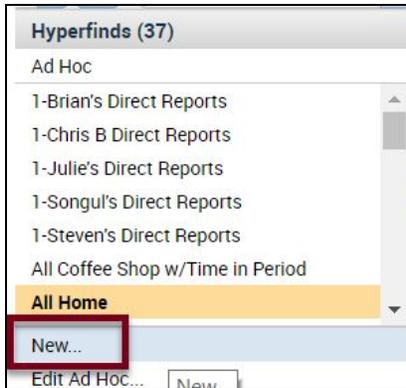


Create a Hyperfind Query of Employees to Display Select Employees

Follow these steps to create a Hyperfind query to display both active students and staff by DeptID to display just students.

Create a Hyperfind Query to display only active students and staff in my department

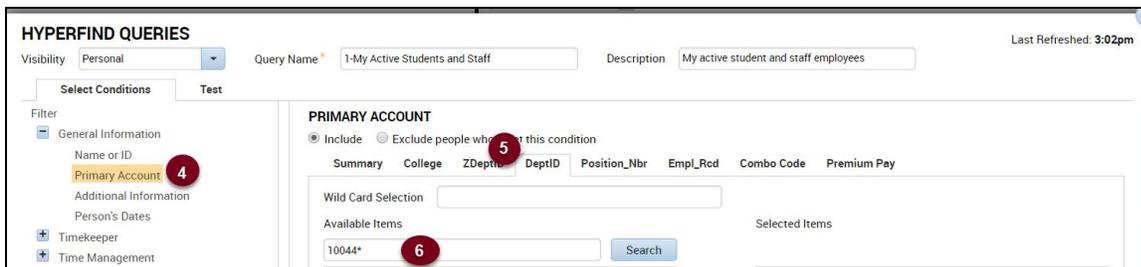
1. From the **Manage My Department** workspace, click on the **Hyperfind** drop-down list and select **New**.



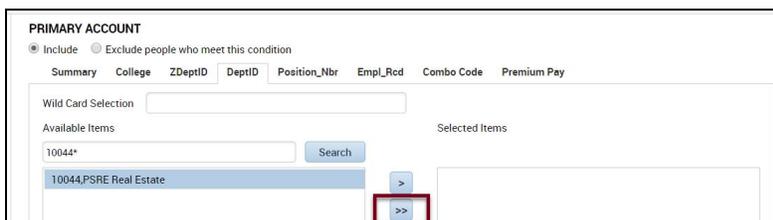
2. Select **Personal** in the Visibility drop-down box so that this Query is only visible to you and is not public.
3. Enter a name in the Query Name field. Enter a 1- to have this query display at the top of the list so it is easier to access.



4. On the left-hand side, there is a list of potential condition categories. Click on the + (plus) sign to see additional conditions for each category. You can use multiple conditions in one hyperfind Query. Open the **General Information** condition category and select **Primary Account**.
5. Select **DeptID** to filter by Department.



6. Use the wildcard symbol (*) to type in as many characters as you know in order to narrow the search and click the **Search** button
OR
 Click the **Search** button without typing in any characters to get a list of all departments in Kronos.
7. Select the Dept ID and click the right arrow to add to the Selected Items list. You can add multiple Dept IDs if needed to create your list of employees.



- Click the **Add** button to add the Dept ID to the Selected Conditions list.

PRIMARY ACCOUNT
 Include Exclude people who meet this condition

Summary College ZDeptID **DeptID** Position_Nbr Empl_Rcd Combo Code Premium Pay

Wild Card Selection

Available Items
10044*

Selected Items
10044,PSRE Real Estate

Effective Date As of today

Selected Conditions

Primary labor account matches */*/10044/*/*/*/* as of today

- Click the **Test** button in the upper-left side to verify that the correct employees display.

HYPERFIND QUERIES

Visibility Personal

Select Conditions

- Click the **Save** button to save this new Hyperfind Query.

Create a Hyperfind Query to display only active students

Follow these steps to modify the existing Hyperfind Query showing both active students and staff to filter *only students* in your Dept ID.

- From the **Manage My Department** workspace, click on the Hyperfind Query that displays all employees and students by Dept ID and click the **Edit** button.

1-My Active Students and...

2. Select **Personal** in the **Visibility** drop-down box so that this Query is only visible to you and is not public.
3. Type in a new name for this query. Make the name descriptive of what is being filtered (e.g. active students in my DeptD).
4. Type in a new description.

HYPERFIND QUERIES

Visibility: Personal (dropdown) Query Name: 1-My Active Students Description: My active student employees

5. Click the + (plus) sign next to the **General Information** Condition Category and select **Additional Information**.

HYPERFIND QUERIES Last Refreshed: 1:07pm

Visibility: Personal Query Name: 1-My Active Students and Staff Description: My active student and staff employees

Select Conditions Test

Filter

- General Information
- Name or ID
- Primary Account
- Additional Information** (highlighted)
- Person's Dates

7 ADDITIONAL INFORMATION

Include Exclude people who meet this condition

Additional information: Union-GP Eligibility Group (dropdown)

6 S5/ (text field)

6. Enter the Union Code **S5/** for students.
7. Select the **Include** radio button to include students in your Dept ID.
8. Click the **Add** button to add students to be included in the Selected Conditions list.

Selected Conditions **Add** Update Delete

Primary labor account matches */*/10044/*/*/*/* as of today

Additional information Union-GP Eligibility Group matches S/5

9. Click the **Test** button in the upper-left side to verify that the correct employees display.

HYPERFIND QUERIES

Visibility: Personal (dropdown)

Select Conditions **Test**

10. Click the **Save As** button to save this revised Hyperfind Query with the new name.

Cancel Refresh **Save As** Save

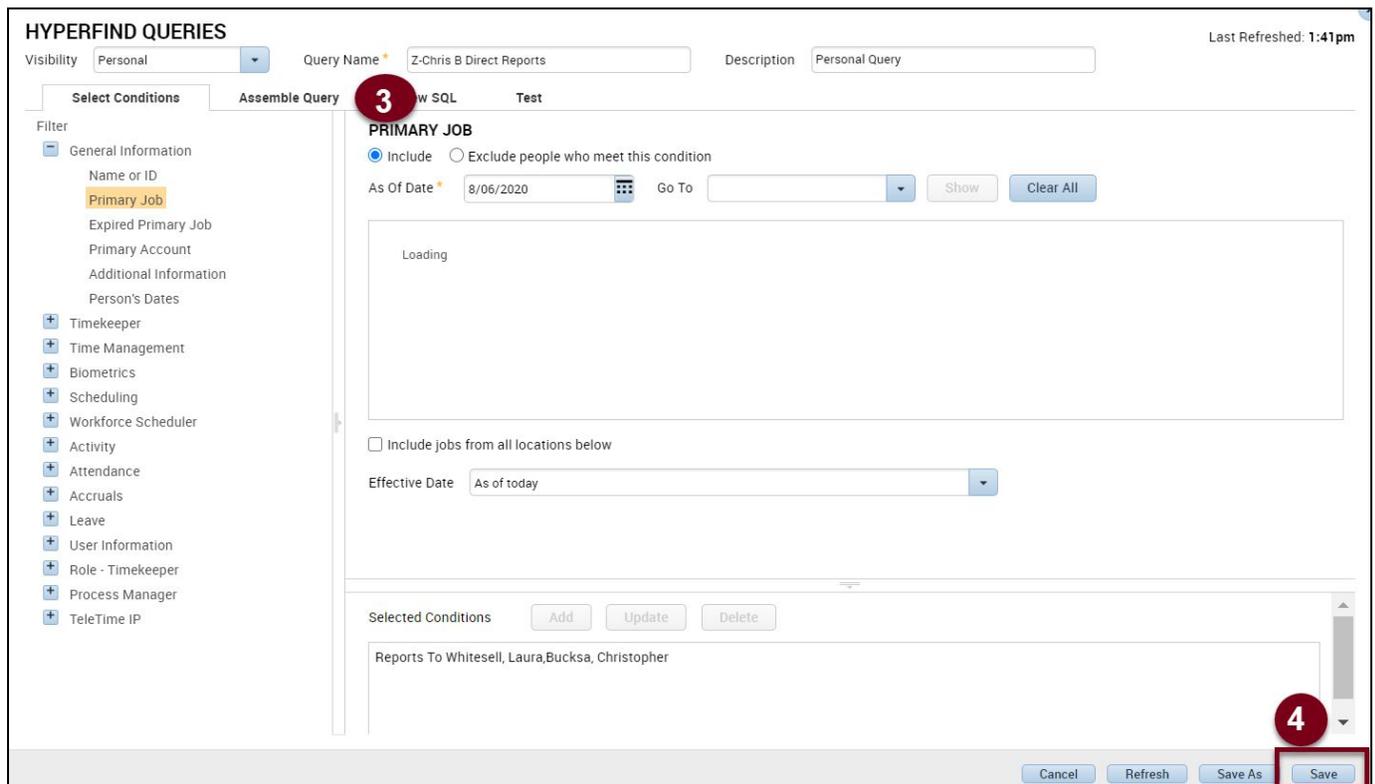
Edit a Hyperfind Query Name

Hyperfind Queries that you create cannot be deleted, but they can be renamed or you can add the letter “Z” to the beginning of the name so it drops to the bottom of the list.

1. Highlight the Hyperfind Query Name.
2. Click **Edit**.



3. In the **Query Name** field, type in a new name, or begin the name with a “Z” to have this Hyperfind Query at the bottom of the list.



4. Click the **Save** button to save the Hyperfind Query with the new name.