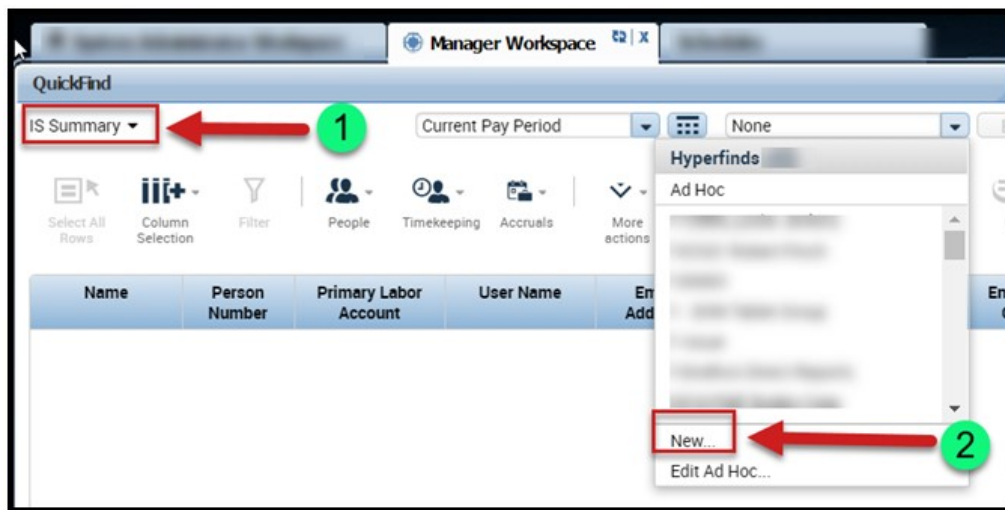


BUILDING HYPERFIND QUERIES

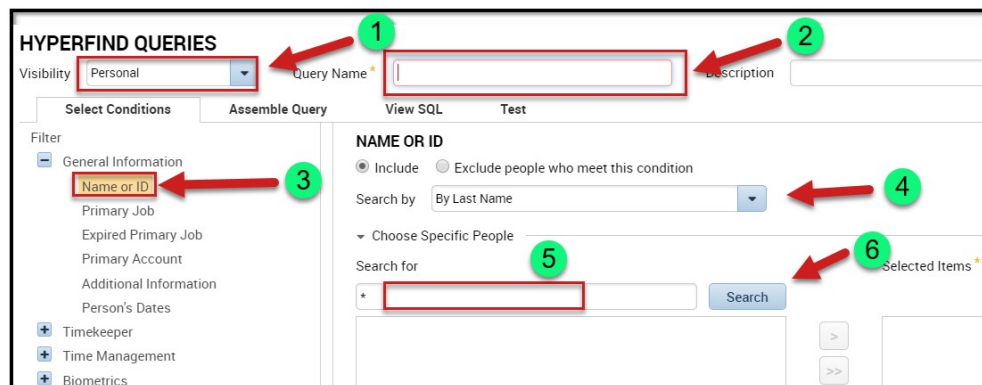
A **HyperFind Query** is a way within Kronos that allows you to find people who match certain criteria chosen by you, the user. A HyperFind Query can be configured to bring back a list of employees based on criteria from one limiting factor or many. Using HyperFind Queries can help you, as the user, mold lists or reports into useful information for your organization.

Create a New HyperFind Query

1. Go to the **QuickFind** and select IS Summary
2. Click on the drop-down menu “None” and select “New”



3. Visibility – select Personal to be able to save for a later
4. Query Name – type the name for your Query/Hyperfind and Description
5. Select a Filter (examples: General Information, Name or ID)
6. Search by (By Last Name, First Name or ID)
7. Search for: type
8. Click Search



Personal-You can use personal queries to search for people based on criteria not available in a public query, for example, employee id or labor account.

Ad Hoc-These are useful in unique situations for which no public or personal queries are created. You create and save ad hoc queries for use during the **current session only**. Ad Hoc resets to “All Home” at log off. If you find that you are using the same ad hoc query over and over, you may want to create it as a personal query to use as needed.

1. **Search by** allows you to select **By Last Name, By First Name or By ID**
2. **Search for** is a command search field (type the information here based on your selections from Search by)
3. Click **Search**
4. The value should appear in the box below **Search for**
5. Click the double arrows **>>** pointing to the right to add to the **Selected Items** box

The screenshot shows a search interface with the following elements and callouts:

- 1**: Points to the "Search by" dropdown menu, which is currently set to "By ID".
- 2**: Points to the "Search for" input field, which contains the text "*08".
- 3**: Points to the "Search" button.
- 4**: Points to the "Selected Items" box, which contains the value "001".
- 5**: Points to the double right-pointing arrow button (>>) located below the "Selected Items" box.

1. Validate the employee number to ensure it is correct in the **Selected Items** box
2. In the **Selected Conditions**, click **Add**
3. The value should appear in the box below **Selected Conditions**
4. Click **Save**

The screenshot shows the "Selected Conditions" section of the search interface with the following elements and callouts:

- 1**: Points to the "Selected Items" box, which now contains the value "00088888".
- 2**: Points to the "Add" button in the "Selected Conditions" section.
- 3**: Points to the "Selected Conditions" box, which now contains the text "ID number is 00088888".
- 4**: Points to the "Save" button at the bottom right of the interface.

Test Your Query –

Click on **TEST** in the menu bar. If the test is positive then it will return a value, if it is not you will have to recheck your **Conditions** within your query.