Create Hyperfind Queries

This job aid will show you how to create and edit hyperfind queries to filter your data.

**About Hyperfind Queries**

- **Hyperfind** is a search engine that filters and selects groups of employees through queries that specify conditions or locations (criteria). Queries enable you to access a specific group of employees who are active as of a specific date.
- The results of query searches depend on the employees to whom you have access. Your access rights determine whether you can create and modify queries and the conditions you can use.

**Types of Hyperfind queries:**

- **Ad hoc** — A temporary Hyperfind that only you can use. When you log off, the Hyperfind is deleted.
- **Personal** — The Hyperfind is saved and available for reuse, and only you can access it.
- **Public** — The Hyperfind is available for anyone’s use, but you cannot create or edit a public query.

**Create a new Hyperfind:**

1. From the main menu, select **Time > Employee Timecards**.

2. Click on the Hyperfinds menu icon, *(located in the upper right corner)* then, in the pop up drop-down menu, scroll down and select **New Hyperfind**.
3. In the **Ad Hoc** area of the **Hyperfind Editor**, select one of the following:

   Yes – saves your Hyperfind for later or **No**; then select **Personal** in the **Visibility** area.

   ![Hyperfind Editor](image)

   Then, type a name for your Hyperfind in the **Add Description** field.

   **TIP:** Create a name that will make sense for you in the future because if you chose ‘Yes’ you will be able to use this filter again.

4. Click **Add Conditions** button in the middle of the screen.

5. The **Select Conditions** page displays the filters available to you. After you select a condition such as “Reports To”, click the **Add button** to include it in your query.

6. Then click **Apply**.

7. Click **Test Hyperfind** in the lower left corner and verify that the correct employees appear on the Test panel.

8. Click **Done** to close the Test panel.

9. Click **Save**.

   **TIP:** Your new Hyperfind will now be accessible for future sessions in the drop-down list of **Hyperfinds** with a **red star** next to the name, if you had selected ‘Yes’ and set the visibility to ‘Personal’ in the **Hyperfind Editor** box.