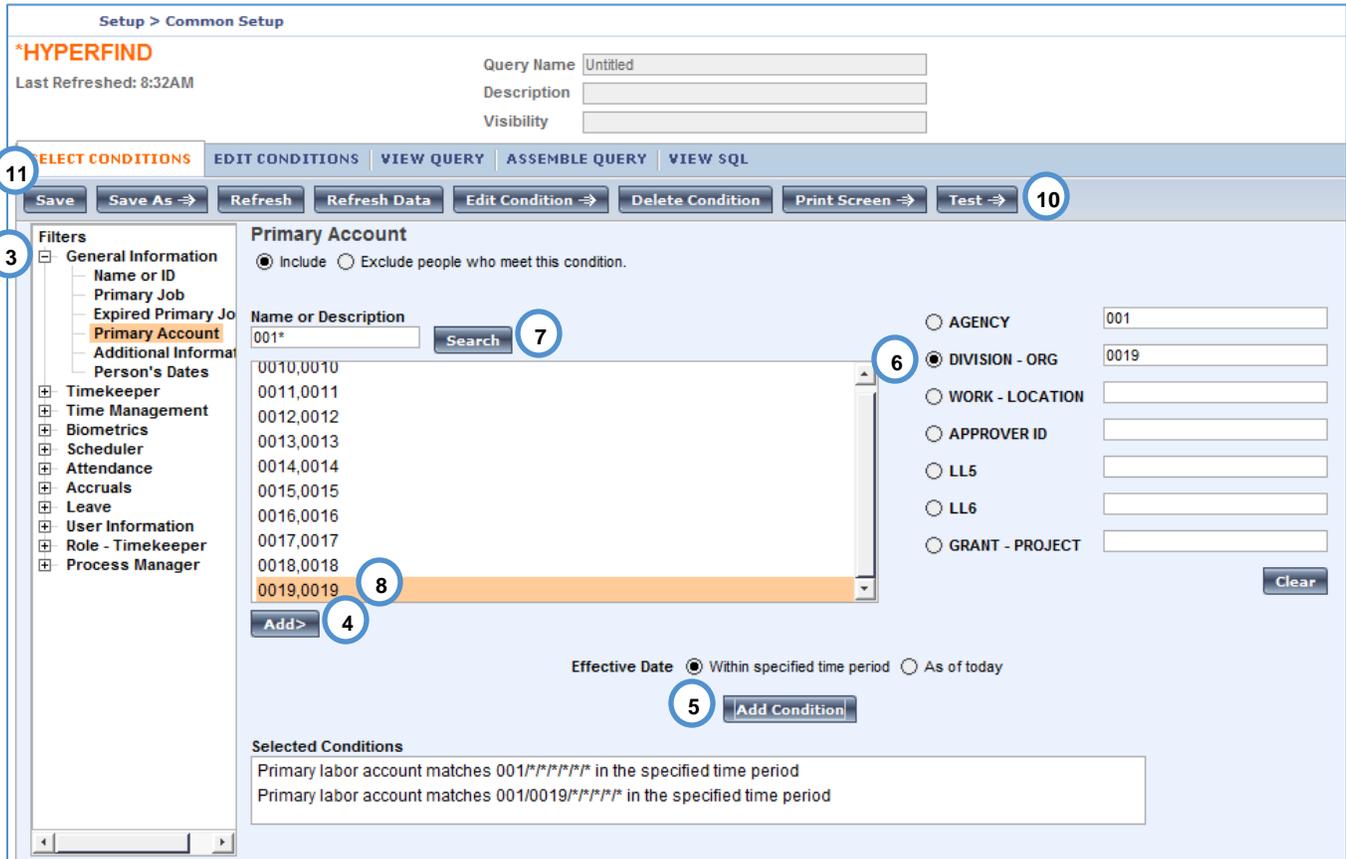


HyperFind Query Setup

HyperFind Queries are used to filter and retrieve lists of employees who meet a specific set of criteria. For example, all employees in a specific agency or division, etc. In this example, we will create a query to retrieve all employees in Agency 001, Division 0019.

- 1 From the **Related Items** pane, select **Setup**. Then select **HyperFind Queries**.
- 2 Select the **New** button. The HyperFind screen displays.



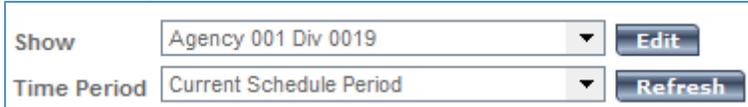
- 3 Select **Filters**, **General Information**, then select **Primary Account**.
- 4 Select the **Agency**. Select **Add** button. The information will be placed in the **Agency** field to the right.
- 5 Select the **Within specified time period** radio button. Select **Add Condition** button. The condition is added to the **Selected Conditions** window.
- 6 Select the **Division – Org** radio button.
- 7 Enter the **Name or Description** in the field provided, followed by an asterisk (*), i.e. 001*. Select **Search**.
- 8 Choose the desired item(s) from the window, then the **Add** button. The information will be placed in the **Division-Org** field to the right.
- 9 Select the **Within specified time period** radio button. Select **Add Condition** button. The condition is added to the **Selected Conditions** window.
- 10 To test the query, select the **Test** button. A listing of employees should display.
- 11 If correct, select **Save**.

Note: HYPERFIND in the upper left-hand corner will display as ***HYPERFIND** in orange font until saved.

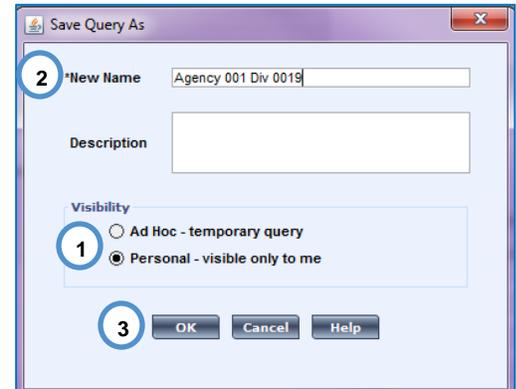
Save New HyperFind Query

The Save Query As window displays. **Ad Hoc** creates a temporary query. **Personal-visible only to me** creates a permanent query, visible to the person creating it. A personal-visible only to me query may be shared with others, but must be assigned. See steps below.

- 1 Select **Personal-visible only to me**. Description is an optional field.
- 2 Enter the name of the new query.
- 3 Select **OK**. You now have access to the HyperFind from any of your **Show** drop downs.

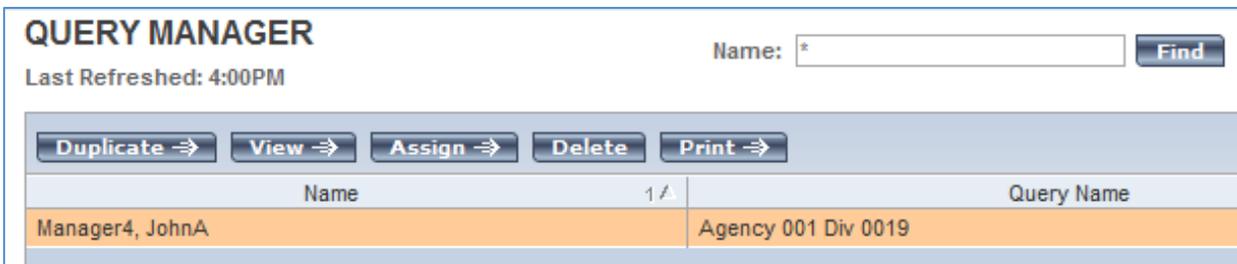


Note: If a public HyperFind query is needed, contact your eSTART Administrator.



Assigning a Personal HyperFind Query to Another Person

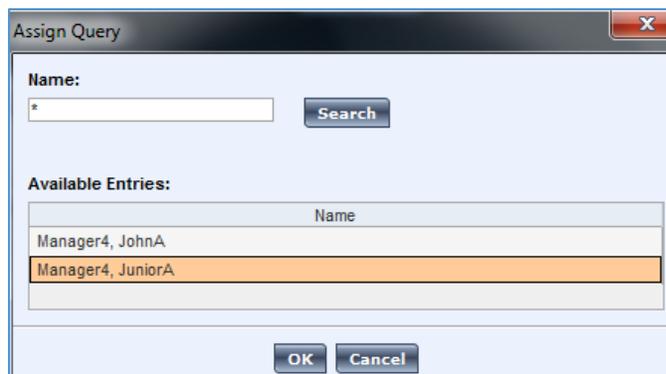
- 1 From the **Related Items** pane, select **Setup**. Then select **Query Manager**.



Name	Query Name
Manager4, JohnA	Agency 001 Div 0019

- 2 Select **Find** to retrieve a list of existing queries.
- 3 Select the query to be assigned, then the **Assign** button.

The **Assign Query** window displays with a list of available names. A **Search** field is available to narrow the search, if needed.



- 4 Select the desired name.
- 5 Select the **OK** button. Message displays to indicate whether assignment was successful.

Note: Only one name may be selected, repeat steps to add others.

The assigned person now has access to the HyperFind from any of their **Show** drop downs.

