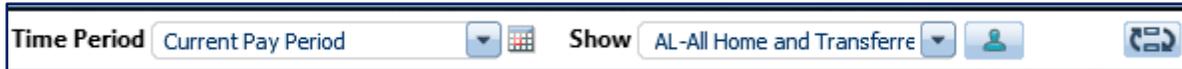
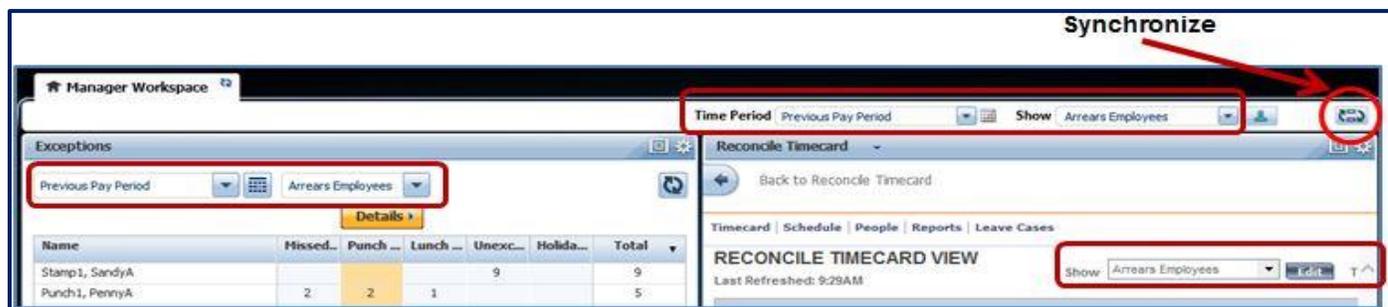


Synchronized Search Criteria Bar

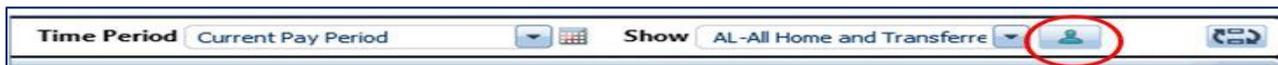
The **Synchronized Search Criteria Bar** is located in the upper portion of the Manager or Administrator workspace. It can be used to synchronize the **Time Period** and **Show** fields of two open widgets.



After selecting the desired **Time Period** and **Show** selections from the **Synchronized Search Criteria** bar, select the **Synchronize** button. Both open widgets should now contain the same selections.



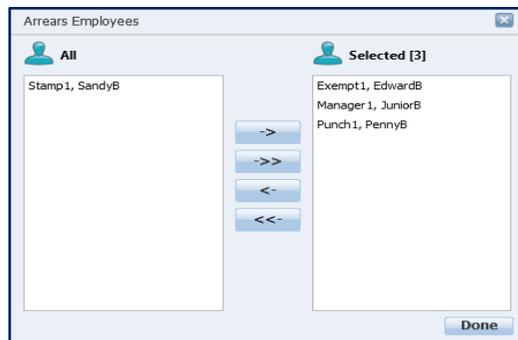
Also located on the **Synchronized Search Criteria** bar is the “**person**” icon which is located to the right of the **Show** drop-down. It can be used to temporarily filter the selected HyperFind query.



When selected, a list displays with the employee names included in the selected HyperFind.



To temporarily remove employees from the HyperFind query, select the name(s) from the right side of the pane and move them to the left side using the single left arrow. Select **Done**. Then select the **Synchronize** button. The employee listing will be modified to exclude those names that were removed above.



Noted: This change is temporary. To return to the original listing, select the original HyperFind from the Show drop-down or open the “person” icon again and return the removed employee names to the “Selected” pane.