



How to Create Custom Hyperfinds

- Hyperfinds are used to create a group of employees based on specific identifiers such as name, job, ID number, department, etc.
- Hyperfinds can be used to filter staff in all tools, however, use of Hyperfinds in the scheduling tool will limit the performance of that application.
- Navigate to an employee's timecard and select the icon listed below and a drop-down box will appear.



- See the drop-down box below, titled **Locations & Hyperfinds**.

The screenshot shows the scheduling tool interface. At the top, there is a navigation bar with a calendar icon, a date selector set to 'Yesterday Plus 6 Days', a location selector set to 'All Home', and a 'Loaded' status. Below the navigation bar is a toolbar with icons for 'Quick Actions', 'Show / Hide', 'Gantt View', 'Zoom', 'Tools', and 'Generate Schedule'. The main area is a table with columns for 'Name', 'Primary job', and 'Scheduled ...'. A dropdown menu titled 'Locations & Hyperfinds' is open, showing a search bar and a list of locations: 'None', 'All Home Locations', '11th', 'Admin', 'CIU', 'CVICU', and 'Emergency Services'. Each location has a star icon and a refresh icon. At the bottom of the dropdown, there are two options: 'New Hyperfind' and 'Select Locations'.

- Select **New Hyperfind**.
- Home Employees – Searches employees in your home departments only and cannot be changed.
- Ad Hoc –
 - Select **Yes** if this will be a one-time search.



- Select **No** if you would like to save this search, in which case you will be prompted to add a name and description of your search parameters.
- Visibility – Defaults to **Personal** and cannot be changed.

Hyperfind Editor ×

Ad Hoc [Add Description](#)

Home Employees No Yes
This Hyperfind is for Home Employees only.

Ad Hoc No Yes
This Hyperfind will be saved for later.

Visibility Personal Public



Build your Hyperfind by adding conditions here.

[Add Conditions](#)

- Select **Add Conditions**.
- Use the filters on the left to select the conditions that you would like to apply to the search.
 - When adding an employee by name, if there are multiple employees with the same name in the department, it will add all. In this case, it would be recommended to use the employee's ID number.
- Select **Add** to include the selected conditions.
- Select **Delete** to remove conditions as applicable.



Select Conditions



Filter

General Information

Name or ID

Primary Job

Expired Primary Job

Primary Labor Category

Primary Cost Center

Additional Information

Person's Dates

Reports To

Employee License

Worker Type

Time Zone

State

> Timekeeper

> Time Management

> Biometrics

> Scheduling

> Workforce Scheduler

> Accrual

Primary Job

Include Exclude people who meet this condition

Locations Selected

Select All

Locations

USA

USA



As Of 12/05/2024



Search



Effective Date As of today

Selected Conditions

Add

Update

Delete

No Conditions

Cancel

Apply

- Select **Apply** to start search.
- Select **Save**.