

Creating a Hyperfind Query by Department Number

Hyperfind Query

A Hyperfind allows you to find people who match certain criteria

- It is used to create a list of team members (i.e., a list of RNs, PCTs, HUCs)
 Types of Hyperfind Queries:
 - *Ad-Hoc* a search set up for a specific, temporary purpose
 - This query cannot be saved permanently
 - *Personal* is visible and available to the person who created it
 - This is a query which will be needed more than once

Creating a Hyperfind Query Using Department Number

- Open Schedule Planner or Schedules
 - Go to All Home drop down
 - Select Hyperfinds

Schedule Plan	ner																																	Φ
																				Lo	oaded:	12:18	Curre	nt Sch	edule P	eriod	• Loc	ations	All Hor (5)	me Loca	ations	•		Edit
Quick Actions	View	Colui Select	∎ mn tion	O Visibili Filter	т ту	Select all	Ga	ntt View	↓ so	N↓ + rting	То	C 🖕	Engine	*													None All Ho	ome Loo nurse a	cations				6	ул . Go To
	Ву	Emp	loye	e					1/24	- 1/30)		1/	31 - 2	2/06			2/0	7 - 2/	3			2/14	- 2/2	0		Charg	je nurse	25				/06	
Person Name	Job	S P	S H	T W	0v	Pay		М	т	W	т	F	S	S	M	т	W	т	F	S	S	М	т	W	т	F	PCAs Selec	t Locat	ions				:	s
Open Shifts[26] •								1										1	1			3	1	1	2	• Нур	erfind	s (40)					1
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	RN	4	1	2		22)0 - Ial .						Unav	Unav Dual	é					7:00 -	7:00 - Dual 、							7:00 · Dual ·					Ur	nava

• Select Edit Ad Hoc



All Home Locations
Locations (5)
▼ Hyperfinds (40)
Ad Hoc
_ All Home
06-Non Exempt
07 Non Exempt
07 Non Exempt 1
08 Non Exempt
09 Non Exempt
10 Non Exempt
New
Edit Ad Hoc

- From Select Conditions
- Select *Primary Account* (located under General Information)
 - o Select Department

HYPERFIND QUERIES	
Visibility Ad Hoc Query Nat	me * Ad Hoc Description
Select Conditions Assemble Query	Test
Filter	PRIMARY ACCOUNT
General Information	Include Exclude people who meet this condition
Name or ID	Summary Company Division Admin Department Timekeeper Job Code Position Code
Primary Job	ounnury company preson Aunin peparanent innekceper obboode i ositon oode
Expired Primary Job	Select all available entries for all labor levels
Primary Account	Company
Additional Information	company
Person's Dates	Division
+ Timekeeper	Admin
Time Management	Addun
 Biometrics 	Department
Scheduling	-
Workforce Scheduler	Timekeeper
Attendance	Job Code
Accruals	
Leave	Position Code
User Information	
Role - Timekeeper	Effective Date As of today
Process Manager	
TeleTime IP	Selected Conditions Add Update Delete

- Once the Department window opens, enter the first 4 numbers (before the asterisk) for the department (In this case, the department number is 2028)
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WVAHealth



PRIMARY ACCOUNT Include Cxclude people who meet this condition	tion			
Summary Company Division Admin	Department	Timekeeper	Job Code	Position Code
Wild Card Selection Available Items 2028*	Search		Selected Item	s
2028000,Coronary Care Unit		>		

Highlight and move the department to the *Selected Items* by clicking

PRIMARY ACCOUNT Include Exclude people who meet this condition	ion	
Summary Company Division Admin	Department T	Fimekeeper Job Code Position Code
Wild Card Selection		Calastad Itams
2028*	Search	Seecled liens
		> 2028000,Coronary Care Unit

• Select *Add* to move the department to the *Selected Conditions*

Summary	Company	Division	Admin	Department	Timekeeper	Job Code	Position Code
Wild Card Se	lection						
Available Ite	ms					Selected Items	
2028*				Search			
					>	2028000,Cord	nary Care Unit
					>>		
					<		
					~~		
fective Date	As of today						
elected Condi	tions	Add	Jpdate	Delete			



- The following conditions will be used to create the Hyperfind Query
 - User accounts are active as of today
 - Employee employed and working as of today
 - Primary labor account matches */*/*/2028000/*/*/* as of today



- Select the Visibility from the drop down
 - Select Personal (will be accessible from user's Hyperfind Queries)
 - Name the query
 - A description may be added to further define query

HYPER	FIND QUERIES					
Visibility	Personal	•	Query Name *	Unit 2028 CCU	Description	All team members

• Click Test (prior to save to ensure all data needed displays)

HYPER	FIND QUERIE	S				
Visibility	Personal	-	Query Name	۲ (Unit 2	028 CCU
Se	lect Conditions	Asse	emble Query	Те	est	

- To view team members that meet the selected conditions, select Test
 - Test will display the name and employee ID for each team member that meets the selected conditions.



		.o	a * Unit 2028 COLL
VISIDIIITY	Personal	Query Nam	Unit 2028 CCU
Sele	ect Conditions	Assemble Query	Test
Time Period	Current Pay Peri	od	-
		Name	•
			-

• If the test displays the expected team members, select *Save As* (personal query with name selected)



• The *Hyperfind* will show up in the list of *Hyperfinds* (see below)

Locations (5)	
 Hyperfinds (41) 	
Ad Hoc	
Terminated employees	
Unexcused Absence Unpaid Hyper	
Unit 2028 CCU	
UVA Exempt Employees	
UVA Magnet Report	
UVA NON-EXEMPT	
Womens Services	•
New	
Edit Ad Hoc	

• If additional conditions need to be added/removed to a *Personal Query* select the *Hyperfind* and select *Edit*

Unit 2028 CCU	-	Edit



• Once the *Hyperfind* has been edited, the *Hyperfind* can be saved with the same name or it can be saved with a new name

Additional Questions?

- Call the Help Desk at 434-924-5334 *OR*
- Go to KNOWLEDGELINK and enter a ticket online





See job aid located on the *Kronos Welcome Page* titled: *Submit a Help Desk Ticket On-line*