A timekeeper can create and assign a person HyperFind to another timekeeper, manager, or supervisor. Some typical situations where a HyperFind query may need to be assigned are:

- A new timekeeper is replacing a departing timekeeper
- A backup timekeeper needs similar HyperFind views as the primary timekeeper.
- To assist a Manager with viewing a specific population

### Access HyperFind Queries via Setup

1. Once you have logged into CalTime, click on Workspaces and click on Administration

   ![Access HyperFind Queries via Setup](image)

2. The setup page will open automatically
3. To maximize the setup page, click on the icon that appears at the top right (square within a square)
4. Click on Query Manager

   ![Find HyperFind based on Person with Existing Access](image)

5. Following the asterisk symbol, enter the name of the person that created the original HyperFind in the search field and click search.

   ![QUERY MANAGER](image)
6. Click on Hyperfind (it will highlight in blue) and you will have the ability to Duplicate, View, Assign, Delete, or Refresh the selected HyperFind.

**Assign Hyperfind**

7. Click Assign

**QUERY MANAGER**

8. The Query Manager – Assign Query window will open. Select the name of the timekeeper or Manager who will be assigned the Hyperfind by searching for the name in the filter field or using the scroll down bar at the right of the list of names. Once you click on the name, the name will highlight in blue. If you selected the incorrect name, click on the name again and it will no longer be highlighted in blue.

9. Click save and you will be taken back to the Query Manager main page

**QUERY MANAGER - ASSIGN QUERY**

10. Following the * (asterisk symbol), enter the last name, first name of the person you just assigned the HyperFind query to and you should see the HyperFind appear in the their list of available HyperFinds.

**Delete a Hyperfind**

11. Follow steps #1-6 in this document and come back to this step and click on Delete.
12. Click on Yes or No to confirm if you want to delete the HyperFind. Once you confirm yes to delete, you will be taken to the main HyperFind Query Manager page and you will see that the HyperFind has been removed.

<table>
<thead>
<tr>
<th>Confirm</th>
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<tbody>
<tr>
<td>Are you sure you want to delete?</td>
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[Yes] [No]