

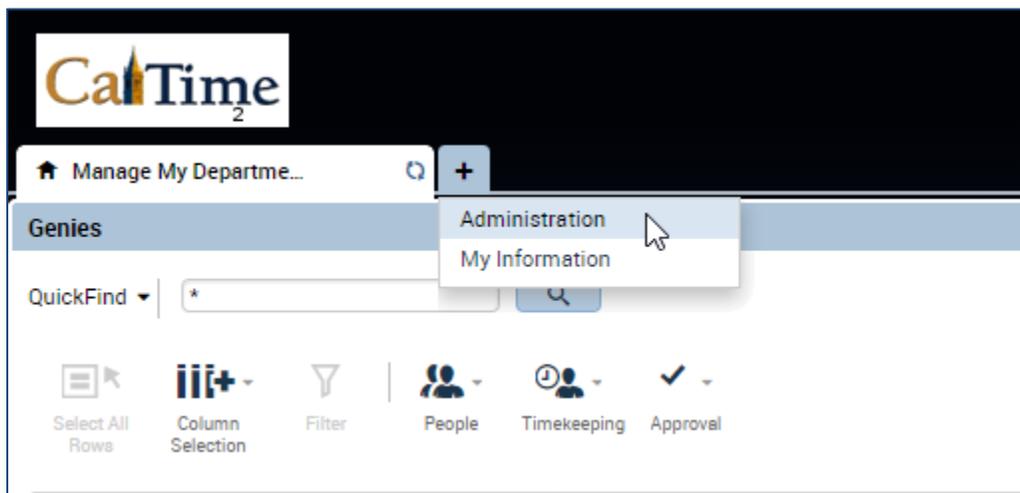
CalTime: Assign or Delete an existing HyperFind

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:

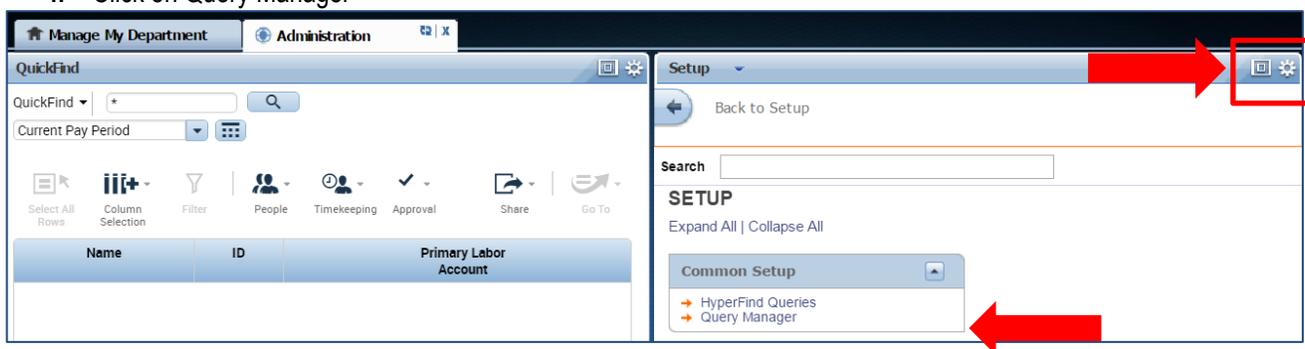
- A new timekeeper is replacing a departing a timekeeper
- A back up timekeeper needs to similar HyperFind views as the primary timekeeper.
- To assist a Manager with viewing a specific population

Access HypeFind Queries via Setup

1. Once you have logged into CalTime, click on the plus icon (next to Manage My Department tab) and click on Administration

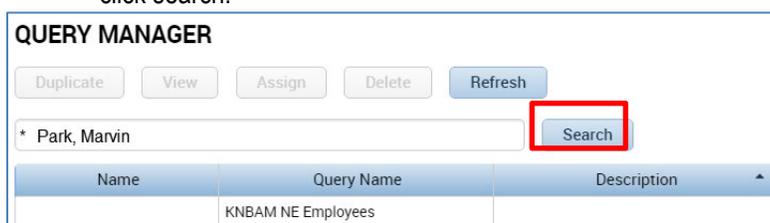


2. The setup page will automatically open
3. To maximize the setup page, click on icon that appears at the top right (square within a square)
4. Click on Query Manager



Find Hyperfind based on Person with Existing Access (i.e. Creator or someone with access)

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

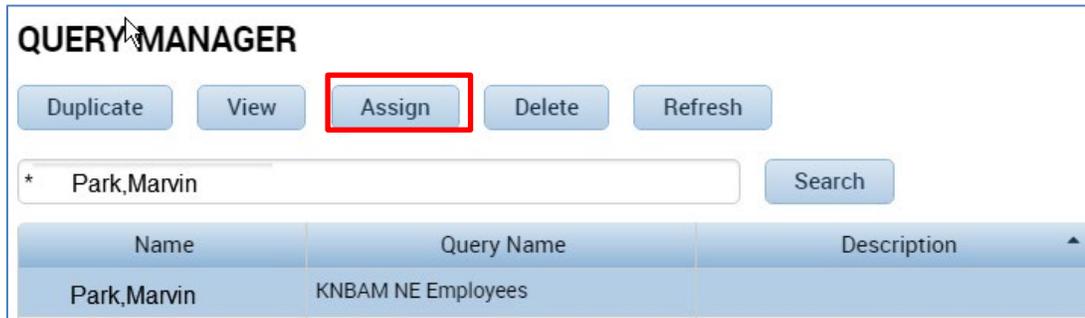


CalTime: Assign or Delete an existing HyperFind

- 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

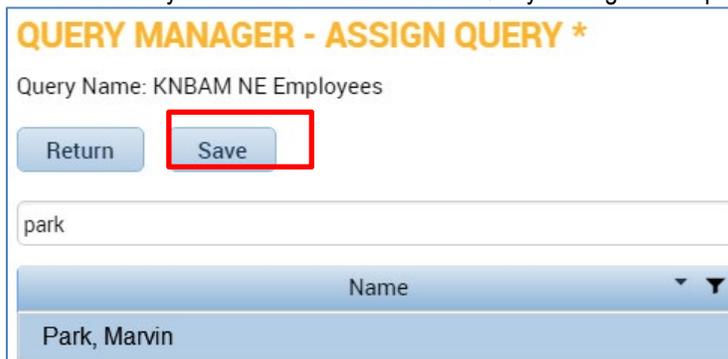
- Click Assign



The screenshot shows the 'QUERY MANAGER' interface. At the top, there are five buttons: 'Duplicate', 'View', 'Assign', 'Delete', and 'Refresh'. The 'Assign' button is highlighted with a red box. Below the buttons is a search field containing '* Park,Marvin' and a 'Search' button. Below the search field is a table with three columns: 'Name', 'Query Name', and 'Description'. The table contains one row with the following data:

| Name | Query Name | Description |
|-------------|--------------------|-------------|
| Park,Marvin | KNBAM NE Employees | |

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

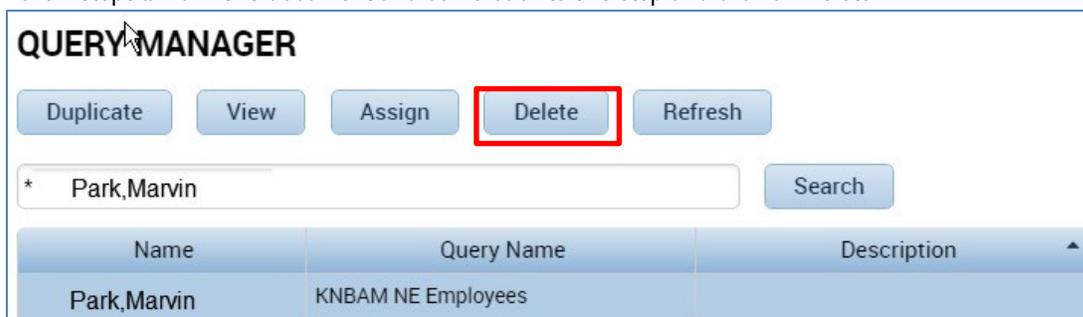


The screenshot shows the 'QUERY MANAGER - ASSIGN QUERY *' window. At the top, it says 'Query Name: KNBAM NE Employees'. Below this are two buttons: 'Return' and 'Save'. The 'Save' button is highlighted with a red box. Below the buttons is a search field containing 'park'. Below the search field is a dropdown menu with the label 'Name' and a list of names. The name 'Park, Marvin' is highlighted in blue.

- 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 their list of available HyperFinds.

Delete a Hyperfind

- Follow steps #1-6 in this document and come back to this step and click on Delete.



The screenshot shows the 'QUERY MANAGER' interface. At the top, there are five buttons: 'Duplicate', 'View', 'Assign', 'Delete', and 'Refresh'. The 'Delete' button is highlighted with a red box. Below the buttons is a search field containing '* Park,Marvin' and a 'Search' button. Below the search field is a table with three columns: 'Name', 'Query Name', and 'Description'. The table contains one row with the following data:

| Name | Query Name | Description |
|-------------|--------------------|-------------|
| Park,Marvin | KNBAM NE Employees | |

CalTime[⌚]: Assign or Delete an existing HyperFind

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.

Confirm

 Are you sure you want to delete?