What is a HyperFind query?
HyperFind Queries enable users to view a list of employees based on selected filters. For example, you may be only interested in looking at active employees as of today’s date that working in a specific department and have an FLSA of non-exempt.

A basic HyperFind used frequently by Timekeepers consists of:

1. **Select Conditions criteria** (for example; Active as of today, FLSA = Non-Exempt)
2. **Selecting condition joiners** such as using And, Or, NOT (for example, Active as of today AND FLSA = Non-Exempt).

**Select Conditions requirement (Additional Information fields)**
If criteria from the Additional Information fields are going to be used in the HyperFind Query, specific syntax requirements must be observed:

- Numerical fields must always be two digits (e.g. 08 for 8 hours Shift Length)
- Alpha Characters must always be uppercase (e.g. N for non-exempt and E for exempt)

*Note. See the appendix of this document for a list of available Select Condition filters and location*

**How to use a Condition Joiners (via Assemble Query)?**
After the conditions criteria is selected, the conditions will need to be assembled using the AND, OR, NOT joiners. If the HyperFind query being created will be using multiple similar conditions, e.g., multiple Job Dept IDs, or multiple Supervisor IDs, be sure and use the OR joiner to join the similar conditions. The OR joiner will allow for multiple similar conditions to be joined, the AND joiner will actually restrict the ability of the query to retrieve the desired multiple conditions. The AND joiner is used to join disparate condition criteria, e.g., Job Dept ID and FLSA status.

The following is an example of a HyperFind Query with multiple condition filters (see blue) and condition joiners (see RED).

**Access HypeFind Queries via Setup**

1. Once you have logged into CalTime, click on Workspaces 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 Hyperfind Queries

![Image of setup page]

**Create Hyperfind**

5. Click New

![Image of Hyperfind Queries panel]

6. The select conditions panel will open on the left side of the setup page. (New Hyperfind queries are built using the available filters and adding required conditions specific to the filter topic.)
If you click **Primary Account**, all the options for all the labor levels will be available to add as a HyperFind condition. Example --- Primary Account is where specific Job (Friendly Name), Supervisor IDs, or Employee IDs would be selected as query conditions.

If you click **Additional Information**, the following options will be available to add as a HyperFind condition. It is recommended you use job department ID, rather than home department as a condition in your Hyperfind. FLSA status can be an important frequently used condition. Use N for non-exempt and E for exempt employees.
7. The Select Conditions Header will appear on the left side of the window (as shown in examples above). The required conditions fields associated with the Select Conditions Header will appear on the right side of the screen.

In the example below, the FLSA from the additional information drop down was selected and and type E for exempt was entered in the field directly below the drop down list. The **Add** button will highlight in blue to prompt the user to Add the field. **Click Add.**

8. If you want to exclude people with a certain condition, click on Exclude people who meet this condition, otherwise select include.

9. Click on Timekeeper and select Employee Status
10. Click on **Active As of Today** button
11. Click **Add** (this will add active employees as of today)
12. After you click Add, you will see the condition appear in the selected conditions box at the bottom.
13. This will bring up employees that are exempt and active as of today.

To Edit or Delete HyperFind Condition

14. To edit or delete condition, Select Assemble Query to Edit Condition or Delete Condition

To Test Hyperfind based on assigned conditions

15. Click on the condition in box (in blue below) and the NOT and Delete Button will highlight in blue. You only use the NOT button if you do not want to include a condition below or you can delete the condition entirely by clicking on Delete.

16. To test your condition, click on Test. This will enable you to verify your results.
17. After a successful test, click on save to start saving the new Hyperfind query. If you click on Save As, a window will appear enabling you to
   - To make this HyperFind visible to only you,
   - Select the drop down in the visibility field and click on Personal

You will be prompted to enter a Query name of the hyperfind and you made add a description. See example below.

New Hyperfinds will display on HyperFind Queries main setup page

Your new hyperfind will appear on the main setup page (see example)