Kronos Self-Service: Creating a Hyperfind

EssilorLuxottica

As a supervisor, you have access to several employees and may have a large employee roster. With a Hyperfind, you can crate a smaller group within your employee roster for quick and easy access. In addition, if you manage multiple teams and shifts, a Hyperfind helps create sub-groups to help filter employees and smaller teams. In this job aid, you will learn how to create a Hyperfind.

oroving your timecard		
Access the Kronos log on page	ge.	
Log in using your credentials.		
In the Manager workspace, cl	ick on the "All Home" drop-down menu.	
★ Manager Workspace Q + Genies		•
Shift Start •	Loaded 9-40AM Today	
	l vog	
Select All Column Filter Timeseeping Approval Room Selection	Em " Smaole	O Co To
L. ID Have I Have		C-b-d-l-
In the drop down menu, click	on 'New'	
In the drop down mend, oloc		
Allow the page to refresh so t	hat the 'Hyperfind Queries' page opens	
HYPERFIND QUERIES	Quary Name * Description	Last Refreshed: 9:41am
Visibility Personal	Query Name* Personal Description	Last Refreshed: 9:41am
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7 In the 'Name or ID' drop-d	own, select the field that should be searched for the employee detail
	NAME OR ID
	Include Cxclude people who meet this condition
	Search by By Last Name
	Search for By First Name
	* By ID
8 Type in the employee's f	ull or partial name or ID number and then click on the 'search' button
Se	earch for
a	Ivarado* Search
	appear in the search box below if there are multiple results; otherwise, just the single result will appear. Click on to highlight the name in gray and then click on '>>' button to move it to the 'Selected Items' box.
	Search for
	alvarado* Search
	Alvarado, Gerardo, 981134
10 Once the employee has	been added to the 'Selected Items' box, click on the 'Add' button to link the employee to this particular hyperfind.
	Search for Selected Items*
	alvarado* Search
	Use Single Wildcard
	Selected Conditions Add Logare Delete
11 Once all employees have saved for future use.	e been added to the 'Selected Items' list, click on the 'Save As' button and your Hyperfind will be finalized and
Conditions	Add Update Delete
me is Alvarado, Reyes	â
	•
	Cancel Refresh Save As Save

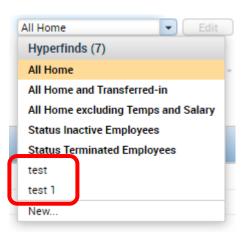
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12 You will now be able to easily refer to and utilize your Hyperfind to easily and quickly locate a specific set of employees. Simply return to the Manager Workspace and click on the 'All Home' drop down

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Shift Start 🕶								Loaded	9:40AM Today	 All Home	Edit
Select All Column Filt Rows Selection											Go To
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Click on the drop down and all of your Hyperfinds will be listed for use. Simple click on the name to access and utilize the Hyperfind.



14 If any edits are needed to the Hyperfind, for instance, if employees need to be added or removed due to change in business unit or employment, simply select the Hyperfind from the drop-down menu and then click on the 'Edit' option to update employees in the Hyperfind

