

Personal Hyperfinds

Managers can use their own hyperfinds. Timekeepers can define personal hyperfinds as custom queries on the schedule.

Create a Personal Hyperfind

Create a personal hyperfind that cannot be viewed by others.

Navigation: Main Menu > Schedule > Schedule Planner

1. From the Locations & Hyperfinds drop-down list, select **New Hyperfind**.
2. On the Hyperfind Editor page, at the Ad Hoc field, select **No**.
3. Complete the **Add Description** field with a name for the hyperfind.
4. At the Visibility field, select **Personal**.
5. Select **Add Conditions**.
6. On the Select Conditions page, at the Filter panel, select the **categories** from which to choose the applicable conditions.
7. Define the conditions and select **Add** to move them to the Selected Conditions section.
8. On the Hyperfind Editor page, verify that the conditions are correct.

Note Select **Test Hyperfind** to see the results of the hyperfind and to ensure the conditions are correct.

9. Select **Save**.

Hyperfind Editor

[Add Description](#)

Home Employees No Yes
This Hyperfind is for Home Employees only.

Ad Hoc No Yes
This Hyperfind will be saved for later.

Visibility Personal Public
Only you will be able to see this Hyperfind.



Build your Hyperfind by adding conditions here.

[Add Conditions](#)

Cancel Save Save As

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