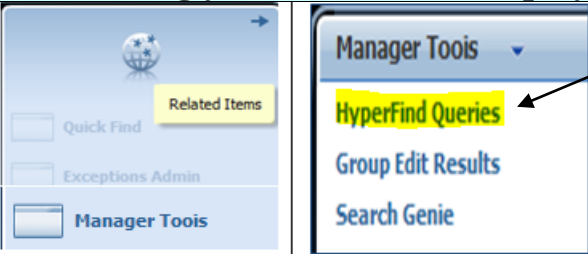
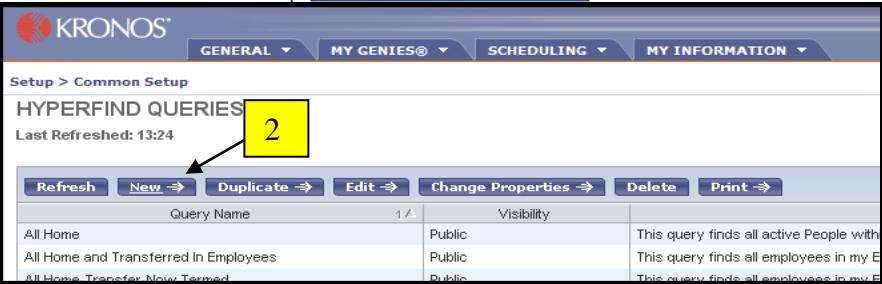
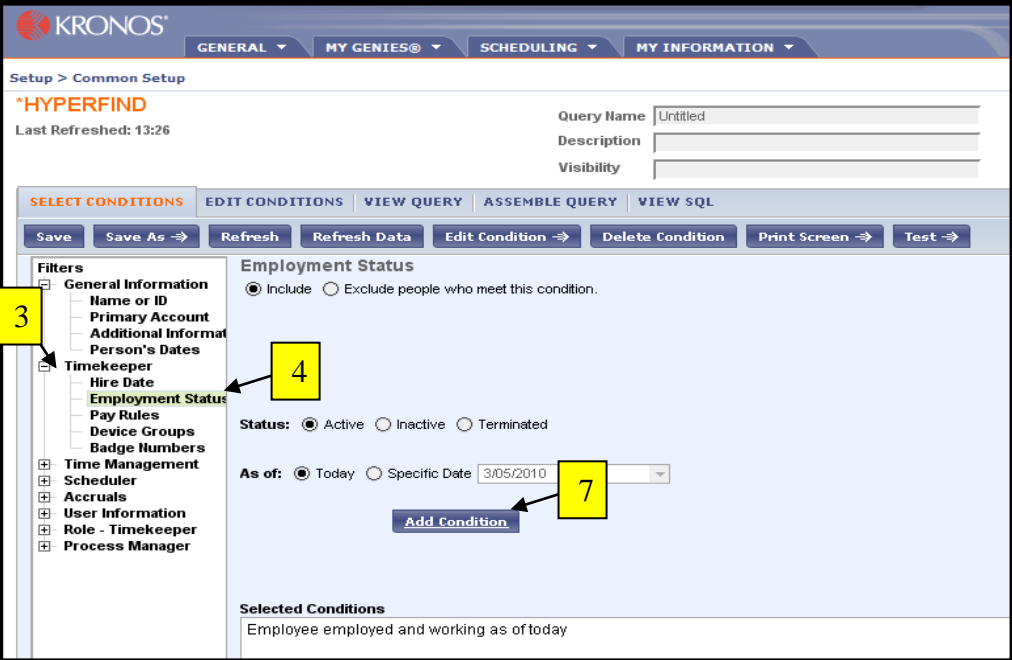


# Creating a HyperFind – Select by Hard Coded Employee Gwid

## Creating your customized employee list

<p>Log into Kronos. Go to <b>Manager Tools</b> in your Related Items. 1. Select <b>HyperFind Queries</b>.</p>	
<p>2. Click on <b>New</b></p>	
<p>3. Go to <b>Timekeeper</b> under Filters. 4. Select <b>Employment Status</b> 5. Make sure <b>Include</b> is selected under <i>Employment Status</i> 6. Make sure <b>As of: Today</b> is selected 7. Select <b>Add Condition</b></p>	

# Creating a HyperFind – Select by Hard Coded Employee Gwid

8. Go to **General Information** under Filters.
9. Select **Name or ID**
10. Under **Choose Specific People** Select the drop down arrow and select **By ID**
11. Enter the Gwid in the Search box. If the \* is there you can leave the 'G' off
12. Select search after entering in the Gwid
13. A person should appear in the Search Results Box
14. Add Condition and this will add them to the Selected Conditions.

SELECT CONDITIONS | EDIT CONDITIONS | VIEW QUERY | ASSEMBLE QUERY | VIEW SQL

Save Save As → Refresh Data Edit Condition → Delete Condition Print Screen → Test →

Filters  
 General Information  
 Name or ID  
 Primary Account  
 Additional Information  
 Person's Dates  
 Timekeeper  
 Time Management  
 Scheduler  
 User Information  
 Role - Timekeeper  
 Process Manager

Name or ID  
 Include  Exclude people who meet this condition.  
 Choose Specific People  
 Search by: By ID  
 Search for: \*g26046399  
 Search Results: G26046399, Zendra Barr  
 Use Single Wildcard  
 Search by: By Last Name  
 Define Condition:

Selected Conditions  
 ID number is G26046399

15. Select **View Query** tab
16. If Query does not have all OR's then follow the next steps.

HYPERFIND  
 Last Saved: 14:35  
 Query Name: Test  
 Description:  
 Visibility: Personal

SELECT CONDITIONS | EDIT CONDITIONS | VIEW QUERY | ASSEMBLE QUERY | VIEW SQL

Save Save As → Refresh Print Screen → Test →

((ID number is G88880002 AND Employee employed and working as of today) AND (ID number is G88880001 OR ID number is G88880005))

17. Select **Assemble Query** tab
18. Select **Disassemble** button
19. Highlight all your records and select the **OR** button. When you're done it should look like the screen shot.

HYPERFIND  
 Last Saved: 14:35  
 Query Name: Test  
 Description:  
 Visibility: Personal

SELECT CONDITIONS | EDIT CONDITIONS | VIEW QUERY | ASSEMBLE QUERY | VIEW SQL

Save Save As → Refresh AND OR NOT Disassemble Disassemble All Delete Condition Print Screen → Test →

Select Conditions  
 ((ID number is G88880002 AND Employee employed and working as of today) AND (ID number is G88880001 OR ID number is G88880005))

SELECT CONDITIONS | EDIT CONDITIONS | VIEW QUERY | ASSEMBLE QUERY | VIEW SQL

Save Save As → Refresh AND OR NOT Disassemble Disassemble All Delete Condition Print Screen → Test →

Select Conditions  
 ID number is G88880002  
 ID number is G88880001  
 ID number is G88880005  
 Employee employed and working as of today

SELECT CONDITIONS | EDIT CONDITIONS | VIEW QUERY | ASSEMBLE QUERY | VIEW SQL

Save Save As → Refresh AND OR NOT Disassemble Disassemble All Delete Condition Print Screen → Test →

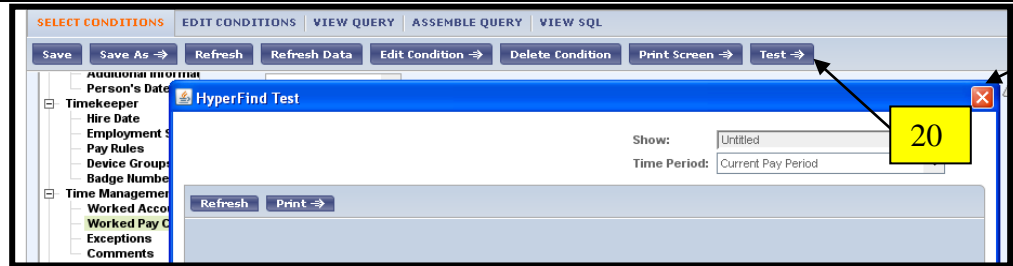
Select Conditions  
 (ID number is G88880002 OR ID number is G88880001 OR ID number is G88880005 AND Employee employed and working as of today)

# Creating a HyperFind – Select by Hard Coded Employee Gwid

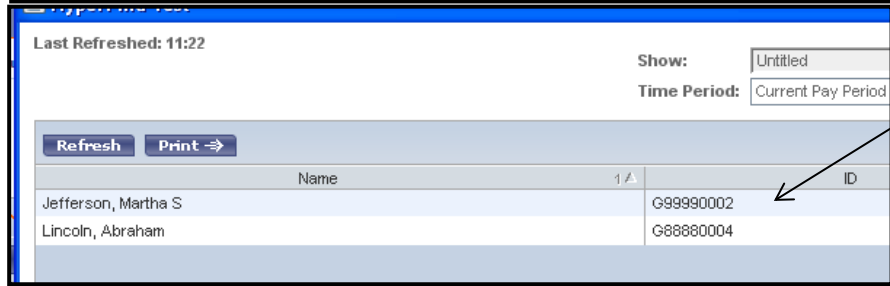
20. Now it's time to Test your query by selecting the **Test** button.

21. If it runs successfully names will appear. Then **click on the Orange box with the X** to close the test window.

22. If it takes more than *10 minutes* for names to appear then **click on the Orange box with the X** to close the test window. Give **Zendra Barr** a call and she can help you with it.



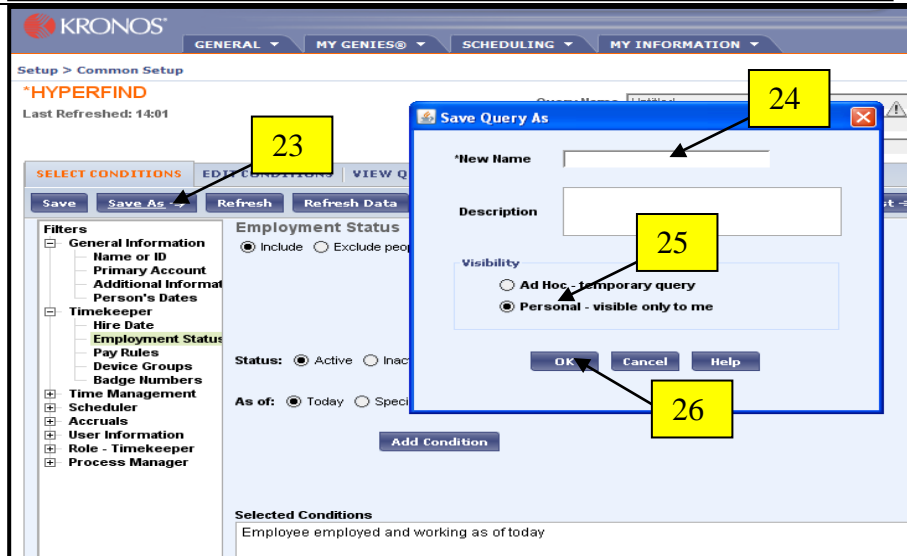
22



21

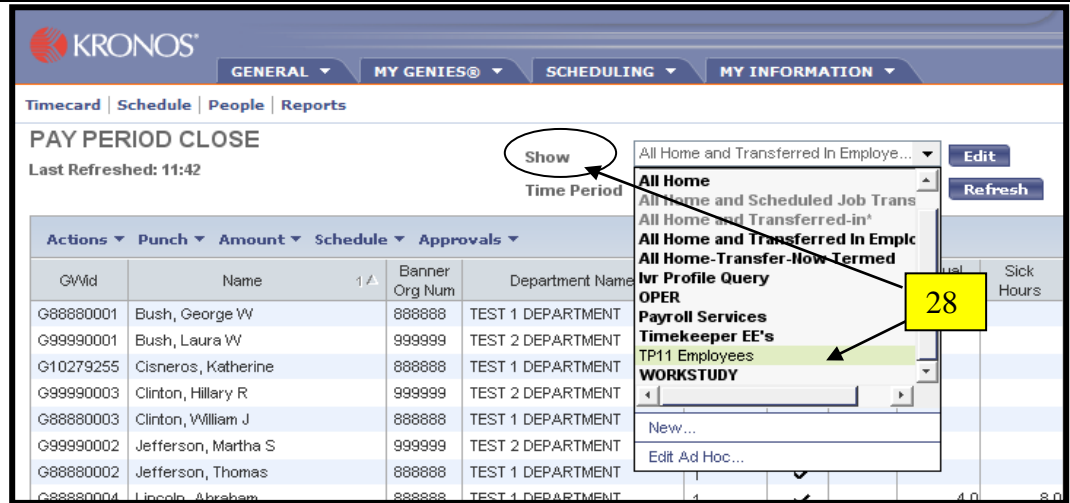
23. Select **Save As**  
 24. Select **Personal – visible only to me**  
 25. Give your personal list a **New Name** and **Description**.  
 26. Click **OK**

You will now find this list in your **Show** drop down list.



27. To view HyperFind go back to your **Pay Period Close** or **Hours Summary Genie**.

28. Under **Show** Select the HyperFind you just made.



Note:

If you would like to have the HyperFind query you created assigned to another timekeeper then please e-mail [timerep@gwu.edu](mailto:timerep@gwu.edu) with the timekeepers name and the Hyperfind name.