

HYPERFIND'S



Hyperfind allows you to create customized queries (searches) for people in the Workforce Central system. You can then display detailed information on these people in Workforce Genies or Reports.

TYPES OF HYPERFIND QUERIES

Public:

Available to users with appropriate access rights.

Appear as bold entries in HyperFind query Show drop-down lists

Personal:

Available only to its creator

Appear as non-bold (plain text) entries

Ad Hoc:

Unique personal query

Latest version is temporarily stored for reuse in the same session

There are three types of queries, which help to manage the volume of queries and the ways in which users access these queries:

Query Type	Description
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Public	Public queries are available to all users who have access rights allowing them to access Genies or reports. Public queries appear in bold type, from the Show drop-down list. The changes are immediately available to you.
Personal	Only you can access your personal queries from the Show drop-down list. You might use a personal query to search for people based on criteria not available in a public query, for example, employee ID or labor accounts worked.
Ad Hoc	You create and save Ad Hoc queries for use during the current session only. Ad Hoc queries are useful in unique situations for which no public or personal queries are created.

CREATING HYPERFIND QUERIES

You can create new queries if your access profile allows you to do so. Building a query is a continuous process that allows you to refine the query as your requirements change. A query only returns those people in the employee group and organizational sets that the user can see. Because this is different for all users, running the same query can return different results.

1. Select the building process:

For a new query, select Setup > Common Setup > HyperFind Queries > New. The basis of new queries is your default All Home query.

To modify a query, select HyperFind Queries. Then select the query and double-click.

2. Select a filter to open the filter conditions workspace.

In a new query, select a condition from the Filters list categories. The specific condition workspace opens.

To modify a condition in an existing query, select the condition from the Selected Conditions box at the bottom of the workspace, and double-click. The Edit condition dialog box opens.

Whether you are adding or modifying a condition, the options for a condition are the same.

3. Select the options for the condition.

4. Apply the condition criteria to the query:

To add the condition to a query, click Add Condition.

To modify the condition, click Update on the Edit Condition dialog box.

The condition appears in the Selected Conditions box.

5. Continue to build the query.

To add or modify more conditions, repeat steps 2-4.

To delete a condition, select the condition in the Selected Conditions box and click Delete Condition.

6. Periodically test the results. Click Test and examine the results.

7. When finished click Save As.

8. In the Save Query As dialog box, select the type of query from the Visibility section: Ad Hoc, Personal, or Public. If selecting a Personal or Public query, enter the name (up to 30 characters) and description (up to 250 characters) and click OK.

9. If necessary, click Assemble Query to combine the conditions in a way that performs the search you want.

DOES THE QUERY WORK AS EXPECTED?

If the results are incorrect, continue to edit condition options. Double-click the condition in the Selected Conditions box, complete the Edit Condition dialog box. Click Update and test the results.

TESTING HYPERFIND QUERIES

Test queries to check whether they return the expected results and to evaluate the query's efficiency and correctness. Testing the query confirms that you selected the conditions correctly.

- To test as you build, click the Test button after you add a condition.

To test the query for a different time period:

1. Use the Time Period drop-down list to select a time period. If you select Range of Dates, enter start and end dates in the dialog box that appears. Then click OK.
2. Click Refresh.
3. Review the list of people to determine whether the query lists the appropriate people.
4. When you finish testing the query, close the Test window.

If you selected the Current or Previous Pay Period, the query returns people who satisfy the conditions and who are licensed as Workforce Timekeeper Employees.

To print the query results, click Print Screen.

CREATE A NEW TEMPORARY QUERY (good only for the current session)

1. Click the **Show** drop-down box to display the list of available queries.
2. Select **Ad Hoc**.
3. Click **Edit** to launch the **HyperFind** Editor.
4. Click **New** to create the query using the **HyperFind** function.
5. Click **Save** the query as Ad Hoc when finished.

EDIT AN EXISTING QUERY

1. Click the **Show** drop-down box to display the list of available queries.
2. Select a query.
3. Click **Edit** to launch the **HyperFind** Editor.
4. **Edit** the query using the **HyperFind** function.
5. Click **Save**.

ASSEMBLING QUERY STATEMENTS

Before you can test or save the query, reassemble the statements. HyperFind assembles queries in a [default assembly order](#).

1. In the **View SQL** workspace, select the statements to assemble, as follows:

Select two more conditions that should be nested.

Select conditions that will be evaluated with an operator and click AND, OR, or NOT.

2. Click **Save**.

DEFAULT ASSEMBLY ORDER

Unless you decide to assemble conditions in your query (using the Assemble Query menu), HyperFind assembles conditions that you define as follows for unsaved parts of the query:

If you define more than one condition on an individual workspace (for example, Home Account), at least one of the conditions must be met for a person to be included in the query. For example, the person must be assigned to labor account 100/*/* as of today or labor account 200/*/* within a specified time period.

If you define conditions on different workspaces (for example, Home Account and Employee Status), all conditions must be met for a person to be included in the query. For example, the person must be assigned to labor account 100/*/* **and** be an active employee.

After the query has been saved, HyperFind assembles added conditions using the AND operator. For example, in the following query, there are two Name or ID conditions:

((Last name is Adams OR

Last name is Babson

This query finds Adams and Babson. If you add another name condition from the same filter workspace, the query appears as follows:

((Last name is Adams OR

Last name is Babson AND

Last name is Billings

The query yields no results because a person will not have two last names at the same time.