



## **Kronos Scheduler:** [HyperFinds based on Primary Location](#)

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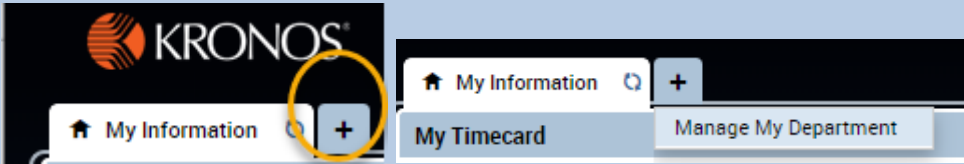
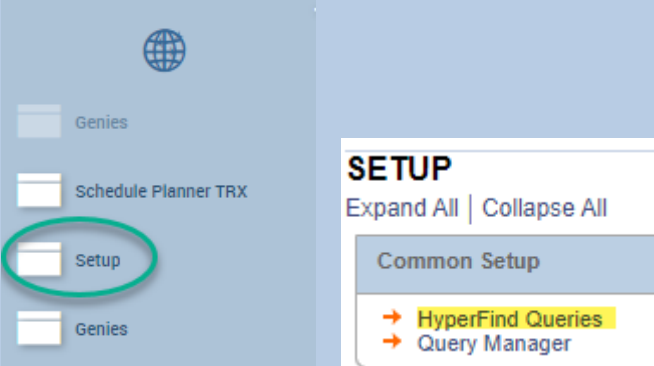
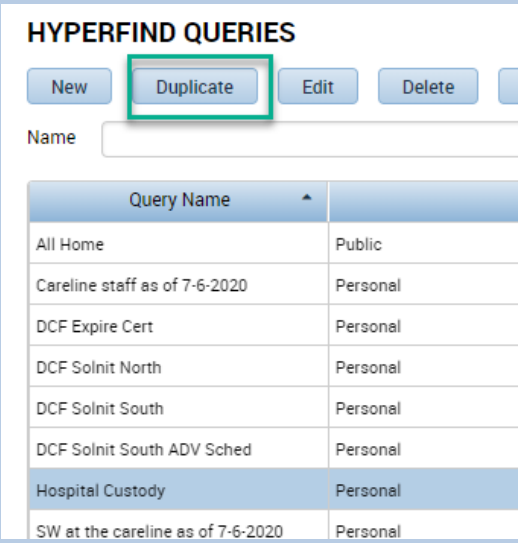
### **Purpose**

This document demonstrates how you can copy/create useful HyperFinds based on Primary Accounts and Locations. Once successfully created these can be leveraged on all Genies and most Reports in Kronos.



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## Using HyperFinds by Primary Account Location

Steps to Share HyperFinds																				
1	<p>From the Home Page, click the Plus “+” next to the My Information Tab. Next select <i>Manage My Department</i></p>																			
2	<p>From the Related items list, click <b>Setup-&gt; Common Setup-&gt; HyperFind Query</b></p>																			
3	<p>Using the <b>Search</b> Field or scroll down, type the name of the HyperFinds you want to clone</p> <p>Then click the <b>Duplicate</b> Button.</p>	 <table border="1" data-bbox="496 1335 987 1696"> <thead> <tr> <th>Query Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>All Home</td> <td>Public</td> </tr> <tr> <td>Careline staff as of 7-6-2020</td> <td>Personal</td> </tr> <tr> <td>DCF Expire Cert</td> <td>Personal</td> </tr> <tr> <td>DCF Solnit North</td> <td>Personal</td> </tr> <tr> <td>DCF Solnit South</td> <td>Personal</td> </tr> <tr> <td>DCF Solnit South ADV Sched</td> <td>Personal</td> </tr> <tr> <td>Hospital Custody</td> <td>Personal</td> </tr> <tr> <td>SW at the careline as of 7-6-2020</td> <td>Personal</td> </tr> </tbody> </table>	Query Name		All Home	Public	Careline staff as of 7-6-2020	Personal	DCF Expire Cert	Personal	DCF Solnit North	Personal	DCF Solnit South	Personal	DCF Solnit South ADV Sched	Personal	Hospital Custody	Personal	SW at the careline as of 7-6-2020	Personal
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4 Next look toward the bottom of the Hyperfind Dialog Screen. To the **Select Conditions**.  
  
Then, click the **Update** Button and the **Location** Tab near the top of the dialog window

The screenshot displays the 'HYPERFIND QUERIES \*' interface. At the top, there are buttons for 'Save', 'Save As', 'Return', and 'Refresh'. The 'Visibility' is set to 'Personal', the 'Query Name' is 'Copy of Hospital Custody', and the 'Description' is 'CSW and Leads'. Below this, there are tabs for 'Select Conditions', 'Assemble Query', 'View SQL', and 'Test'. The 'Filter' section on the left lists various categories like 'General Information', 'Time Management', and 'Attendance', with 'Primary Job' highlighted. The main area shows 'PRIMARY JOB' settings, including 'As Of Date' (7/24/2020) and a list of job entries. A yellow arrow points to the 'Update' button in the 'Selected Conditions' box at the bottom, which contains the text: 'Primary labor account matches \*/DCF083233; DCF083230; DCF083231; DCF083232/\*/\*/\*/\* as of today'. Below this, the 'PRIMARY ACCOUNT' section is visible, with the 'Location' tab selected and highlighted. It includes a 'Selected Conditions' box with the text: 'Primary labor account matches \*/DCF083233; DCF083230; DCF083231; DCF083232/\*/\*/\*/\* as of today' and buttons for 'Add', 'Update', and 'Delete'.



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5

Any Selected Locations that you do not want can be removed by highlighting the item and clicking the single Arrow point to the left

Any Items (Locations) you need to add to the list by typing in part of the name/number in the **Available Items** and click Search. (used the \* on both sides of the name as a wildcard)

Once you are ready select the items returned and the button that points to the right in order to move it to the Selected item side.

**PRIMARY ACCOUNT**  
 Include  Exclude people who meet this condition

Summary Agency-Dept... Location Combo Code Override Rea... Employee ID... Supervisor Job

Wild Card Selection

Available Items  Search

Selected Items

- DCF083230,Soln South Hosp CC-Mnhssett
- DCF083231,Soln South Hosp CC-Passaic
- DCF083232,Soln South Hosp CC-Sachem
- DCF083233,Soln South Hosp CC-Acadia

Effective Date As of today

Selected Conditions Add Update Delete

Primary labor account matches \*/DCF083233; DCF083230; DCF083231; DCF083232/\*/\*/\*/\*/\* as of today

Wild Card Selection

Available Items  Search

Selected Items

- DCF083230,Soln South Hosp CC-Mnhssett
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Wild Card Selection

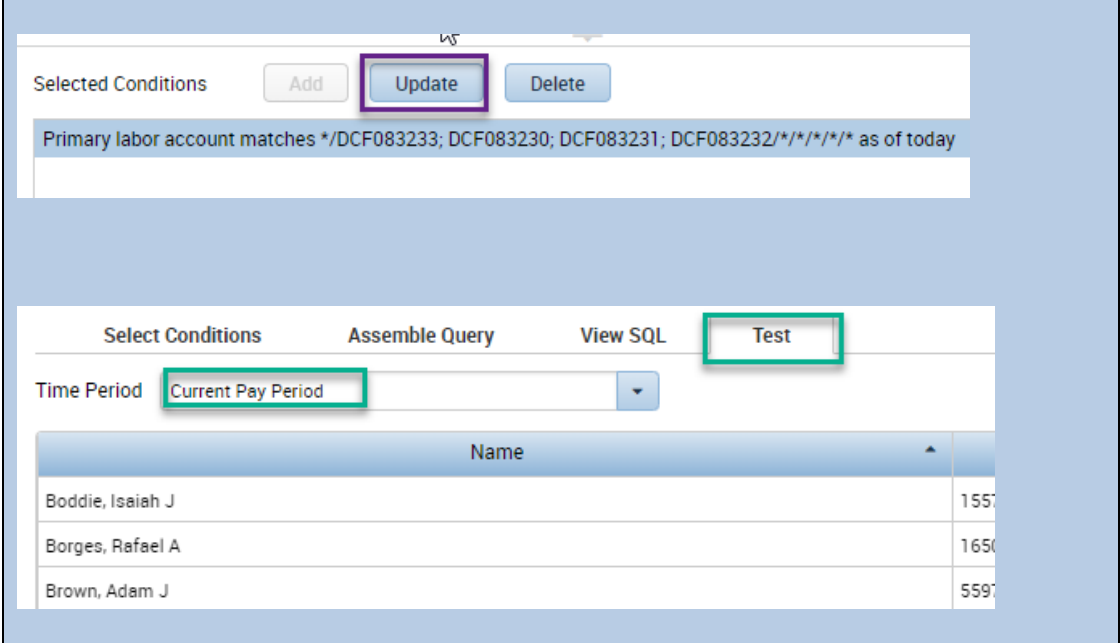
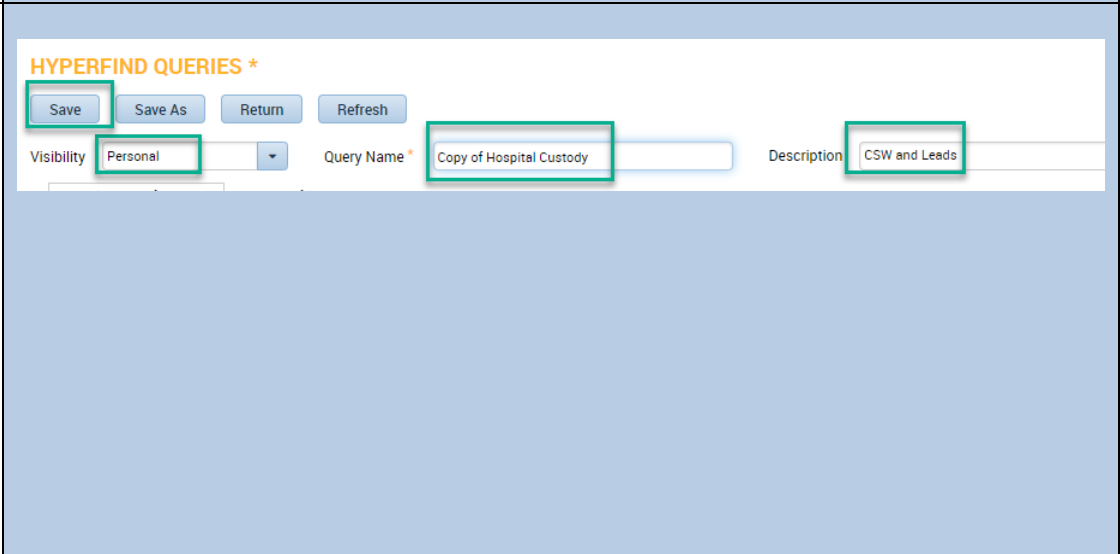
Available Items  Search

\*Lak\*

- DCF083251,Solnit South PRTF M&D Lakota
- DCF083255,Soln South PRTF CS-Lakota
- DCF083259,Soln South PRTF CC-Lakota



## Kronos Scheduler: HyperFinds based on Primary Location

<p><b>6</b></p> <p>Once you have all the desired locations in the list, click the <b>Update</b> Button in the <b>Selected Conditions</b> section again.</p> <p>A good practice is Test the HyperFind using the Test Tab near the top of the dialog screen</p>		 <table border="1" data-bbox="487 766 1445 945"><thead><tr><th>Name</th><th></th></tr></thead><tbody><tr><td>Boddie, Isaiah J</td><td>155</td></tr><tr><td>Borges, Rafael A</td><td>165</td></tr><tr><td>Brown, Adam J</td><td>559</td></tr></tbody></table>	Name		Boddie, Isaiah J	155	Borges, Rafael A	165	Brown, Adam J	559
Name										
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<p><b>7</b></p> <p>Finally, type in the new <b>Query Name</b> and <b>Description</b> for this HyperFind.</p> <p>Make sure the visibility is <b>Personal</b> instead of Ad-hoc.</p> <p>Then click the <b>Save</b> Button and Test using Genies and Reports</p>		 <p><b>HYPERFIND QUERIES *</b></p> <p>Save Save As Return Refresh</p> <p>Visibility: Personal Query Name: Copy of Hospital Custody Description: CSW and Leads</p>								