# Creating a Hyperfind Query by Department Number

Hyperfind Query

A *Hyperfind* allows you to find people who match certain criteria

- It is used to create a list of team members (i.e., a list of RNs, PCTs, HUCs)
    - Types of *Hyperfind Queries*:
        - *Ad-Hoc* – a search set up for a specific, temporary purpose
            - This query cannot be saved permanently
        - *Personal* – is visible and available to the person who created it
            - This is a query which will be needed more than once

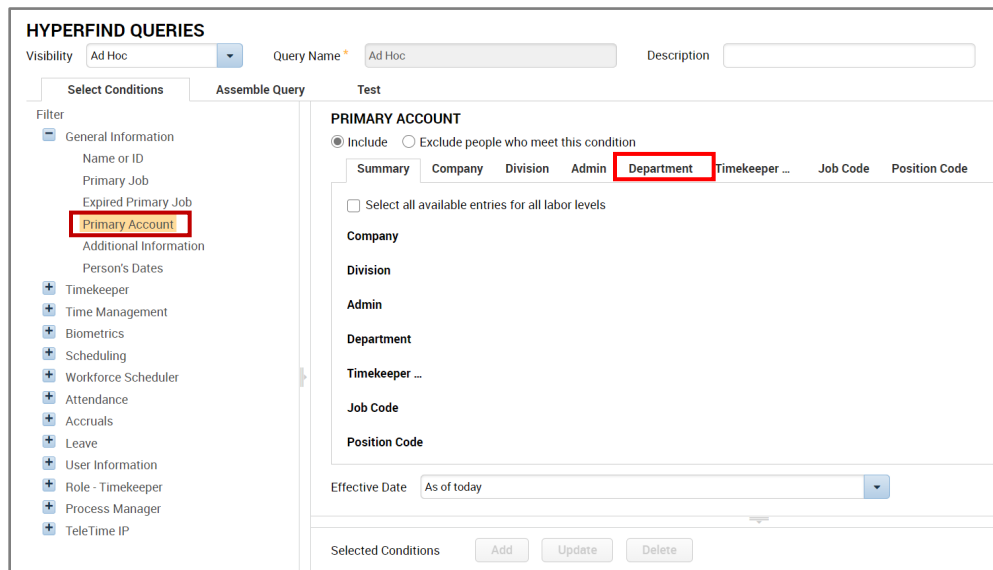## Creating a Hyperfind Query Using Department Number

- Open *Schedule Planner* or *Schedules*
    - Go to *All Home* drop down
    - Select *Hyperfinds*
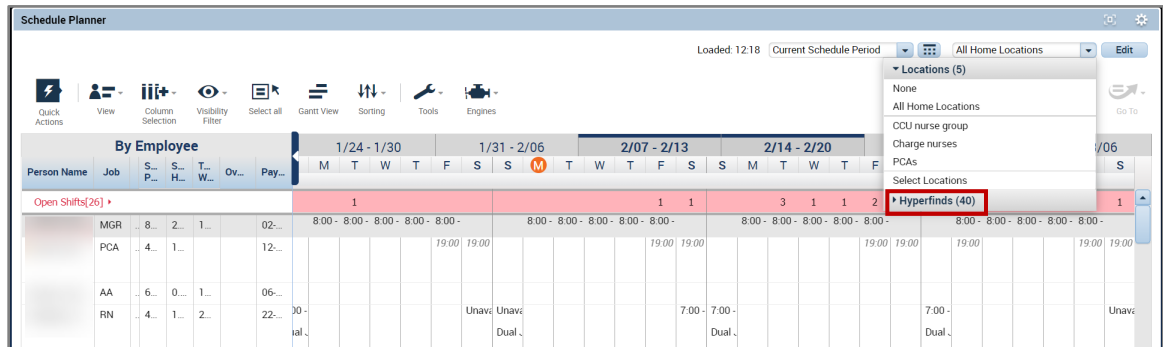
- Select *Edit Ad Hoc*
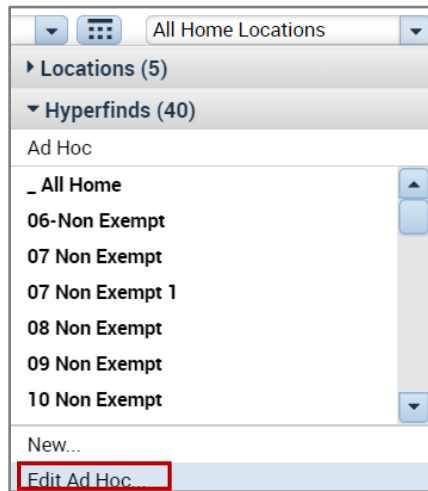
- From Select Conditions
- Select *Primary Account* (located under General Information)
  - Select Department

- Once the Department window opens, enter the first 4 numbers (before the asterisk) for the department (In this case, the department number is 2028)
  - Note 2028000 Coronary Care Unit is located in the window below

- Highlight and move the department to the *Selected Items* by clicking

- Select *Add* to move the department to the *Selected Conditions*

- The following conditions will be used to create the *Hyperfind Query*
  - *User accounts are active as of today*
  - *Employee employed and working as of today*
  - Primary labor account matches */*/*/2028000/*/*/* as of today

Selected Conditions	Add	Update	Delete

User accounts are active as of today

Employee employed and working as of today

Primary labor account matches */*/*/2028000/*/*/* as of today

- Select the *Visibility* from the drop down
  - Select Personal (will be accessible from user's *Hyperfind Queries*)
  - Name the query
  - A description may be added to further define query

HYPERFIND QUERIES

Visibility	Personal	▼	Query Name *	Unit 2028 CCU	Description	All team members

- Click Test (prior to save to ensure all data needed displays)

HYPERFIND QUERIES

Visibility	Personal	▼	Query Name *	Unit 2028 CCU

Select Conditions	Assemble Query	Test

- To view team members that meet the selected conditions, select Test
  - Test will display the name and employee ID for each team member that meets the selected conditions.

- If the test displays the expected team members, select *Save As* (personal query with name selected)

- The *Hyperfind* will show up in the list of *Hyperfinds* (see below)

- If additional conditions need to be added/removed to a *Personal Query* select the *Hyperfind* and select *Edit*

- Once the *Hyperfind* has been edited, the *Hyperfind* can be saved with the same name or it can be saved with a new name

Additional Questions?

- Call the Help Desk at 434-924-5334
  OR
- Go to KNOWLEDGELINK and enter a ticket online

IT HELP

See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line