



## Creating a HyperFind

Managers have the ability to create a personal *HyperFind* to locate their own “Direct Reports.” These instructions can be adapted to create other useful *HyperFinds*.

### Glossary

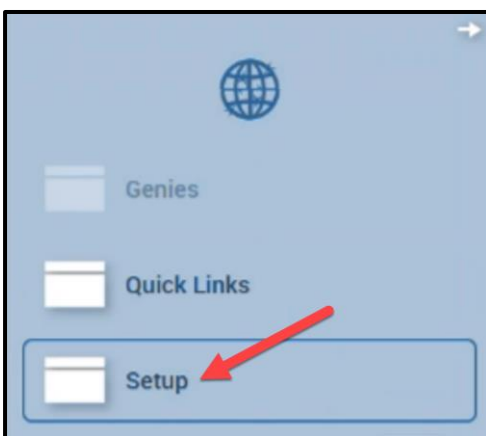
Genie – a tool in Mctime that allows a manager to view information on a group of employees without having to access each individual timecard.

Show- Located in the header, the show field determines which people records appear in the genie.

HyperFind – a way within Mctime that allows you to find people records that match criteria that you have chosen.

### Creating a HyperFind

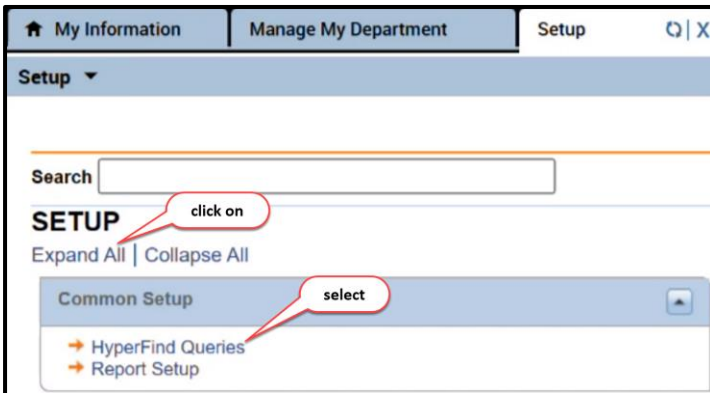
1. Click on **Setup** in the upper right corner of the screen to open.





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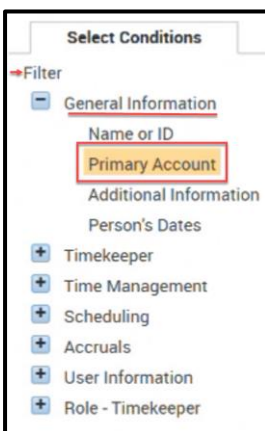
- Click on **Expand All** to open up **Common Setup**, and select **HyperFind Queries**.



- Select **New** and a new window will open with the Labor Levels that can be used.



- Confirm that in the **Filter** menu under **General Information**, that **Primary Account** is highlighted in peach.





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5. In the **PRIMARY ACCOUNT** box, click on the **Manager** tab.

**PRIMARY ACCOUNT**

☒ Include ☐ Exclude people who meet this condition

Summary Department-... Section-Sub... Cost Center-... Expenditure ... Reason Code **Manager**

Batt-Unit

Wild Card Selection

Available Items

Selected Items

Search

6. In the **Available Items** field, enter your last name, immediately followed by an asterisk (\*), with no spaces (see previous image).
7. Click on the **Search** button (see previous image).
8. Locate your name/ID combination in the result list and click it to highlight it.

Available Items

FIN DEMO MGR\*

Search

3200001,FIN DEMO MGR

Selected Items

>

>>

<

<<

9. Click on the caret to move to the selected item (see previous image).





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10. Confirm that the “As of today” dropdown menu option is selected.

The screenshot shows the HyperFind interface. At the top right, the text '3200001,3200001 FIN DEMO MGR' is displayed. Below this, there are navigation buttons: '>', '>>', '<', and '<<'. The 'Effective Date' dropdown menu is set to 'As of today', which is highlighted with a red box and a red circle labeled '10'. Below the dropdown menu, there is a 'Selected Conditions' section with an 'Add' button highlighted by a red box and a red circle labeled '11'. The 'Add' button is next to the 'Update' and 'Delete' buttons. Below the buttons, the text 'Primary labor account matches \*/\*/\*/\*/3200001/\* as of today' is displayed.

11. Click on the **Add** button to move the information into the **Selected Conditions** field at the bottom (see previous image).

12. Go back to the **Filter** menu on the **Select Conditions** tab. Click on the plus sign (+) in front of the **Timekeeper** filter to open its dropdown menu options. Click on ‘Employment Status’ option to highlight it.

The screenshot shows the 'Select Conditions' tab. Under the 'Filter' section, there is a list of filters: 'General Information', 'Timekeeper', 'Hire Date', 'Employment Status', 'Employment Terms', 'Pay Rules', 'Device Groups', 'Badge Numbers', 'Time Management', 'Scheduling', 'Accruals', 'User Information', and 'Role - Timekeeper'. The 'Timekeeper' filter is expanded, showing its sub-options. The 'Employment Status' option is highlighted with a red box.





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13. The default option is already set to **Status** = 'Active', and **As of** = 'Today', so you need only click on the **Add** button to move it to **Selected Conditions** field at the bottom.

**EMPLOYMENT STATUS**

☒ Include ☐ Exclude people who meet this condition

Status: **Active**

As of: ☒ Today ☐ Specific Date 3/27/2023

Selected Conditions: **Add** Update Delete

14. Click on the dropdown to change the **Visibility** to "Personal".

**HYPERFIND QUERIES \***

Save Save As Return Refresh

Visibility: **Personal** Query Name: My Direct Reports Description: FIN MGR Direct Reports

15. Add a new **Query Name**: "My Direct Reports" (see previous image).
16. Add a new **Description**: "Your Name's Direct Reports" (see previous image).
17. Click on the **Save As** button (see previous image).
18. To use your new *HyperFind*: a) select the appropriate Genie using the **Genie** icon; and b) locate and select your *HyperFind* "My Direct Reports" within the dropdown menu option.

**Genies**

Pay Period Close Previous Pay Period My Direct Reports

