Using a hyperfind in other parts of Kronos

Once hyperfind have been created, it is accessible across Kronos. This document illustrates how to use a previously-created hyperfind in the Request Manager, on the Timecards page, and when viewing schedules on the Schedules page.

Using a hyperfind in the Request Manager
Look for the hyperfind list to the right of the commands that allow you to change the date range. It normally defaults to All; click on the dropdown arrow and scroll to find the correct hyperfind.

Using a hyperfind in the Timecards page
If you open the Timecards page as a separate tab, you can review the timecards of all employees who report to you (or to supervisors who report to you).
To narrow to a smaller group on this page, look for the hyperfind dropdown to the right of the date range buttons in the upper-right corner of the page. Scroll down to find and select the appropriate hyperfind, and the employee timecards list will filter to show only staff who meet that criteria.
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**Using a hyperfind in the Schedules page**

If you open the Schedules page as a separate tab, you can review the schedules of all employees who report to you. This page is particularly useful to get a picture of staff availability when considering what leave requests to approve.

To narrow to a smaller group on this page, look for the hyperfind dropdown to the right of the date range buttons in the upper-right corner of the page. Scroll down to find and select the appropriate hyperfind, and the employee schedules will filter to show only staff who meet that criteria.