Creating a HyperFind (Java Only)

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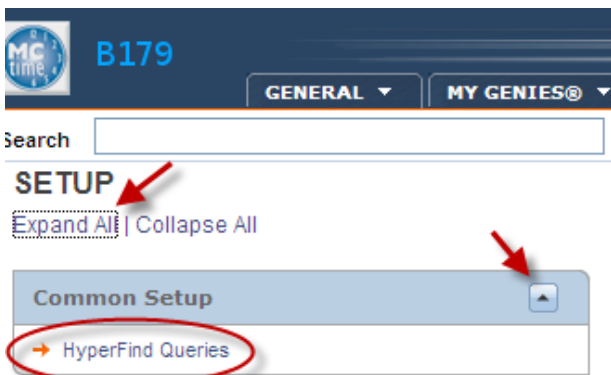
HyperFind – a way within **MCtime** that allows you to find people records that match criteria that you have chosen.

Creating a HyperFind

1. Click on Setup in the upper right corner to open.
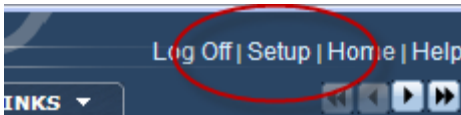
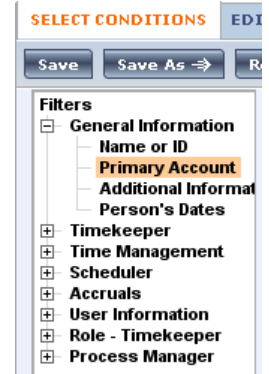2. Click on Expand All or the arrow to open up Common Setup and select HyperFind Queries.

3. Select New and a new window will open with the Labor Levels that may be used.
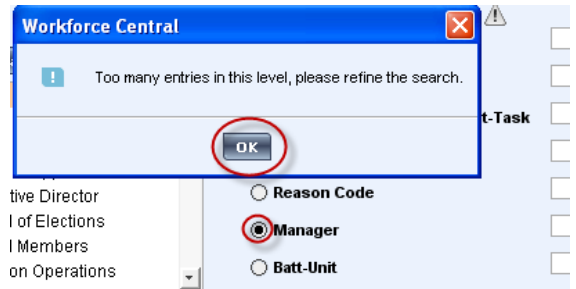
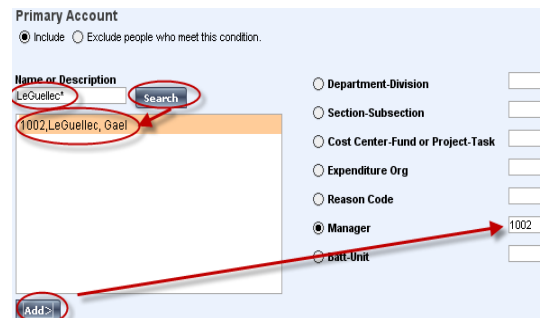HYPERFIND QUERIES

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4. Confirm that in the Filters menu under General Information, Primary Account is highlighted in peach.

5. Click on the Radio Button in front of the Manager Labor Level. (This will cause the Workforce Central Pop-up Message.)

6. Click on "OK" to hide the Pop-up Message.

7. In the name or description field, enter your last name, immediately followed by an asterisk (*), with no spaces.

8. Click on the Search Button.

9. Find your name in the result list and click on it to highlight.

10. Click on the Add Button to move the information into the Manager Field.

11. Confirm that the "As of today" Radio Button is marked.

12. Click on the "Add Condition" Button to move the information into the Selected Condition field at the bottom.
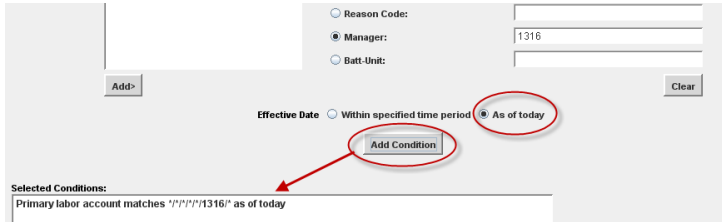

13. Go back to the Filters menu and click on the plus sign (+) in front to open the Timekeeper menu. Click on Employment status to highlight it.


14. The default option is already set to "actively employed and working as of today", so you need only click on the Add Condition Button to move it to Selected Conditions field at the bottom.
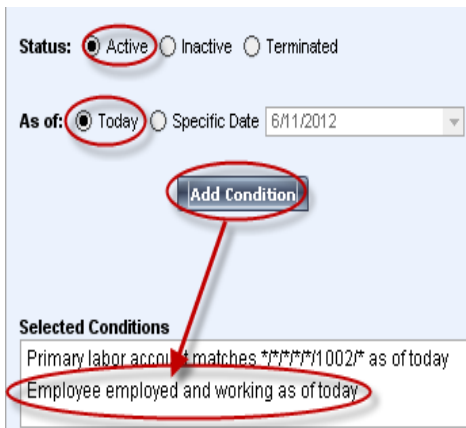
15. Click on the Save As Button. This will bring up the Save Query As window.
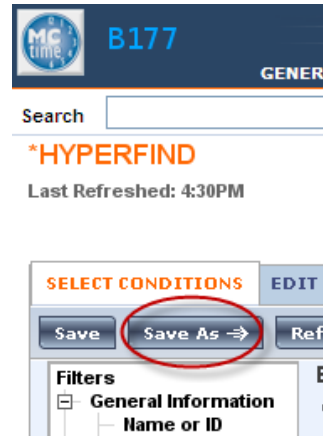
16. Click on the Radio Button to change the visibility to "Personal- visible only to me."

17. Add a new Name: "My Direct Reports"

18. Add a new Description: "*Your Name's* Direct Reports"

19. Click OK to complete.
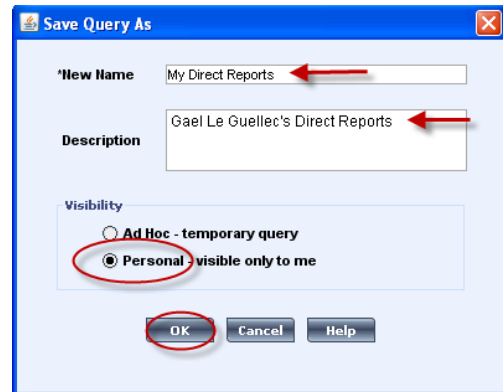
20. Use your new HyperFind by selecting a Genie and finding your "My Direct Reports" HyperFind in the Drop down menu.

Questions? Contact the IT Help Desk at x7-2828 or MCtime@montgomerycountymd.gov

Updated 8/14/15 for Version 6.2