KRONOS Klue

HOW TO CREATE A PERSONAL HYPERFIND LIST - TIMEKEEPER

How to create a Personal HyperFind List to be used in the Genies:

Step 1:
Click on Setup located at the top right corner of the screen.

Step 2:
Choose HyperFind Queries from the Common Setup section.

Step 3:
Select **New**.

Step 4:
Choose **General Information** under **Filters**. Highlight **Name or ID**. Under the **Choose Specific People** section, select the drop down menu under **Search by**. Select **By ID**.

**NOTE**: Best Practice is to create the hyperfind by using the employee ID number.
Step 5: Type into the *Search by* section the wildcard `*` and the employee ID. Click *Search*.

Step 6: Highlight the correct name. Click *Add Condition*. The employee’s ID will appear in the Selected Conditions box.

Step 7: Continue Steps 5 and 6 until all the employees have been selected for this HyperFind.

Step 8: Click *Save As*. Change *Visibility* to *Personal* and name the Hyperfind. Click *OK*. 

*NOTE:* Use the scroll bar located on the right side of the box to review the complete list.
Step 9:
Select the **MY GENIES** tab and click **Timecard Summary**.

Step 10:
Select the drop down menu under **Show**. Select the name of the Hyperfind created.

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For Kronos issues, email Kronos@vanderbilt.edu
For Kronos Terminal Reader issues, call 3-HELP or email HelpDesk@vanderbilt.edu