

Use this job aid to view the conditions used to create your HyperFind Queries.

Click the **Setup** link in the top right corner.



From the Common Setup frame, select **HyperFind Queries**.



Select the Query you wish to view. Click **Edit.**

Search		Setup > Comm	non
HYPERFIND QUERIES			
Last Refreshed: 2:43PM		2	
Refresh New ⇒ Duplicate →	Edit →	Change Properties	
Query Name	14	Visibility	
All Home		Public	
All Home and Scheduled Job Transfers		Public	
All Home and Transferred-in		Public	
Exempt Only		Public	
Hired This Year		Personal	

Click the Edit Conditions tab.

Note: The tab is different from the button on the page. Do not use the button for this activity.

Search	Setup > Com
HYPERFIND Last Refreshed: 4:16PM	Query Name Description Visibility
SELECT CONDITIONS EDIT CONDITIONS VIEW QU Save Save As → Refresh Refresh Data	ERY Edit Condition
Filters Filter	le who meet this co
Primary Account Additional Informat Person's Dates	

Updated: 3/6/14



The HyperFind conditions display. Click **Print Screen** to print.

Search		Setup > Com	mon Setup		
HYPERFIND Last Refreshed: 6:10PM		Query Name Description Visibility	Exempt Only Public		
SELECT CONDITIONS	EDIT CONDITIONS VI	EW QUERY tion → Delete Con	dition Print Screen -⇒ Test		
Select Conditions					
Assigned to EX-Exemp Pay Rule pay rule	Pay Rule,HX-Exempt Pay R	ule,LX-Exempt Pay Rule	e,PPSM-Exempt Pay Rule,RX-Exemp		

A dialog box appears. Click **Print**.

