

4.4.b. Org Manager Job Aid: How to Build a Hyperfind Based on Supervisor

1

To build a custom Hyperfind, navigate to the Hyperfind editor. For instructions on this step, refer to *Org Manager Job Aid: Introduction to Hyperfinds*.

The following steps show how to create a Hyperfind filter based on a specific supervisor.

In this example, the Hyperfind filter is titled "Emily L supervisor". To add additional details, click on 'Add description' and add additional information.

Once the title and additional description have been created, click on 'Add conditions' to begin adding search parameters.

Hyperfind editor

Emily L supervisor

Add description

Home employees No Yes
This hyperfind is for home employees only.

Ad hoc No Yes
This hyperfind will be saved for later.

Build your hyperfind by adding conditions here.

Add conditions



Alert!

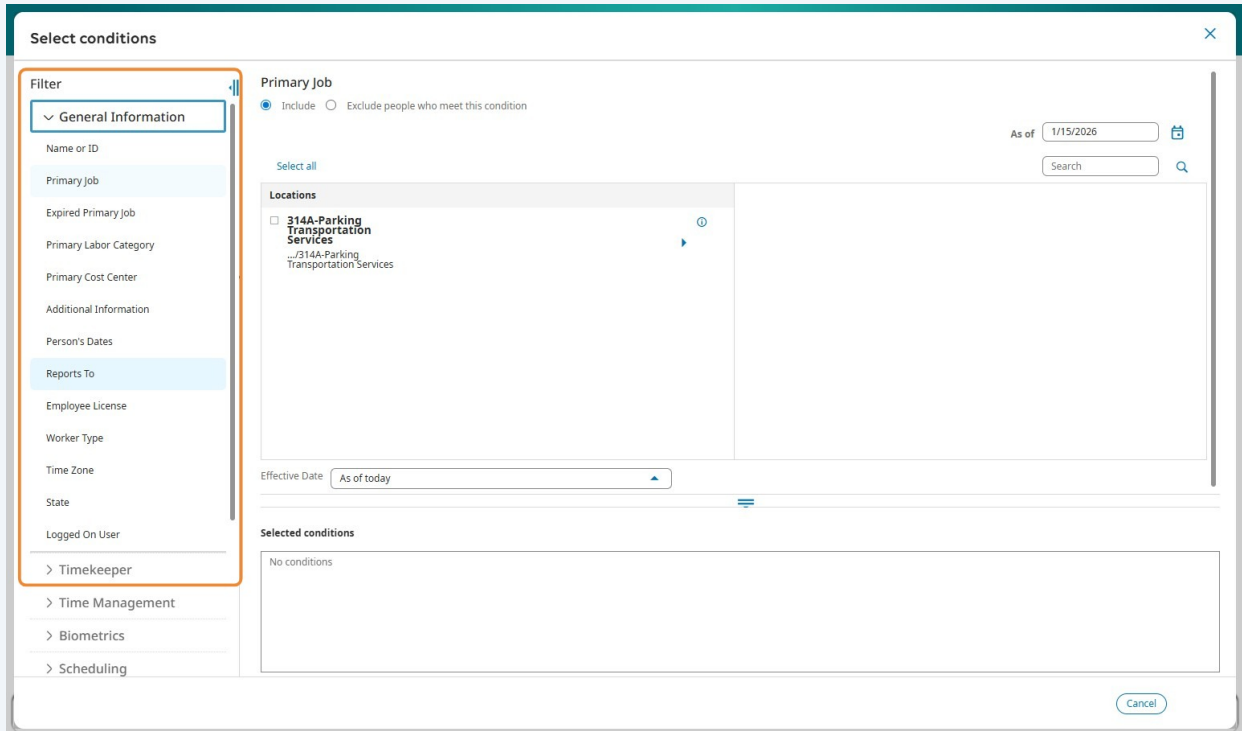
Hyperfind filters based on supervisors only show **direct supervisors**. There is no current option for roll-up supervisors to be listed. To pull an accurate report, **the supervisor of record in Banner must be entered**.

If a supervisor leaves, the corresponding Hyperfind must be edited to include their replacement. **If edits are not made, the Hyperfind will pull incomplete or inaccurate information.**

2

This is the default page when creating a new Hyperfind filter. On the left is a list of the many different options that can be used to create customized Hyperfind filters. Click on the ">" to expand the menu under each topic.

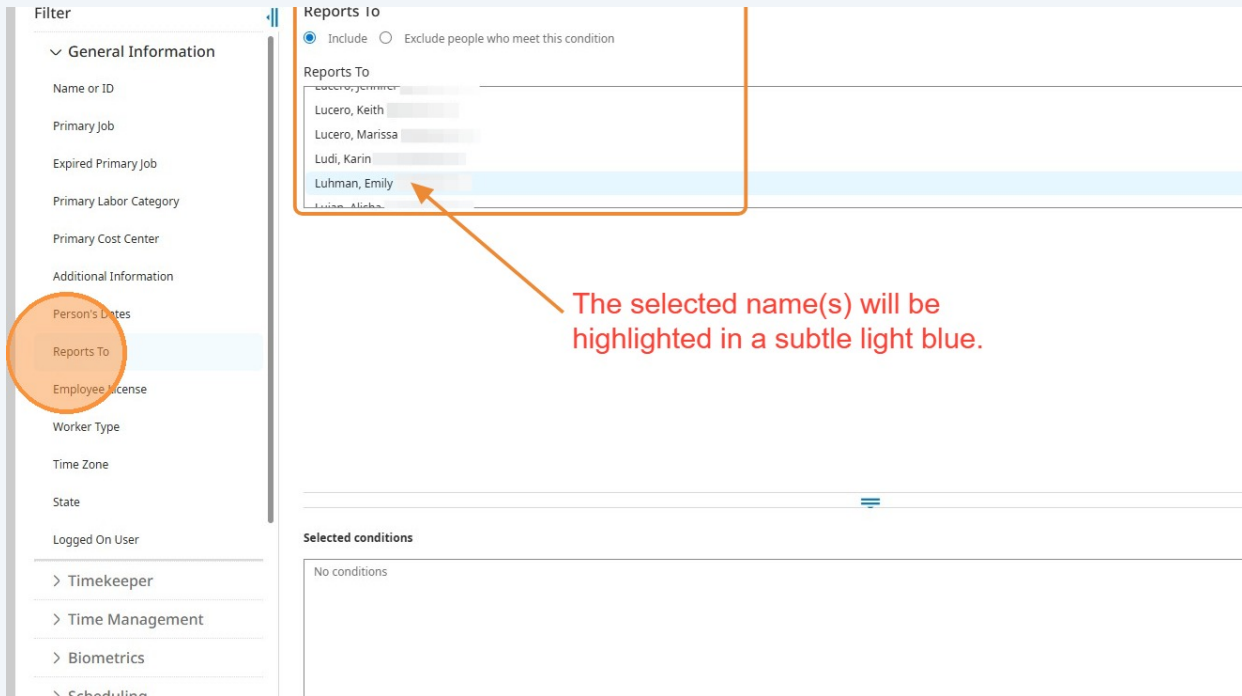
Note: Some of the naming conventions are not intuitive and may require exploration to find specific parameters.



3

Under 'General Information', select 'Reports To'. A menu will pop up that shows all supervisors, as listed in Banner, alphabetically by last name. Scroll to find the specific supervisor. Click on the appropriate name and it will be highlighted. In this example, the highlight color is light blue.

Note: Multiple supervisors can be selected. To select multiple supervisors, simply click on one supervisor then scroll to find the next supervisor and click again. To unselect a specific supervisor, click on their name again to unhighlight the name.



4 Once the supervisor(s) have been selected from the list, click 'Add'.

Once added, click on 'Apply' to save the Hyperfind filter.

The screenshot shows a 'Select conditions' dialog box. On the left, a sidebar lists various filter categories. The 'Reports To' category is selected. The main area displays a list of names, with 'Luhman, Emily' highlighted. Below this list, the 'Selected conditions' section shows 'Reports To Luhman, Emily', with an 'Add' button circled in orange. At the bottom right, 'Cancel' and 'Apply' buttons are visible, with the 'Apply' button also circled in orange.

5

All Hyperfind parameters will be listed below the Hyperfind name. In this example, it is 'Reports to Luhman, Emily'. If a filter needs to be changed, click on 'Add or Edit Conditions'.

Once the Hyperfind filters have been set, click 'Save' to save the Hyperfind for future use.

The screenshot shows the 'Hyperfind editor' interface. At the top, there are three filter sections: 'Emily L supervisor' with a text input, 'All employees reporting to Emily L' with a text input, and 'Home employees' with radio buttons for 'No' and 'Yes'. Below these are 'Ad hoc' radio buttons for 'No' and 'Yes'. To the right, the 'Visibility' section has radio buttons for 'Personal' (selected) and 'Public'. A red arrow points to a box containing the text 'Reports To Luhman, Emily', with a red text annotation stating: 'Hyperfind parameter(s) are listed below the Hyperfind name'. At the bottom right, there are buttons for 'Add or edit conditions', 'Cancel', and 'Save' (highlighted with an orange circle). The bottom left corner shows 'Test hyperfind'.

6

To find a newly built Hyperfind filter, click on the Hyperfind icon (triangle with a shape at each apex). Click in the search bar and type a portion of the desired Hyperfind filter name.

The screenshot shows the 'Time Employee timecards' interface. At the top, there's a teal header with the 'Time' logo and 'Employee timecards' text. Below the header, there's a navigation bar with a search icon, a help icon, and a refresh icon. The main content area displays a table with columns for 'Schedule', 'Absence', 'In', 'Out', 'Transfer', 'In', 'Out', 'Trans', and 'Daily'. A 'Hyperfinds' dropdown menu is open, showing a search bar and a list of filters. An orange circle highlights the search bar in the dropdown. The filters listed are: 'Ad hoc', '314B All Employees', '314B Non-exempt', 'Active Employees with Multiple A...', 'All Active Managers', 'All Home', and 'All Home and Scheduled job Tran...'. At the bottom of the dropdown, there's a 'New hyperfind' link. The background table shows a grid of timecard data with some red bars indicating absence or schedule changes.

7

In this example, to find the 'Emily L Supervisor' Hyperfind filter, start by typing "Emily" in the search bar. This will bring up all search options that match the search term. A custom-built Hyperfind filter is designated with a star to the left and a pencil to the right. Click on the desired filter to apply it to the employee view. In this example, the 'Emily L Supervisor' filter will be applied within the 'Employee Timecards' view.

--End--

Related Job Aids:

Org Manager Job Aid: Introduction to Hyperfinds

Org Manager Job Aid: How to Build a Hyperfind Based on Department Code

Org Manager Job Aid: How to Build a Hyperfind with Multiple Parameters

The screenshot shows the 'Time Employee timecards' interface. At the top, there is a search bar with 'emily' entered. Below the search bar, a dropdown menu titled 'Hyperfinds' is open, displaying a list of filters. The filters are:

- ★ Emily L Manager
- ★ Emily L Supervisor
- ★ Non-exempt, Emily L supervisor

Each filter has a pencil icon to its right. A blue circle highlights the 'Emily L Supervisor' filter. Below the list is a 'New hyperfind' link. The background shows a grid of employee timecards with columns for 'Schedule', 'Absence', 'In', 'Out', 'Transfer', 'In', 'Out', 'Trans', 'Daily', and 'Pr'. The grid contains several rows of data, including a row for 'Martin Lut...' with a value of '0.00'.