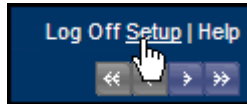


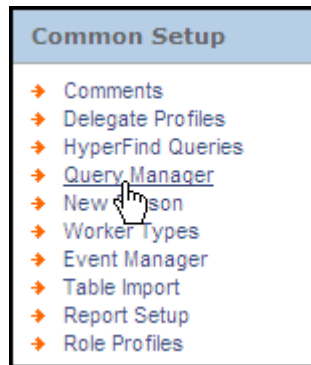
Assigning / Sharing a Hyperfind Query

A Hyperfind Query created by one manager can be assigned to another manager. The secondary manager must have access to the department or employees within the Hyperfind Query.

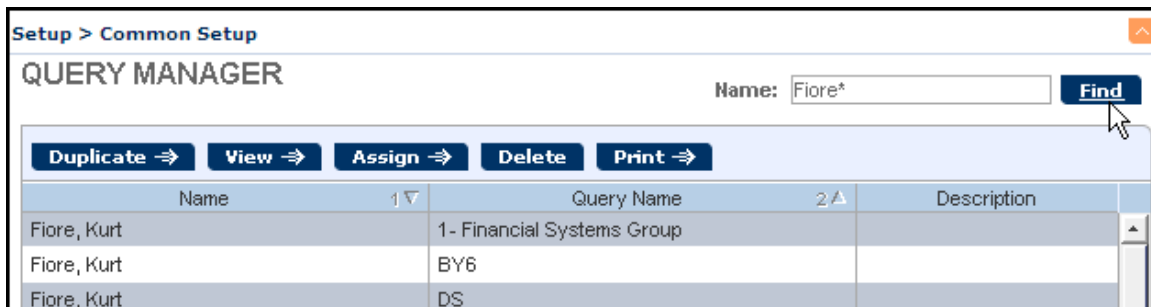
- In the top right corner of the screen select **Setup**.



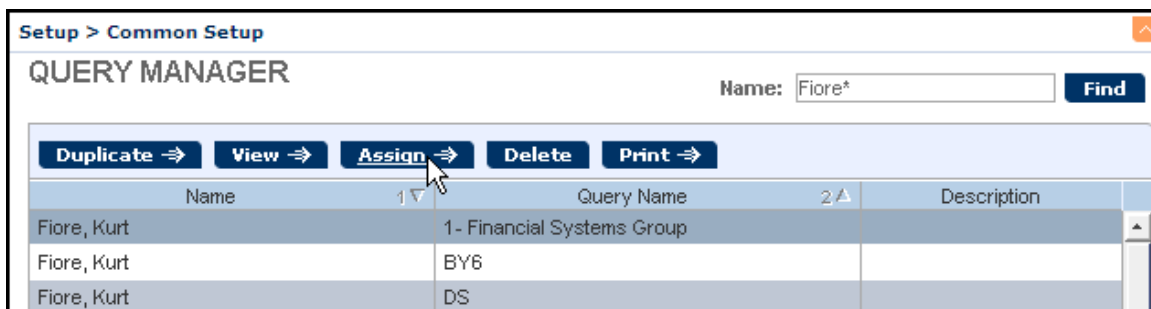
- Click Query Manager



- In the **Name** box, type your last name, followed by the *.
- Click **Find**.
- This will list all the Hyperfind Queries you have created.



- Highlight the query you wish to share and click **Assign**.



- Either type the name of the assignee manager in the Name box and click Search or scroll through the list of Available Entries and **highlight** the desired manager's name.

The screenshot shows a window titled "Assign Query" with a close button in the top right corner. Below the title bar, there is a "Name:" label followed by a text input field containing an asterisk (*) and a "Search" button. Underneath, the "Available Entries:" section contains a scrollable list of names. The list is currently empty, showing only a header "Name".

Name
Abdelazim, Esmat
Adams, Gayle
Adams, Leah
Addicks, Debra
Addison, Cynthia
Addison-Carter-Bey, Narvis
Adkinson, Lorraine
Ajello, Jeffrey
Akers, Thomas
Alban, Theodore
Alexander, Cleo
Alexander-Fields, Benzette
Allen, Juliet
Allen, Paul
Allen, Rhonda

- Click **OK**.
- Click **OK** on the Query Successfully Assigned message.
- The assignee manager should now see the Hyperfind Query the next time they log in to KRONOS.

NOTES:

- If you delete a hyperfind query assigned to another KRONOS manager, they will still have access to the query.
- If they delete a hyperfind query you assigned to them, you will still have access to the query.
- If you edit a hyperfind query, the manager you assigned the query to will not see those changes, and vice versa.
- The other manager would have to delete the hyperfind query assigned to them, and you could re-assign it.