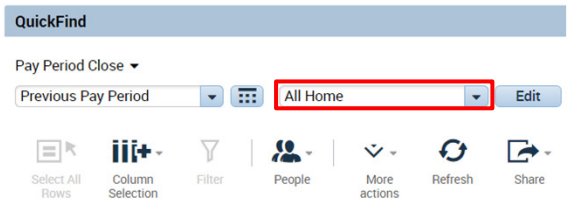
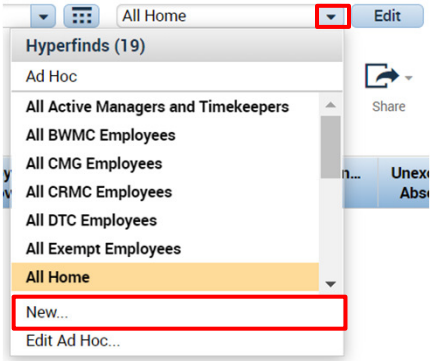
People Planning: Timekeeping
Creating a Personal Hyperfind Query

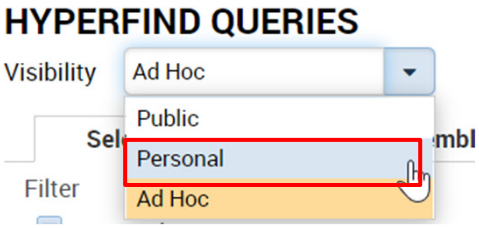
1 Select the Query Box in the upper right-hand side of the screen (in this case, it displays **All Home**).



2 Select the arrow to open a drop-down menu. The select **New**.

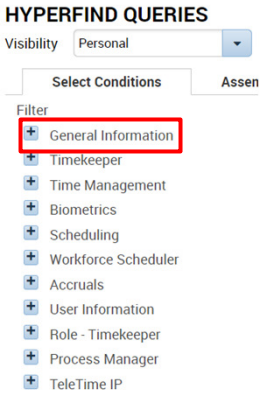


3 Change the **Visibility** to **Personal**.

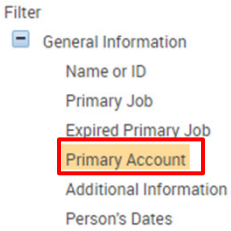


4 A **Query Name** is required, and a relevant **Description** is recommended.

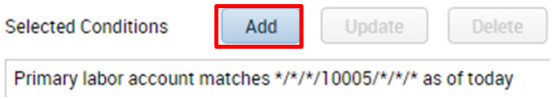
5 Select the **Filter** category for the desired Hyperfind.



6 Select the specific **Filter** within the selected category.



7 Select the appropriate conditions for your desired Hyperfind. Once selected, click **Add**.



8 Once all conditions have been **Added,** click **Save** at the bottom of the screen.