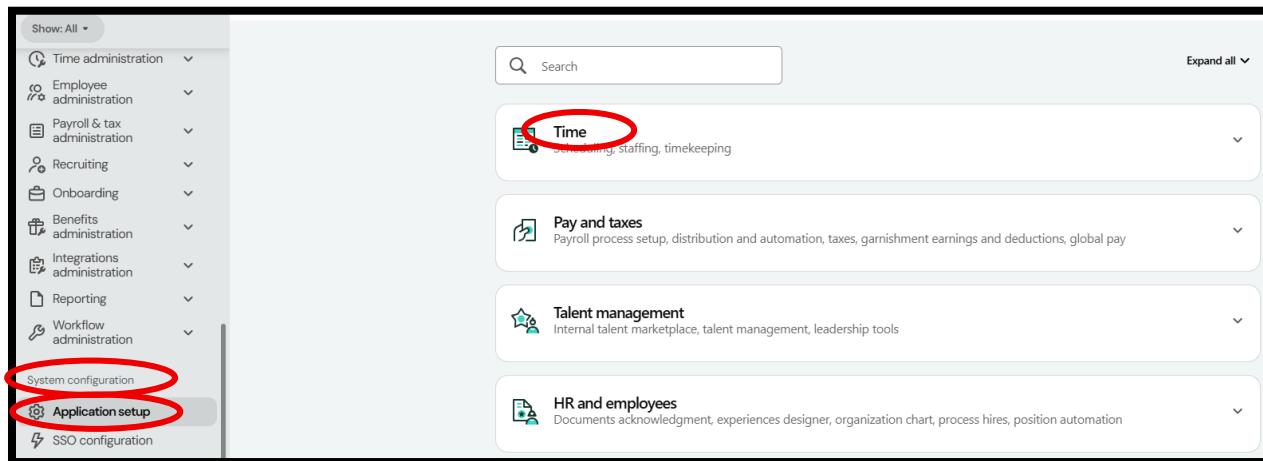


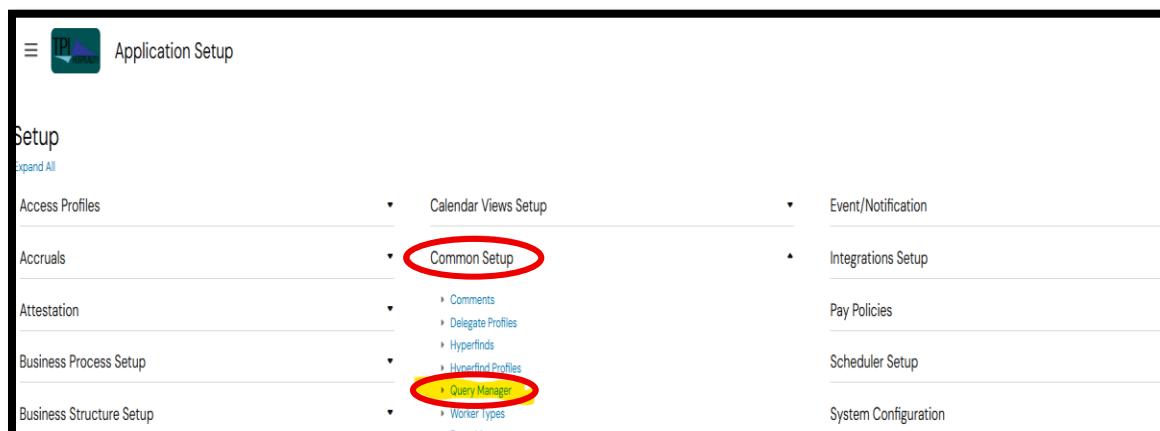
HOW TO SHARE AND DELETE HYPERFINDS

Home > System Configuration > Application Setup > Time > Time Setup



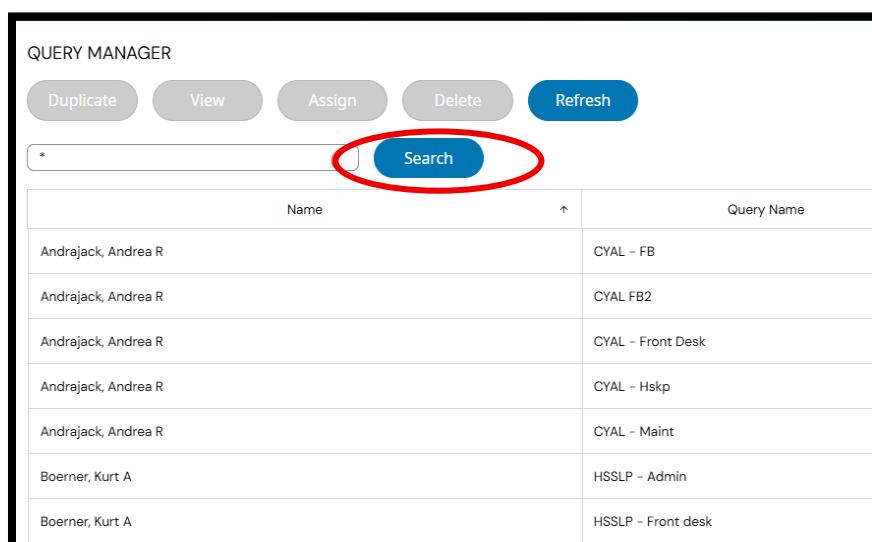
The screenshot shows the SAP Fiori Launchpad. On the left, a navigation tree lists various system configurations, with 'Application setup' highlighted by a red circle. The main area displays several cards: 'Time' (Scheduling, staffing, timekeeping), 'Pay and taxes' (Payroll process setup, distribution and automation, taxes, garnishment, earnings and deductions, global pay), 'Talent management' (Internal talent marketplace, talent management, leadership tools), and 'HR and employees' (Documents acknowledgment, experiences designer, organization chart, process hires, position automation). A search bar is at the top right, and an 'Expand all' button is in the top right corner of the main content area.

- Then select **common setup** and click on **query manager**



The screenshot shows the 'Application Setup' screen under 'Setup'. On the left, a navigation tree includes 'Access Profiles', 'Accruals', 'Attestation', 'Business Process Setup', and 'Business Structure Setup'. On the right, a list of setup items includes 'Calendar Views Setup', 'Common Setup' (which is highlighted with a red circle), 'Event/Notification', 'Integrations Setup', 'Pay Policies', 'Scheduler Setup', and 'System Configuration'. Under 'Common Setup', a sub-menu is expanded, showing 'Comments', 'Delegate Profiles', 'Hyperfnds', 'Hyperfind Profiles', 'Query Manager' (which is highlighted with a yellow circle), and 'Worker types'.

- Click **search** and a list of all Hyperfind locations appear. We can share a created one with another user, delete them, etc.



The screenshot shows the 'QUERY MANAGER' screen. At the top, there are buttons for 'Duplicate', 'View', 'Assign', 'Delete', and 'Refresh'. Below these is a search bar with a 'Search' button (highlighted with a red circle). The main area is a table with columns 'Name' and 'Query Name'. The data in the table is as follows:

Name	Query Name
Andrajack, Andrea R	CYAL - FB
Andrajack, Andrea R	CYAL FB2
Andrajack, Andrea R	CYAL - Front Desk
Andrajack, Andrea R	CYAL - Hskp
Andrajack, Andrea R	CYAL - Maint
Boerner, Kurt A	HSSL - Admin
Boerner, Kurt A	HSSL - Front desk