









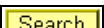


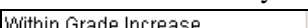






## Generating Public Queries

1.	Click the <b>PeopleTools</b> link. 
2.	Click the <b>Query Manager</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>Query Manager</b> link. 
5.	Click the <b>Search By</b> list for the first criteria. 
6.	Select the desired entry. 
7.	Press <b>[Tab]</b> .
8.	Click the <b>Search By</b> list for the second criteria. 
9.	Select the desired entry. 
10.	Press <b>[Tab]</b> .
11.	Enter the desired information into the <b>Search by</b> field for the third criteria. Enter a valid value, e.g. " <b>HE</b> ".
12.	Press <b>[Tab]</b> .
13.	Click the <b>*Query Type</b> list. 
14.	Select the desired entry. 
15.	Click the <b>Search</b> button. 
16.	Click the <b>Run</b> link for the desired query. 
17.	A separate window displays that allows you to enter the parameters for the selected query. Click the <b>Automatic Action Type</b> list. 
18.	Select the desired entry. 
19.	Click in the <b>Department SetID</b> field. 

20.	Enter the desired information into the <b>Department SetID</b> field. Enter a valid value, e.g. " <b>PSC00</b> ".
21.	Click the <b>View Results</b> button. 
22.	Scroll as necessary to view the results.
23.	Scroll as necessary to view the top of the page that contains the <b>Excel Spreadsheet</b> and <b>CSV Text File</b> links.
24.	Select the desired option to display the data in an Excel spreadsheet or as a text file. Click the <b>Excel SpreadSheet</b> link. 
25.	A File Download warning displays. 
26.	The query displays in the selected format. The attached icon displays a list of current public queries available. This list includes the <b>Name, Purpose, Parameters,</b> and <b>Date Provided</b> for each public query. <b>End of Procedure.</b>