

Information Tools
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Introduction

In addition to the EHRP PAR pages that are central to the business process, management information can be obtained in condensed formats from the following:

Inquire Pages

Job Summary

Personal Data

Multiple Jobs

Nid Lookup

Reports

Request for Personnel Action

Notice of Personnel Action

Public Queries

Management Information

Inquire pages are queries that are built into EHRP for users to access easily. Since EHRP is used in a browser format, the inquires can be printed using the Print button on the browser tool bar.

Inquire pages display information in a view only mode.

Reports provide data about groups of employees, based on the criteria specified. EHRP provides a process for the printing of reports.

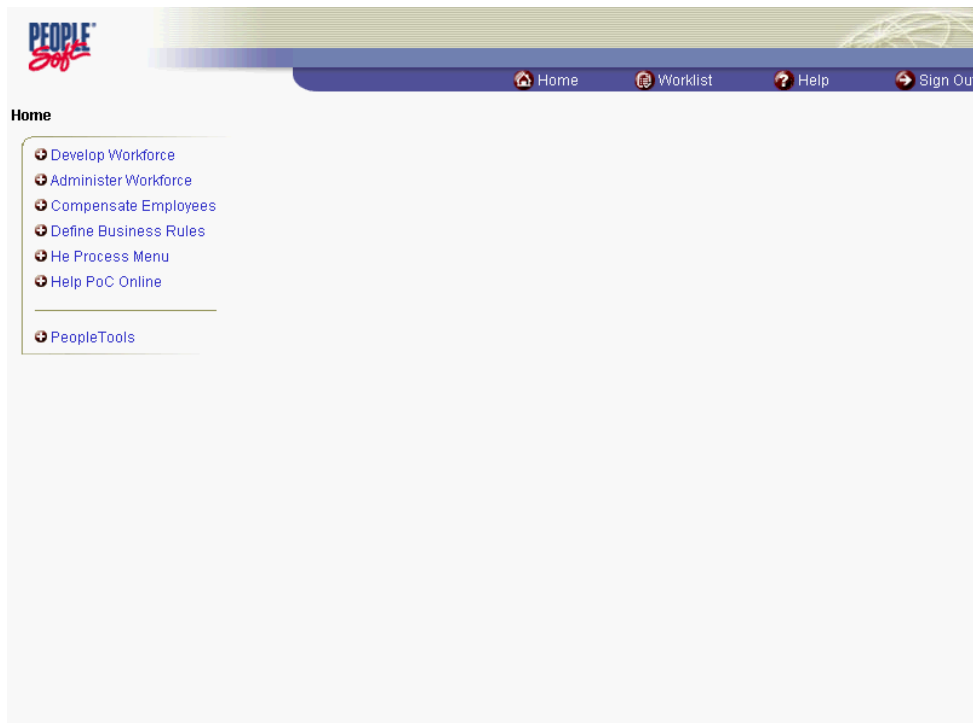
Job Summary Inquire Page

Introduction

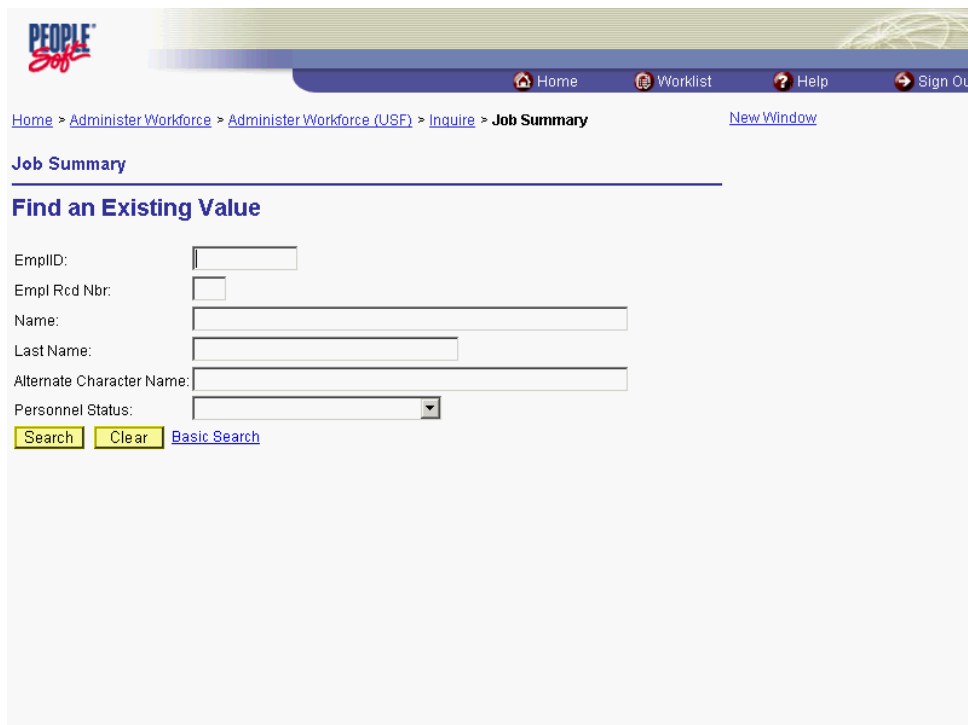
Reports provide data about groups of employees, based on the criteria specified. EHRP provides a process for the printing of reports.

Procedure

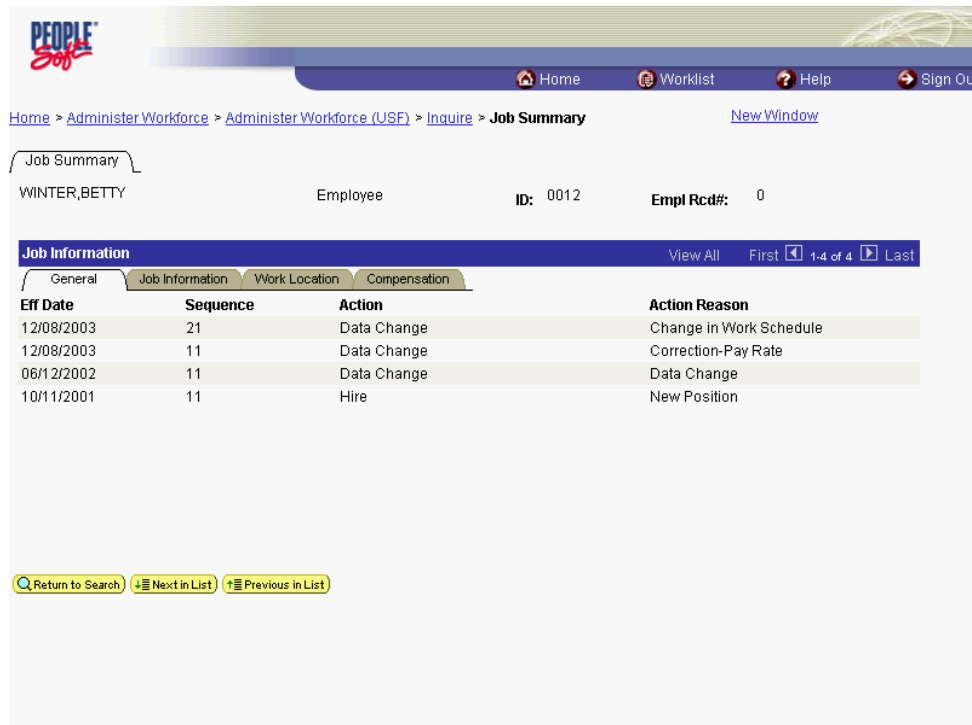
The following procedures show how to display the **Job Summary** Inquire Page in order to review an employee's job history.






Step	Action
1.	Click the Administer Workforce link.
2.	Click the Administer Workforce (USF) link.
3.	Click the Inquire link.
4.	Click the Job Summary link.



Step	Action
5.	Click in the field by which you want to search. Click in the Last Name field.
6.	Enter the desired information into the Last Name field. Enter " Winter ".
7.	Click the Search button.
8.	Select the desired entry to display the Job Summary page. Click Winter, Betty .



Step	Action
9.	Click the Job Information tab to view the Job Information page. 
10.	Click the Work Location tab to view the Work Location page. 
11.	Click the Compensation tab to view the Compensation page. 
12.	Click the Component link to display additional information regarding compensation. Components

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Inquire > Job Summary [New Window](#)

Salary Components

WINTER, BETTY ID: 0012 Empl Rcd#: 0

Compensation Rate: 41,350.400000 USD

Compensation Frequency: A Annual

Pay Components


Amounts Changes

Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1	0	Details						

OK Cancel

Step	Action
13.	Click the Details link to show the Changes page of the Pay Components page group. Details



Step	Action
14.	Click the OK button. 

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Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Inquire > Job Summary [New Window](#)

Salary Components

WINTER, BETTY ID: 0012 Empl Rcd#: 0

Compensation Rate: 41,350.400000 USD

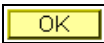
Compensation Frequency: A Annual

Pay Components

Amounts Changes

Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1	0	Details						

OK Cancel

Step	Action
15.	Click the OK button. 

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Home Worklist Help Sign Out

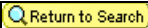
Home > Administer Workforce > Administer Workforce (USF) > Inquire > Job Summary [New Window](#)

Job Summary
WINTER, BETTY Employee ID: 0012 Empl Rcd#: 0

Job Information View All First 1-4 of 4 Last

Eff Date	Sequence	Annual Rt	Monthly Rt	Daily Rt	Hrly Rate	Currency	Change Percent	Components
12/08/2003	21	\$41,350.400	\$3,445.870		\$19.880000	USD	0.000	Components
12/08/2003	11	\$41,350.400	\$3,445.870		\$19.880000	USD	0.000	Components
06/12/2002	11	\$39,561.600	\$3,296.800		\$19.020000	USD	0.000	Components
10/11/2001	11	\$37,648.000	\$3,137.330		\$18.100000	USD	0.000	Components

Return to Search Next in List Previous in List

Step	Action
16.	Click the Return to Search button. 
17.	Continue to search for additional information, if necessary. End of Procedure.

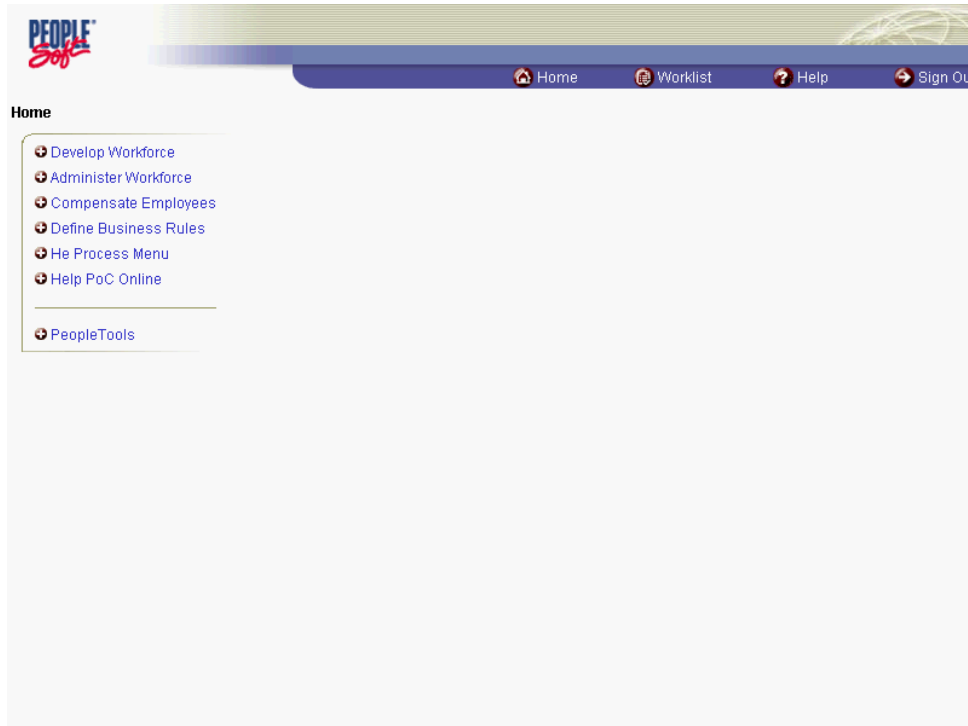
Personal Data Inquire Page

Introduction

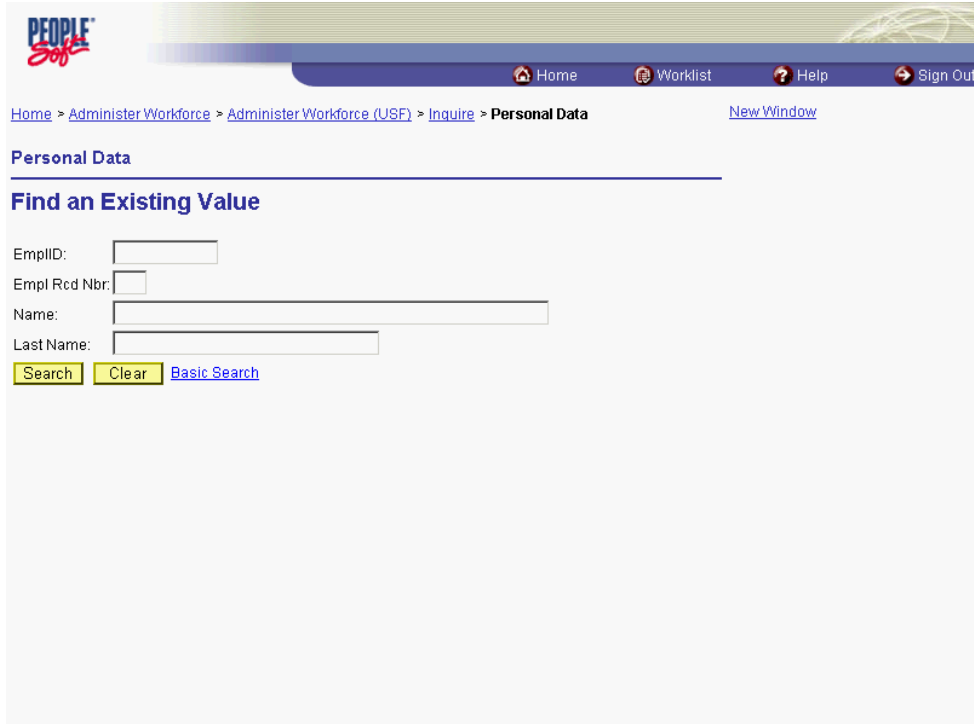
Reports provide data about groups of employees, based on the criteria specified. EHRP provides a process for the printing of reports.

Procedure


The following steps show how to display the **Personal Data** page in order to provide a summary of an employee's personal data.



Step	Action
1.	Click the Administer Workforce link. Administer Workforce
2.	Click the Administer Workforce (USF) link. Administer Workforce (USF)
3.	Click the Inquire link. Inquire
4.	Click the Personal Data link. Personal Data



Step	Action
5.	Click in the field in which you want to search. Click in the Last Name field. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter " Winter ".
7.	Click the Search button. <input type="button" value="Search"/>
8.	Select the desired entry to display the Personal Data page. Click Winter, Evan . <input type="text" value="0015 0"/> WINTER, EVAN WINTER

Step	Action
9.	Click the Job Data1 tab to display the Job Data1 page for the Personal Data view. 

The screenshot shows the PEOPLE Soft web application interface. At the top left is the PEOPLE Soft logo. A navigation bar contains links for Home, Worklist, Help, and Sign Out. Below the navigation bar is a breadcrumb trail: Home > Administer Workforce > Administer Workforce (USF) > Inquire > Personal Data. A 'New Window' link is visible on the right. Below the breadcrumb trail are tabs for Personal Data, Job Data1, Job Data2, and Employment Data. The main content area displays employee information for WINTER, EVAN with ID 0015 and an effective date of 06/12/2002. The position is ADMINISTRATIVE ASSISTANT. A link for 'Benefits/FEHB Data' is highlighted. Other details include job code 99H093, employee type 'Excep Hrly', and various appointment and schedule details. At the bottom of the data section are links for Personal Data, Job Data1, Job Data2, and Employment Data.

Step	Action
10.	Click the Benefits/FEHB Data link to display data on Benefits/Retirement . Benefits/FEHB Data

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Inquire > Personal Data [New Window](#)

Benefits/Retirement Data

Benefits Employee Status: Active

BAS Group ID:

Benefit Program: GVT FEDERAL GOVT EMPLOYEES

FEHB Eligibility: Permanent

FEGLI Code: Basic Only

Annuitant Indicator: Not Applicable 9

Retirement Plan: FERS and FICA

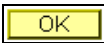
Previous Retirement Coverage: Never Covered

FERS Coverage: Automatically Covered By FERS

Annuity Commencement Date:

CSRS Annuity Offset Amount: **Frozen Service:** 0000

OK Cancel

Step	Action
11.	Click the OK button. 

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Inquire > Personal Data [New Window](#)

Personal Data Job Data1 Job Data2 Employment Data

WINTER, EVAN ID: 0015 Effective Date: 06/12/2002

Position: 00006591 GS 0303* 09* ADMINISTRATIVE ASSISTANT [Benefits/FEHB Data](#)

Job Code: 99H093

Employee Type: Excep Hrly Type of Appointment: Career-Conditional (Comp Perm)

Empl Class: Regular Posn Occupied: Competitive

Reg/Temp: Regular Work Schedule: Full Time

Supervisor Level: Other Holiday Schedule:

Company: HE Department of HHS LEO Position: N/A

Sub-Agency: 11 Program Support Center Standard Hours: 40.00



Department: PEA2 FLSA Status: Nonexempt

Location: 364170061 Regular Shift: N/A

Tax Location NA Not Applicable

Code:

[Personal Data](#) | [Job Data1](#) | [Job Data2](#) | [Employment Data](#)

Step	Action
12.	Click the Job Data2 tab to display the Job Data2 page for the Personal Data view. 
13.	Click the Employment Data tab to display the Employment Data page for the Personal Data view. 
14.	Continue to search for additional information, if necessary. End of Procedure.

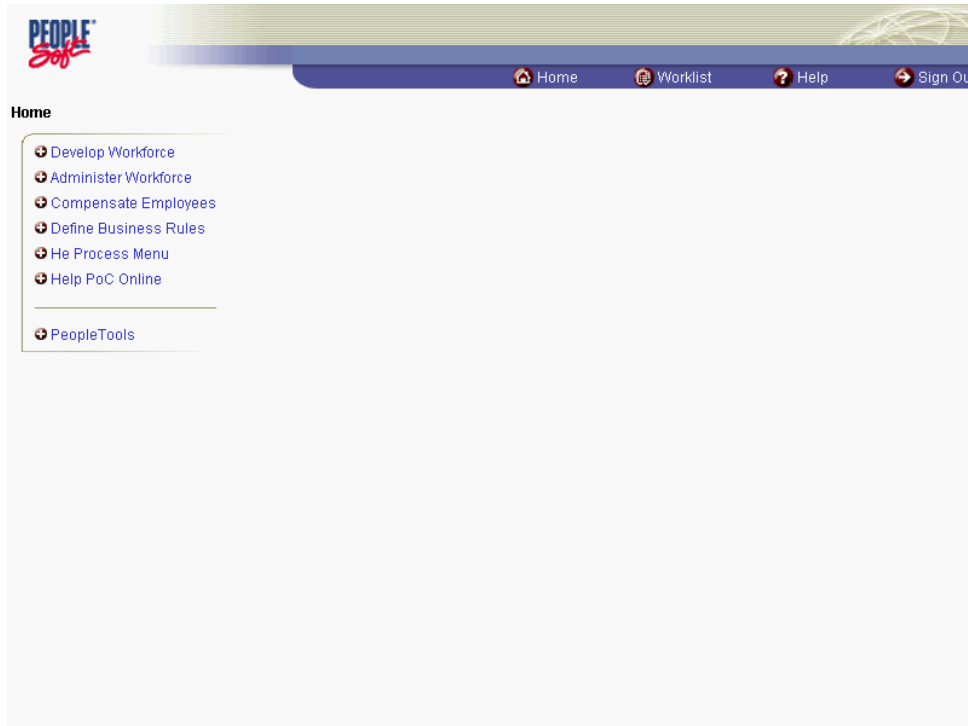
Multiple Jobs Inquire Page




Introduction

Reports provide data about groups of employees, based on the criteria specified. EHRP provides a process for the printing of reports.

Procedure

The following steps show how to display the **Multiple Jobs** Inquire Page in order to view a summary of an employee's jobs and changes in employment status.



Step	Action
1.	Click the Administer Workforce link.  Administer Workforce
2.	Click the Administer Workforce (USF) link.  Administer Workforce (USF)
3.	Click the Inquire link.  Inquire
4.	Click the Multiple Jobs link. Multiple Jobs

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Inquire > Multiple Jobs [New Window](#)

Multiple Jobs

Find an Existing Value

EmplID:

Name:

Last Name:

Department SetID:

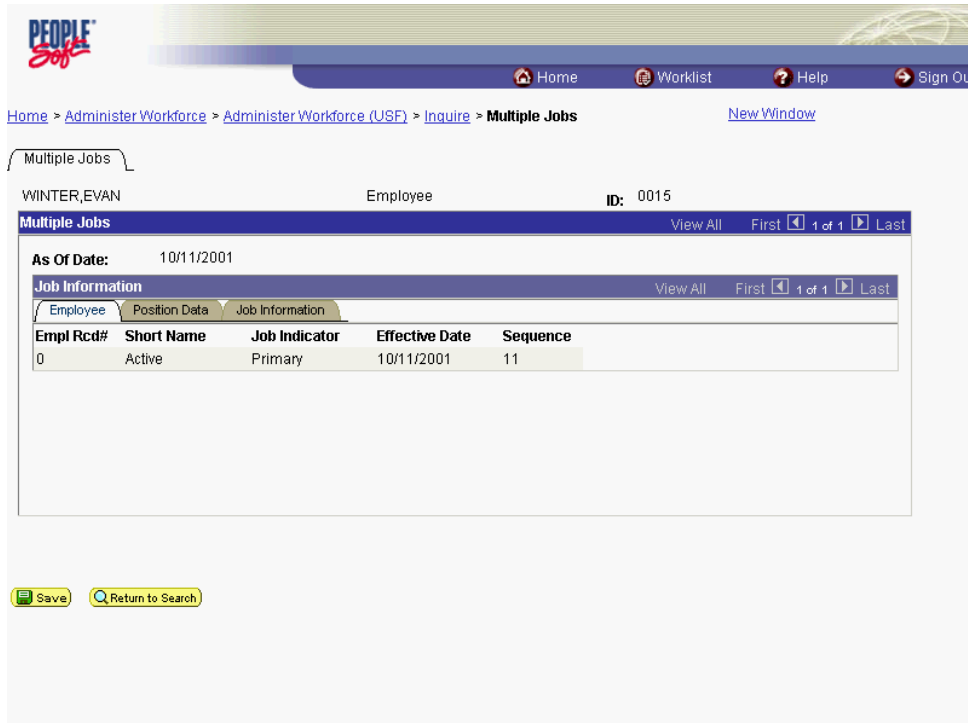
Department:




Alternate Character Name:

Personnel Status:

[Basic Search](#)

Step	Action
5.	Click in the field by which you want to search. Click in the EmplID field. <input type="text"/>
6.	Enter the desired information into the EmplID field. Enter " 0015 ".
7.	Click the Search button to view the Employee page of the Multiple Jobs view. <input type="button" value="Search"/>



Step	Action
8.	Click the Position Data tab to view the Position Data page of the Multiple Jobs view. 
9.	Click the Job Information tab to view the Job Information page of the Multiple Jobs view. 
10.	Click the Return to Search button. 
11.	Continue to search for additional information, if necessary. End of Procedure.

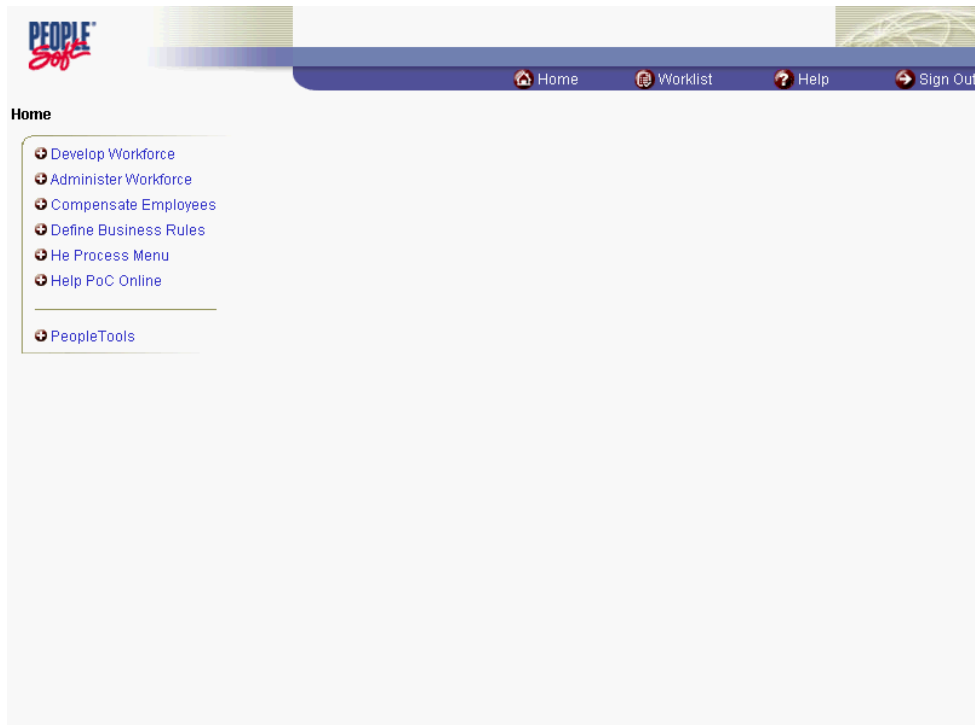
Nid (National ID-SSN) Lookup Inquire Page

Introduction

Reports provide data about groups of employees, based on the criteria specified. EHRP provides a process for the printing of reports.

Procedure

The following steps display the **Nid Lookup** page that allows a user to lookup an employee using the first 6 digits of the National ID (SSN).



Step	Action
1.	Click the Administer Workforce link. Administer Workforce
2.	Click the Administer Workforce (USF) link. Administer Workforce (USF)
3.	Click the Inquire link. Inquire
4.	Click the Nid Lookup link. Nid Lookup

Step	Action
5.	Enter the first 6 digits of the National ID (SSN) into the National ID field. Enter "100110" .

Using the first 6 digits of the National ID (SSN) to search is useful as the EHRP system does not use National ID as a search key.

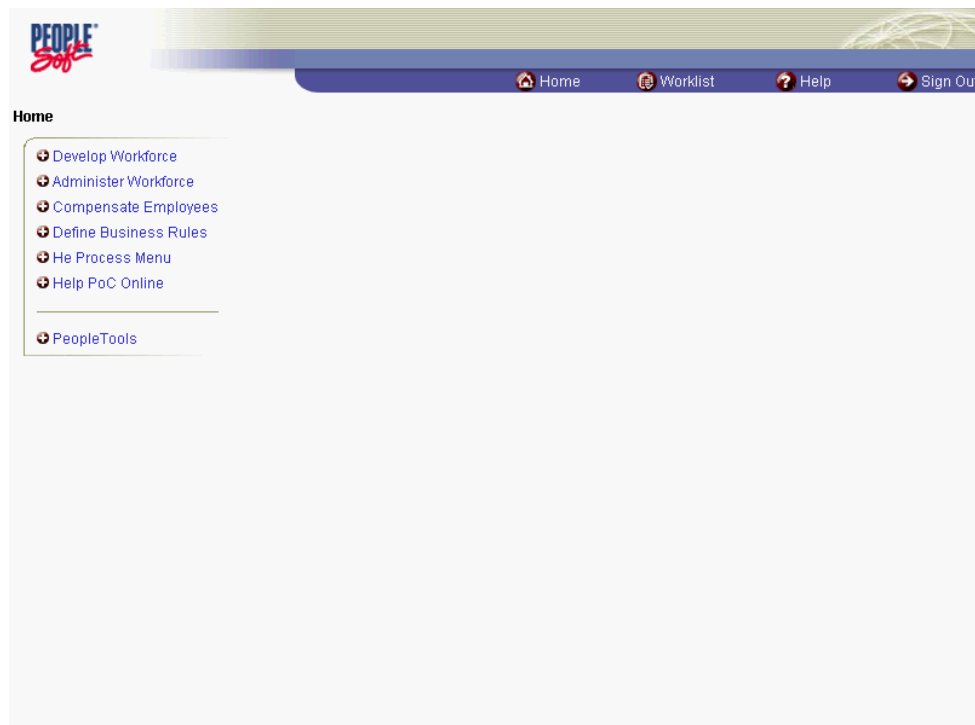
Step	Action
6.	Click the *Search in list.
7.	Select the desired entry. Click Employees .
8.	Click the Search... button.
9.	The requested information is displayed. Continue to search for additional information as necessary. End of Procedure.





Printing Multiple SF-50's

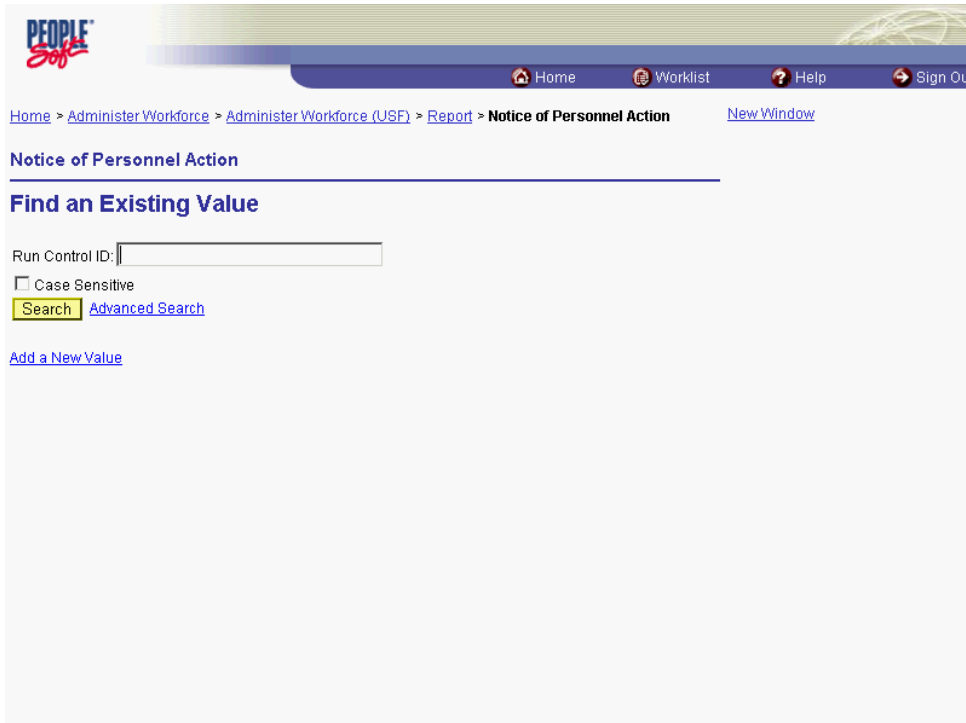
EHRP enables the user to print standard reports, available on the Report menu. Depending on which report the user selects, there may be one or more parameters that enable you to more specifically identify which data you want on your report.

Procedure

The following steps detail the procedure for generating multiple SF-50's from the Report menu.



Step	Action
1.	Click the Administer Workforce link. 
2.	Click the Administer Workforce (USF) link. 
3.	Click the Report link. 
4.	Click the Notice of Personnel Action link. 



Step	Action
5.	<p>Click on the Add a New Value hyperlink to create a new Run Control, or use an existing one.</p> <p>NOTE: If you are using an existing Run Control, click on the Search button and select the Run Control from the list. Click the Add a New Value link.</p> <p>Add a New Value</p>
6.	Enter the desired information into the Run Control ID field. Enter " tw ".
7.	<p>Click the Add button.</p> <p><input type="button" value="Add"/></p>

Step	Action
8.	At the Parameters page, select the criteria to use for generating the SF-50's. Some of the choices include: Copies Requested - Employee, OPF, Payroll, Utility Filter Criteria - EMPLID, SSN, Name, PAR Status, Department, Location, NOA Code PAR Status Date Range Click the Payroll option. <input type="checkbox"/> Payroll
9.	Click in the Name field. <input type="text"/>
10.	Enter the desired information into the Name field. Enter " JONES ".
11.	Click the Filter button. <input type="button" value="Filter"/>

Step	Action
12.	Based on the criteria selected on the first page, you will see a list of Filtered PAR Data that will reflect the employee records included within your search. Click in the checkbox next to the PARS you want to print. <input type="checkbox"/>

NOTE: If you mistakenly select a PAR you DO NOT want to print, click in the checkbox to the left of the PAR and click on the **Remove Selected** pushbutton.

Step	Action
13.	Click the Add Selected button to move the selected records to the bottom of the page.
14.	Once you ensure that the PAR's you want to print appear at the bottom of the page, you can click the Run button to run the report. Click the Run button.

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Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action [New Window](#) Saved

Process Scheduler Request

User ID: LNICHOLS Run Control ID: tws


Server Name: [Dropdown] Run Date: 12/11/2003 [Calendar]

Recurrence: [Dropdown] Run Time: 1:38:04PM

Time Zone: [Dropdown] [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	REQUEST FOR PERSONAL ACTION	FGSF5052	SQR Report	[Dropdown]	[Dropdown]

OK Cancel

Step	Action
15.	Click the Server Name list. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action [New Window](#)

Process Scheduler Request

User ID: LNICHOLS Run Control ID: twc

Server Name: Run Date: 12/11/2003

Recurrence: Run Time: 1:38:04PM

Time Zone: [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	REQUEST FOR PERSONAL ACTION	FGSF5052	SQR Report	<input type="text"/>	<input type="text"/>

OK Cancel

Step	Action
16.	Select PSUNX from the drop down menu. <input type="text" value="PSUNX"/>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action [New Window](#)

Process Scheduler Request

User ID: LNICHOLS Run Control ID: tws

Server Name: PSUNX Run Date: 12/11/2003


Recurrence: Run Time: 1:38:04PM

Time Zone: [Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	REQUEST FOR PERSONAL ACTION	FGSF5052	SQR Report		

OK Cancel

Step	Action
17.	Click the OK button to be routed back to the Select Data page. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action [New Window](#)

Parameters Select Data

Run Control ID: tws [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 203076

Filtered PAR Data [View All](#) First 1-5 of 29 Last

PAR Type	EmpID	Name/Requisition Type	SSN/Status	Effective Date	
<input type="checkbox"/> Federal WI	00000293	JONES, ZACHARY	300-04-0014	04/08/2002	i
<input type="checkbox"/> Federal WI	00000294	JONES, YOLANDA	200-01-0099	06/12/2002	i
<input type="checkbox"/> Federal WI	00000294	JONES, ELAINE	200-01-0005	04/10/2002	i
<input type="checkbox"/> Federal WI	00000294	JONES, ELAINE	200-01-0005	04/09/2002	i
<input type="checkbox"/> Federal WI	00000294	JONES, ELAINE	200-01-0005	04/08/2002	i

[Add All](#) [Add Selected](#) [Remove Selected](#) [Remove All](#)

Selected PARs to Print [View All](#) First 1 of 1 Last

PAR Type	EmpID	Name/Requisition Type	SSN/Status	Effective Date	
<input type="checkbox"/> Federal WI	00000294	JONES, YOLANDA	200-01-0099	06/12/2002	i

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Add](#) [Corr](#)

[Parameters](#) | [Select Data](#)

Step	Action
18.	Click the Process Monitor link. Process Monitor

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process List **Server List**

View Process Request For

UserID: LNICHOLS Process: Last: 1 Days

Server: Process Name: Instance: to

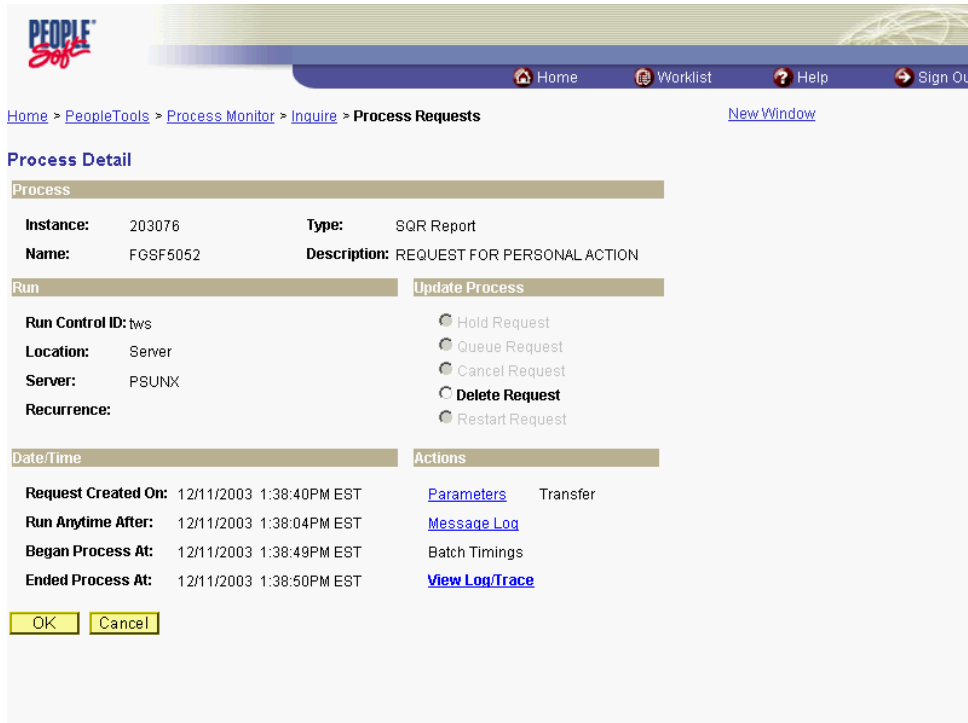
Run Status: View Job Items Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
203076	SQR Report	FGSF5052	LNICHOLS	12/11/2003 1:38:04PM EST	Success	Details
203075	SQR Report	FGSF5052	LNICHOLS	12/11/2003 1:31:05PM EST	Success	Details
203074	SQR Report	FGSF5052	LNICHOLS	12/10/2003 7:45:54PM EST	Success	Details

[Go back to Notice of Personnel Action](#)

Process List | [Server List](#)

Step	Action
19.	As the job progresses, the status will change from Initiated to Queued to Posting to Success . You can click the Refresh pushbutton periodically to monitor the progress. When you see the Success status, your job is done. Click the Details link for the desired report. Details



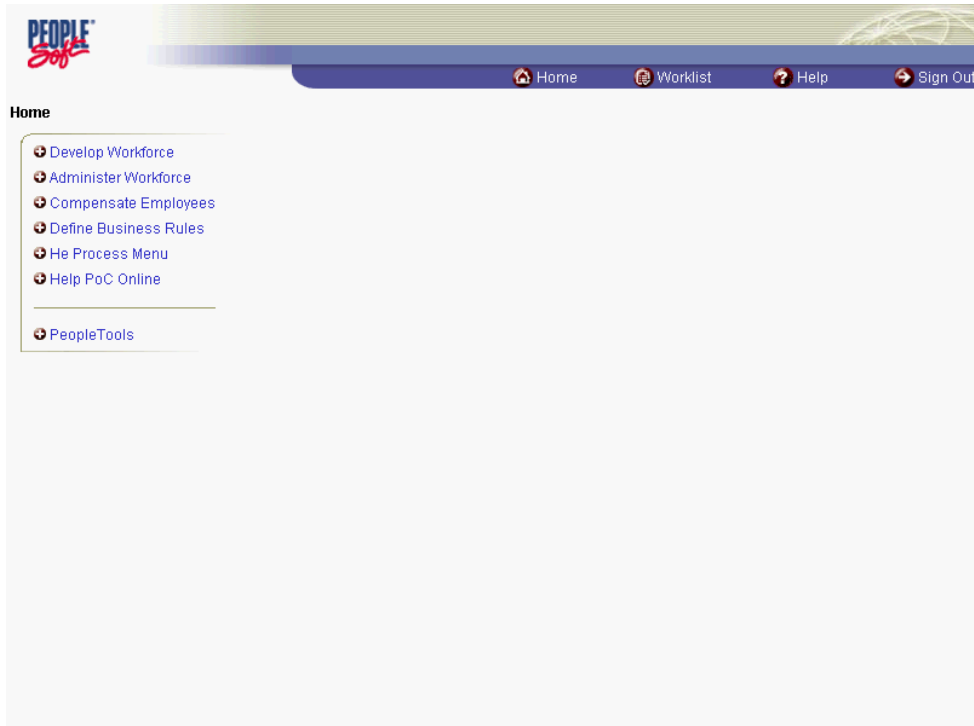
Step	Action
20.	Click the View Log/Trace link to go to the Report/Log Viewer . You will see a listing of SF-50's. Click the print button and the SF-50's will begin printing. View Log/Trace
21.	End of Procedure.




Printing One SF-50 for One Employee

EHRP enables the user to print standard reports, available on the Report menu. Depending on which report the user selects, there may be one or more parameters that enable you to more specifically identify which data you want on your report.

Procedure

The following steps detail the procedure for generating one SF-50 for an employee.



Step	Action
1.	Click the Administer Workforce link.  Administer Workforce
2.	Click the Administer Workforce (USF) link.  Administer Workforce (USF)
3.	Click the Use link.  Use
4.	Click the HR Processing link. HR Processing

The screenshot shows the PEOPLE Soft HR Processing interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below the navigation bar, the breadcrumb trail reads: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. A 'New Window' link is also present. The main heading is 'HR Processing'. Below this, there is a section titled 'Find an Existing Value'. This section contains several input fields: 'EmplID:', 'Empl Rcd Nbr:', 'Name:', and 'Last Name:'. There are also two checkboxes: 'Include History' and 'Correct History'. At the bottom of the search form, there are three buttons: 'Search', 'Clear', and 'Basic Search'.

Step	Action
5.	Click in the field in which you want to search. Click in the Last Name field.
6.	Enter the desired information into the Last Name field. Enter " JONES ".
7.	Click the Search button.
8.	Click the desired link contained in the Search Results . Click JONES,ZACHARY .

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

JONES, ZACHARY EmpID: 00000293 Empl Rcd#: 0

Data Control View All < 1 of 1 >

Actual Effective Date: 04/08/2002 Proposed Effective Date: 04/08/2002

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: HIR Hire PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: NPS New Position Contact Emplid:

NOA Code: 101 Career-Cond Appt NOA Ext: 0

Authority (1): BWA OPM Delegation Agr No. Cert No


Authority (2):

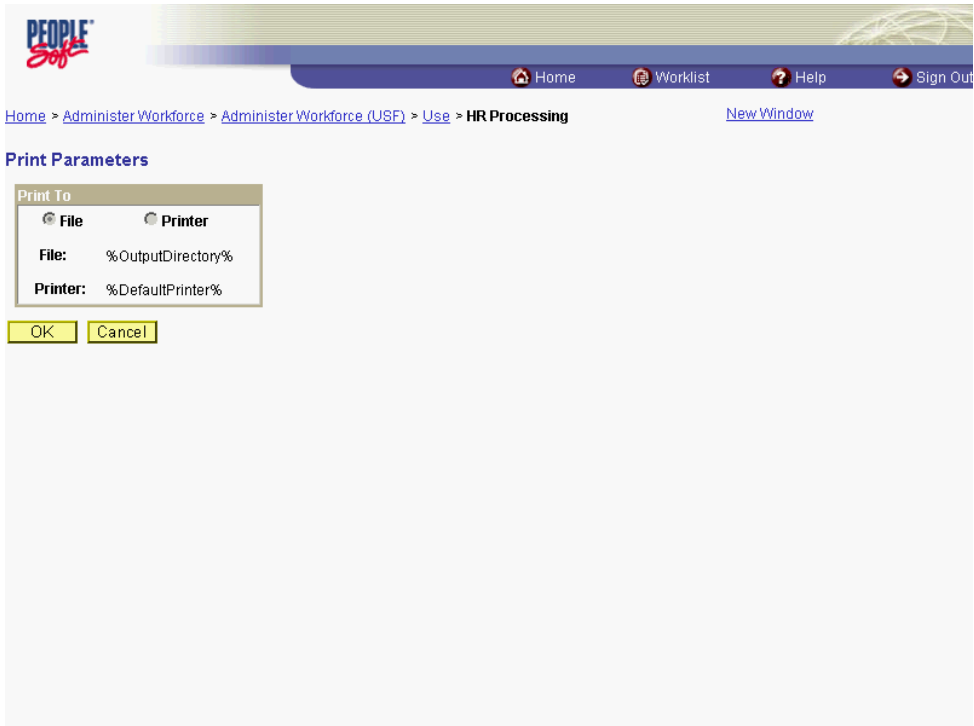
PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data?


Print SF-50


Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

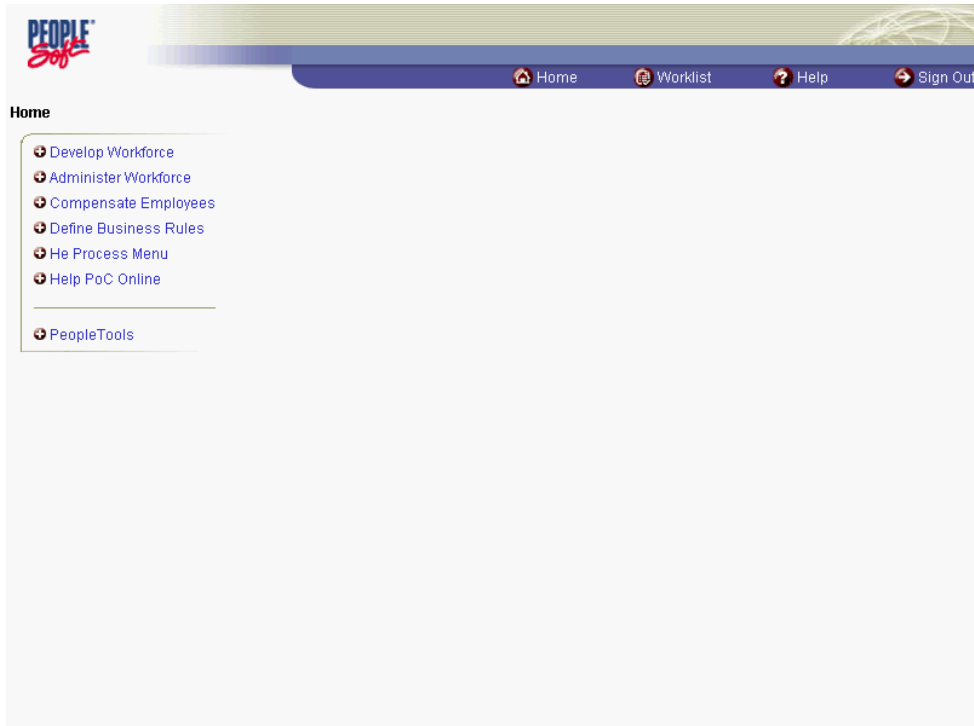
Step	Action
9.	Click the Print SF-50 button at the bottom of the Data Control page. 







Step	Action
10.	You will see the Print Parameters page. The Print To defaults to File . Click the OK button. 

Step	Action
11.	You will see the following message. Click the OK button. 

Step	Action
12.	Click the Home link. Home



Step	Action
13.	Click the PeopleTools link.  PeopleTools
14.	Click the Process Monitor link.  Process Monitor
15.	Click the Inquire link.  Inquire
16.	Click the Process Requests link.  Process Requests

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process List **Server List**

View Process Request For

UserID: LNICHOLS Process: Last: 1 Days

Server: Process: Instance: to

Run Status: View Job Items Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
203077	SQR Report	FGSF5052	LNICHOLS	12/11/2003 1:52:53PM EST	Success	Details
203076	SQR Report	FGSF5052	LNICHOLS	12/11/2003 1:38:04PM EST	Success	Details
203075	SQR Report	FGSF5052	LNICHOLS	12/11/2003 1:31:05PM EST	Success	Details
203074	SQR Report	FGSF5052	LNICHOLS	12/10/2003 7:45:54PM EST	Success	Details

[Process List](#) | [Server List](#)

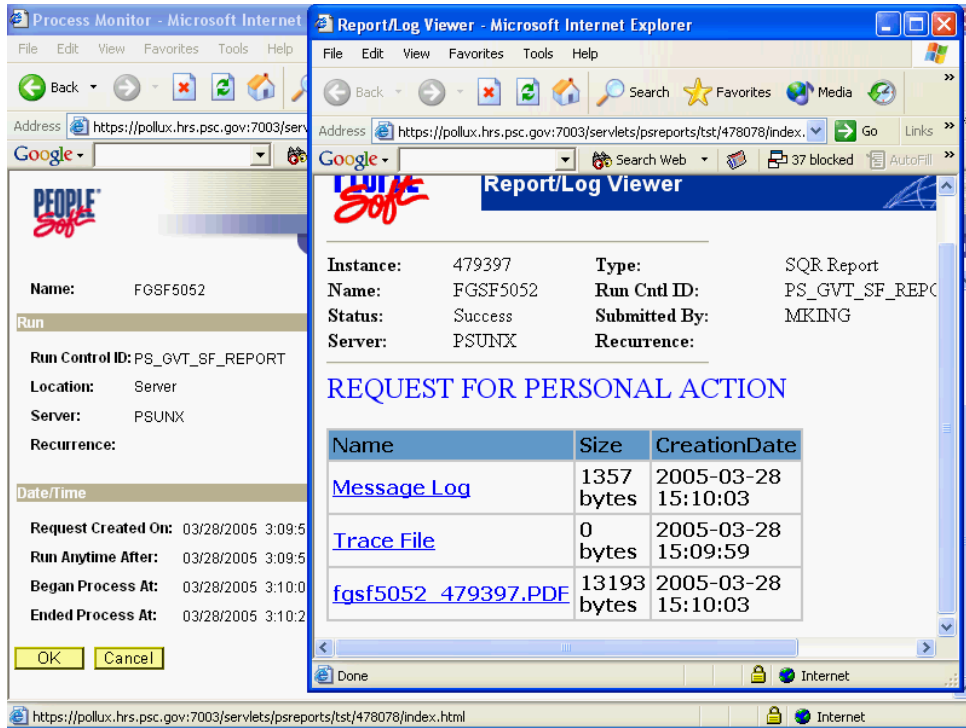
Step	Action
17.	As the job progresses, the status will change from Queued to Posting to Success . You can click the Refresh pushbutton periodically to monitor the progress. When you see the Success status, your job is done. Click the Details link for the desired report. Details

The screenshot shows the PEOPLE Soft application interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below the navigation bar, the breadcrumb trail reads: Home > PeopleTools > Process Monitor > Inquire > Process Requests. A 'New Window' link is visible on the right. The main content area is titled 'Process Detail' and contains several sections:

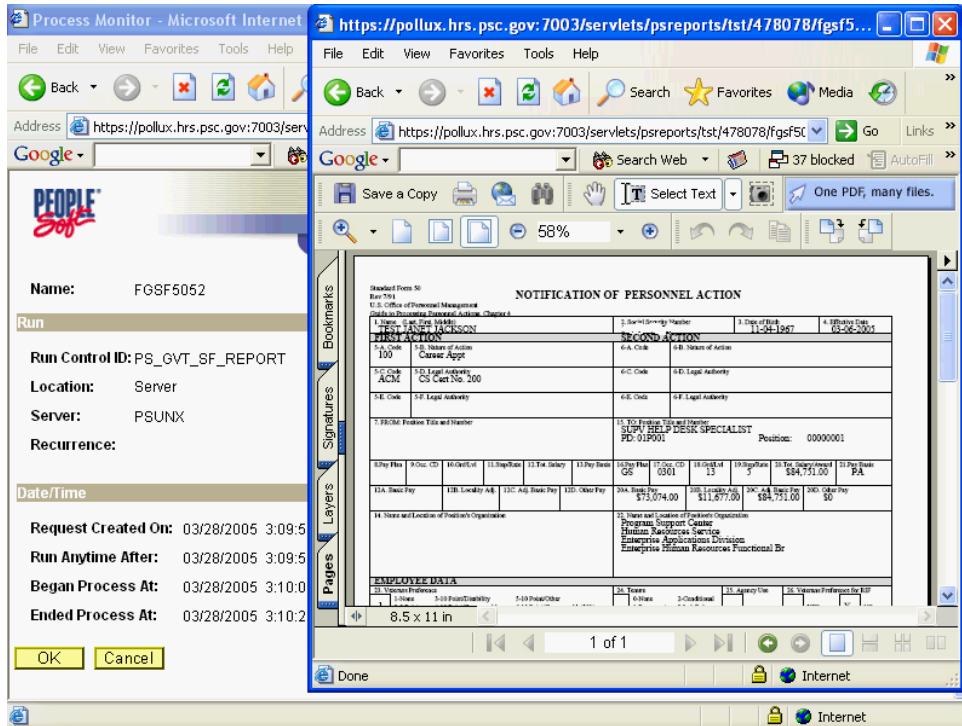
- Process:** Instance: 203077, Type: SQR Report, Name: FGSF5052, Description: REQUEST FOR PERSONAL ACTION.
- Run:** Run Control ID: PS_GVT_SF_REPORT, Location: Server, Server: PSUNX, Recurrence: (empty).
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request (selected), and Restart Request.
- Date/Time:** Request Created On: 12/11/2003 1:52:53PM EST, Run Anytime After: 12/11/2003 1:52:53PM EST, Began Process At: 12/11/2003 1:53:06PM EST, Ended Process At: 12/11/2003 1:53:31PM EST.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace.

At the bottom of the process detail section, there are 'OK' and 'Cancel' buttons.

Step	Action
18.	Click the View Log/Trace link. View Log/Trace



Step	Action
19.	Point to the fgsf5052_479397.PDF object. fgsf5052_479397.PDF



Step	Action
20.	The SF-50 appears as a PDF document. By clicking the print icon, you will be able to print the document.
21.	End of Procedure.

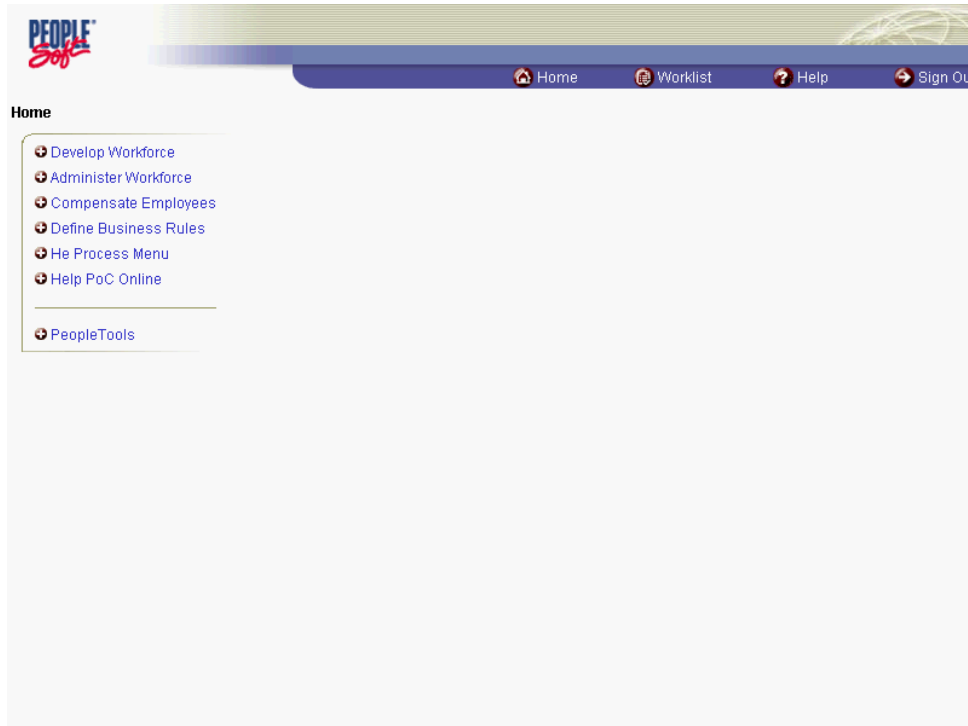
Generating Public Queries





Introduction

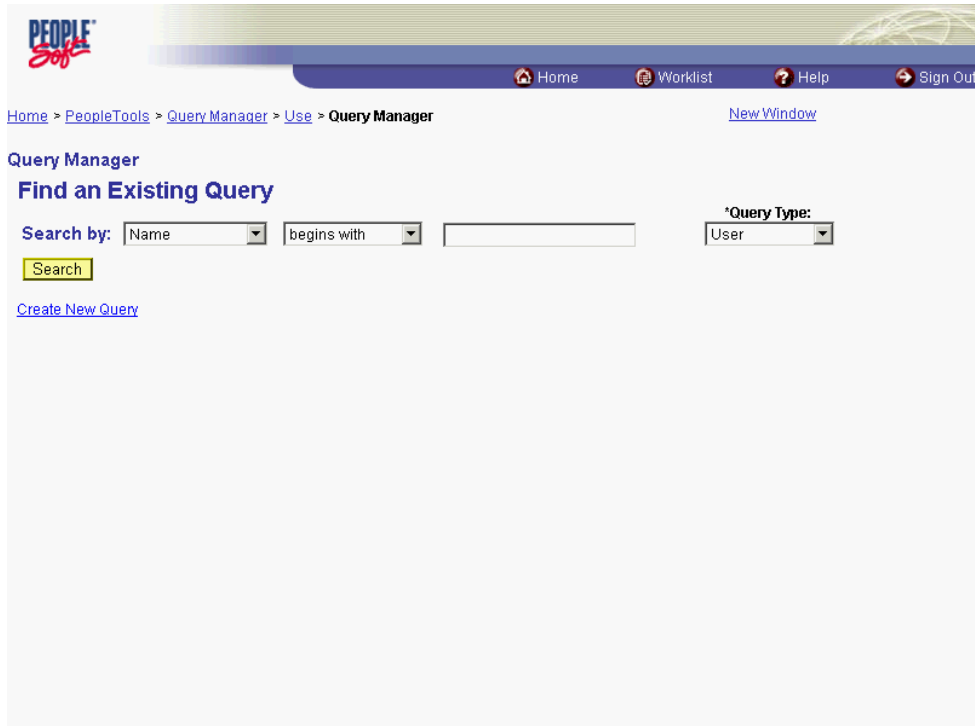
The following procedure demonstrates the process for generating public queries. Public queries are reports that were customized by the central EHRP team within the EHRP Query Tool for public use.







Procedure



The following steps detail the procedure for generating a public query.

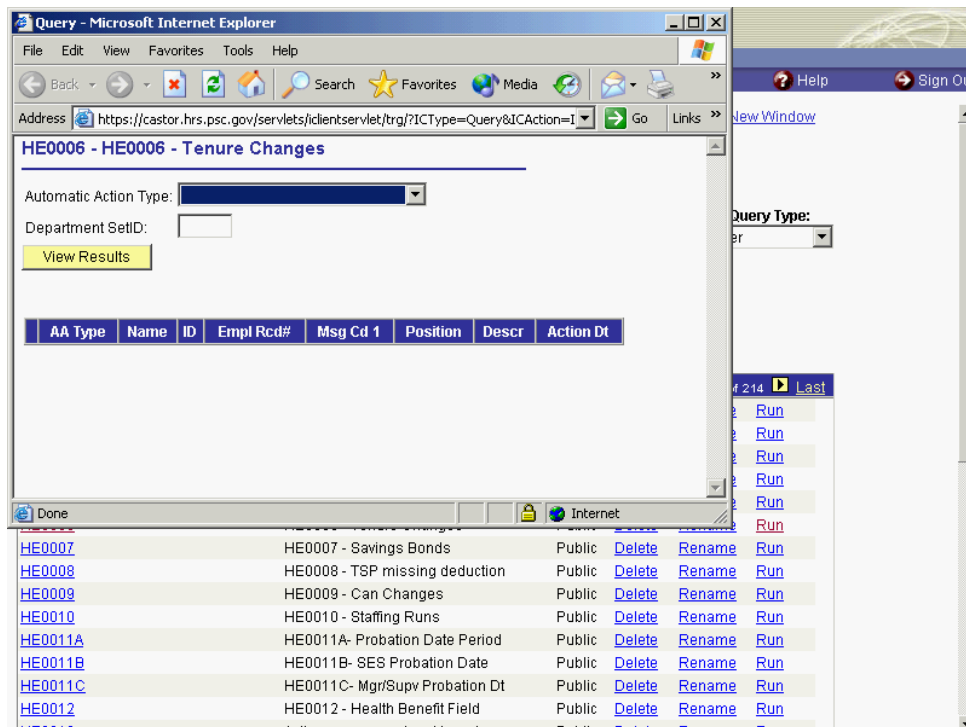



Step	Action
1.	Click the PeopleTools link. 
2.	Click the Query Manager link. 
3.	Click the Use link. 
4.	Click the Query Manager link. 

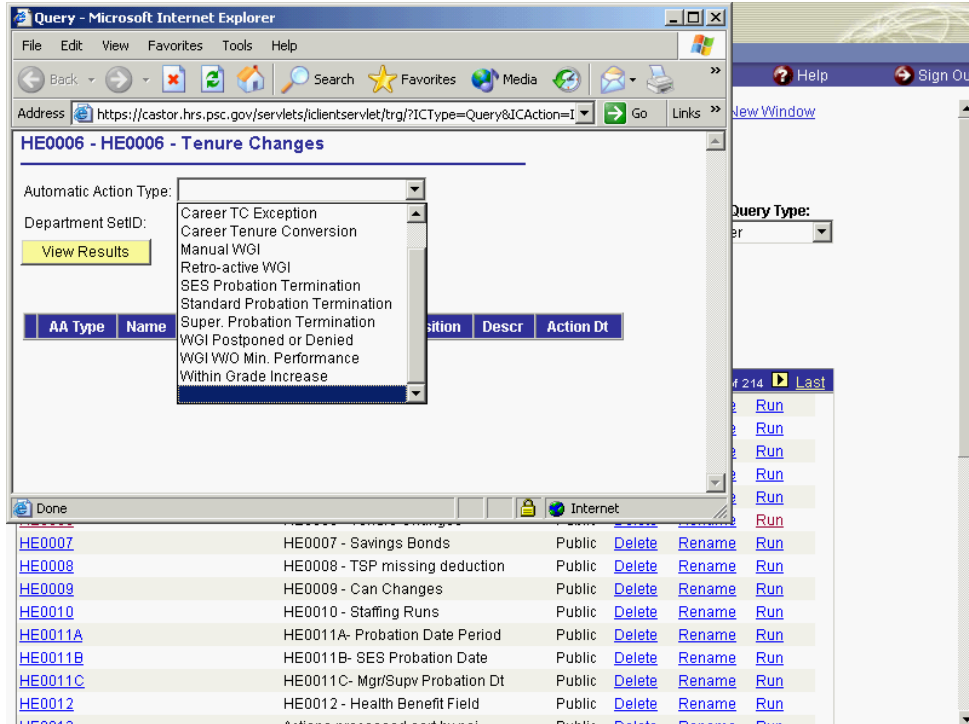


Step	Action
5.	Click the Search By list for the first criteria. 
6.	Select the desired entry. Click Name . 
7.	Press [Tab] .
8.	Click the Search By list for the second criteria. 
9.	Select the desired entry. Click begins with . 
10.	Press [Tab] .
11.	Enter the desired information into the Search by field for the third criteria. Enter "HE" .
12.	Press [Tab] .
13.	Click the *Query Type list. 
14.	Select the desired entry. Click User . 

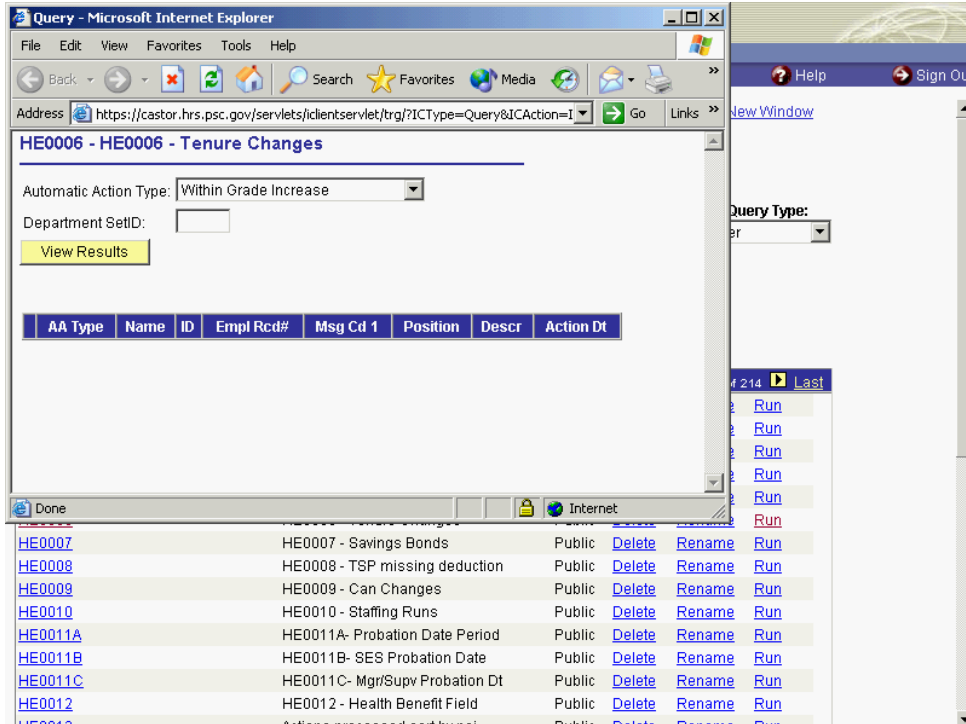
Step	Action
15.	Click the Search button. 
16.	Click the Run link for the desired query. Click Run for the HE0006 - Tenure Changes . 



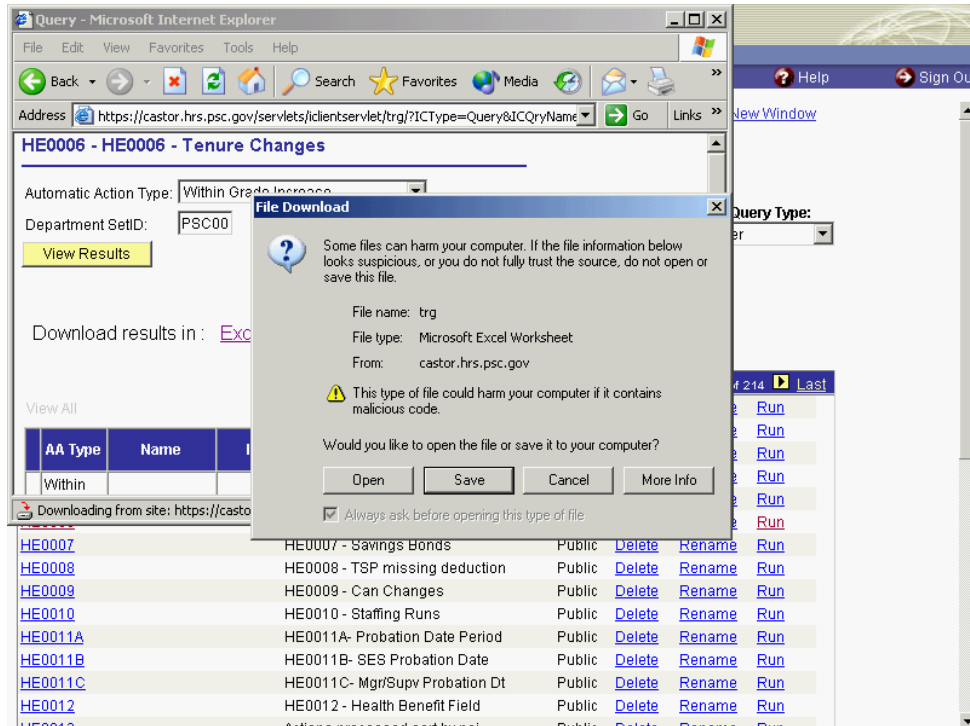
Step	Action
17.	A separate window displays that allows you to enter the parameters for the selected query. Click the Automatic Action Type list. 



Step	Action
18.	<p>Select the desired entry. Click Within Grade Increase.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Within Grade Increase</div>



Step	Action
19.	Click in the Department SetID field. <input type="text"/>
20.	Enter the desired information into the Department SetID field. Enter " PSC00 ".
21.	Click the View Results button. <input type="button" value="View Results"/>
22.	Scroll as necessary to view the results.
23.	Scroll as necessary to view the top of the page that contains the Excel Spreadsheet and CSV Text File links.
24.	Select the desired option to display the data in an Excel spreadsheet or as a text file. Click the Excel SpreadSheet link. Excel SpreadSheet



Step	Action
25.	<p>A File Download warning displays. Click the Open button to open the file as an Excel spreadsheet.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Open</div>
26.	<p>The query displays in the selected format. The attached icon displays a list of current public queries available. This list includes the Name, Purpose, Parameters, and Date Provided for each public query. End of Procedure.</p>