Overview

In order to check the status of specific Administrative Codes in the Capital HR system, run the public query, HE0045, which provides the following information:

1) Set ID   'NIH00' – National Institutes of Health

2) Dept ID   Administrative Code

3) Description   Organization Name

4) Status   Active/ Inactive

5) Effective Date   Date the Status on Administrative Code went into Effect

Procedures

To Generate the Query:

1) Navigation:

Home > Reporting Tools > Query > Query Viewer

2) In the 'begins with' box type in "HE0045"

3) Click   Search

4) When the search results for HE0045 appear, select 'HTML' or 'Excel' on the right hand side of the query name.

5) Enter report parameters:

   a) Set ID – Enter "NIH00"

   b) Effective Date – Use the calendar icon or manually enter the date for which you would like to see a snapshot of the organization's Administrative Codes and their Status.

   c) Dept ID like – Enter an entire administrative code or the beginning of an administrative code followed by a percent (%) sign. If the percent (%) sign is used, the report will return all administrative codes that begin with the code entered to the left of the percent sign. For example, if a user wants to view all NCI administrative codes, they should enter "HNC%".

6) Click the 'View Results' button to display the list of Administrative Codes based on the criteria entered.

To Download the Results to Excel

1) You may choose to run the query directly to Excel by selecting the Excel hyperlink under the 'Run to Excel' column on the query selection page.

2) If you run the query to HTML, select 'Download results in: Excel Spreadsheet' hyperlink from the query results page.

3) Select 'Open' in the File Download dialog box

4) Select 'File' > 'Save As'

5) Enter the following information:

   a) Save In – Select the path to the location where you would like to save the report.

   b) File Name – Enter name you would like to save the report.

   c) Save As Type - Choose 'Microsoft Excel Workbook (*.xls)' from the drop-down list.

6) Click 'Save'

Sample Query

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For Help Contact HR Systems Support:

Help Desk:
301-451-1436

Email:
hrsystemssupport@od.nih.gov

Website:
http://hr.od.nih.gov/HRSystems/ehrp/default.htm

Try It with OnDemand:
http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html