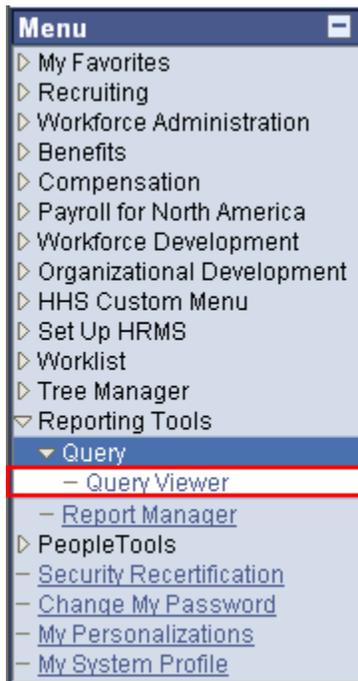## Overview

A series of standard queries have been developed by agency personnel. These queries respond to the types of information most often requested by agency managers and HR staff. These queries are available to you through the Capital HR system.

Procedures

1) Navigation:

Home > Reporting Tools > Query > Query Viewer

2) Search for a query using basic search

a) If you know the name of the query, type it in the search box. You may enter the first few characters of the query name to see a list of queries that start with those characters. HHS public queries begin with 'HE'.

b) If you do not know the name of the query, select the Advanced Search hyperlink.

3) Search for a query using advanced search

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name:	begins with ▼	**a)**
Description:	contains ▼	TERM **b)**
Uses Record Name:	begins with ▼	
Uses Field Name:	begins with ▼	
Access Group Name:	begins with ▼	🔍
Folder Name:	begins with ▼	
*Query Type:	=	User ▼
Owner:	=	▼

Operator list:
```
<
<=
=
>
>=
begins with
between
contains
in
not =
```

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Search] [Clear]   Basic Search

a) You may still search by using the query name if you know it.

b) Searching by Description

   i) You may find existing queries by using the Description field to search for key words that are related to the data you need to query.

   ii) Select the drop down box next to the Description field and choose the 'Contains' operand.

   iii) In the search field enter the characters that you think may be used to describe your query. For instance, if you are searching for a query related to Separations or Terminations, entering 'term' in the search box would yield the results below.

Query   Customize | Find | View All | ▦   First ◀ 1-14 of 14 ▶ Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
DW_HIERARCHY_ATTR	Determine if src is attr qry	Public		HTML	Excel	Schedule	Favorite
DW_HIERARCHY_WIDE	Determine if source is wide	Public		HTML	Excel	Schedule	Favorite
GPFR_ILL_LONG	Long Term Illness Data	Public		HTML	Excel	Schedule	Favorite
HE0003	HE0003 - Auto Terminations	Public		HTML	Excel	Schedule	Favorite
HE0003R	HE0003 - AUTO TERMINATIONS	Public		HTML	Excel	Schedule	Favorite
HE0025	Terminated Employees Query	Public		HTML	Excel	Schedule	Favorite
HE0107	Hires/Terminations prompt dt	Public		HTML	Excel	Schedule	Favorite
HE0136	Termination Report/Conversion	Public		HTML	Excel	Schedule	Favorite
HE0137	Terminations and Separations	Public		HTML	Excel	Schedule	Favorite
HE0161	Pending Terminations/Separatns	Public		HTML	Excel	Schedule	Favorite
HE0202	Incorrect Pay Rate Determinant	Public		HTML	Excel	Schedule	Favorite
HE0215	Intermittent employees	Public		HTML	Excel	Schedule	Favorite
HE0293	SES Terminations	Public		HTML	Excel	Schedule	Favorite
HE_AUDIT_TERM	Termination report for auditor	Public		HTML	Excel	Schedule	Favorite

Revised: November 25, 2008

Note: Since the system returns any query with the characters 'term' anywhere in the description, you may see queries that you did not expect. For example, in the list above, the query, HE202, was returned since it contains the character string 'term' in the word 'Determinant' in the description even though it is not related to your search for terminations.

4) Select the output type:

    a) HTML – directs the output to be displayed as a web page. When you run the query to HTML, you will still be able to send the output to Excel later.

    b) Excel – directs the output to be displayed as a Microsoft Excel spreadsheet.

5) Entering any required parameters and running the query

From Date:	04/01/2008 📅	**a)**
End Date:	05/31/2008 📅	
Business Unit:	NIH00 🔍	**b)**
Department:	HNA% 🔍	**c)**
View Results	**d)**	

    a) Dates – You may be required to enter dates or date ranges for some queries. Depending on the query design, you may be required to enter pay period beginning and ending dates instead of random dates. If you know there should be data but your query does not produce any results, verify that you have entered the parameters correctly. You may have to experiment with the queries to learn which require pay period specific dates and which allow random dates.

    b) Set ID or Business Unit – Always enter NIH00

    c) Department – Enter the name of the department for which you are running the query. Click the magnifying glass to select the department from a list. You may also use the % character as a wildcard. For example, if you are running a query for all departments beginning with 'HNA', you could enter 'HNA%'.

    d) Click the 'View Results' button.

Note: A list of standard queries that have been developed by HHS is available at the following website: http://www.psc.gov/hrs/ehrp/news/public_queries.html .

Revised: November 25, 2008

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