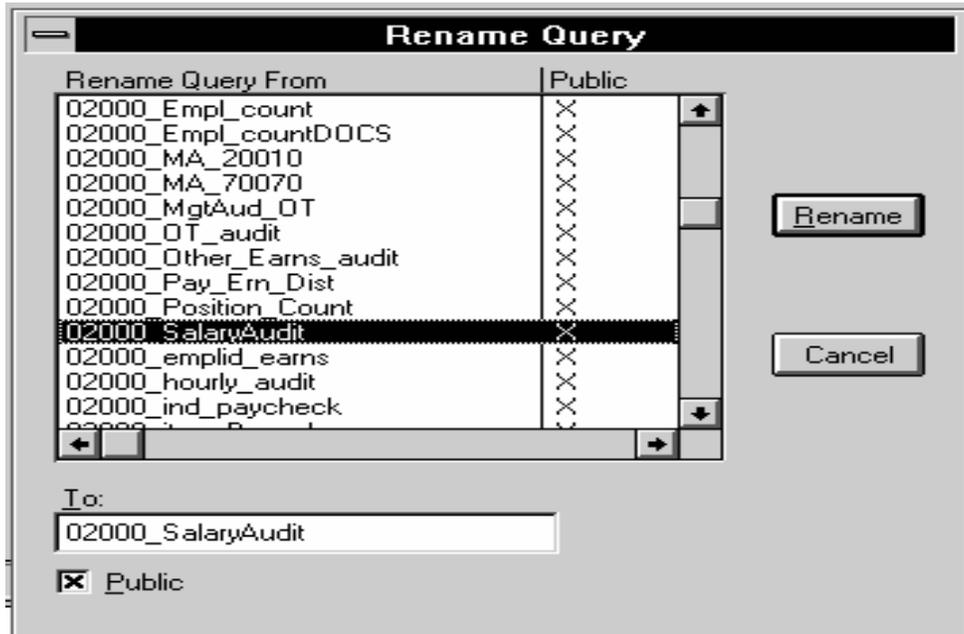


Attachment A - Renaming Queries

Follow these instructions to rename queries that are to be retained for use by the agency.

1. Open PS Query
2. Click **File** on the menu and then select **Rename**. File - Rename is different from File - Save As. For this process, select File - Rename.
3. Scroll to locate and highlight the query name.
4. Verify that the query name is displayed in the "To" section near the bottom of the Rename dialog box.
5. Type a % (percentage sign) as the first character of the query name. Type your agency code, if it is not already part of the query name. (%02000_SalaryAudit)
6. Verify that the Public box is checked for public queries and unchecked for private queries.
7. Click the Rename button in the dialog box to rename the query; click Cancel to close the dialog box without renaming the query.
8. Repeat this process for each query that is to be retained.



Before Being Renamed



After Being Renamed %02000_SalaryAudit

Only queries starting with a % will be converted to the 7.02 version.

Staff should begin the renaming process immediately.
The generic 00-(zero zero) queries will be renamed by OSC.