



Payroll Enhancement Program

Office of the State Comptroller
Bureau of State Payroll Services

Date: 12/4

Job Aid No. AU-01

Deleting and Renaming Queries

Deleting Queries

Check the box/s under the **Select** column for the query/s you would like to delete. Click the **Action** dropdown list to choose **Delete Selected** and then click the **Go** button.

*Folder View: -- All Folders --

Check All Uncheck All *Action: Delete Selected Go

Select	Query Name	Descr	Owner	Action	Run to HTML	Run to Excel	Run to XML	Schedule
<input checked="" type="checkbox"/>	PSS_ACTIVE_STAFF	ACTIVE STAFF	Private	Delete Selected	HTML	Excel	XML	Schedule
<input type="checkbox"/>	PSS_IND_CURRENT_ROW	CURRENT_JOB_ROW	Private	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	PSS_IND_JOB_RECORD	INDIVIDUAL CURRENT ROW	Private	Edit	HTML	Excel	XML	Schedule

Selecting multiple queries to delete:

*Folder View: -- All Folders --

Check All Uncheck All *Action: Delete Selected Go

Select	Query Name	Descr	Owner	Action	Run to HTML	Run to Excel	Run to XML	Schedule
<input checked="" type="checkbox"/>	PSS_ACTIVE_STAFF	ACTIVE STAFF	Private	Delete Selected	HTML	Excel	XML	Schedule
<input checked="" type="checkbox"/>	PSS_IND_CURRENT_ROW	CURRENT_JOB_ROW	Private	Delete Selected	HTML	Excel	XML	Schedule
<input type="checkbox"/>	PSS_IND_JOB_RECORD	INDIVIDUAL CURRENT ROW	Private	Edit	HTML	Excel	XML	Schedule

Renaming Queries

Check the box/s under the **Select** column for the query/s you would like to rename. Click the **Action** dropdown list to choose **Rename Selected** and then click the **Go** button.

*Folder View: -- All Folders --

Check All Uncheck All *Action: Rename Selected Go

Select	Query Name	Descr	Owner	Action	Run to HTML	Run to Excel	Run to XML	Schedule
<input checked="" type="checkbox"/>	PSS_ACTIVE_STAFF	ACTIVE STAFF	Private	Rename Selected	HTML	Excel	XML	Schedule
<input type="checkbox"/>	PSS_IND_CURRENT_ROW	CURRENT_JOB_ROW	Private	Edit	HTML	Excel	XML	Schedule

Type the new name in the **New Name** field and click the **OK** button.

Rename Queries

Enter new names for the queries on the right.

Query Name	Owner	New Name
PSS_ACTIVE_STAFF	Private	P91_PSS_ACTIVE_STAFF

OK Cancel

Selecting multiple queries to rename:

Search Results

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Check All Uncheck All *Action Delete Selected Go

Select	Query Name	Descr	Owner	Action	Run to	Run to	Run to	Schedule
<input checked="" type="checkbox"/>	PSS_ACTIVE_STAFF	ACTIVE STAFF	Private	...	HTML	Excel	XML	Schedule
<input checked="" type="checkbox"/>	PSS_IND_CURRENT_ROW	CURRENT_JOB_ROW	Private	...	HTML	Excel	XML	Schedule
<input checked="" type="checkbox"/>	PSS_IND_JOB_RECORD	INDIVIDUAL CURRENT ROW	Private	...	HTML	Excel	XML	Schedule

OK Cancel

All selected queries can be renamed simultaneously. Type each new name in the **New Name** field and click the **OK** button.

Rename Queries

Enter new names for the queries on the right.

Query Name	Owner	New Name
PSS_ACTIVE_STAFF	Private	Q91_PSS_ACTIVE_STAFF
PSS_IND_CURRENT_ROW	Private	Q91_PSS_IND_CURRENT_ROW
PSS_IND_JOB_RECORD	Private	Q91_PSS_IND_JOB_RECORD

OK Cancel