## Attachment A - Renaming Queries

- 1. Open PS Query.
- 2. Click File on the menu bar

Rename Quer	у			×	3. Select Rename from the drop-down
Erom:			2		list.
Owner	Туре	Name		<u>©k</u> Cancel	
				Cancel	

- 4. Click the down arrow to the right of the From section in the Rename Query window.
- 5. Locate and click the query that is to be renamed.

Rename Query 🛛						
E	irom: PRIVAT	e.query.020	00_0MA	7		
ſ	Owner	Туре	Name	<b></b>		
	<b>PRIVATE</b>	QUERY	02000_IndRegEarnsPRIV			
	PRIVATE	QUERY	02000_IndRegEarnsPRIVIist		<u>D</u> k	
	PRIVATE	QUERY	02000_MailDrop			
	PRIVATE	QUERY	02000_0MA			
	PRIVATE	QUERY	02000_0T_audit		Cancel	
	PRIVATE	QUERY	02000_Other_Earns_audit			
	PRIVATE	QUERY	02000_Other_Earns_audit2			
	PRIVATE	QUERY	02000_PAVtest			
	PRIVATE	QUERY	02000_PEF_RetroPaybyLine#			
	PRIVATE	QUERY	02000_PRIV	-		
	•					

- 6. Verify that the appropriate query name is in the From section.
- 7. Type the new query name in the To section. Do not type Private.Query before it. Query names can contain up to 30 characters. Recommended naming convention for private queries: agency code\_name\_priv

R	ename Query	,			×
	Erom: PRIVAT I.o. 02000_0	E.QUERY.020 DMA_Priv∤	000_0MA	<b>~</b>	
	Owner	Туре	Name	<b>•</b>	
	PRIVATE	QUERY	02000_IndRegEarnsPRIV		
	PRIVATE	QUERY	02000_IndRegEarnsPRIVIist		<u>0</u> k
	PRIVATE	QUERY	02000_MailDrop		
	PRIVATE	QUERY	02000_OMA		
	PRIVATE	QUERY	02000_0T_audit		Cancel
	PRIVATE	QUERY	02000_Other_Earns_audit		
	2 PRIVATE	QUERY	02000_Other_Earns_audit2		
	PRIVATE	QUERY	02000_PAVtest		
	PRIVATE	QUERY	02000_PEF_RetroPaybyLine#		
	2 PRIVATE	QUERY	02000_PRIV	-	
	4				

- 8. Click OK to rename the query or Cancel to end the process without renaming the query.
- 9. Repeat this process for all Private queries that are named exactly the same as a Public query.