

## 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.

10	*Folder View All Folde	rs 💙							
Ch	eck All Unchec	k All	*Action	Delete Select	ed	✓ Go	-	_	
QUYY				Choose		Find   V	<u>iew 30  </u>	21	First 🚺 1-4 of 4 🚺 Last
Select	Query Name	Descr	Owner	Copy to User	ed	<u>ın to</u>	Run to Excel	Run to XML	<u>Schedule</u>
	PSS_ACTIVE_STAFF	ACTIVE STAFF	Private	Move to Folde	r 	TML	Excel	<u>XML</u>	Schedule
	PSS_IND_CURRENT_ROW	CURRENT_JOB_ROW	Private	Rename Sele	Ealt	HTML	Excel	<u>XML</u>	Schedule
	PSS_IND_JOB_RECORD	INDIVIDUAL CURRENT ROW	Private		<u>Edit</u>	HTML	Excel	<u>XML</u>	Schedule

Selecting multiple queries to delete:

	ь.	*Folder View All Folde	rs 😽 🗸							
	Ch	eck All Unchec		*Action	Delete Select	ted	✓ Go	-	_	
Qurry				Choose Add to Eavorit	00	Find   V	<u>iew 30  </u>		First 💶 1-4 of 4 🚺 Last	
<u>s</u>	elect	Query Name	Descr	Owner	Copy to User	ed	<u>ın to</u> ML	Run to Excel	<u>Run to</u> <u>XML</u>	<u>Schedule</u>
[	•	PSS_ACTIVE_STAFF	ACTIVE STAFF	Private	Move to Folde	r	TML	Excel	<u>XML</u>	<u>Schedule</u>
[	✓	PSS_IND_CURRENT_ROW	CURRENT_JOB_ROW	Private	Rename Sele	Ealt	HTML	Excel	XML	Schedule
[		PSS_IND_JOB_RECORD	INDIVIDUAL CURRENT ROW	Private		<u>Edit</u>	HTML	Excel	<u>XML</u>	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 Folde	rs 💙						
Ch	eck All Unchec		*Action	Choose 🗸 🗸	Go	-	_	
Q(17/y				Choose	Find   V	iew 30   🖟		First 💶 1-4 of 4 🕨 Last
Select	Query Name	Descr	Owner	Copy to User Delete Selected	<u>ın to</u> T <u>ML</u>	<u>Run to</u> Excel	<u>Run to</u> <u>XML</u>	<u>Schedule</u>
	PSS_ACTIVE_STAFF	ACTIVE STAFF	Private	Move to Folder	<u>rml</u>	Excel	<u>XML</u>	<u>Schedule</u>
	PSS_IND_CURRENT_ROW	CURRENT_JOB_ROW	Private	Rename Selected	<b>P</b> ML	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.								
Rename Queries	Personalize	Find   🖾   🏭 First 🚺 1 o 1 🖸 Last						
Query Name	<u>Owner</u>	New Name						
PSS_ACTIVE_STAFF	Private	P91_PSS_ACTIVE_STAFF						
OK Cancel								

Selecting multiple queries to rename:

Search Results										
*Folder View All Folders 🗸										
Check All Uncheck All Action		Delete Selected 🔽 Go								
QUy				Choose Add to Eavorites		Find   Vi	Find   <u>View 30</u>   🗷   📶		First 🚺 1-4 of 4 🕨 Last	
	<u>Select</u>	Query Name	Descr	<u>Owner</u>	Copy to User	d	<u>ın to</u> T <u>ML</u>	<u>Run to</u> <u>Excel</u>	<u>Run to</u> <u>XML</u>	<u>Schedule</u>
		PSS_ACTIVE_STAFF	ACTIVE STAFF	Private	Move to Folder		<u>FML</u>	<u>Excel</u>	<u>XML</u>	Schedule
		PSS_IND_CURRENT_ROW	CURRENT_JOB_ROW	Private	Rename Selec	cled <u>Eqil</u>	HIML	Excel	<u>XML</u>	Schedule
		PSS_IND_JOB_RECORD	INDIVIDUAL CURRENT ROW	Private	Į	<u>Edit</u>	HTML	Excel	<u>XML</u>	Schedule

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

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#### **Rename Queries**

Enter new names for the queries on the right.

Rename Queries	Personali	ze   Find   🖓   🖩 First 🖾 1-3 of 3 💟 Lat
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	-	