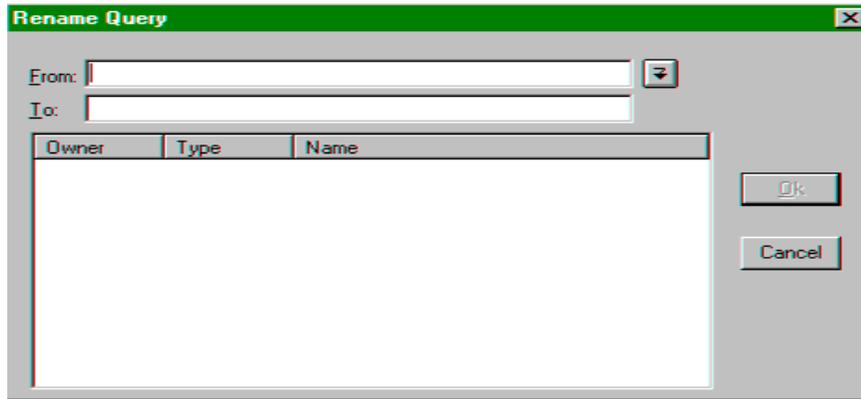
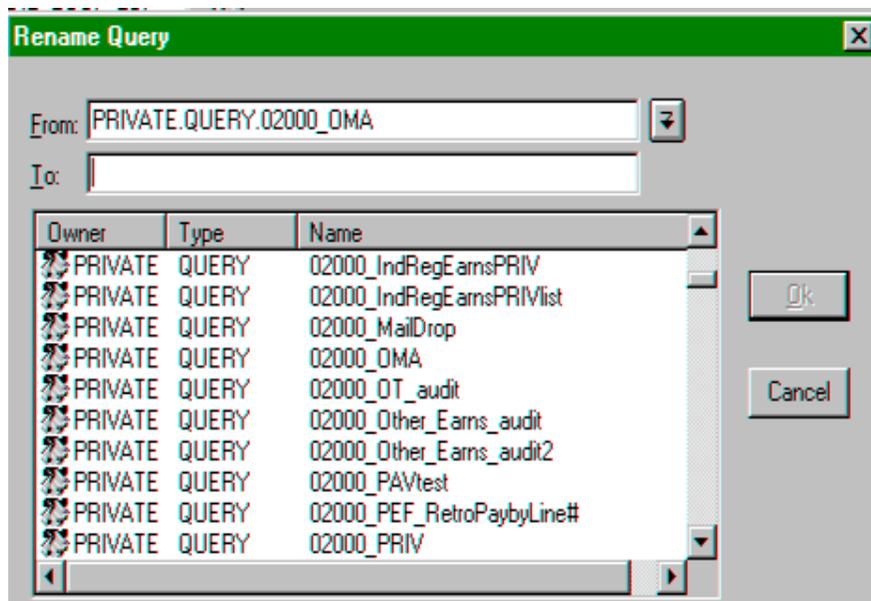


Attachment A - Renaming Queries

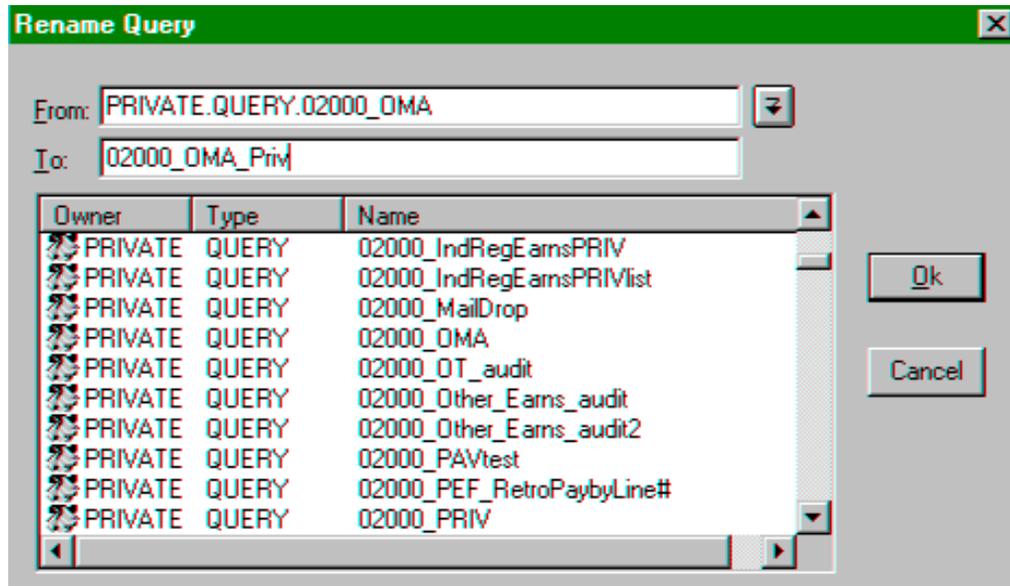
1. Open PS Query.
2. Click File on the menu bar
3. Select Rename from the drop-down list.



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.



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



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.