

Instructions for Users with “Run Only” Access in PS Query

Introduction

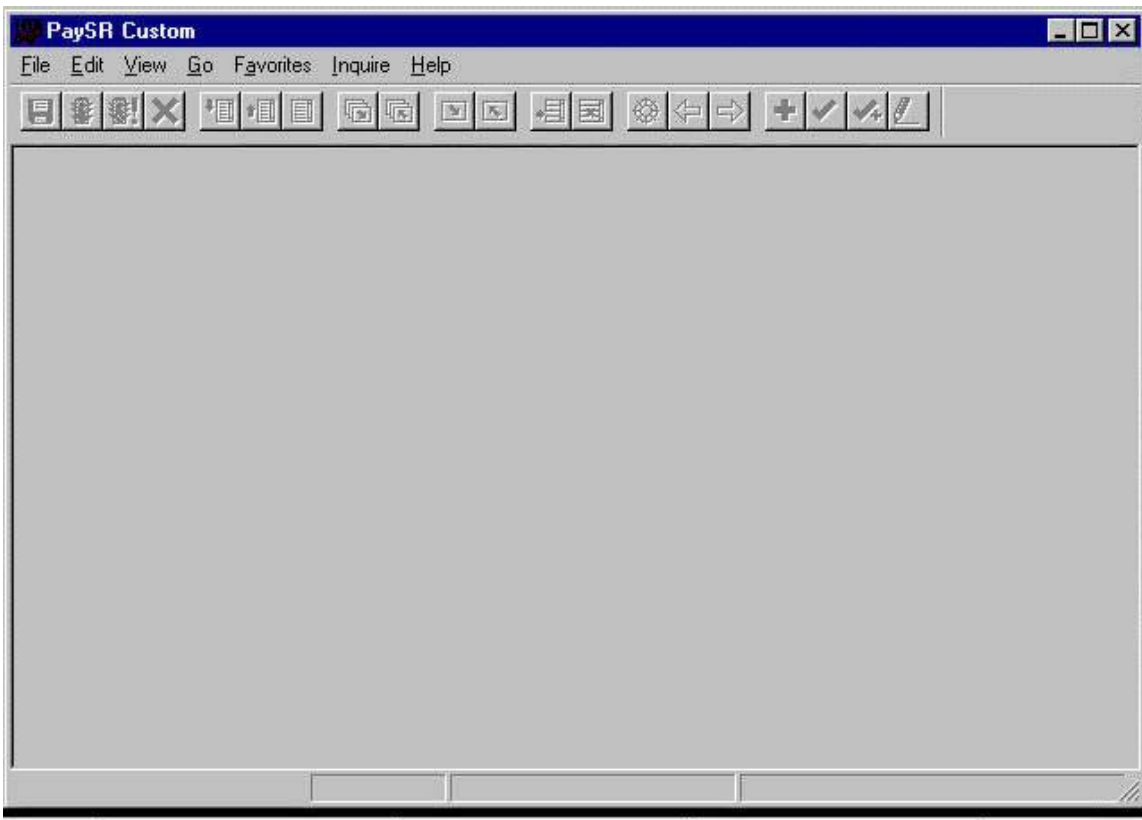
These instructions are intended for query users with “**run only**” access in PS Query. Staff with “run only” access rights can run previously saved queries but cannot create new queries or modify existing queries. The procedures for these users have changed in version 7.02 of PS Query.

For information on designing queries, users with the appropriate query access should refer to the [Training Guide for PS Query Version 7.02](#).

Opening the Query Panel

The log-in process in Version 7.02 is the same as in the previous version. Double click the Query Database icon in the PaySR group. Type your PaySR User ID and password in the appropriate sections and click OK.

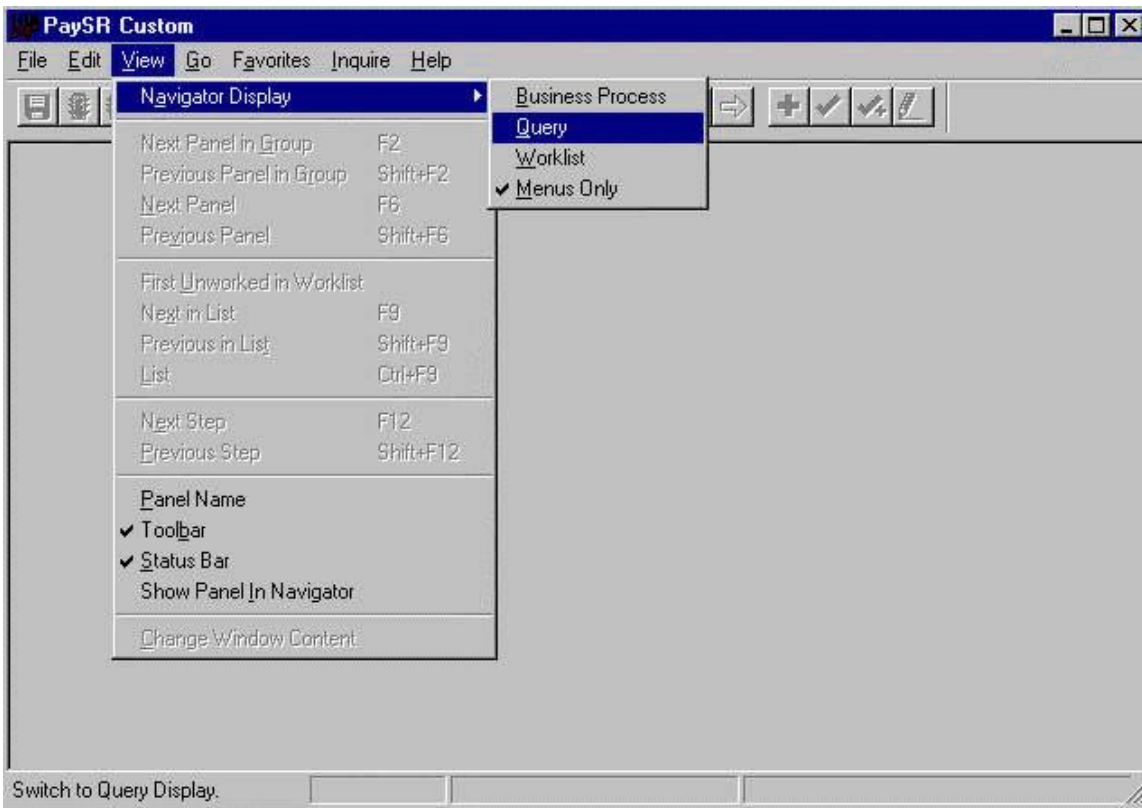
The PaySR Custom panel will be displayed.



Running a Query

Follow these steps to run a saved query.

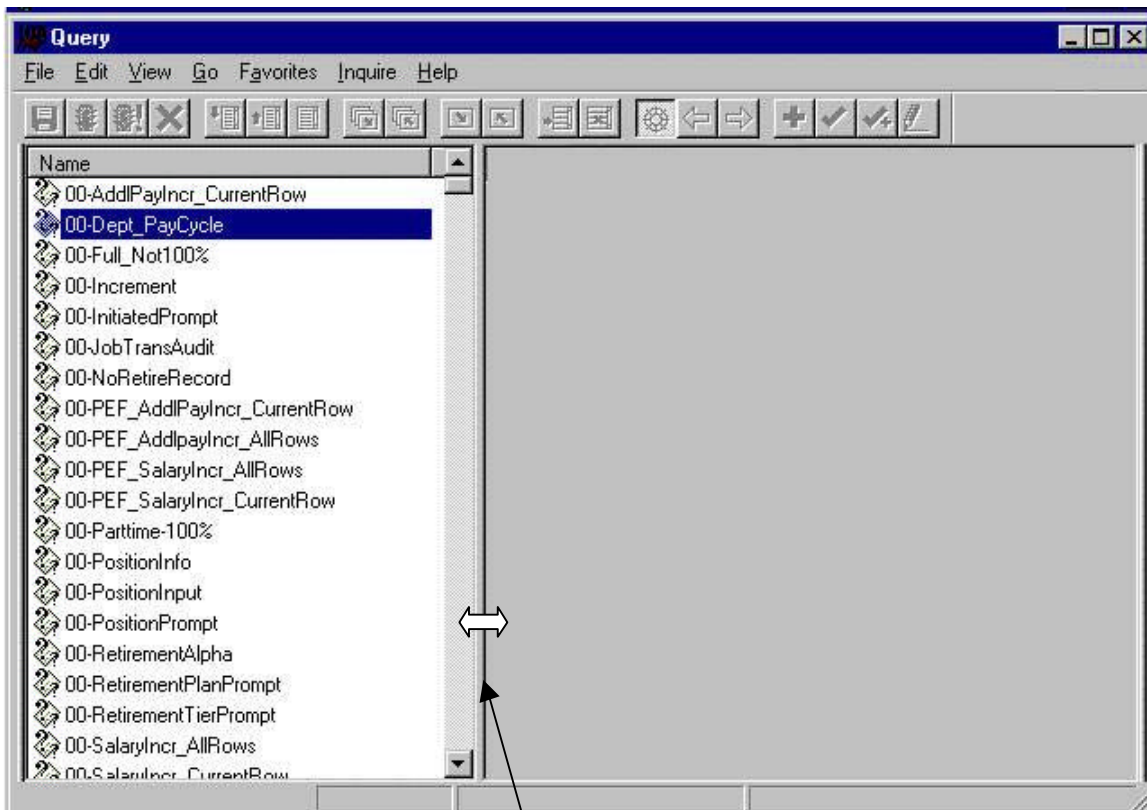
1. Click **View** on the PaySR Custom panel menu bar.
2. Click **Navigator Display** on the drop down list.
3. Click **Query** on the next drop down list.



Running a Query (continued)

The Query panel will be displayed. The panel is divided into two sections. The left side of the panel is a list of previously saved queries that the user can run. The list will include only those queries that the user's security profile grants him/her permission to run. The right side will display the results of the query after it is run.

1. Scroll to locate the query to be run in the list on the left side of the panel.
2. Single click (highlight) the appropriate query name. (The 00-Dept_PayCycle query will be used for the following examples. This query provides a list of all Department IDs, agency names, pay cycle and pay period type.)

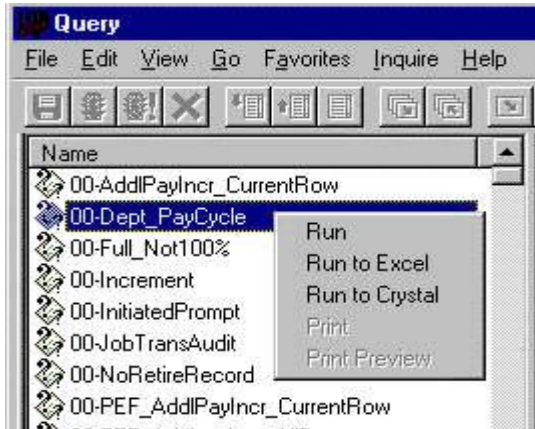


You can easily adjust the size of the query list section by dragging the divider bar. This may make it easier to view the entire query name.

Selecting a Query Output

Follow these steps to display the query results in either a list box or as an Excel spreadsheet.

1. Verify that the appropriate the query name is highlighted.
2. Click the right mouse button (right click).



Three output options will be displayed after right clicking:

Run – display the results in a list box

Run to Excel – display the results in an Excel spreadsheet.

Run to Crystal – this option is not available.

3. Click the first or second output option.
4. The results will display on the screen.

Viewing List Box Results

The screenshot shows the PS Query application window. On the left is a tree view with a list of query names. On the right is a data table with three columns: Name, Department, and Pay Cyt. The 'Office of General Services' row is highlighted in blue.

Name	Department	Pay Cyt
00-AddlPayIncr_CurrentRow	00640	State Insurance Fund
00-Dept_PayCycle	00650	State Insurance Fd Compt Unit
00-Full_Not100%	01000	Executive Department
00-Increment	01000	Executive Dept Governor Normal
00-InitiatedPrompt	01010	Division of Budget
00-JobTransAudit	01020	Division of Parole
00-NoRetireRecord	01030	DIV of Alcoholic Bev Control
00-PEF_AddlPayIncr_CurrentRow	01040	Office of Lt. Governor
00-PEF_AddlPayIncr_AllRows	01050	Office of General Services
00-PEF_SalaryIncr_AllRows	01060	State Police
00-PEF_SalaryIncr_CurrentRow	01069	State Police Normal Current
00-PaidTime-100%	01070	Military and Naval Affairs
00-PositionInfo	01071	Military and Naval Affairs SAD
00-PositionInput	01072	Mil & Naval SAD Emergency
00-PositionPrompt	01080	Housing and Community Renewal
00-RetirementAlpha	01090	Division of Human Rights
00-RetirementPlanPrompt	01110	Office for Technology
00-RetirementTierPrompt	01111	Office for Technology Data Ctr
00-SalaryIncr_AllRows	01120	State Consumer Protection Bd
00-SalaryIncr_CurrentRow	01130	Div of Veterans Affairs Ben

Version 7.02 contains many “user friendly” view features.

1. The divider bar between the two panel sections can be dragged in either direction.
2. The divider between each column of data can also be dragged to display as much information on the screen as possible.
3. Horizontal and vertical scroll bars make it easier to locate information in the report.
4. The report can be re-sorted by clicking on another column heading. For example, click on the Pay_Cycle column heading to re-sort the results by Administration and Institution pay cycles.

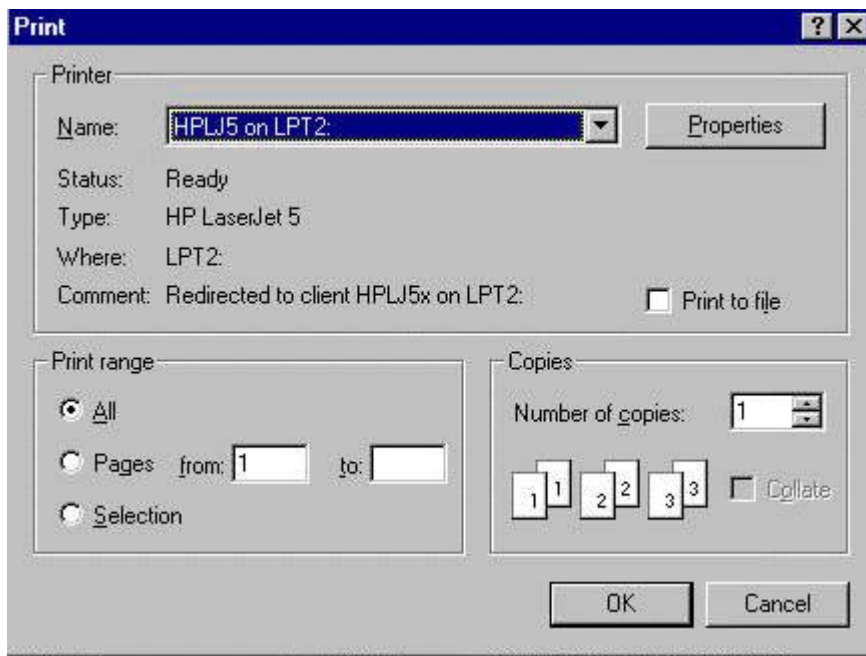
Printing List Box Results

Another new feature in version 7.02 is that list box results can be printed.

1. Run the query to a list box.
2. Move your mouse pointer to the results section (right side).
3. Right click.
4. Select Print. The Print window will be displayed.



5. Click the down arrow in the Printer Name field and select the appropriate printer for your workstation.



6. Make other changes in the Print window as necessary. Click OK.

Run to Excel

The second output option is to run the query to an Excel spreadsheet. It is not necessary to have Excel installed on your computer to select this output option. However, it will be necessary to have Excel or other compatible spreadsheet software available on your computer if you want to save the results and re-open the spreadsheet later.

1. Highlight (single click) the query name from the list on the left side of the query panel.
2. Right click.
3. Click Run to Excel.
4. The report will be displayed as an Excel spreadsheet.
5. Print the spreadsheet by using the Excel print function. Click File and select Print on the Excel menu or click the Printer icon on the Excel button bar.
6. Click the down arrow in the Printer Name field in the Print window (see above) and select the appropriate printer for your workstation.

For assistance with PS Query or questions about these instructions, contact Dan Crowe of the OSC Payroll Services Systems Unit at (518) 473-5062.

Questions about query access, new passwords or other security issues should be directed to the PaySR Security Coordinator in your agency.