

EPM TAS

Boss/TAS Data Extraction in Core-CT

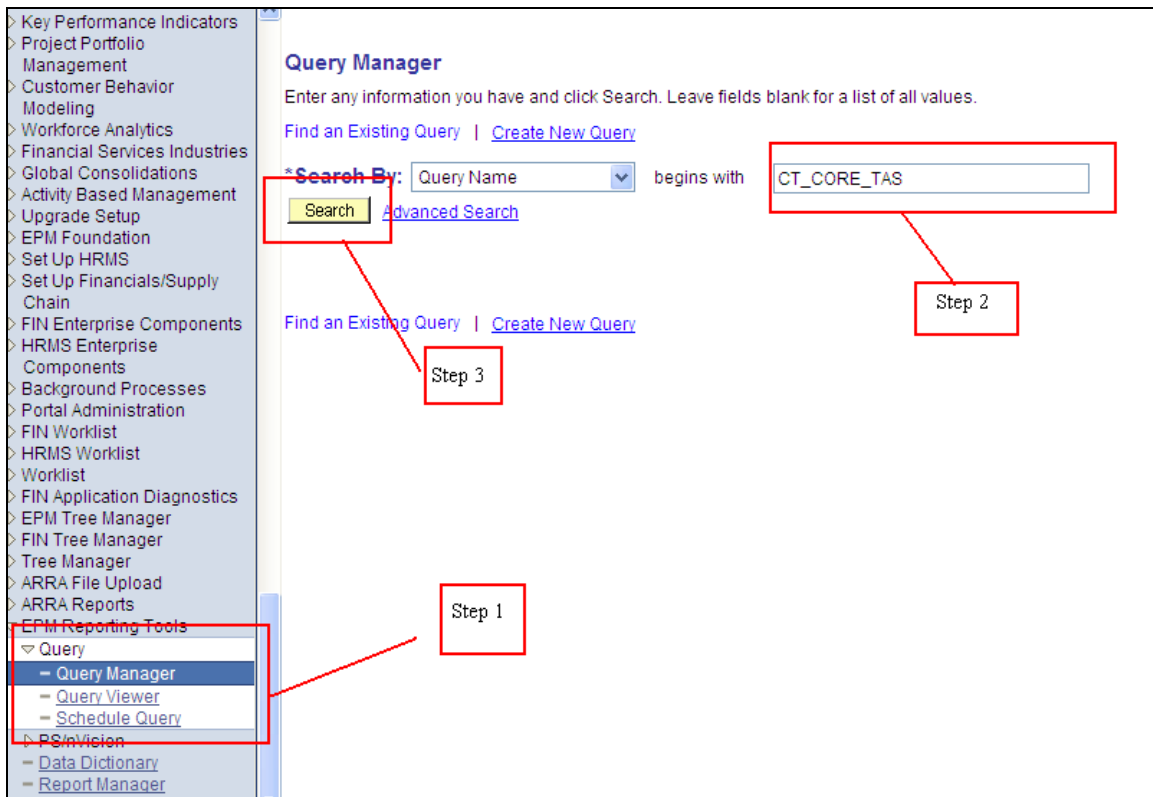
Run an Existing Query

Reference: EPM Query Manager

Navigation: EPM Reporting Tools > Query > Query Manager

1. Locate and select in the Left-Hand Navigation Menu the **Query Manager** page
2. Enter **CT_CORE_TAS** in the basic search field
3. Select **Search**

Note: Listing of all queries beginning with the name **CT_CORE_TAS** appears



4. Within the results displayed, locate the Query titled, **CT_CORE_TAS_ANNUAL_ATT**
5. Under the Run to Excel option, select **Excel**

Note: Run time prompts appear

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with
 [Advanced Search](#)

Search Results
*Folder View:

*Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	CT_CORE_TAS_ANNUAL_ATT	Annual Attendance	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CT_CORE_TAS_AVAIL_HRS	TAS Available Hours	Public		Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

Step 5

6. To execute query, enter values in each prompt field, START DATE, END DATE and EMPLOYEE ID.
7. Select **View Results**

Start Date:

End Date:

Employee ID:

ID	Last Name	First Name	Created	CODE	Att Hrs	Hrs/Day	Days/Hours	Type	Agency ID	DeptID
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Enter Prompts values and select View Results
Steps 6 & 7

Annual Attendance											
21											
ID	Last Name	First Name	Created	CODE	Att Hrs	Hrs/Day	Days/Hours	Type	Agency ID	DeptID	
			2/1/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/2/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/5/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/6/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/7/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/8/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/9/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/12/2001	H	8.0000	0.00	H	H	1101	DAS23000	
			2/13/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/14/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/15/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/16/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/19/2001	H	8.0000	0.00	H	H	1101	DAS23000	
			2/20/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/21/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/22/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/23/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/26/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/27/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			2/28/2001	R	8.0000	0.00	H	R	1101	DAS23000	
			3/1/2001	R	8.0000	0.00	H	R	1101	DAS23000	