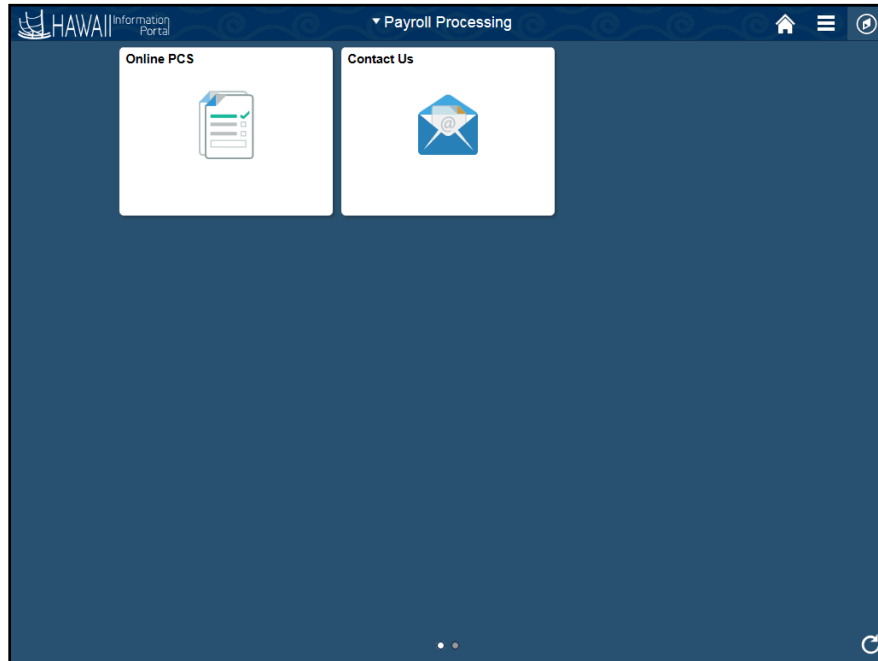



How to run M_NOT_ENROLLED_DIRECTDEPOSIT

Navigation:

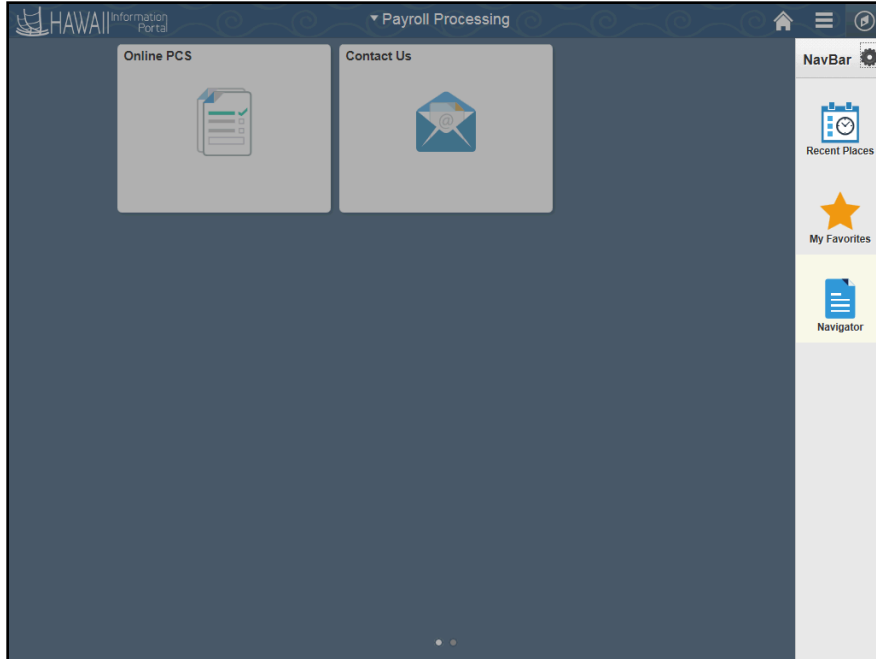
NavBar > Navigator > HawaiiPay System > Reporting Tools > Query > Query Viewer

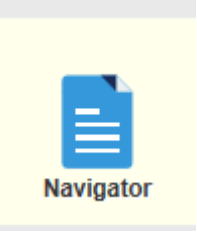
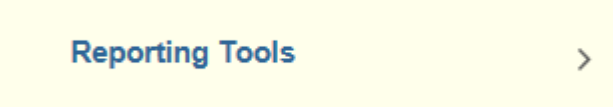
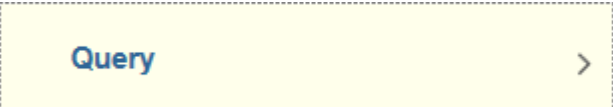

Step	Action
1.	For this lesson, you will use the NavBar to navigate to the Payroll Query Viewer page.



Step	Action
2.	Click the NavBar button. 

How to run M_NOT_ENROLLED_DIRECTDEPOSIT



Step	Action
3.	Click the Navigator button.  A yellow button with a blue document icon and the text 'Navigator' below it.
4.	Click the Reporting Tools menu.  A yellow button with the text 'Reporting Tools' and a right-pointing chevron symbol.
5.	Click the Query menu.  A yellow button with the text 'Query' and a right-pointing chevron symbol, enclosed in a dashed border.
6.	Click the Query Viewer menu.  A yellow button with the text 'Query Viewer' and a right-pointing chevron symbol, enclosed in a dashed border.

How to run M_NOT_ENROLLED_DIRECTDEPOSIT

Step	Action
7.	<p>The Query Viewer page displays.</p> <p>Use this page to retrieve data from an existing Query.</p> <p>The Query Viewer Search By field will default to search for an Existing Query by Query Name.</p>
8.	Enter M_NOT_ENROLLED_DIRECTDEPOSIT in the begins with field

The screenshot shows the 'Query Viewer' page. At the top, there are navigation links for 'Favorites', 'Main Menu', and 'Query Viewer'. Below this is the 'HAWAII Information Portal' logo. The main heading is 'Query Viewer'. A sub-heading reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there is a search form with a dropdown menu labeled '*Search By' set to 'Query Name', followed by the text 'begins with' and a text input field containing 'M_NOT_ENROLLED_DIRECTDEPOSIT'. There are two buttons: 'Search' and 'Advanced Search'.

9.	Click Search button
10.	Select the output you would like.

The screenshot shows the 'Query Viewer' page with search results. The search criteria are the same as in the previous screenshot. Below the search form, there is a 'Search Results' section with a dropdown menu for '*Folder View' set to '-- All Folders --'. Below this is a table of search results. The table has columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', 'Definitional References', and 'Add to Favorites'. The first row shows the query 'M_NOT_ENROLLED_DIRECTDEPOSIT' with a description 'Not enrolled in direct deposit', owner 'Public', and folder empty. The 'Run to HTML', 'Run to Excel', and 'Run to XML' buttons are highlighted in yellow. There are also 'Schedule', 'Lookup References', and 'Favorite' buttons.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_NOT_ENROLLED_DIRECTDEPOSIT	Not enrolled in direct deposit	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite