



Department of
**Finance &
Administration**

Age Out Query Process for ABCs

Age Out Query

- 1 Go to the Edison log in page
- 2 Click on Employee Portal Login



Age Out Query

- 3 Type in your Access ID
- 4 Click Continue



Sign In:

Enter your Access ID.

Access ID:

Where do I enter my password?

Age Out Query

5 Type your password



6 Click on NavBar



Age Out Query

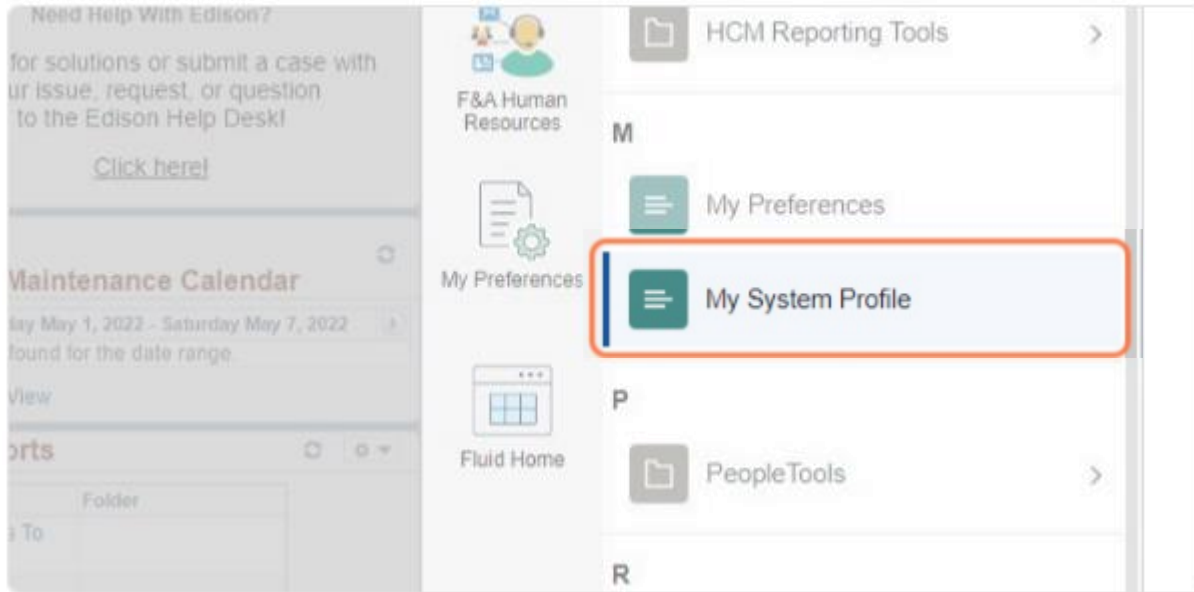
7

Click on Menu



Age Out Query

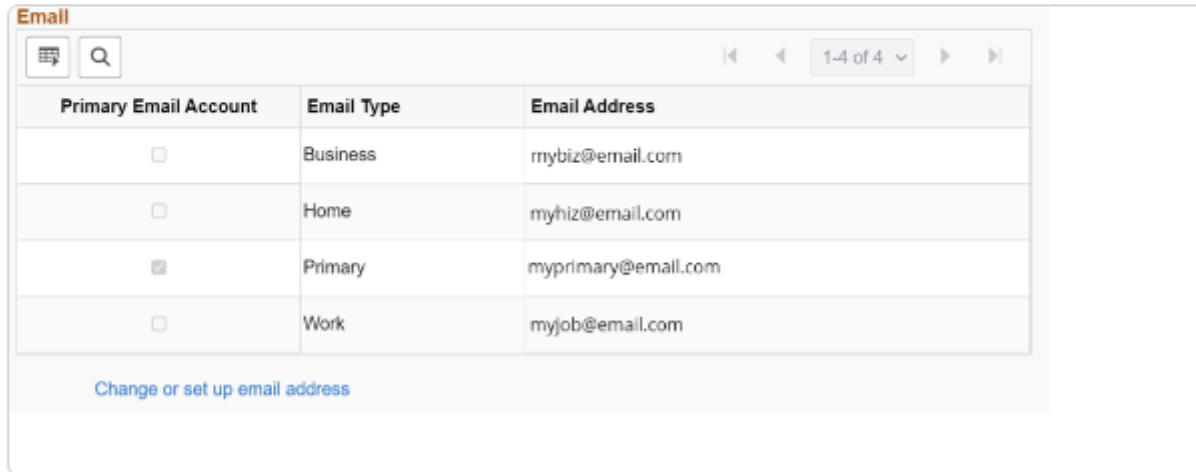
8 Click on My System Profile



Age Out Query

9 Check your email

Make sure you have a checkmark in the primary email address shown and that email is current. If the email is not current, click the "Change or set up email address" link below the chart to bring you to the page to update your email.



The screenshot displays an 'Email' management interface. At the top, there is a search bar with a magnifying glass icon and a dropdown menu showing '1-4 of 4'. Below this is a table with three columns: 'Primary Email Account', 'Email Type', and 'Email Address'. The table contains four rows of data. The third row is selected, indicated by a checkmark in the 'Primary Email Account' column. Below the table, there is a blue link that reads 'Change or set up email address'.

Primary Email Account	Email Type	Email Address
<input type="checkbox"/>	Business	mybiz@email.com
<input type="checkbox"/>	Home	myhiz@email.com
<input checked="" type="checkbox"/>	Primary	myprimary@email.com
<input type="checkbox"/>	Work	myjob@email.com

[Change or set up email address](#)

Age Out Query

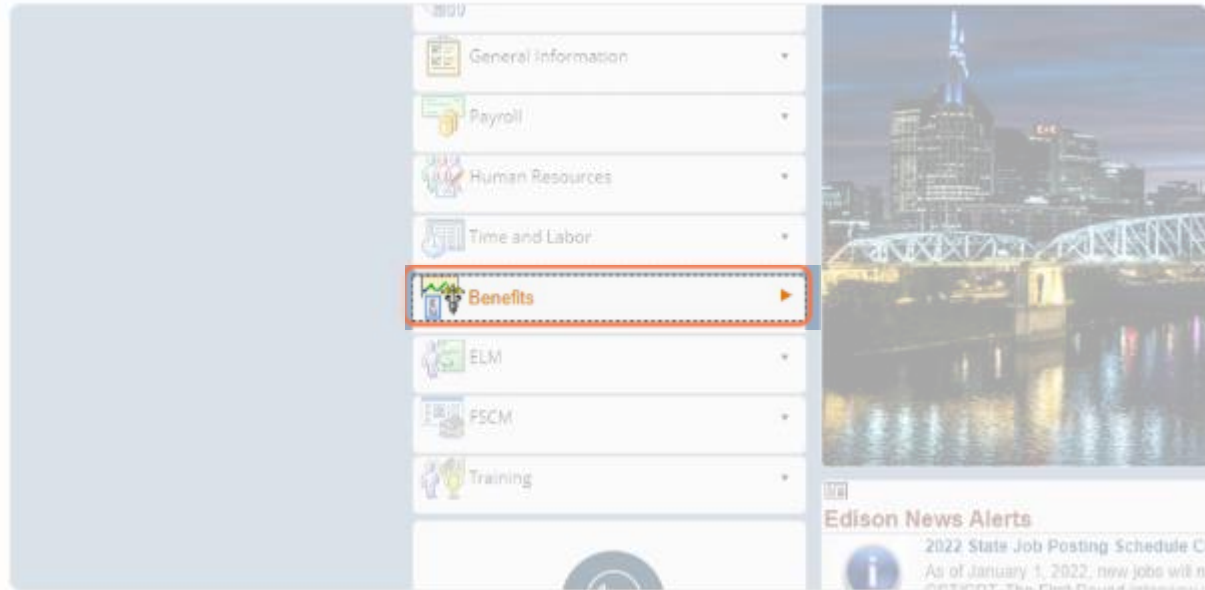
10 Click on Home

Once your email is updated, you can navigate back to this same page to make sure your newer email is showing and is marked as "Primary."



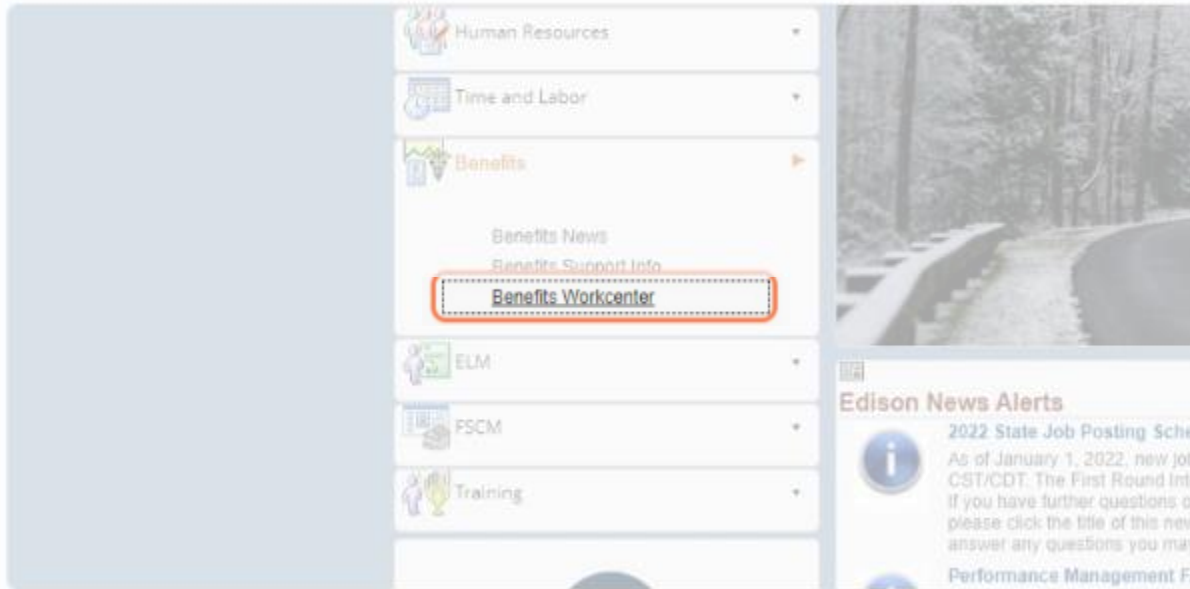
Age Out Query

11 Click on Benefits



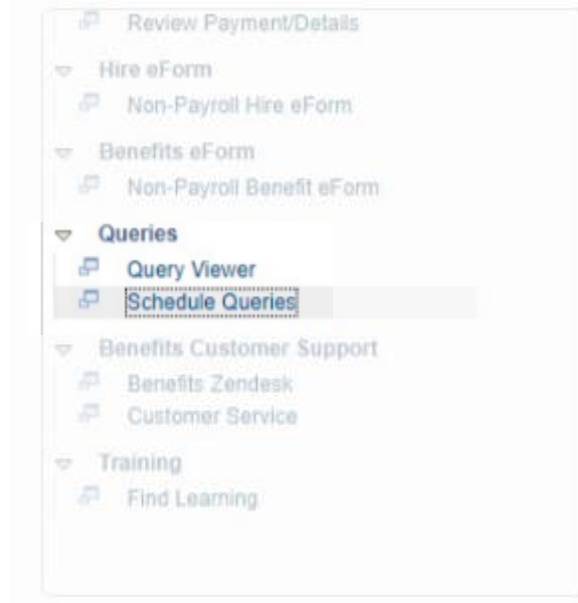
Age Out Query

12 Click on Benefits Workcenter



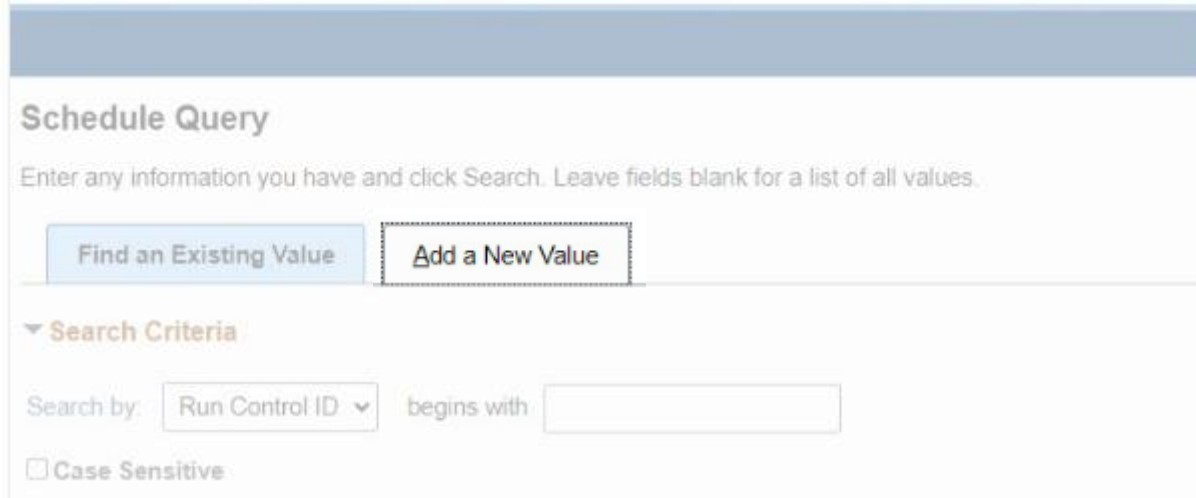
Age Out Query

13 Click on Schedule Queries



Age Out Query

14 Click on Add a New Value



Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Search by: begins with

Case Sensitive

Age Out Query

15 Type "AGEOUTSnextmonth"

The screenshot shows a web interface titled "Schedule Query". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a form field labeled "*Run Control ID" containing the text "AGEOUTSnextmonth". The text in the field is highlighted with a red rectangular border. Below the form field is a blue button labeled "Add". A red arrow points from the bottom left towards the "Add" button.

16 Click the Add button

Age Out Query

17 Type "TN_BA103" in the Query Name

The screenshot shows a web interface for scheduling a query. At the top, there is a dark blue header bar. Below it, the title "Schedule Query" is displayed. The "Run Control ID" is set to "AGEOUTSnextmonth". There are links for "Report Manager" and "Process Monitor". The "Query Name" field contains "TN_BA103" and is highlighted with an orange border. A "Search" button is next to it. Below the "Query Name" field is a "Description" field. At the bottom left is a "Save" button, and at the bottom right are "Add" and "Update/Di" buttons.

Schedule Query

Run Control ID AGEOUTSnextmonth Report Manager Process Monitor R

Query Name Search

*Description

Save Add Update/Di

Age Out Query

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Click Search

The screenshot shows a web application interface. At the top left, there is a partial label 'y'. Below it, the text 'ID AGEOUTSnextmonth' is visible. To the right of this text are two links: 'Report Manager' and 'Process Monitor'. Below these links is a search bar containing the text 'BA103' and a blue 'Search' button. Below the search bar is another empty input field. At the bottom right of the interface, there are two buttons: 'Add' and 'Upd'. A red horizontal line is visible at the bottom of the application window.

Age Out Query

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Click on TN_BA103_DEP_AGE_26_NEXT_MONTH

OPTIONAL: You can change the information in the ***Description** box.

The screenshot shows a web application interface for searching queries. The main window is titled "Scheduled Query Search Page". It has a search bar with "TN_BA103" entered and a "Search" button. Below the search bar is a table of queries. The query "TN_BA103_DEP_AGE_26_NEXT_MONTH" is highlighted with a red box. The table has three columns: Query Name, Description, and Access Level.

Query	Description	Access Level
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public
TN_BA103_DEP_AGE_26_NEXT_MONTH	Dep turning 26 on cov next mon	Public
TN_BA103_DEP_TYPE_BOTH_OVER_26	BOTH dep type over 26	Public
TN_BA103_LEGAL_GUARDIAN_AGE_18	Legal Guardian Approaching 18	Public
TN_BA103_LEGAL_GUARDIAN_AGE_OR	Legal Guardian Approaching 18	Public
TN_BA103_LEGAL_GUARDIAN_ALL	Legal Guardian Depns All Ages	Public
TN_BA103_LEGAL_GUARDIAN_ALL_2	Legal Guardian Depns All Ages	Public

Age Out Query

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Click Save

You are finished setting up the run control and the query you want to run. Next is to set up when you want the query to run and how you want to receive the query results.

Schedule

Saving P

Run Control ID AGEOUTSnextmonth Report Manager Process Monitor Run

Query Name TN_BA103_DEP_AGE_26_NEXT_MONT Search

*Description Dep turning 26 on cov next mon

Save Add Update/Display

Age Out Query

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Click Run

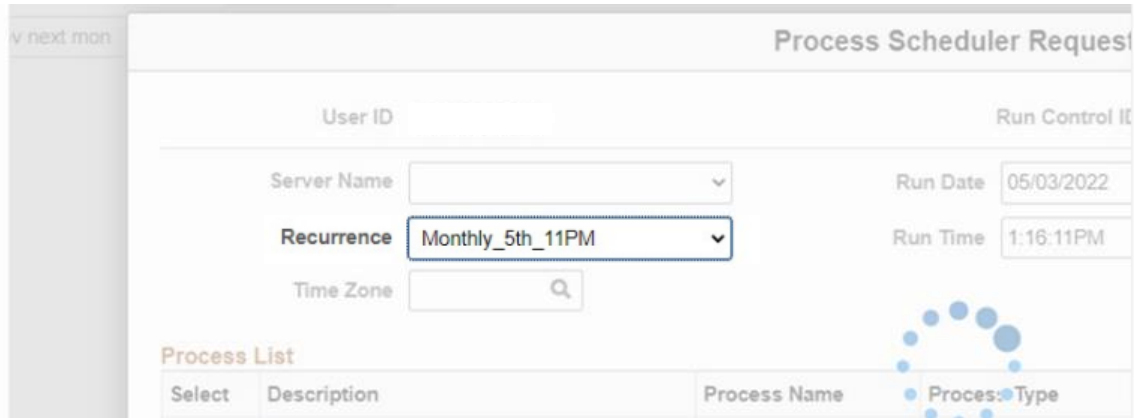
The screenshot shows a web application interface with a blue header bar containing the text "Schedule" and a green bar below it containing "Saving P". The main content area has a light blue background. At the top, it displays "Run Control ID AGEOUTSnextmonth" followed by "Report Manager" and "Process Monitor". A blue "Run" button is positioned to the right. Below this, there is a "Query Name" field containing "TN_BA103_DEP_AGE_26_NEXT_MONT" and a "Search" button. Underneath is a "*Description" field with the text "Dep turning 26 on cov next mon". At the bottom left is a "Save" button, and at the bottom right are "Add" and "Update/Display" buttons.

Age Out Query

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Click on the Recurrence dropdown

Since this query is being set up to run once a month (and not just one time), click the drop-down arrow in the **Recurrence** box. A large list of frequencies will be brought up. Scroll through the list and click on a recurrence option that is monthly as the frequency.



The screenshot shows a web interface for "Process Scheduler Request". The form includes fields for "User ID", "Run Control ID", "Server Name", "Recurrence", "Time Zone", "Run Date", and "Run Time". The "Recurrence" dropdown menu is open, showing "Monthly_5th_11PM" selected. Below the form is a "Process List" table with columns for "Select", "Description", and "Process Name".

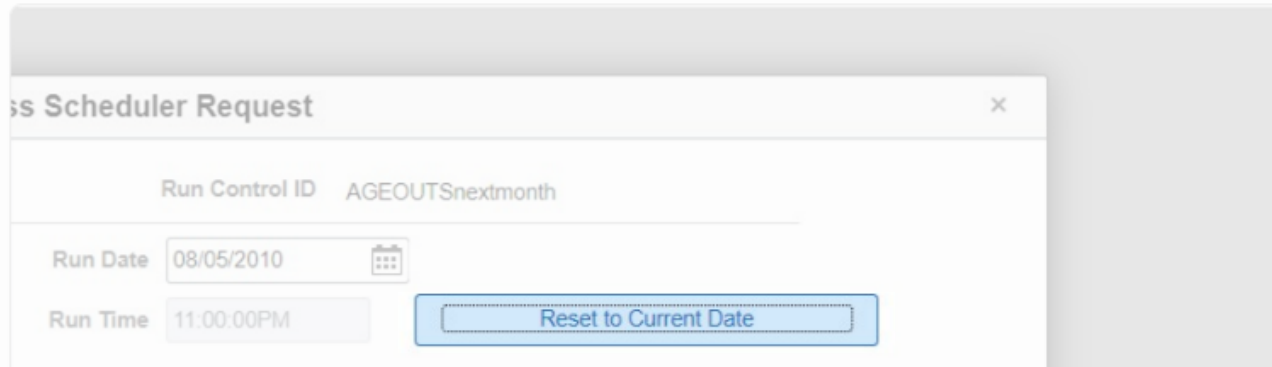
Select	Description	Process Name
		Process Type

Age Out Query

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IF NEEDED: Click the Reset to Current Date button

Review the **Run Date** and **Run Time** boxes. Make sure they have a current date and time. If they do not, click the **Reset to Current Date/Time** button.



The screenshot shows a dialog box titled "Jobs Scheduler Request" with a close button (X) in the top right corner. Below the title bar, the text "Run Control ID AGEOUTSnextmonth" is displayed. The dialog contains two input fields: "Run Date" with the value "08/05/2010" and a calendar icon to its right, and "Run Time" with the value "11:00:00PM". To the right of these fields is a blue button labeled "Reset to Current Date".

Age Out Query

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Choose Email under Type

To choose how you would like the results sent to you, click the drop-down arrow in **Type** column. By default, the box will have *Web* in it. Change the type to *Email* instead.

Process Scheduler Request

User ID IANA0905001 Run Control ID AGEOUTSnextmonth

Process Name Run Date 05/03/2022

Frequency Monthly_5th_11PM Run Time 11:00:00PM [Reset to Current Date](#)

Time Zone

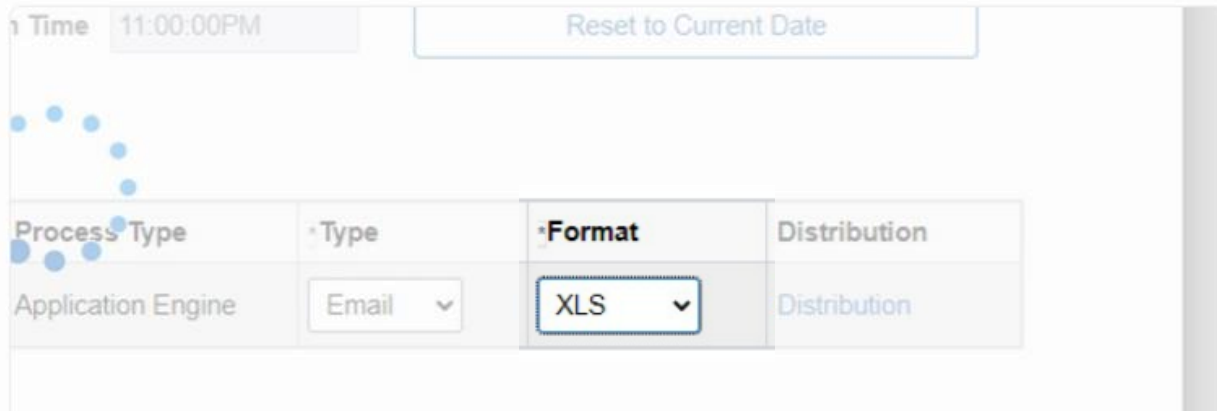
Option	Process Name	Process Type	Type	Format	Distribution
QUERY	PSQUERY	Application Engine	Email	TXT	Distribution

Age Out Query

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OPTIONAL: Select XLS as Format

You can also change the **Format** to something different than TXT such as XLS (Excel). Click the drop-down arrow in the **Format** column for choices.



The screenshot shows a web interface for an 'Age Out Query'. At the top, there is a 'Time' field set to '11:00:00PM' and a 'Reset to Current Date' button. Below this is a table with the following columns: 'Process Type', 'Type', 'Format', and 'Distribution'. The 'Process Type' column contains 'Application Engine'. The 'Type' column has a dropdown menu with 'Email' selected. The 'Format' column has a dropdown menu with 'XLS' selected, which is highlighted with a red box. The 'Distribution' column contains 'Distribution'. There are also several blue dots scattered above the table.

Process Type	Type	Format	Distribution
Application Engine	Email	XLS	Distribution

Age Out Query

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Click OK

The report will run and email the results to your **Primary** email address once your scheduled date and time are reached. In this example, the report will run on the 5th of the month at 11 pm.

The email will come from the Edison system directly – erp.prd@tn.gov

Subject: Output from PSQUERY (#12345678) – these numbers in parenthesis will change each time the query runs

Recurrence: Monthly_5th_11PM

Run Time: 11:00:00PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Fr
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Email	X

OK Cancel

**For Questions Contact:
Benefits Administration**



**800.253.9981 or 615.741.3590
Monday – Friday, 8:00a - 4:30p CST or
create a Zendesk Ticket**