

How-Tos for ABCs

Using the Query Tool

Step 1: Start on the Partners for Health website

Videos

Agency Benefits Coordinators

2024 Summer Training

ABC Guides

ABC Query Tool

Death Claim Process

Edison Information

Forms

HIPAA

Step 2: Navigate to the ABC Query Tool

Weekly ABC
Update

> [Conference Call Notes Archive and Re](#)

Agency Benefits Coordinator

- The Agency Benefits Coordinator, or ABC, se
Administration

RECOMMENDED: Select your entity before using the 'search all data' function

Search all data

Entity

HE

LE

LG

State

You may choose one, or more than one, run time option. PLEASE NOTE: Any query can be run at any point in time. Agency queries are merely recommended by the Administration.

☐ As Needed

☐ Quarterly

☐ After Annual Enrollment

☐ During Annual Enrollment

Step 3: Select your entity

Doing so filters out any queries not applicable to you or your agency.

1 to 5 of 262 records

Entity	Query Name	Prompts	When to Run	Intended Re
HE	TN_BA_AGENCY_QUERY_LIST	NONE	Quarterly	Lists the queries run.
HE	TN_BA01_DEPENDNT_DEMOG	HETBR/HEUTN	As Needed	Shows employees including the

Entity

State ▾

You may choose one, or more than one, run time option. PLEASE NOTE: ANY query can be run – at any point in time. All run times are merely recommendations by Benefits Administration.

☐ As Needed☐ Quarterly☐ Monthly☐ After Annual Enrollment☐ During Annual Enrollment☐ Weekly

Step 4 (optional):
Select the checkboxes for recommended run times

Intended Results

Lists the queries that an ABC has access to run.

Shows employees' dependent demographics – including the date of the last update.

Shows dependents ap
birthday (also known a
a date range – such as

Listing of dependents
the age of 26 next mo
month following the c
running the query). Cu
enrollment informatio

PARTNERS
FOR HEALTH

State

TN_BA103_DEP_AGE_26_NEXT_MO
NTH

NONE

Monthly

RECOMMENDED: Select your entity before using the 'search all data' function

Search all data

rehire

Entity

State

Step 5 (optional):
Type relevant keywords
in the search bar

All run times are merely recommendations by Benefits

☐ As Needed

☐ Quarterly

☐ Monthly

☒ Weekly

1 to 1 of 1 records (filtered from 262 total entries)

Entity	Query Name	Prompts	When to Run	Intended Results
State	IN_BA361_REHIRE_WITHIN_13_WKS	From Action Date - To Action Date	Weekly	Shows state employee rehired within 13 week

1 to 1 of 1 records (filtered from 262 total entries)

First Pre

RECOMMENDED: Select your entity before using the 'search all data' function

Search all data

rehire

Step 6:

When you have found a query to run, highlight the query name

☐ As Needed

☐ Quarterly

☐ Monthly

☐ After Annual Enrollment

☐ During Annual Enrollment

☒ Weekly

1 to 1 of 1 records (filtered from 262 total entries)

Entity	Query Name	Prompts	When to Run	Intended Results
State	TN_BA361_REHIRE_WITHIN_13_WKS	From Action Date - To Action Date	Weekly	Shows state employee rehired within 13 weeks

1 to 1 of 1 records (filtered from 262 total entries)

First Pre

RECOMMENDED: Select your entity before using the 'search all data' function

Search all data

rehire

Step 7:

Right click and select "copy,"
or ctrl + c to copy your query

☐ As Needed

☐ Quarterly

☐ Monthly

☐ After Annual Enrollment

☐ During Annual Enrollment

☒ Weekly

1 to 1 of 1 records (filtered from 262 total entries)

Entity	Query Name	Prompts	When to Run	Intended Results
State	TN_BA361_REHIRE_WITHIN_13_WK	From Action Date - To Action Date	Weekly	Shows state employee rehired within 13 weeks

1 to 1 of 1 records (filtered from 262 total entries)

First Pre

RECOMMENDED: Select your entity before using the 'search all data' function

Search all data

rehire

Step 8: Click the “Edison Query Viewer” button

☐ As Needed

☐ Quarterly

☐ Monthly

☐ After Annual Enrollment

☐ During Annual Enrollment

☒ Weekly



Edison Query Viewer

(from 262 total entries)

Query Name	Prompts	When to Run	Intended Results
BA361_REHIRE_WITHIN_13_WKS	From Action Date - To Action Date	Weekly	Shows state employee rehired within 13 weeks

(from 262 total entries)

First Pre

Step 9:

Enter your Edison log in information

Sign In:

Enter your Access ID.

Access ID:

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

*Search By

Query Name



begins with



ctrl + v

Search

Advanced Search

Step 10:

Right click in the search box and select “paste” or ctrl + v to paste your query

Query Viewer

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

*Search By

Query Name



begins with

TN_BA361_REHIRE_WITHIN_13_WKS

Search

Advanced Search

Step 11:
Click "Search"



Query Viewer

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

*Search By

Query Name

begins with

TN_BA361_REHIRE_WITHIN_13_WKS

Search

Advanced Search

Search Results

Now, you may run, schedule or favorite your query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA361_REHIRE_WITHIN_13_WKS	Ter/Ret - rehired w/in 13 wks	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite