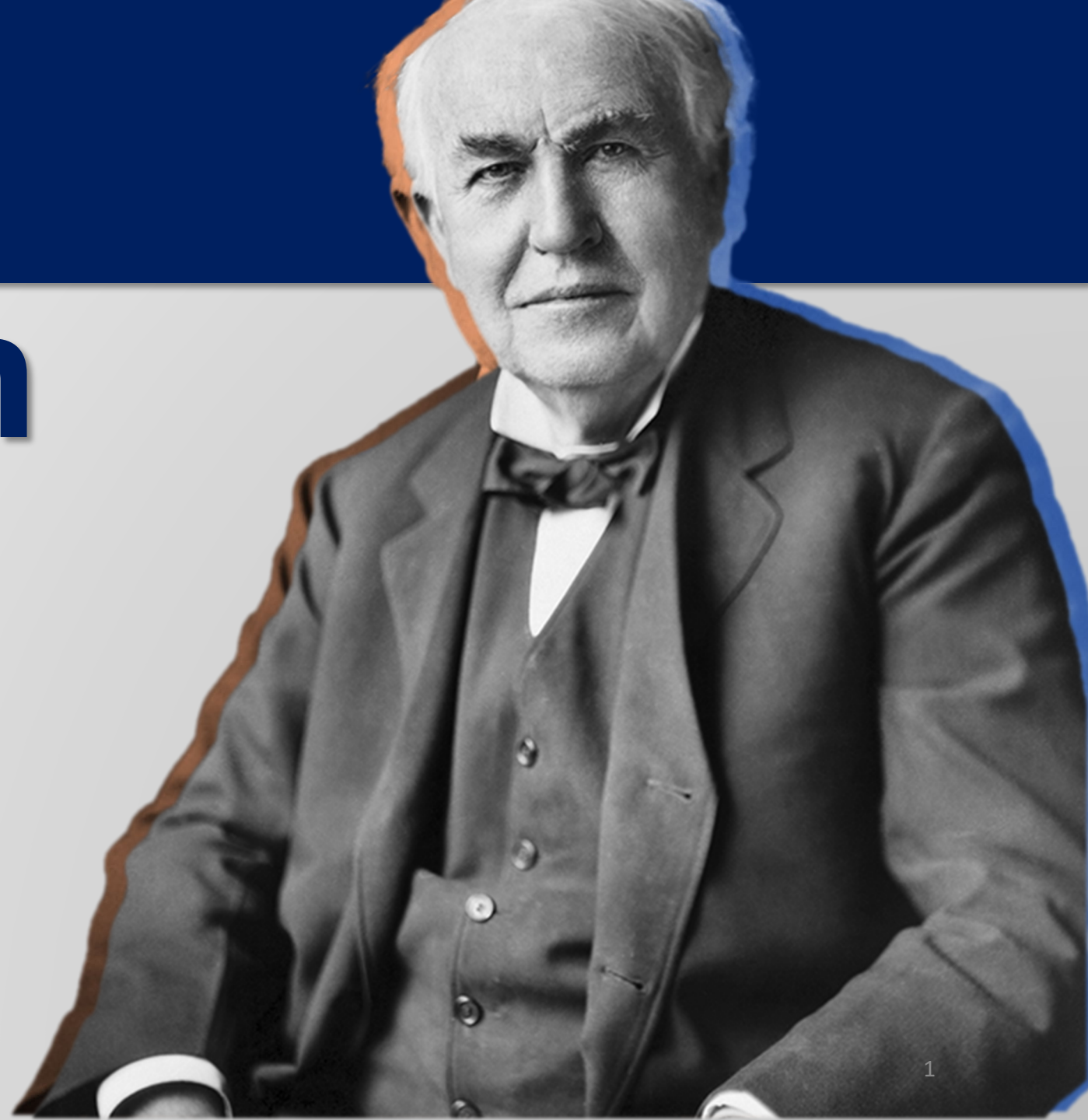


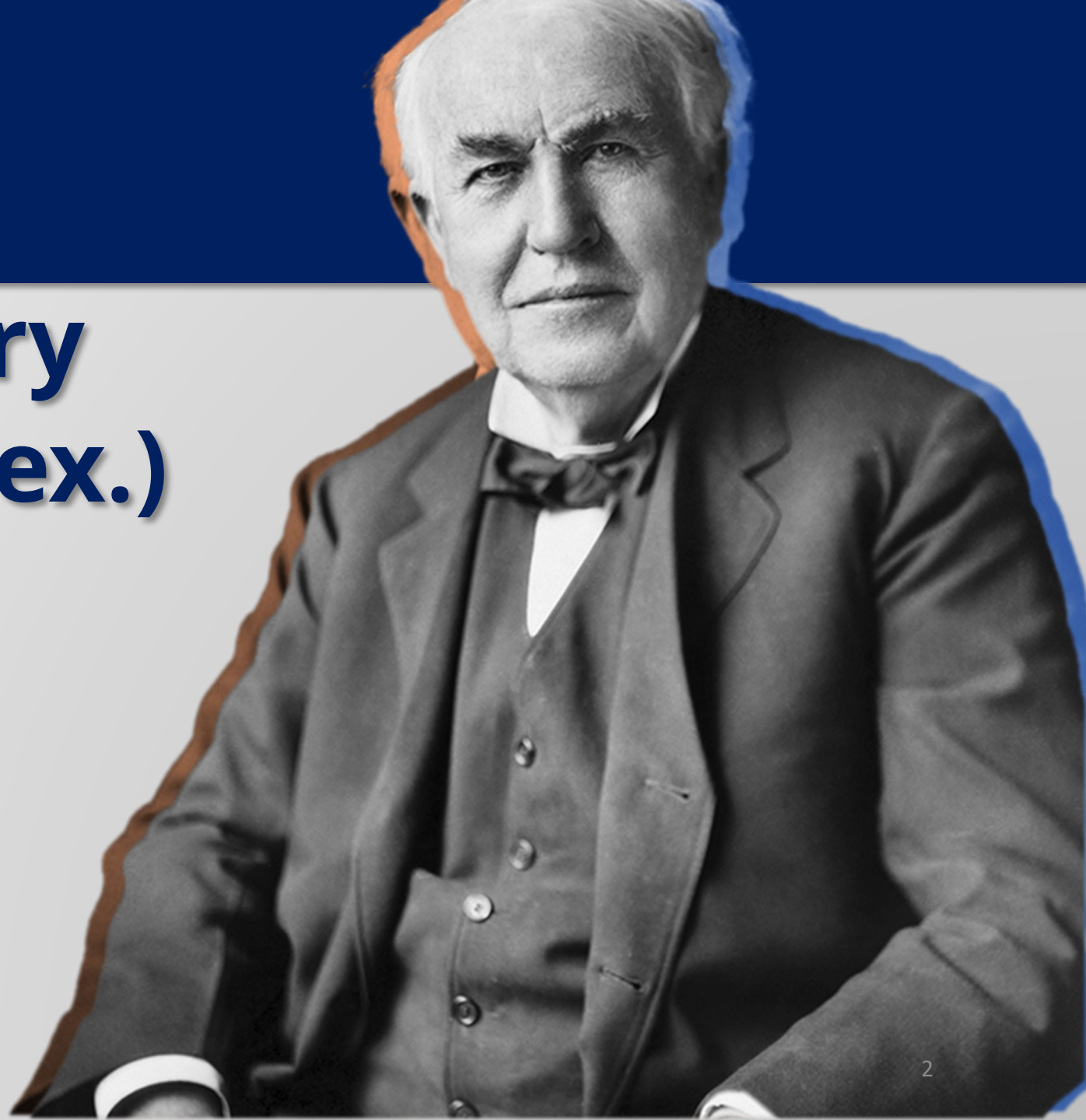
'How to' in Edison

PARTNERS
FOR HEALTH

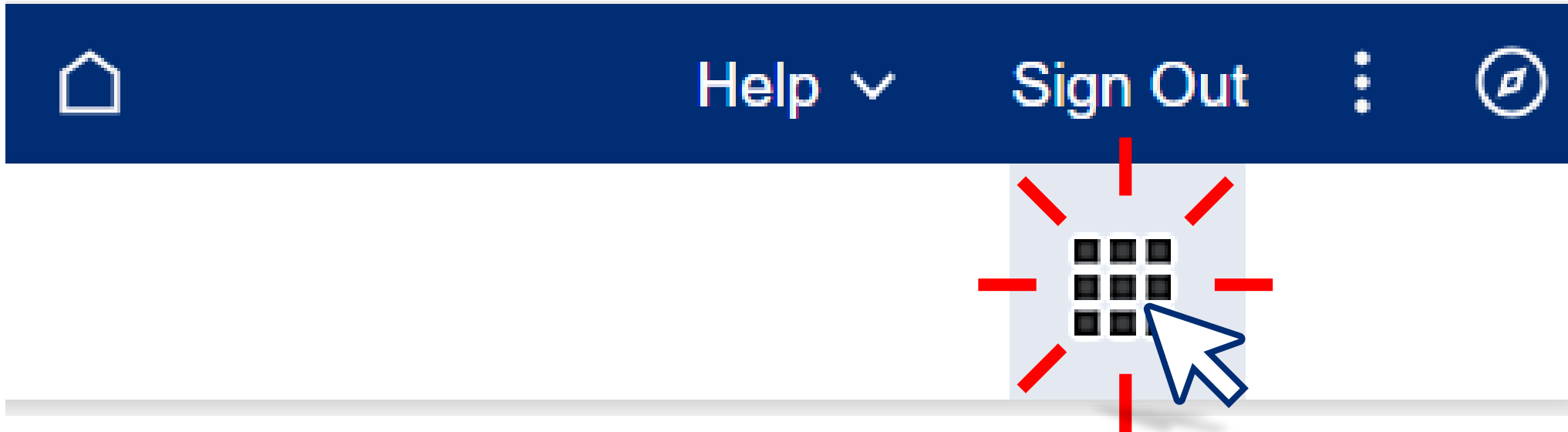


'How to' schedule a query (using Age Out ex.)

PARTNERS
FOR HEALTH



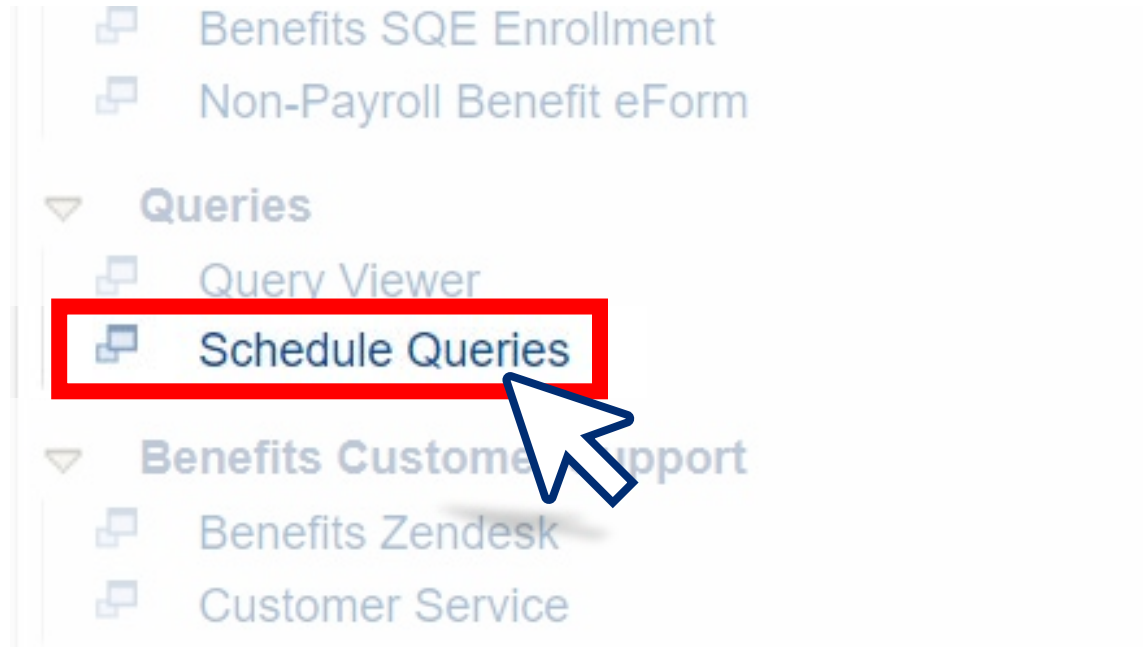
From the Edison homepage click on the 'matrix' at the top, right-hand side of the page.



Select “Benefits WorkCenter” located under the WorkCenters header.

The screenshot shows the top navigation bar of the TN Edison portal. The bar is dark blue with the 'TN edison' logo on the left, a red alert banner in the center that says 'You have 1 Alert', and navigation icons on the right including a home icon, a dropdown arrow, 'Help', 'Sign Out', and a user profile icon. Below the navigation bar is a horizontal menu with five main categories: 'Benefits & Health', 'Learning & Career', 'Pay & Tax', 'Time & Leave', and 'Travel & Expense'. A grid icon is visible on the right side of this menu. The 'Learning & Career' category is expanded, showing a list of links under the 'WorkCenters' header. The 'Benefits WorkCenter' link is highlighted with a red rectangular box, and a blue mouse cursor is pointing at it. Other links in the 'WorkCenters' list include 'Expenses WorkCenter', 'HR WorkCenter', and 'Learning Home WorkCenter'. To the right of the 'WorkCenters' list are other sections: 'General Information' (with links like ADA Information, Benefits News, ELM News, Edison Metrics and Standards, Finance News, HR News, Payroll Calendars, Payroll News, Procurement News, and Security Information), 'Other Applications' (with 'Report Manager'), and 'User Guides & Support' (with links like Benefits Support Info, ELM Support Info, Finance Support Info, HR Support Info, Payroll Support Info, Procurement Support Info, Time & Labor Support Info, User Guides: 3rd Party, User Guides: FSCM, and User Guides: HCM). On the left side of the expanded menu, there is a 'Quick Links' section with a sub-header and a paragraph of text: 'The links provided here are a curated list of popular links, and various external links. Power users can access workcenters and other systems.'

Select "Schedule Queries."



Select "Add a New Value."

Schedule Query

Find an Existing Value

⊕ Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: Run Control ID begins with

▼ Show more options

Search Clear

Type *AGEOUTSnext* month in the Run Control ID field. Then, click "Add."

Schedule Query

Add a New Value

Find an Existing Value

*Run Control ID AGEOUTSnext

AGEOUTSnext

Add

Type *TN_BA103* in the Query Name field. Then, click “Search.”

Schedule Query

Run Control ID AGEOUTSnext

Report Manager

Process Monitor

Run

Query Name

TN_BA103

Search

*Description

Save

Add

Update/Display



In the Scheduled Query Search Page, click on "TN_BA103_DEP_AGE_26_NEXT_MONTH."

Scheduled Query Search Page ×

*Query Type:

Query:

Query

  1-11 of 11 View All

TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public
TN_BA103_CHILD_AGE_26_COBRA	Child Tax Dep Approaching 26	Public
TN_BA103_DECEASED_DEP_NONE		Public
TN_BA103_DEP_AGE_26_NEXT_MONTH	TN_BA103_DEP_AGE_26_NEXT_MONTH	Public
TN_BA103_DEP_TYPE_BOTH_OVER	BOTH dep type over 26	Public
TN_BA103_ENROLLED_OVER_25	Non-Spouse Enrolled Over 25	Public

Click "Save." The run control and query are now ready.

Schedule Query

Run Control ID AGEOUTSnext

Report Manager

Process Monitor

Run

Query Name

TN_BA103_DEP_AGE_26_NEXT_MONT

Search

*Description

TN_BA103_DEP_AGE_26_NEXT_MONTH

Save

Add

Update/Display

To set up *when* the query runs and *how* to receive the query results, click “Run.”

Schedule Query

Run Control ID AGEOUTSnext

Report Manager

Process Monitor



Query Name

TN_BA103_DEP_AGE_26_NEXT_MONT

Search

*Description

TN_BA103_DEP_AGE_26_NEXT_MONTH

Save

Add

Update/Display

Click the down arrow by the Recurrence field.

Process Scheduler Request

User ID _____ Run Control ID AGEOUTSnext

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

Select "Email" from the Type column.

Process Scheduler Request [X]

User ID: _____ Run Control ID: AGEOUTSnext

Server Name: [Dropdown] Run Date: 04/01/2024 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 1:36:12PM [Reset to Current Date/Time]

Time Zone: [Search]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Email [Dropdown]	TXT [Dropdown]	Distribution

OK Cancel

To view as a spreadsheet, choose "XLS" from the Format column.

Process Scheduler Request

User ID: _____ Run Control ID: AGEOUTSnext

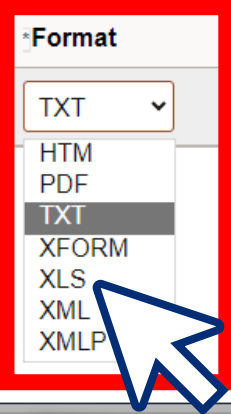
Server Name: Run Date: 04/01/2024

Recurrence: Run Time: 1:36:12PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution



Click "OK." The report will run and email the results the email address you set up in Edison.

Process Scheduler Request

User ID _____ Run Control ID AGEOUTSnext

Server Name Run Date 04/01/2024

Recurrence Run Time 1:36:12PM

Time Zone


Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution


If you need help checking your primary email address in Edison, click here.

Click "OK." The report will run and email the results the email address you set up in Edison.

User ID _____ Run Control ID AGEOUTSnext

Server Name Run Date 04/01/2024 

Recurrence Run Time 1:36:12PM

Time Zone 

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

If you need help checking your primary email address in Edison, click here.