‘How to’ in Edison

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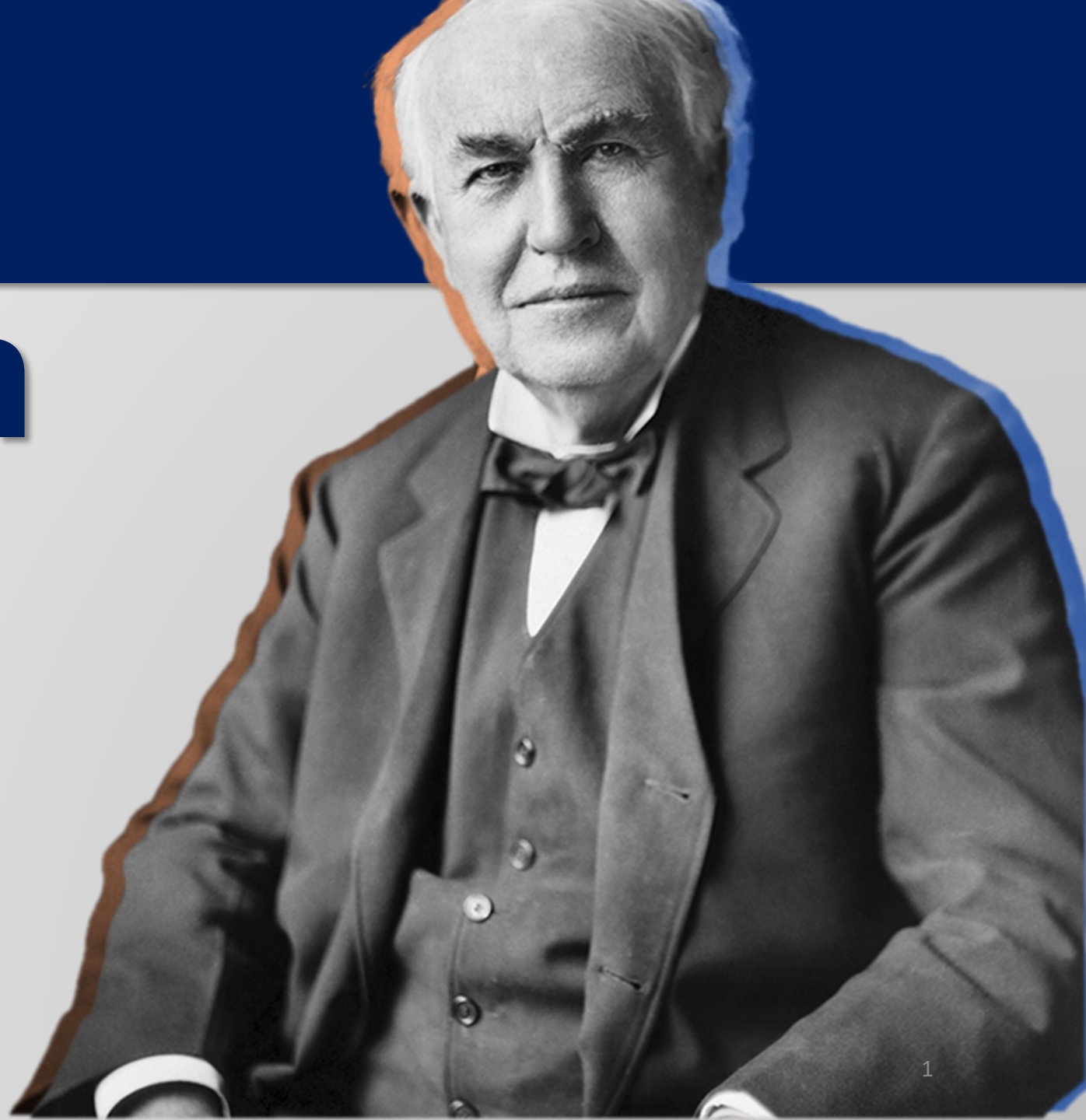

‘How to’

schedule a query (using Age Out ex.)

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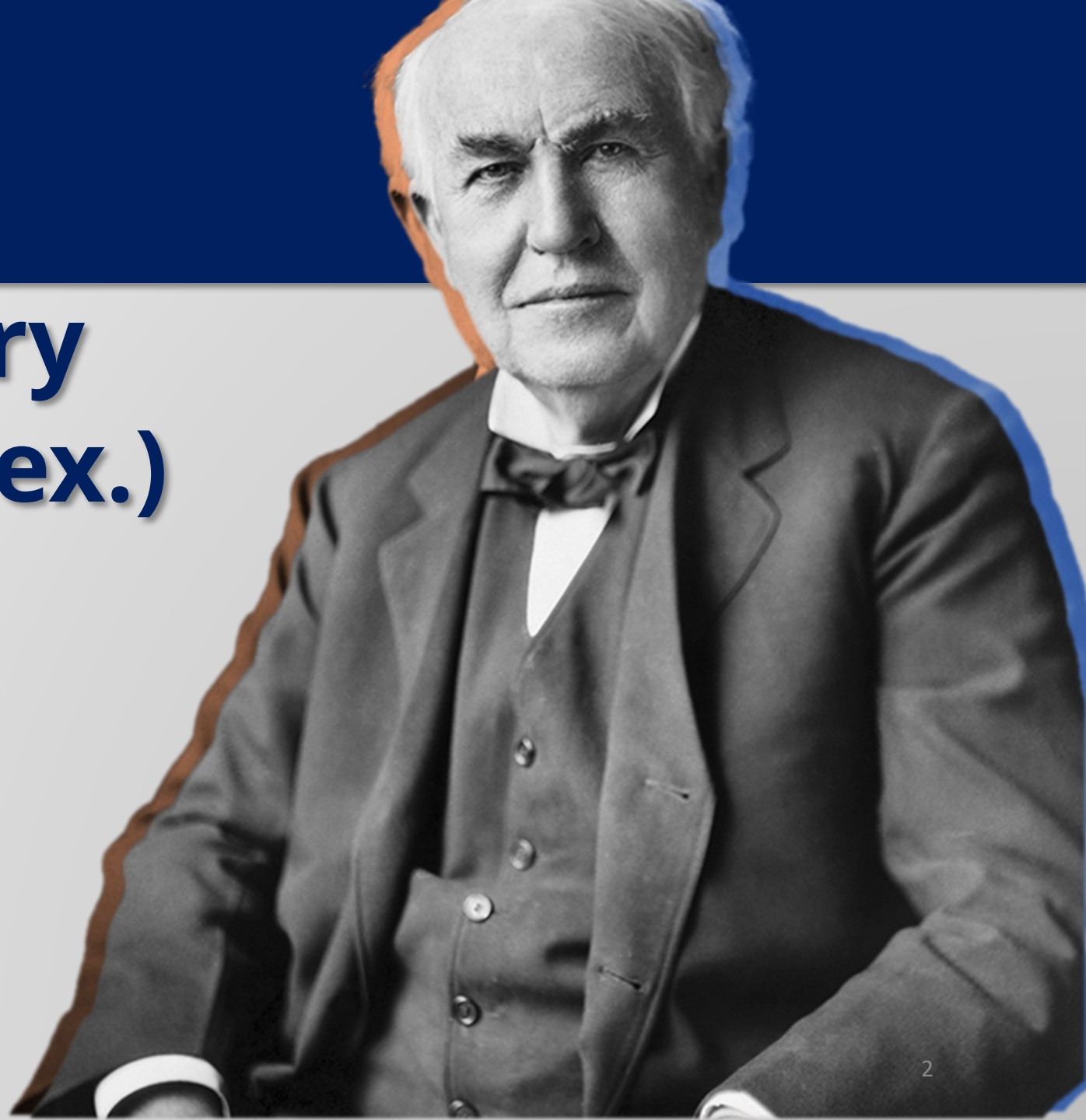
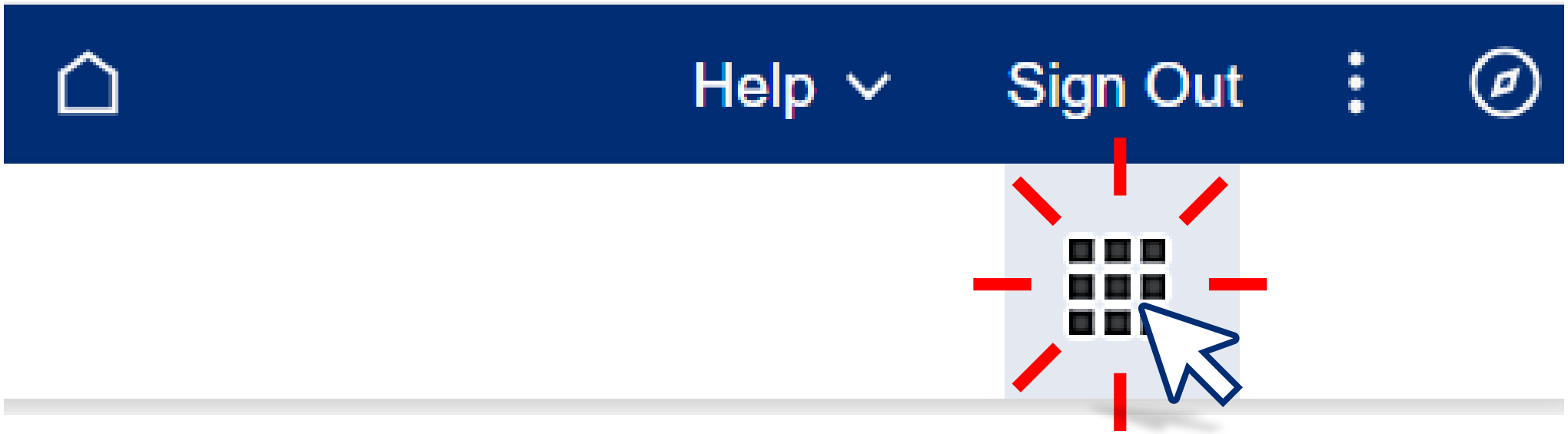


From the Edison homepage click on the ‘matrix’ at the top, right-hand side of the page.



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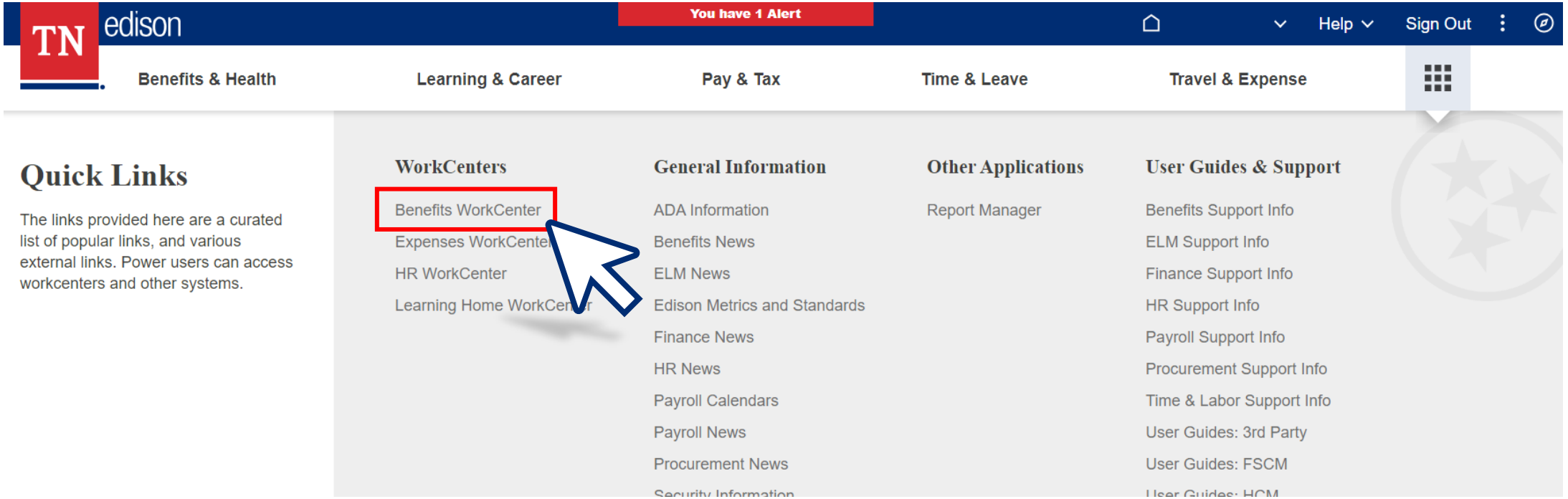
Select “Benefits WorkCenter” located under the WorkCenters header.



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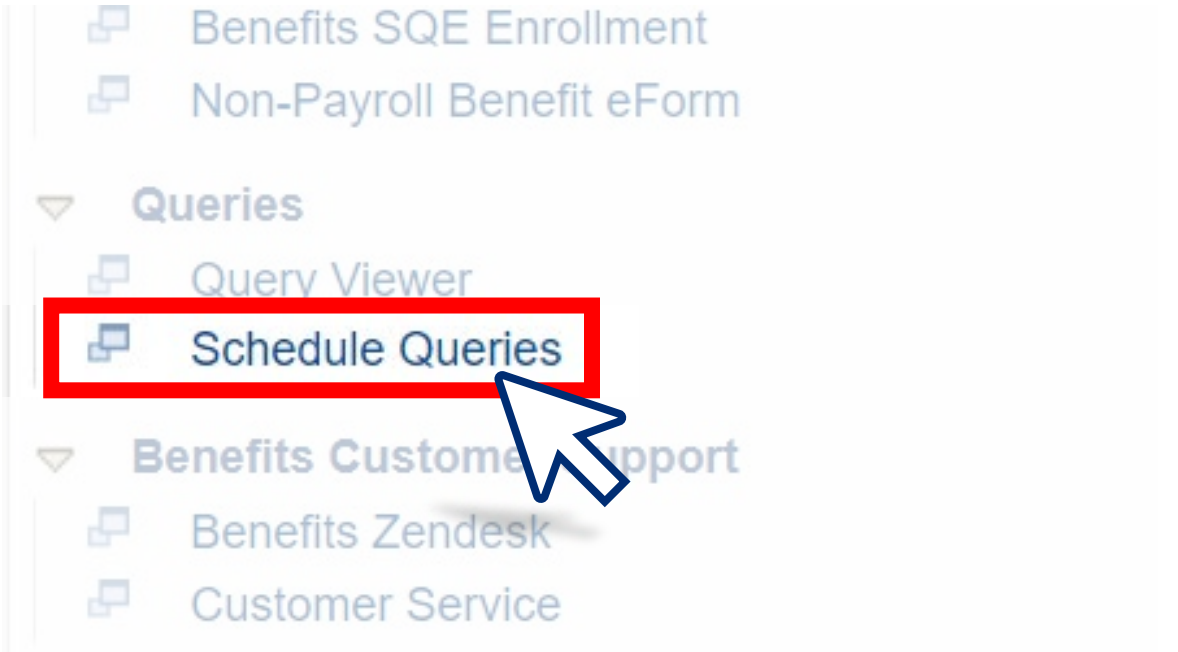
Select “Schedule Queries.”



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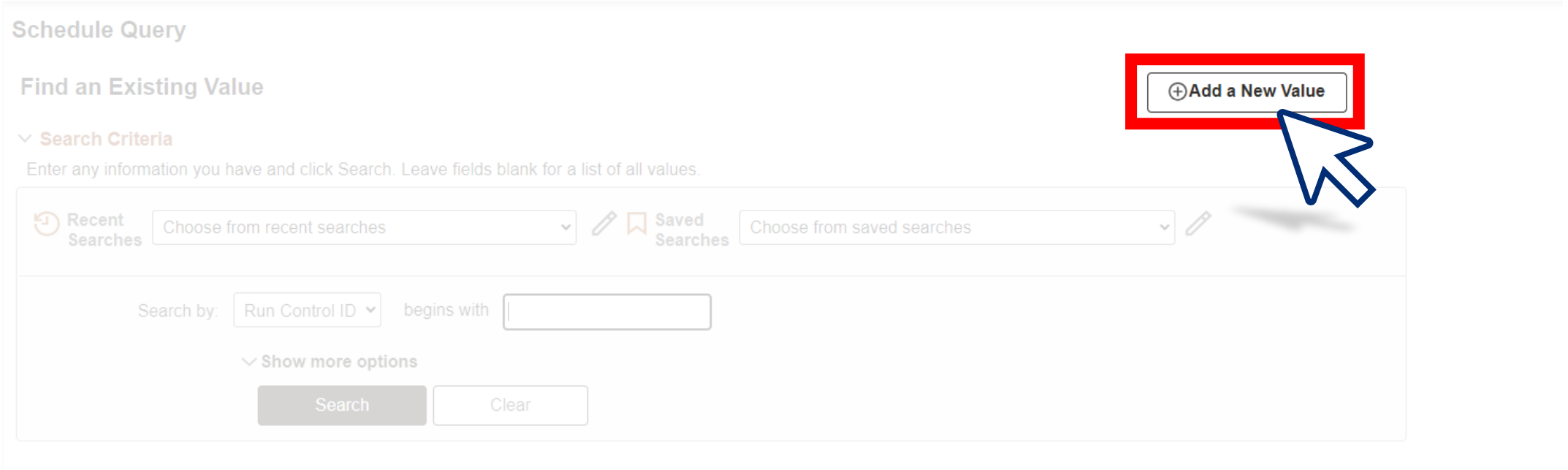
Select “Add a New Value.”



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

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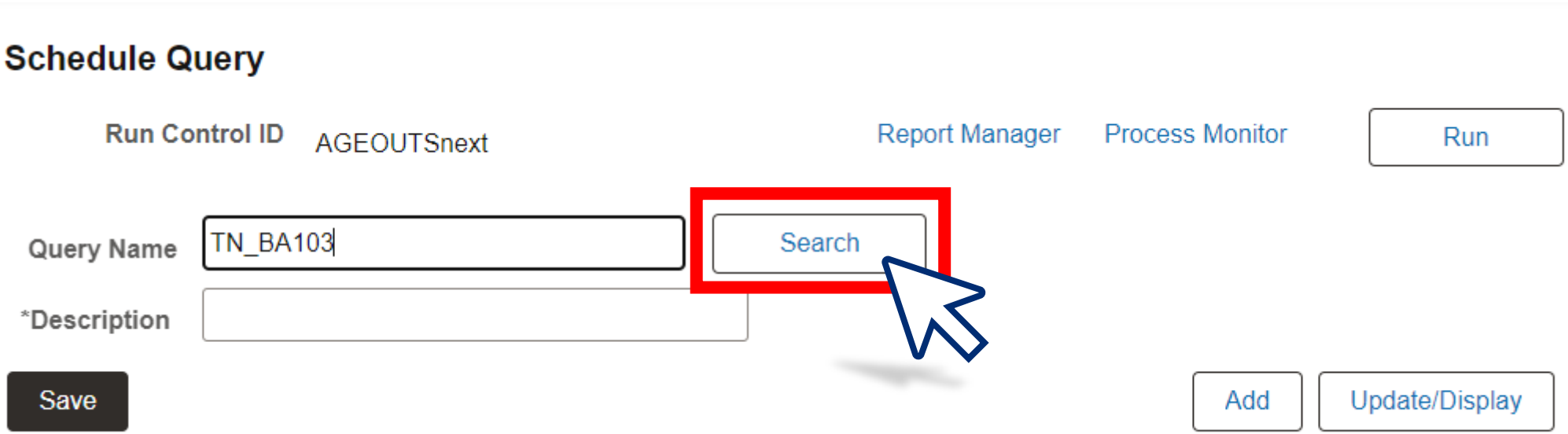
Type *TN_BA103* in the Query Name field. Then, click "Search."



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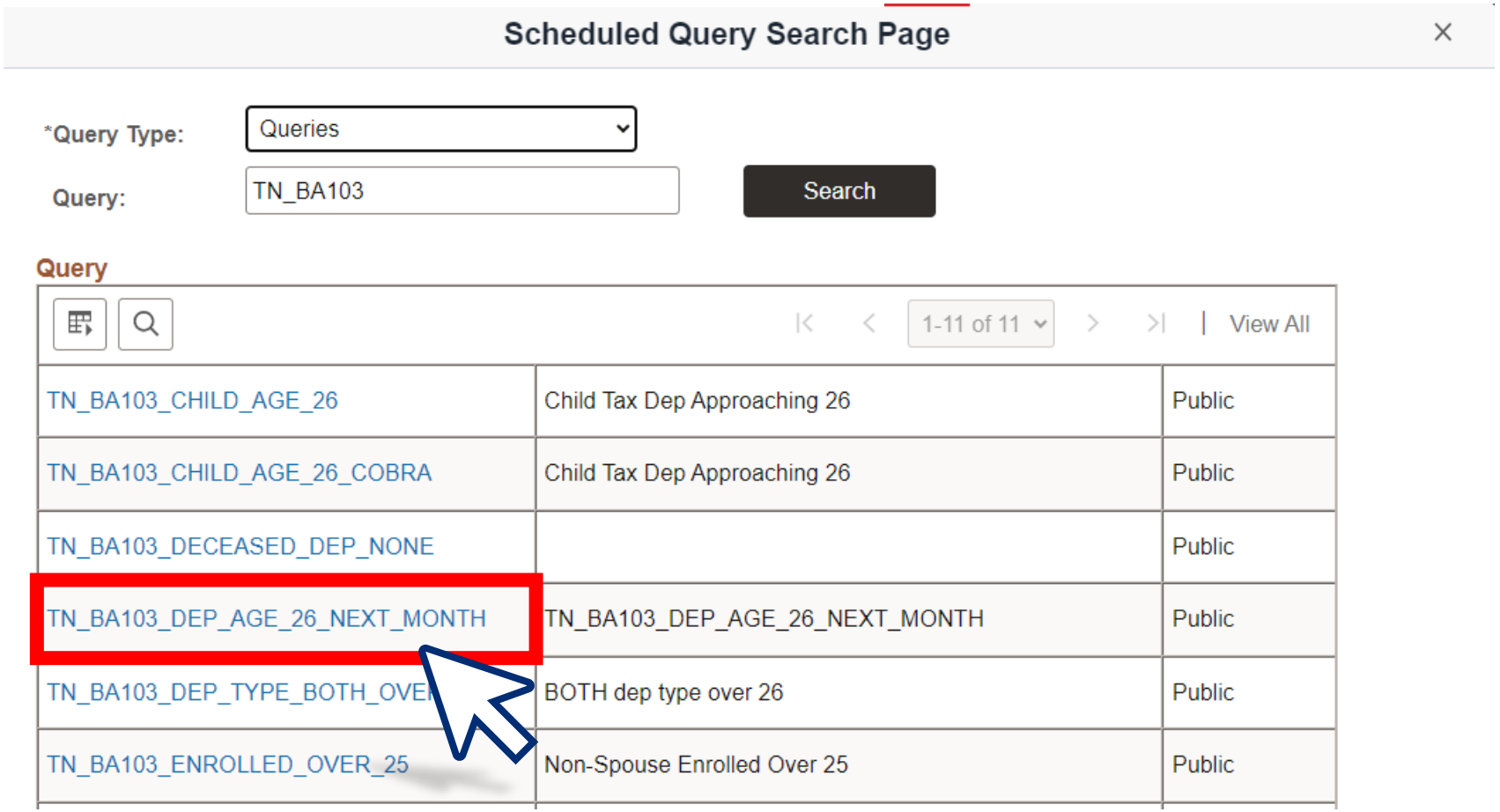
In the Scheduled Query Search Page, click on "TN_BA103_DEP_AGE_26_NEXT_MONTH."



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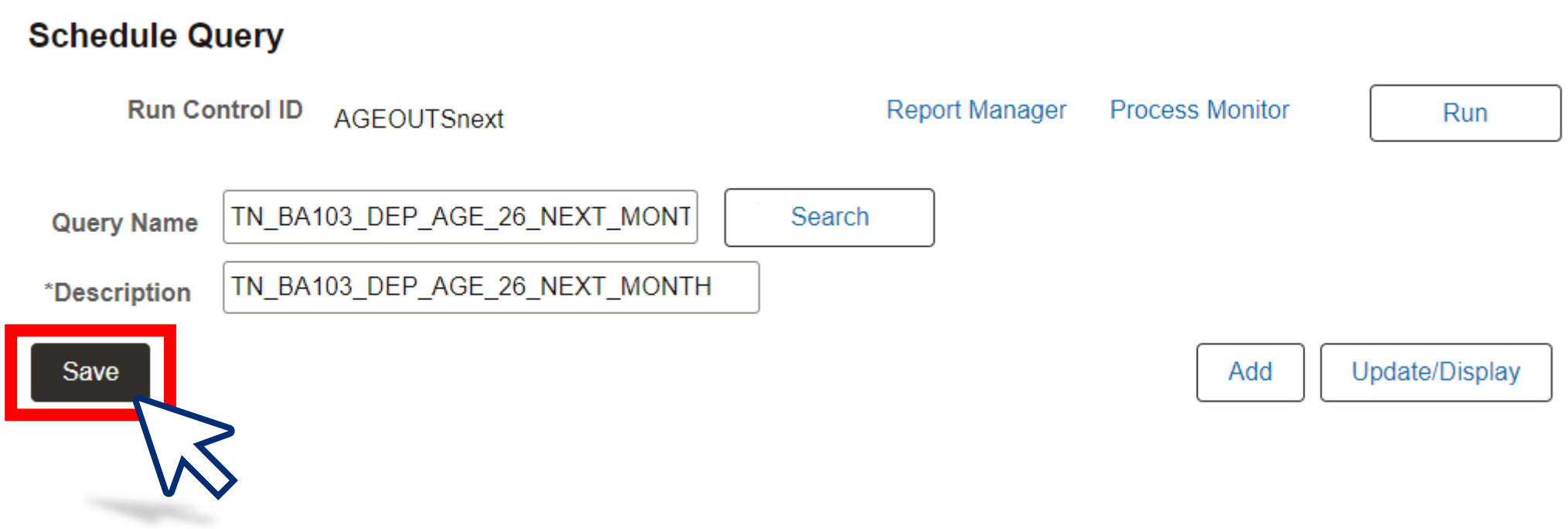
Click “Save.” The run control and query are now ready.



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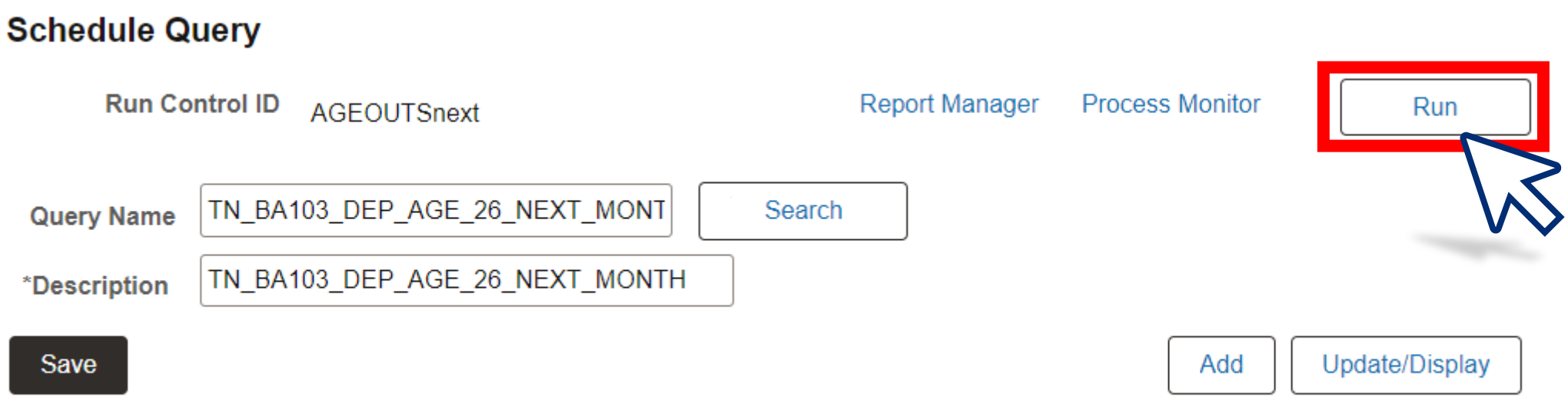
To set up *when* the query runs and *how* to receive the query results, click “Run.”



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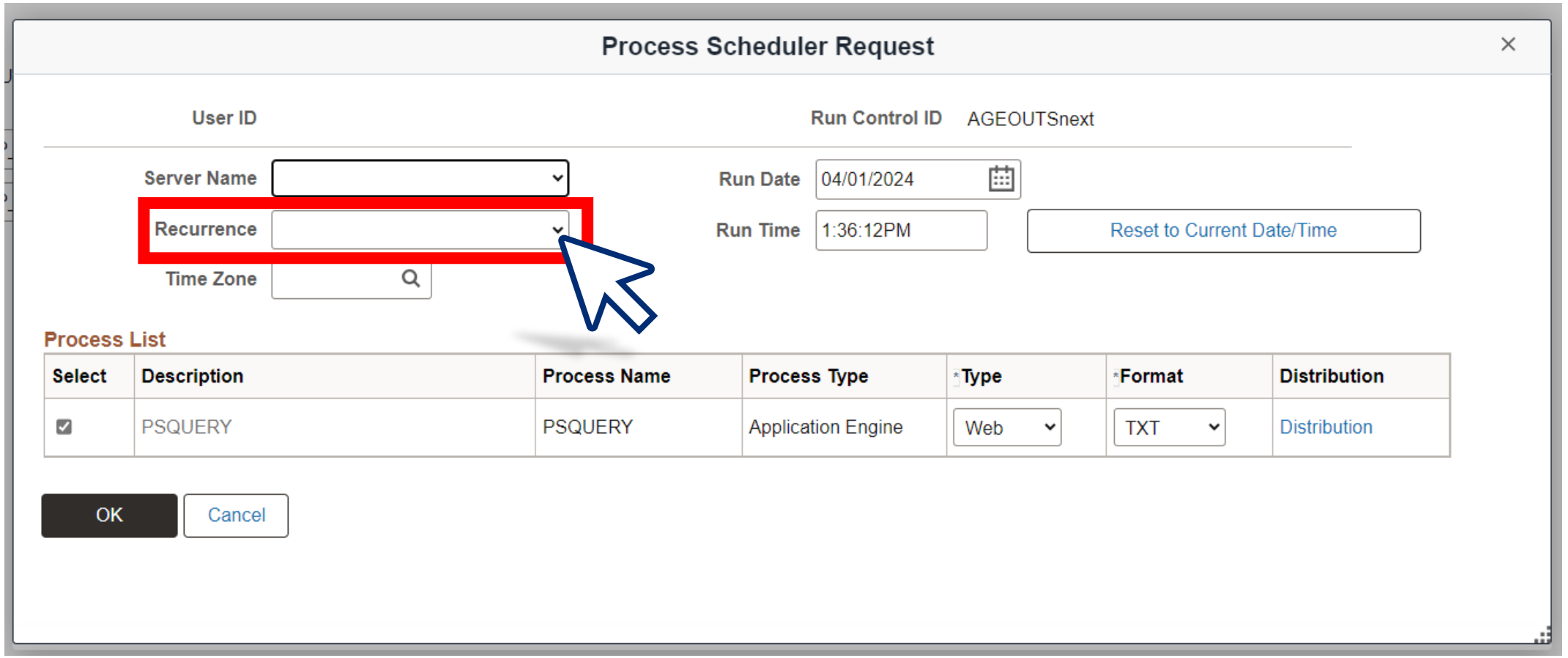
Click the down arrow by the Recurrence field.



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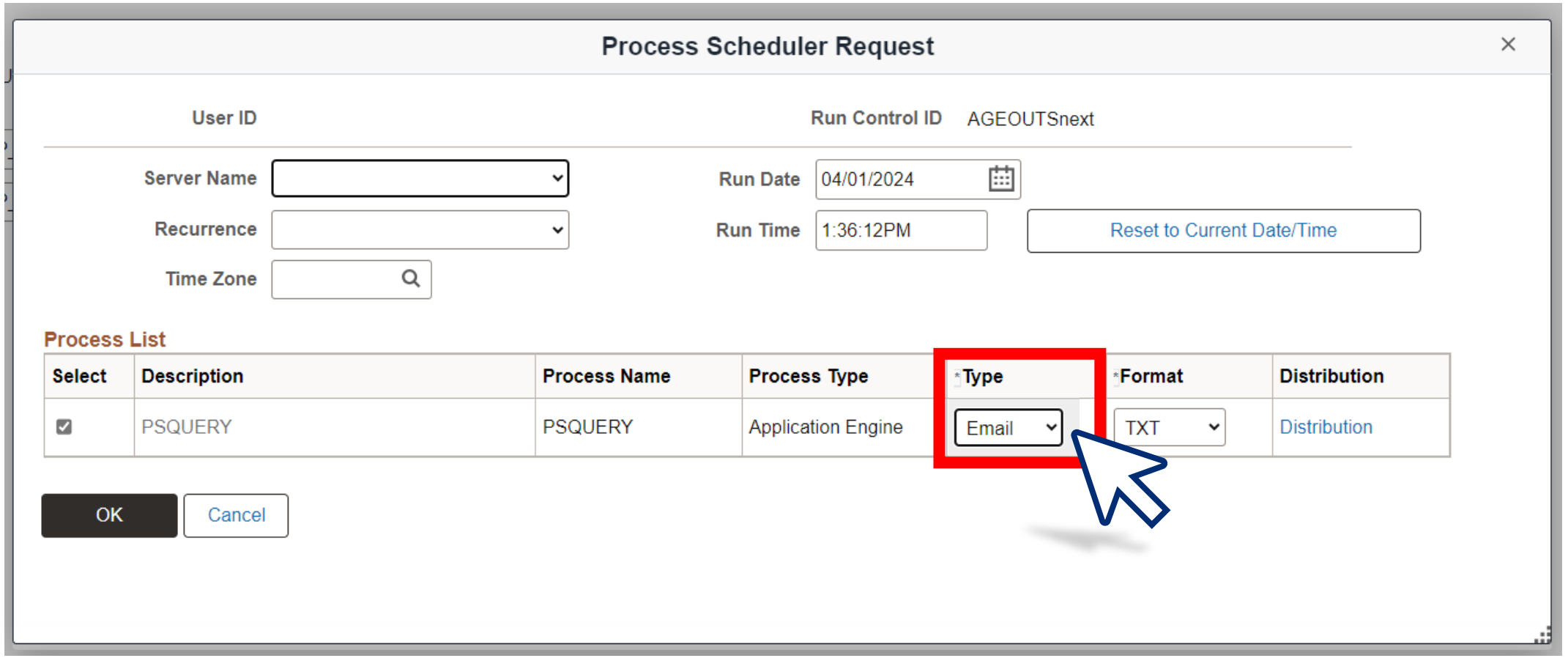
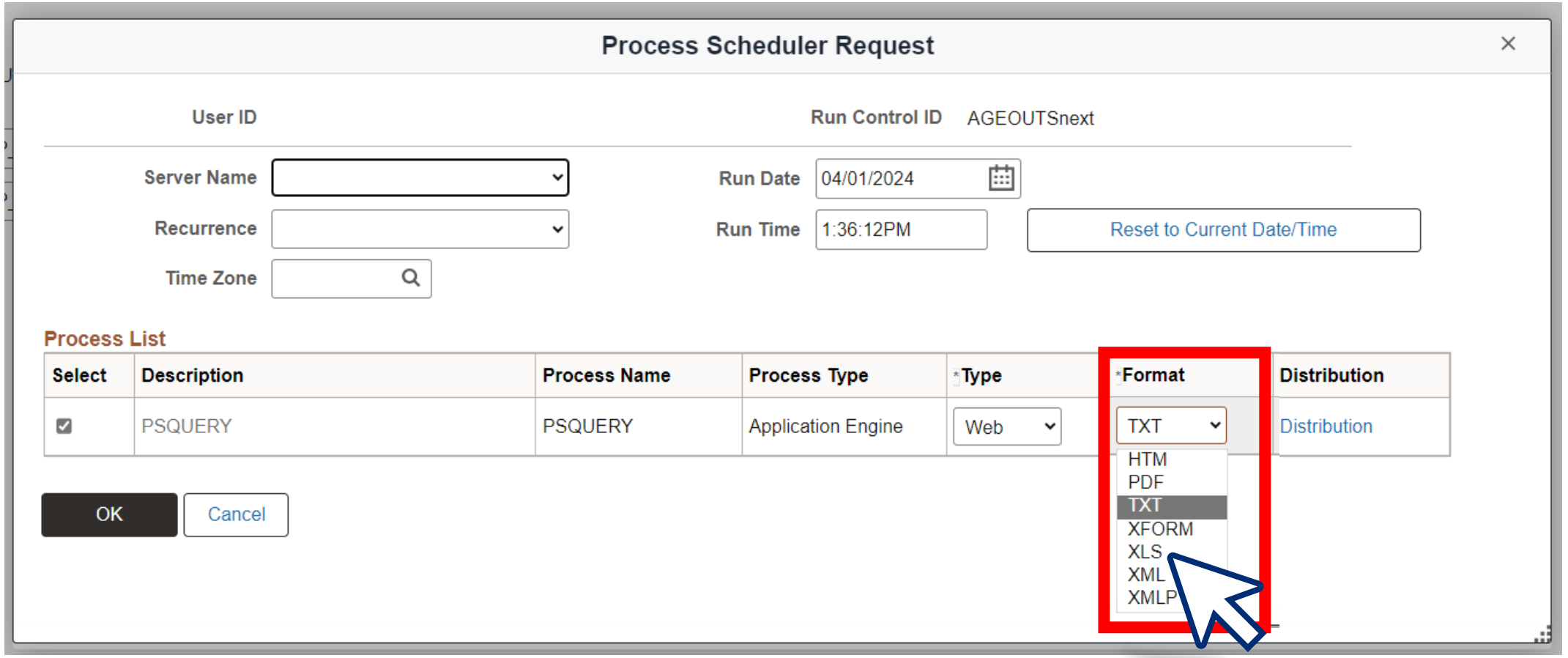
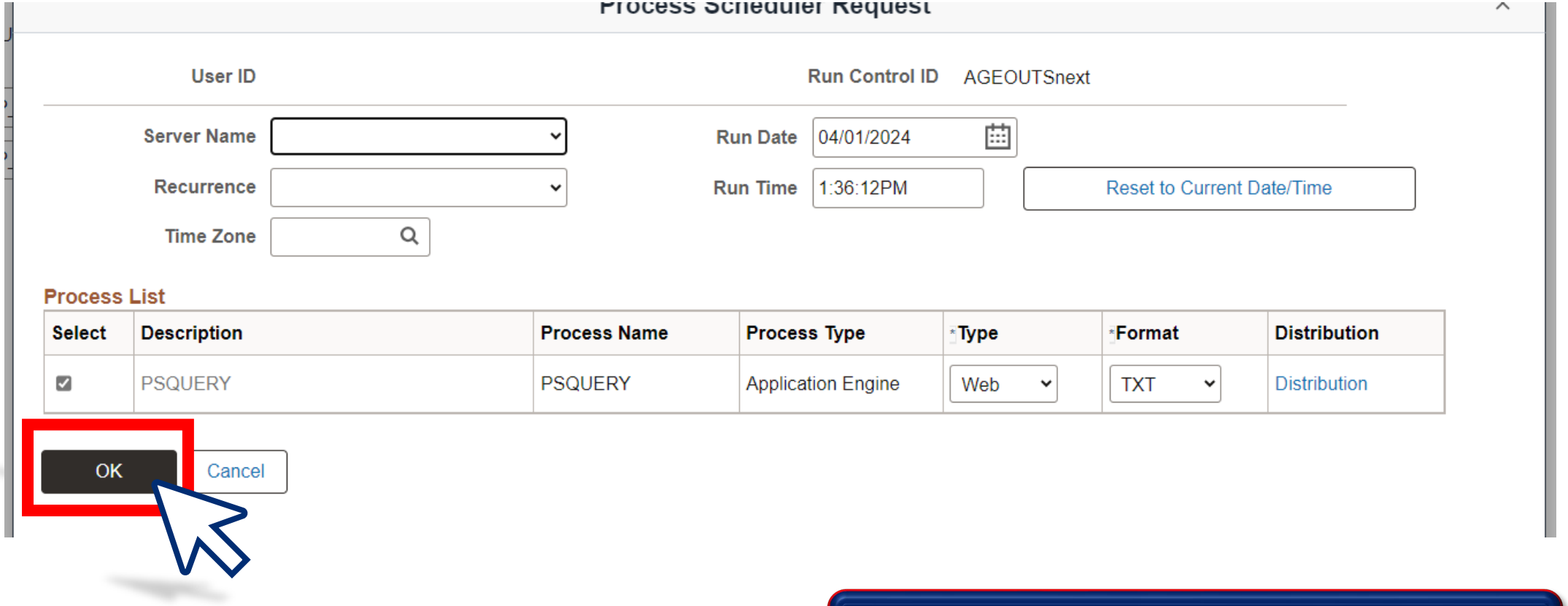
Select “Email” from the Type column.



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



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



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

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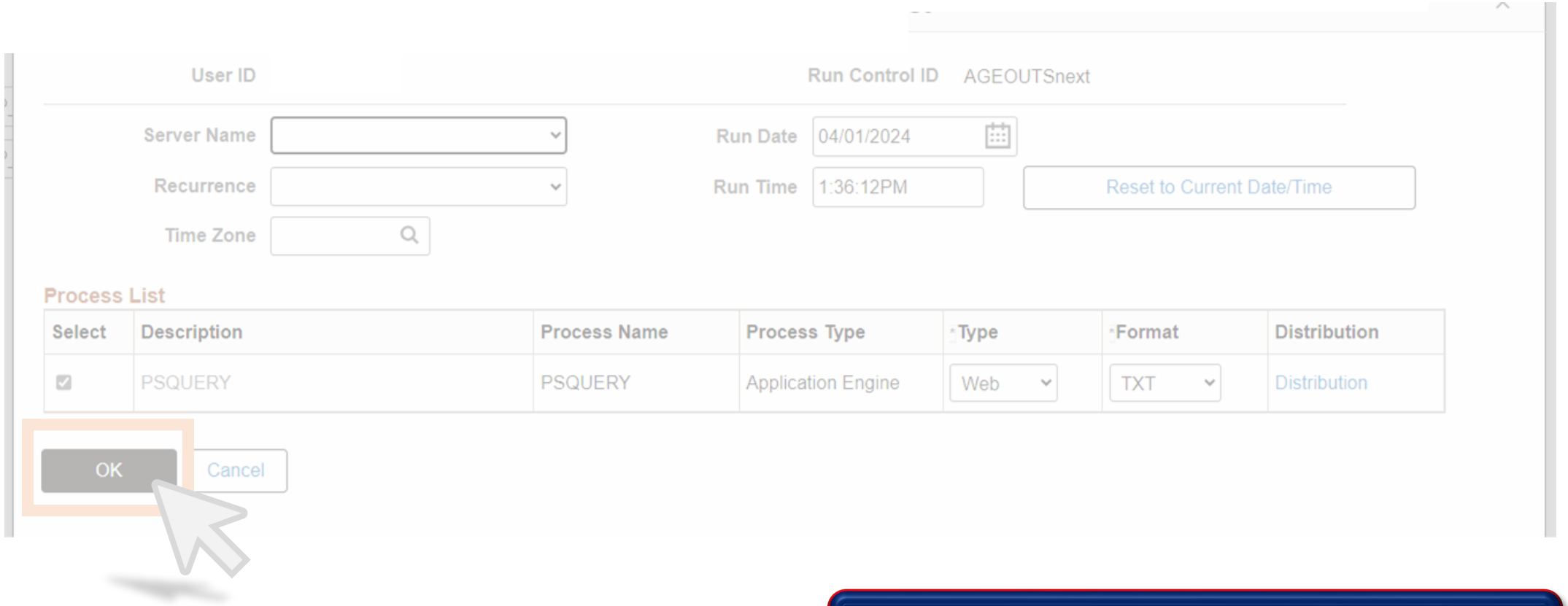
Click “OK.” The report will run and email the results the email address you set up in Edison.



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