

# How-Tos for ABCs

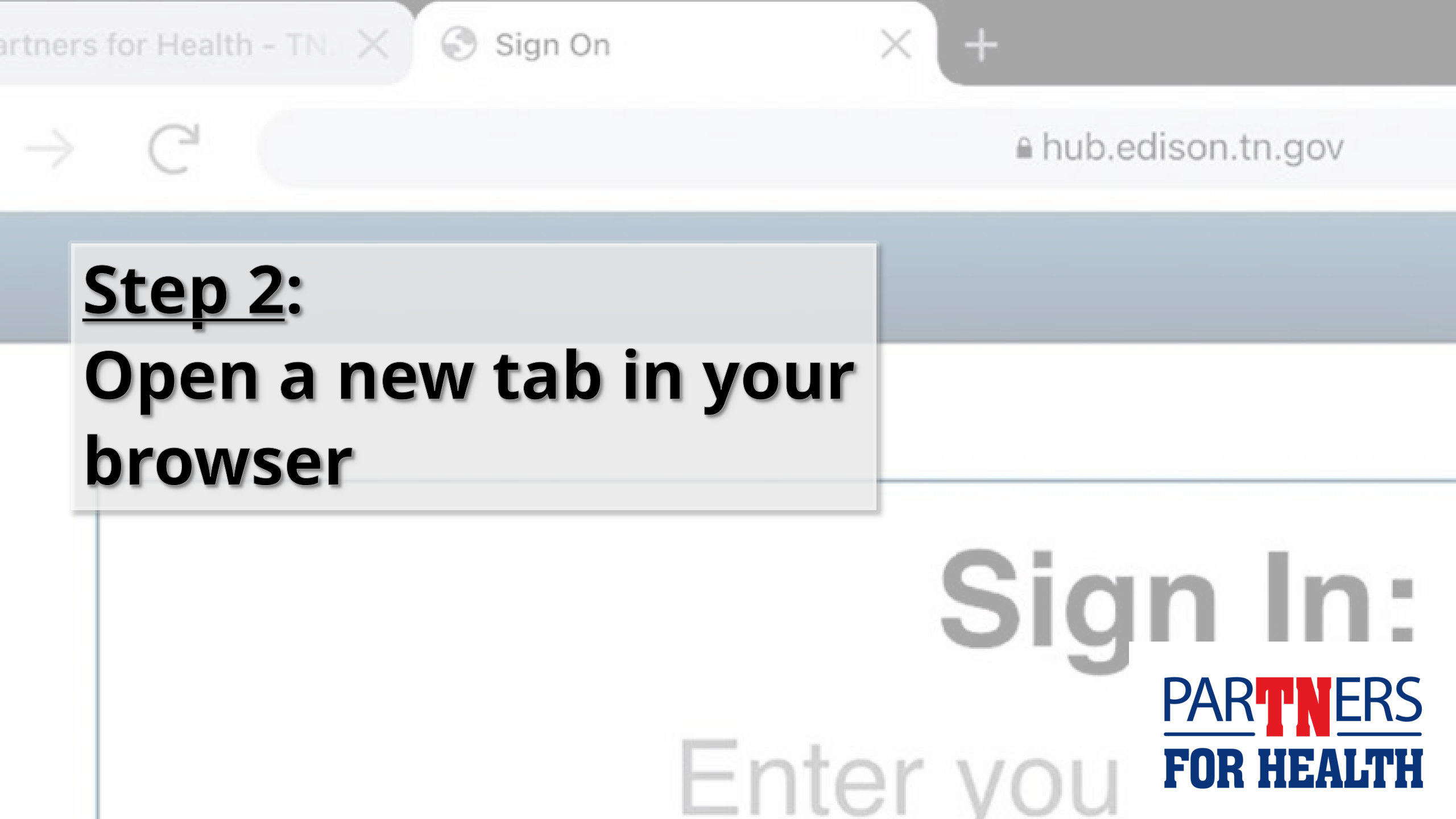
Using the Query Tool



# Step 1: Start on the Partners for Health website

## Covid-19 health benefits changes

[Click here to see what has changed](#)



**Step 2:**

**Open a new tab in your browser**

Sign In:

**PARTNERS  
FOR HEALTH**

Enter you

# Step 3: Login in to Edison from the newly opened tab

READ MORE →

HR 9

Learning

HR Items

- TN NP Benefit Routing - BE
- TN NP Benefit Routing - BE
- TN NP Benefit Routing - BE
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UPDATE

Last U

## Benefits & Health

Explore our comprehensive guide to employee benefits and wellness resources. Your health and well-being, simplified.



## Learning & Career

Dive into growth opportunities and career-enhancing resources. Shape your future with us.



## Step 4:

**Go back to the tab with the Partners for Health website and navigate to the Query Tool**

*Being logged into Edison gives you direct access to the Query Viewer in Edison, right from the Partners for Health website.*

- Training
  - > 2022 Summer Training
  - > Conference Call Notes
  - > Weekly Emails

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 used for Administration.

As Needed

Quarterly

After Annual Enrollment

During Annual Enrollment

## Step 5: 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 to run.
HE	TN_BA01_DEPENDNT_DEMOG	HETBR/HEUTN	As Needed	Shows employee information 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 6 (optional):**  
**Wondering when a query should run? Select any of the checkboxes shown here**



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

Search all data

Entity

State

# Step 7 (optional): Search for a query by typing keywords in the search bar

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

Entity

State

# Step 8:

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

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

Entity	Query Name	Prompts	When to Run	Intended Results
State	<b>TN_BA361_REHIRE_WITHIN_13_WK</b>	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

Edison Query Viewer



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

Search all data

rehire

Entity

State

# Step 9:

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

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 week

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

First Pre

Edison Query Viewer



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

Search all data

rehire

Entity

State

# Step 10: Left click on the button called "Edison Query Viewer"

As Needed

Quarterly

Monthly

Weekly



*Again, since you have already logged into Edison from another tab in your browser, you will be taken directly to the Edison Query Viewer page.*

Edison 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



ctrl + v

Search

Advanced Search

## Step 11:

**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 12:**  
**Left click on "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

**Now you're able to 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