### **BAH Dependency Verification Reports**

#### **Overview**

# Introduction This guide provides the procedures for running the BAH Dependency Verification Reports in Direct Access (DA). Users must have P&A/SPO roles to run these reports.

#### Report See below. Types/Purpose

Report	Purpose
CG_BAH_DEPENDENT_VERIFY_DATA	Displays ALL members across the CG
	that have responded. It will not display
	members who have never validated.
CG_BAH_DEPENDENT_VERIFY_DEPT	Displays the responses for all members at
	a department ID.
CG_BAH_DEPENDENT_VERIFY_SPO	Displays the responses of all
	members/units that fall under a SPO tree.
	Note: It will not display the status of
	the members assigned to the SPO Dept
	ID. Use the Verify DEPT report to
	capture those responses.

InformationIn accordance with Coast Guard Pay Manual, COMDTINST<br/>M7220.29D, all Active and Reserve members are required to validate<br/>their housing allowance entitlement by verifying their BAH/Dependency<br/>Data report from Direct Access. Per Personnel & Pay Procedures Manual,<br/>PPCINST M1000.2 (series), Chapter 6 (TTP), Section G, the unit P&A<br/>Office will verify completion of member verification using the BAH<br/>Dependency Verification Report.

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**Introduction** This guide provides the procedures for running the BAH Dependency Verification Data Report for all Coast Guard members in DA.

**Procedures** See below.



Members, Continued

#### Procedures,

Step	Action
2	Select the <u>A</u> dd a New Value tab.
	Schedule a Query
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value         Add a New Value
	Search Criteria
	Search by: Run Control ID V begins with
	Case Sensitive
	Search Advanced Search
	Find an Existing Value Add a New Value
3	Enter a <b>Run Control ID</b> (this may be anything, but it should be something you remember). Click <b>Add</b> . Schedule a Query Eind an Existing Value Add a New Value Run Control ID BAHDEPVER Add Find an Existing Value Add a New Value
4	Click Search.
	Schedule Query
	Run Control ID BAHDEPVER Report Manager Process Monitor Run
	Query Name Search
	*Description
	💽 Save 🚺 Vpdate/Display

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Members, Continued

#### Procedures,

continued

		Action	
Enter CG_I	BAH_DEPENDE	ENT in the Query field, then cli	ck <b>Search</b> .
Scheduled Qu	ery Search Page		
*Query Type:	Queries	~	
0	CG BAH DEPENDEN	Search	
Query:		Couldi	
Query	Perso	onalize   Find   View 100   🖾   🔢 👘 First 🔇	🗕 1-12 of 1428 🕑
ACA_SAMPLE	_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public
ACA_SAMPLE	_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public
ACA_SAMPLE	_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public
ACA_SAMPLE	_SAFE_HARBOR	Sample Safe Harbor Query	Public
AFI_BC		AFI Basic Copy	Public
AGENCY_LIST	٢١	List og Agency user has acess	Public
CARPLAN_CA	REER_PLAN	CARPLAN-Career Plan	Public
CARTRAIN		CARTRAIN	Public
CARTRAIN_C	AREER_PLAN_TRAINING	CARTRAIN-Career Plan Training	Public
000004041		CG OER Accountability Log	Public
CGCRMGAL			
CGCRMGAL CGCRMGAL2		Child to CGCRMGAL	Public
CGCRMGAL2 CGCRMGAL3 Return		Child to CGCRMGAL	Public Public
CGCRMGAL CGCRMGAL2 CGCRMGAL3 Return	-BAH_DEPENI Bery Search Page	Child to CGCRMGAL Child to CGCRMGAL DENT_VERIFY_DATA.	Public Public
CGCRMGAL CGCRMGAL2 CGCRMGAL3 Return Click on CG Scheduled Que	BAH_DEPENI Bry Search Page	Child to CGCRMGAL Child to CGCRMGAL DENT_VERIFY_DATA.	Public Public
CGCRMGAL CGCRMGAL2 CGCRMGAL3 Return Click on CG Scheduled Que	BAH_DEPENI Bery Search Page	Child to CGCRMGAL Child to CGCRMGAL DENT_VERIFY_DATA.	Public
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CGCRMGAL CGCRMGAL2 CGCRMGAL3 Return Click on CG Scheduled Que *Query Type: Query: Query: CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI	<u>BAH_DEPENI</u> <u>CG_BAH_DEPENDENT</u> <u>CG_BAH_DEPENDENT</u> <u>ENDENT_DATA</u> <u>ENDENT_DATA_COMPANY</u> <u>ENDENT_DATA_DEPT</u> <u>CDENT_DATA_DEPT</u> <u>CDENT_DATA_DEPT  <u>CDENT_DATA_DEPT</u> <u>CDENT_DATA_DEPT</u> <u>CDENT_DATA_DEPT  <u>CDENT_DATA_DEPT</u> <u>CDENT_DATA_DEPT  <u>CDENT_DATA_DEPT</u> <u>CDENT_DATA_DEPT  <u>CDENT_DATA_DEPT</u> <u>CDENT_DATA_DEPT  <u>CDENT_DATA_DEPT  </u> <u>CDENT_DATA_DEPT  <u>CDENT_DATA_DEPT  </u> <u>CDENT_DATA_DEPT  <u>CDENT_DATA_DEPT  </u> <u>CDENT_DATA_DEPT  <u>CDENT_DATA_DEPT  </u> <u>CDENT_DATA_DEPT   <u>CDENT_DATA_DEPT   <u>CDENT_DATA_DEPT   <u>CDENT_DATA_DEPT    <u>CDENT_DATA_DEPT    <u>CDENT_DATA_DEPT    <u>CDENT_DATA_DEPT    <u>CDENT_DATA_DEPT      <u>CDENT_DATA_DEPT        <u>CDENT_DATA_DEPT     </u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u>	Child to CGCRMGAL Child to CGCRMGAL DENT_VERIFY_DATA.  Personalize   Find   View All   🖉   🔣 Fir BAH Dependent Data BAH Dependent Data BAH Dependent Data by Dept	st  Tellic Public Publi
CGCRMGAL CGCRMGAL2 CGCRMGAL3 Return Click on CG Scheduled Que *Query Type: Query: Query: CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI	BAH_DEPENI Pry Search Page Queries CG_BAH_DEPENDENT ENDENT_DATA ENDENT_DATA_COMPANY ENDENT_DATA_DEPT ENDENT_DATA_EMPLID	Child to CGCRMGAL Child to CGCRMGAL DENT_VERIFY_DATA.  Personalize   Find   View All   2   E Fin BAH Dependent Data BAH Dependent Data BAH Dependent Data by Dept BAH Dependent Data by EE	st 🕢 1-10 of 10 🕑 Public
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CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI		Child to CGCRMGAL Child to CGCRMGAL Child to CGCRMGAL DENT_VERIFY_DATA.  Personalize   Find   View All   🖉   🔣 Fir BAH Dependent Data BAH Dependent Data by Company BAH Dependent Data by Dept BAH Dependent Data by EE BAH Dependent Data	st  Time 1-10 of 10  Public  Public P
CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI	BAH_DEPENI Pry Search Page Queries CG_BAH_DEPENDENT ENDENT_DATA ENDENT_DATA_COMPANY ENDENT_DATA_COMPANY ENDENT_DATA_EMPLID ENDENT_DATA_EMPLID ENDENT_DATA_MAIN1 ENDENT_DATA_SPO ENDENT_VERIFY_DATA	Child to CGCRMGAL Child to CGCRMGAL Child to CGCRMGAL DENT_VERIFY_DATA. Search  Personalize   Find   View All   [2]   [] Fin BAH Dependent Data BAH Dependent Data by Dept BAH Dependent Data by EE BAH Dependent Data	st  Time 1-10 of 10  Public  Public
CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI CG_BAH_DEPI	CG_BAH_DEPENI CG_BAH_DEPENDENT CG_BAH_DEPENDENT CG_BAH_DEPENDENT ENDENT_DATA ENDENT_DATA_COMPANY ENDENT_DATA_COMPANY ENDENT_DATA_MAIN ENDENT_DATA_MAIN1 ENDENT_DATA_SPO ENDENT_VERIFY_DATA ENDENT_VERIFY_DEPT	Child to CGCRMGAL Child to CGCRMGAL Child to CGCRMGAL  DENT_VERIFY_DATA.  Personalize   Find   View All   [2]   []; Fin BAH Dependent Data BAH Dependent Data by Dept BAH Dependent Data by EE BAH Dependent Data BAH Dependent Verify Response BAH Dependent Verify Response BAH Dep	st  Text Public

Members, Continued

#### Procedures,

Step	Action
7	The Query Name and Description will display. Click Run.
	Schedule Query
	Run Control ID BAHDEPVER Report Manager Process Monitor Run
	Query Name CG_BAH_DEPENDENT_VERIFY_DATA Search
	PAU Dependent Verify Persona
	*Description
	🔚 Save 🚺 Vpdate/Display
8	The Process Scheduler Request page will display with a Process List. Using the
	Server Name drop-down, select <b>PSUNX</b> . Ensure the <b>PSQUERY Select</b> box is
	checked and click <b>OK</b> .
	Process Scheduler Request
	User ID 1234567 Run Control ID BAHDEPVER
	Server Name PSUNX V Run Date 09/04/2020
	Recurrence Run Time 11:38:20AM Reset to Current Date/Time
	Time Zone Q
	Process List
	Select Description Process Name Process Type *Type *Format Distribution
	PSQUERY PSQUERY Application Engine web V IXI V Distribution
	OK Cancel
0	The Calculate Occurrence with a displace with a Decourt Instance would be
9	The Schedule Query page will re-display with a Process instance number.
	Select Process Monitor.
	Run Control ID         BAHDEPVER         Report Manager         Process Monitor         Run
	Process Instance:928317
	Query Name CG_BAH_DEPENDENT_VERIFY_DATA Search
	*Description BAH Dependent Verify Response
	🖫 Save 🖉 Update/Display

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Members, Continued

#### Procedures,

continued

					Α	ction					
The <b>Pro</b> and	The Process List will display. The Run Status may initially indicate <b>Queued</b> or <b>Processing</b> . Click the <b>Refresh</b> button until the Run Status updates to <b>Success</b> and the Distribution Status indicates <b>Posted</b> .										
Onc	e the p	roce	ess has po	osted suc	ccessfu	lly, click <b>I</b>	Detail	S.			
View I	Process Rec	quest F	or								
Use	er ID 123456	57	Q Туре		✓ Last			1 [	Days 🗸		Refresh
Se	rver		Name		Q Insta	nce From Save O	Inst n Refresh	ance To		Repo	rt Manager
5	Status		Distribu	tion status							
Froces	Q LIST								1-1 of 1		View.
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time		Run Statu	ıs Dis Sta	stribution atus	Details
	928317		Application Engine	PSQUERY	1234567	09/04/2020 12:03:4	6PM PDT	Success	Pos	sted	Details
Clic	k Viev	v Lo	og/Trace.								
Clic Pro	k Viev cess D cess	v Lo etai	og/Trace. I stance 9283	317				Туре	Applicat	ion Engi	ne
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Clic Pro Pro Rur	k View cess D cess n Ru e/Time	v Lo etai Ins Run S L Rec Rec	og/Trace. I stance 9283 Name PSC Status Succ Status Succ Status Succ Status Succ Status Succ Server PS urrence	317 QUERY cess HDEPVER rver GUNX	2020 12:03	Distribu U 3:53PM PDT	Descrip ution St O Hold O Que O Can O Dele Re-s Actions Para	Type otion tatus Proces d Reque ue Req cel Req ete Req send Co sumeters	Applicat PSQUE Posted ss uest uest uest uest ontent	ion Engi RY Res	ne start Requi
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Members, Continued

#### Procedures,

continued

Step		Action		
12	Select CG_BAH_DEPENDE	NT_VERIFY	_DATA-XXXXXX.csv from	the
	File List.			
	View Log/Trace			
	Report			
	Report ID 937364	Process Instance	928317 Message Log	
	Name PSQUERY	Process Type	Application Engine	
	Run Status Success			
	BAH Dependent Verify Response			
	Distribution Details			
	Distribution Node RPTNODE	Expiration	Date 09/11/2020	
	File List			
	Name	File Size (bytes)	Datetime Created	
	AE_PSQUERY_928317.stdout	289	09/04/2020 12:04:21.925517PM PDT	
	CG_BAH_DEPENDENT_VERIFY_DATA- 928317.csv	1,690	09/04/2020 12:04:21.925517PM PDT	
	Distribute To			
	Distribution ID Type	Distributio	on ID	
	User	1234567		
	Return			
13	A prompt will display. Select	Open.		
	Internet Explorer	×		
	What do you want to do with	2172		
		517.CSV:		
	From: preglobalpayroll.direct-access.us			
	→ Open			
	The file won't be saved automatically.			
	$\rightarrow$ Save			
	$\rightarrow$ Save as			
1		Cancel		

#### Members, Continued

#### Procedures,



### **BAH Dependency Verification by Dept Report**

**Introduction** This guide provides the procedures for running the BAH Dependency Verification by Dept Report in DA.

**Procedures** See below.

Step	Action	Action							
1	Navigate to: NavBar icon > Menu > Schedule a Query.								
	NavBar: Menu								
	Recruiting >								
	Recently Visited Reporting Tools								
	Reserve Activities >								
	Favorites S								
	Schedule a Query								
	Menu Self Service >								
2	Select the <u>Add a New Value</u> tab.								
	Schedule a Query								
	Enter any information you have and click Search. Leave fields blank for a list of all values.								
	Find an Existing Value Add a New Value								
	Search Criteria								
	Search by: Run Control ID M basins with								
	Search Advanced Search								
	Find an Existing Value   Add a New Value								

Procedures,

3	Enter a <b>Run Control ID</b> (th remember). Click <b>Add</b> . Schedule a Query Find an Existing Value Add a No	is may be anything, but it should be	something you
	remember). Click Add. Schedule a Query Eind an Existing Value Add a Ne	ew Value	
	Schedule a Query       Find an Existing Value       Add a Network	ew Value	
	Find an Existing Value Add a Ne	ew Value	
	Find an Existing Value Add a Ne	ew Value	
	Rui Colluoi D BANDEFVER		
	Add		
	Find an Existing Value Add a New V	alue	
4	Click Search.		
	Schedule Query		
		D	Pup
	Run Control ID BAHDEPVER	Report Manager Process M	onitor
		Search	
	Query Name	ocarci	
	*Description		
	E Savo	L Add	Indato/Dicplay
	In Save		
	Scheduled Query Search Page		
	*Query Type: Queries	•	
	Query: CG_BAH_DEPENDE	NT Search	
	Query Per	sonalize   Find   View 100   🗷   🔣 First 🕔 1.1	2 of 1428 🕑 Last
	ACA SAMPLE FOR EXTRACT1	Sample ACA Extract Employees 1	Public
	ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public
	ACA_SAMPLE_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public
	ACA_SAMPLE_SAFE_HARBOR	Sample Safe Harbor Query	Public
	AFI_BC	AFI Basic Copy	Public
	AGENCY_LIST1	List og Agency user has acess	Public
	CARPLAN_CAREER_PLAN	CARPLAN-Career Plan	Public
	CARTRAIN	CARTRAIN	Public
	CARTRAIN_CAREER_PLAN_TRAINING	G CARTRAIN-Career Plan Training	Public
	CGCRMGAL	CG OER Accountability Log	Public
	CGCRMGAL2	Child to CGCRMGAL	Public
	CGCRMGAL3	Child to CGCRMGAL	Public
	Patura		

Continued on next page

Procedures,

Step	Action									
6	Click on CG_BAH_DEPENDENT_VERIFY_DEPT.									
	Scheduled Query Search Page									
	*Query Type: Queries									
	Query: CG_BAH_DEPENDENT Search									
	Query Personalize   Find   View All [ 🗷   🔜 First	🕚 1-10 of 10 🕑 Last								
	CG_BAH_DEPENDENT_DATA BAH Dependent Data	Public								
	CG_BAH_DEPENDENT_DATA_COMPANY BAH Dependent by Company	Public								
	CG_BAH_DEPENDENT_DATA_DEPT BAH Dependent Data by Dept	Public								
	CG_BAH_DEPENDENT_DATA_EMPLID BAH Dependent Data by EE	Public								
	CG_BAH_DEPENDENT_DATA_MAIN BAH Dependent Data	Public								
	CG_BAH_DEPENDENT_DATA_MAIN1 BAH Dependent Data	Public								
	CG_BAH_DEPENDENT_DATA_SPO BAH Dependent by SPO	Public								
	CG_BAH_DEPENDENT_VERIFY_DATA BAH Dependent Verify Response	Public								
	CG_BAH_DEPENDENT_VERIFY_DEPT BAH Dep Verification - Dept	Public								
	CG_BAH_DEPENDENT_VERIFY_SPO BAH Dep Verification - SPO	Public								
7	Enter <b>Set ID</b> 00010 for Coast Guard. Enter the <b>Dept ID</b> or use to search for the appropriate Dept ID. Click <b>OK</b> .	e the lookup icon								
	Help CG_BAH_DEPENDENT_VERIFY_DEPT									
	Set ID         00010         Q           Dept ID         045431         Q           OK         Cancel									

Continued on next page

Procedures,

continued

Step			Action						
8	The Query Name and D	escription will	display. Click	Run.					
	Schedule Query								
	Run Control ID BAHE	EPVER	Report Manager	Process Mor	nitor Run				
	Query Name CG_BAH_DEP	ENDENT_VERIFY_D	EPT Search						
	*Description BAH Dep Verifi	cation - Dept							
	Update Parameters								
	Prompt Name	Value							
	SETID	00010							
	DEPTID	045431							
	R Save			📑 Add	Dpdate/Display				
9	The Process Scheduler	Request page	will display w	ith a Proce	ess List. Using the				
	Server Name drop-dow	n, select <b>PSU</b>	NX. Ensure the	e PSQUE	<b>RY Select</b> box is				
	checked and click OK.								
	Process Scheduler Request		Burn Constanti						
	User ID 1234567		Run Control	ID BAHDEPVER					
	Server Name PSUNX	~	Run Date 09/04/2020	31					
	Recurrence	~	Run Time 3:03:13PM	Re	eset to Current Date/Time				
	Time Zone	Q							
	Process List		D						
	Select Description	Process Name	Process Type	* Type *I	Format Distribution				
	PSQUERY	PSQUERY	Application Engine	Web 🗸					
	OK Cancel								

#### Procedures,

continued

Step	Action									
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					Pro	ocess Instan	ce:928337			
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	*Description	BAH Dep Verifi	cation - Dept							
	Update Parame	eters								
	Prompt Name		Value							
	SETID		00010							
	DEPTID		045431							
	🔚 Save					🖡 Add 🚽	Update/Dis	play		
	Processing. and the Dist Once the pro Process List View Process Require User ID 1234567 Server	est For Name	atus india	cates Percessful	until the Run St osted. Ily, click Detail	I Days		LCCESS Refresh lanager		
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	<b>≣</b> , Q						1 of 1	View All		
	Select Instance S	Seq. Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details		
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	Go back to Schedule a C	Query								

Procedures,

continued



#### Procedures,

14       Click Open.         Internet Explorer       X         What do you want to do with       CG_BAH_DEPENDENT_VERIFY_DEPT-928337.csv?         From: preglobalpayroll.direct-access.us       → Open         The file won't be saved automatically.       → Save         → Save       → Save         → Save       → Save         → Save as       Cancel         15       The report will open in Excel and display all members and their BAH         Dependency Data Verification responses for a particular Dept ID.         Implify Reference on the save of automatically.         Implify Reference on the save of automatis automatis automatically.	tep						Acti	ion					
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#### **BAH Dependency Verification by SPO Report**

Introduction This guide provides the procedures for running the BAH Dependency Verification by SPO Report in DA. This report displays the responses of all members/units that fall under a SPO tree.

Note: It will not display the status of the members assigned to the SPO Dept ID. Use the Verify DEPT report to capture those responses.

**Procedures** See below.



Procedures,

Step	Action
2	Select the <u>A</u> dd a New Value tab.
	Schedule a Query
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value         Add a New Value
	▼Search Criteria
	Search by: Run Control ID V begins with
	Search Advanced Search
	Find an Existing Value   Add a New Value
3	Enter a <b>Run Control ID</b> (this may be anything, but it should be something you
	schedule a Query
	Find on Evicting Value Add a New Value
	Eind an Existing value Add a New Value
	Run Control ID BAHDEPVER
	Add
	Find an Existing Value   Add a New Value
4	Click Search.
	Schedule Query
	Run Control ID         BAHDEPVER         Report Manager         Process Monitor         Run
	Query Name Search
	*Description
	Save Update/Display

Continued on next page

Procedures,

continued

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Enter CG_	BAH_DEPEND	<b>ENT</b> in the Query field, then cl	ick Search.
Scheduled Q	uery Search Page		
*Query Type	Queries	$\checkmark$	
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			-
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ACA_SAMPL	E_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public
ACA_SAMPL	E_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public
ACA_SAMPL	.E_SAFE_HARBOR	Sample Safe Harbor Query	Public
AFI_BC		AFI Basic Copy	Public
AGENCY_LI	ST1	List og Agency user has acess	Public
CARPLAN_C	AREER_PLAN	CARPLAN-Career Plan	Public
CARTRAIN		CARTRAIN	Public
CARTRAIN_	CAREER_PLAN_TRAININ	G CARTRAIN-Career Plan Training	Public
CGCRMGAL		CG OER Accountability Log	Public
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Procedures,

continued

Step	Action											
7	Enter Set ID 00010 for Coast Guard. Enter the SPO Unit or use the lookup											
	icon to search for the appropriate SPO Unit. Click <b>OK</b> .											
	×											
	Halp											
	пер											
	CG_BAH_DEPENDENT_VERIFY_SPO											
	Set ID 00010 Q											
	SPO Unit 045431											
	OK Cancel											
	our											
8	The Query Name and Description will display. Click <b>Run</b> .											
	Schedule Query											
	Run Control ID BAHDEPVER Report Manager Process Monitor Run											
	Query Name CG_BAH_DEPENDENT_VERIFY_SPO Search											
	*Description BAH Dep Verification - SPO											
	"Description Drift Dep Vermeauon - or o											
	Update Parameters											
	Prompt Name Value											
	SETID 00010											
	DEPTID 045431											
	🔚 Save 📃 Add 🕖 Update/Display											
9	The Process Scheduler Request page will display with a Process List. Using the											
	Server Name drop-down, select PSUNX. Ensure the PSQUERY Select box is											
	checked and click <b>OK</b> .											
	Process Scheduler Request											
	USER ID 123450/ RUN CONTROLID BAHDEPVER											
	Server Name PSUNX  V Run Date 09/08/2020											
	Recurrence Run Time 11:33:06AM Reset to Current Date/Time											
	Process List           Select         Description           Process Name         Process Type           *Type         *Format											
	✓ PSQUERY PSQUERY Application Engine Web ✓ TXT ✓ Distribution											
	OK Cancel											

#### Procedures,

continued

Step	Action											
10	The Schedule Query page will re-display with a Process Instance number.											
	Select Process Monitor.											
	Schedule Query											
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