



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Copying a Query to Another User

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

TABLE OF CONTENTS

Copying a Query to Another User	1
Revision History	2

Copying a Query to Another User

Navigation

NavBar Menu: Navigator; Financials Reporting; Reporting Tools; Query, Query Manager

From the Query Manager:

1. Select **Query Name** from the drop-down menu in the SEARCH BY field.
2. Enter search criteria in the BEGINS WITH field (for example, enter *REC* to search queries for receipts).

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name [Advanced Search](#)

Search Results

*Folder View: -- All Folders -- *Action: -- Choose --

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel
<input type="checkbox"/>	RECEIPT		Private		Edit	HTML	Excel
<input type="checkbox"/>	RECEIPTS_FIND_BY_PO_OR_VENDOR	Find Receipts by PO or Vendor	Private		Edit	HTML	Excel
<input checked="" type="checkbox"/>	RECEIPTS_VOUCHERS_V21		Private		Edit	HTML	Excel

3. Select the checkbox next to the *Query Name* to copy.
4. Select **Copy to User** from the ACTION dropdown list.

*Folder View: -- All Folders -- *Action: -- Choose --

Query

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML
<input type="checkbox"/>	RECEIPT		Private		Edit	HTML
<input type="checkbox"/>	RECEIPTS_FIND_BY_PO_OR_VENDOR	Find Receipts by PO or Vendor	Private		Edit	HTML
<input checked="" type="checkbox"/>	RECEIPTS_VOUCHERS_V21		Private		Edit	HTML

5. Select **Go**.
6. Enter the **USER ID** (CAPPS ID) of the user that will receive the copy of this query.

Enter the user id to copy the selected queries to:

User ID:

7. Select **OK**.

Revision History

Date	Description of Change	Changed By
Jan. 10, 2025	Initial release.	J. Goodman