



Capital HR User Guide

<https://www.caphrehrp.psc.gov>

Administrative Code Status



Overview

In order to check the status of specific Administrative Codes in the Capital HR system, run the public query, HE0045, which provides the following information:

- | | |
|-------------------|---|
| 1) Set ID | 'NIH00' – National Institutes of Health |
| 2) Dept ID | Administrative Code |
| 3) Description | Organization Name |
| 4) Status | Active/ Inactive |
| 5) Effective Date | Date the Status on Administrative Code went into Effect |

Procedures

To Generate the Query:

- 1) Navigation:

Home > Reporting Tools > Query > Query Viewer



- 2) In the 'begins with' box type in "HE0045"
- 3) Click
- 4) When the search results for HE0045 appear, select 'HTML' or 'Excel' on the right hand side of the query name.

- 5) Enter report parameters:
 - a) Set ID – Enter “NIH00”
 - b) Effective Date – Use the calendar icon or manually enter the date for which you would like to see a snapshot of the organization’s Administrative Codes and their Status.
 - c) Dept ID like – Enter an entire administrative code or the beginning of an administrative code followed by a percent (%) sign. If the percent (%) sign is used, the report will return all administrative codes that begin with the code entered to the left of the percent sign. For example, if a user wants to view all NCI administrative codes, they should enter “HNC%”.
- 6) Click the ‘View Results’ button to display the list of Administrative Codes based on the criteria entered.

To Download the Results to Excel

- 1) You may choose to run the query directly to Excel by selecting the Excel hyperlink under the ‘Run to Excel’ column on the query selection page.
- 2) If you run the query to HTML, select ‘Download results in: Excel Spreadsheet’ hyperlink from the query results page.
- 3) Select ‘Open’ in the File Download dialog box
- 4) Select ‘File’ > ‘Save As’
- 5) Enter the following information:
 - a) Save In – Select the path to the location where you would like to save the report.
 - b) File Name – Enter name you would like to save the report.
 - c) Save As Type - Choose ‘Microsoft Excel Workbook (*.xls)’ from the drop-down list.
- 6) Click ‘Save’

Sample Query

The screenshot shows a web browser window with a title bar that reads "HE0045 - Department ID/Admin Code Table". The main content area contains a search form with the following fields:

- SetID: NIH00
- Effective Date: 01/30/2003
- Deptid like (Enter % for all d: HNT4U%

 A yellow "View Results" button is located below the form. Below the form, there are two download options: "Excel SpreadSheet" and "CSV Text File (1 kb)". At the bottom of the page, there is a table with the following data:

SetID	DeptID	Descr	Status	Eff Date
1 NIH00	HNT4U	Lab Gene Regulation & Developm	A	01/01/1940
2 NIH00	HNT4U2	Sect Nutrient Control Of Gene	A	01/01/1940
3 NIH00	HNT4U3	Sect Eukaryotic Transposable E	A	01/01/1940
4 NIH00	HNT4U4	Sect Cell Cycle Regulation	A	01/01/1940

For Help Contact HR Systems Support:

Help Desk:
301-451-1436

Email:
hssystemssupport@od.nih.gov

Website:
<http://hr.od.nih.gov/HRSystems/ehrp/default.htm>

Try It with OnDemand:
<http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html>