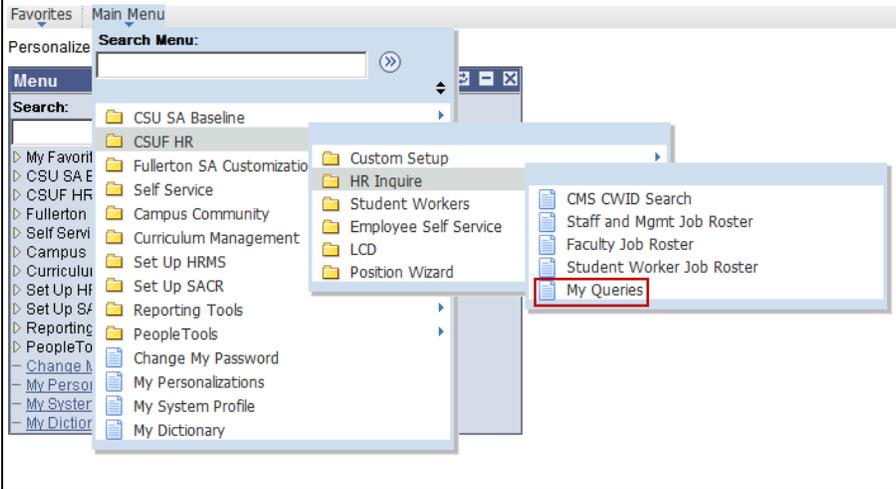
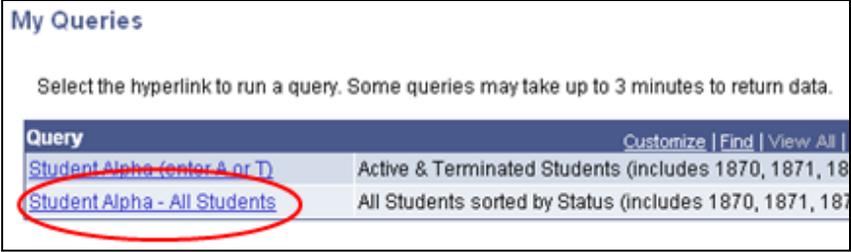
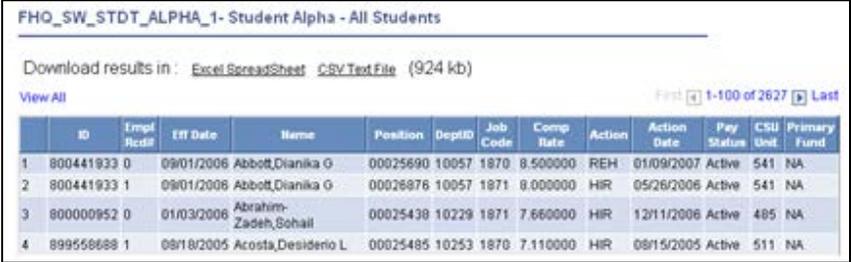
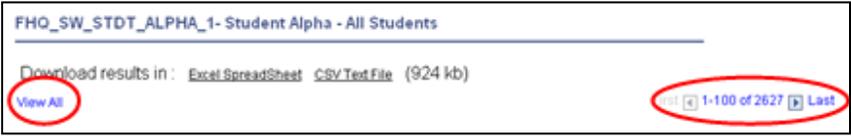
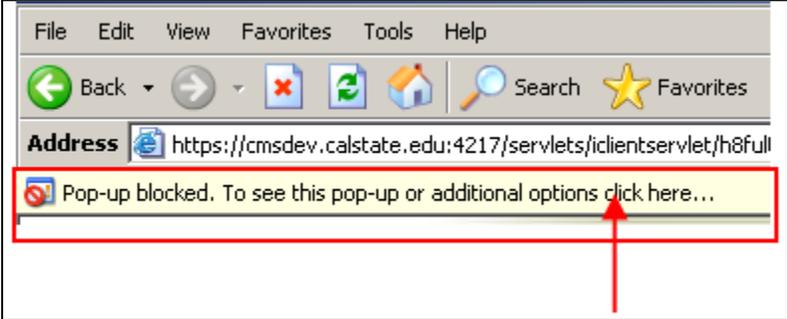
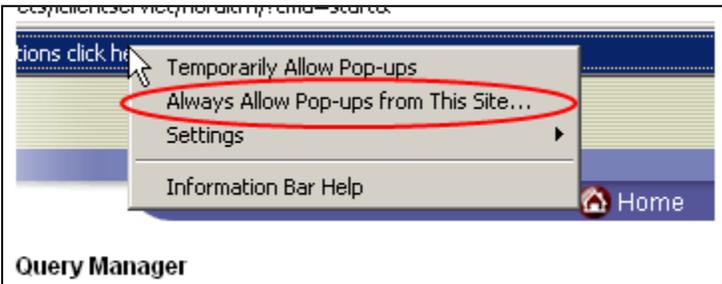
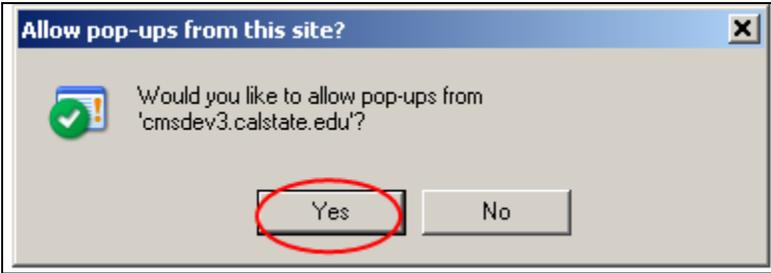
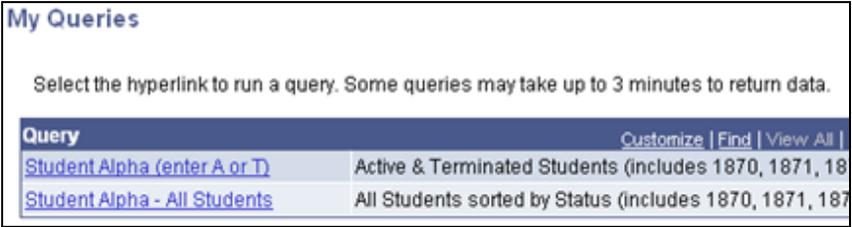
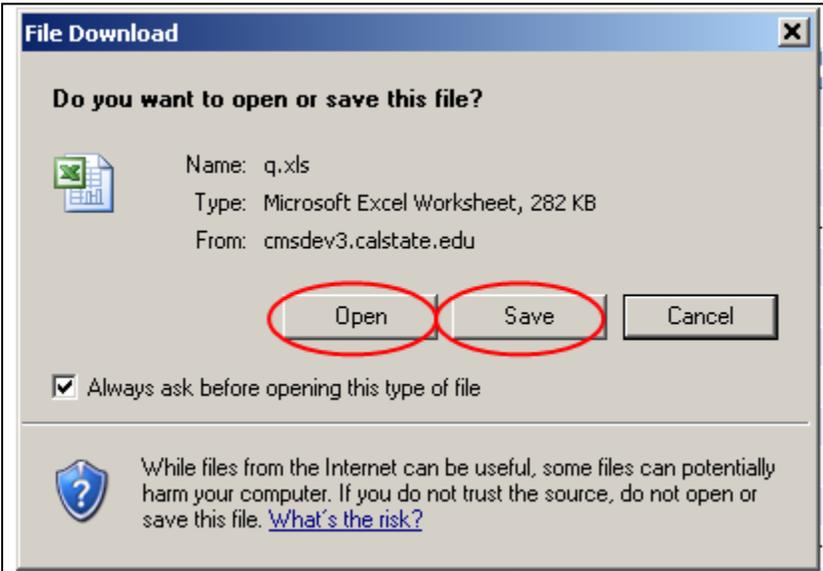


| Processing Steps  | Screen Shots  |            |            |   |  |  |   |           |          |             |            |             |              |          |              |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                      |          |       |      |          |     |            |        |     |    |   |           |   |            |                    |          |       |      |          |     |            |        |     |    |
|---|---|------------|------------|---|--|--|---|-----------|----------|-------------|------------|-------------|--------------|----------|--------------|---|-----------|---|------------|------------------|----------|-------|------|----------|-----|------------|--------|-----|----|---|-----------|---|------------|------------------|----------|-------|------|----------|-----|------------|--------|-----|----|---|-----------|---|------------|----------------------|----------|-------|------|----------|-----|------------|--------|-----|----|---|-----------|---|------------|--------------------|----------|-------|------|----------|-----|------------|--------|-----|----|
| <p><b>Step 1:</b><br/>Navigate to the correct CMS page:<br/><a href="#">Main Menu</a> &gt; <a href="#">CSUF HR</a> &gt; <a href="#">Inquire</a> &gt; <a href="#">My Queries</a>.</p> <p> You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the page.</p> |   |            |            |   |  |  |   |           |          |             |            |             |              |          |              |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                      |          |       |      |          |     |            |        |     |    |   |           |   |            |                    |          |       |      |          |     |            |        |     |    |
| <p><b>Step 2:</b><br/>Select the hyperlink for the query you wish to run.</p>   |  <p>Select the hyperlink to run a query. Some queries may take up to 3 minutes to return data.</p> <table border="1"> <thead> <tr> <th>Query</th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Student Alpha - Center A or T</a></td> <td>Active &amp; Terminated Students (includes 1870, 1871, 1872)</td> </tr> <tr> <td><a href="#">Student Alpha - All Students</a></td> <td>All Students sorted by Status (includes 1870, 1871, 1872)</td> </tr> </tbody> </table>   | Query      |            | <a href="#">Student Alpha - Center A or T</a> | Active & Terminated Students (includes 1870, 1871, 1872) | <a href="#">Student Alpha - All Students</a> | All Students sorted by Status (includes 1870, 1871, 1872) |           |          |             |            |             |              |          |              |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                      |          |       |      |          |     |            |        |     |    |   |           |   |            |                    |          |       |      |          |     |            |        |     |    |
| Query   |   |            |            |   |  |  |   |           |          |             |            |             |              |          |              |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                      |          |       |      |          |     |            |        |     |    |   |           |   |            |                    |          |       |      |          |     |            |        |     |    |
| <a href="#">Student Alpha - Center A or T</a>   | Active & Terminated Students (includes 1870, 1871, 1872)  |            |            |   |  |  |   |           |          |             |            |             |              |          |              |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                      |          |       |      |          |     |            |        |     |    |   |           |   |            |                    |          |       |      |          |     |            |        |     |    |
| <a href="#">Student Alpha - All Students</a>  | All Students sorted by Status (includes 1870, 1871, 1872)   |            |            |   |  |  |   |           |          |             |            |             |              |          |              |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                      |          |       |      |          |     |            |        |     |    |   |           |   |            |                    |          |       |      |          |     |            |        |     |    |
| <p><b>Step 3:</b><br/>A new window will open to display your query results. (See <b>“Pop Up Blockers”</b> section below for help enabling pop ups.)</p> <p>The results of the query are based on your security access in CMS.</p>   |  <p>FHQ_SW_STDT_ALPHA_1- Student Alpha - All Students</p> <p>Download results in: <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> (924 kb)</p> <p>View All <span style="float: right;">First 1-100 of 2627 Last</span></p> <table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Emp#/Recid</th> <th>Eff Date</th> <th>Name</th> <th>Position</th> <th>DeptID</th> <th>Job Code</th> <th>Comp Rate</th> <th>Action</th> <th>Action Date</th> <th>Pay Status</th> <th>CSU Unit</th> <th>Primary Fund</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800441933</td> <td>0</td> <td>09/01/2006</td> <td>Abbott,Dianika G</td> <td>00025690</td> <td>10057</td> <td>1870</td> <td>8.500000</td> <td>REH</td> <td>01/09/2007</td> <td>Active</td> <td>541</td> <td>NA</td> </tr> <tr> <td>2</td> <td>800441933</td> <td>1</td> <td>09/01/2006</td> <td>Abbott,Dianika G</td> <td>00026876</td> <td>10057</td> <td>1871</td> <td>8.000000</td> <td>HIR</td> <td>05/26/2006</td> <td>Active</td> <td>541</td> <td>NA</td> </tr> <tr> <td>3</td> <td>800000952</td> <td>0</td> <td>01/03/2006</td> <td>Abraham-Zadeh,Bohail</td> <td>00025438</td> <td>10229</td> <td>1871</td> <td>7.660000</td> <td>HIR</td> <td>12/11/2006</td> <td>Active</td> <td>485</td> <td>NA</td> </tr> <tr> <td>4</td> <td>899558688</td> <td>1</td> <td>09/18/2005</td> <td>Acosta,Desiderio L</td> <td>00025485</td> <td>10253</td> <td>1870</td> <td>7.110000</td> <td>HIR</td> <td>09/15/2005</td> <td>Active</td> <td>511</td> <td>NA</td> </tr> </tbody> </table> |            | ID         | Emp#/Recid                                    | Eff Date   | Name   | Position  | DeptID    | Job Code | Comp Rate   | Action     | Action Date | Pay Status   | CSU Unit | Primary Fund | 1 | 800441933 | 0 | 09/01/2006 | Abbott,Dianika G | 00025690 | 10057 | 1870 | 8.500000 | REH | 01/09/2007 | Active | 541 | NA | 2 | 800441933 | 1 | 09/01/2006 | Abbott,Dianika G | 00026876 | 10057 | 1871 | 8.000000 | HIR | 05/26/2006 | Active | 541 | NA | 3 | 800000952 | 0 | 01/03/2006 | Abraham-Zadeh,Bohail | 00025438 | 10229 | 1871 | 7.660000 | HIR | 12/11/2006 | Active | 485 | NA | 4 | 899558688 | 1 | 09/18/2005 | Acosta,Desiderio L | 00025485 | 10253 | 1870 | 7.110000 | HIR | 09/15/2005 | Active | 511 | NA |
|   | ID  | Emp#/Recid | Eff Date   | Name  | Position   | DeptID                                       | Job Code  | Comp Rate | Action   | Action Date | Pay Status | CSU Unit    | Primary Fund |          |              |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                      |          |       |      |          |     |            |        |     |    |   |           |   |            |                    |          |       |      |          |     |            |        |     |    |
| 1   | 800441933   | 0          | 09/01/2006 | Abbott,Dianika G                              | 00025690   | 10057  | 1870  | 8.500000  | REH      | 01/09/2007  | Active     | 541         | NA           |          |              |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                      |          |       |      |          |     |            |        |     |    |   |           |   |            |                    |          |       |      |          |     |            |        |     |    |
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| <p><b>Step 4:</b><br/>Select <a href="#">View All</a> to see all records from the query.</p> <p>If there are many records returned, use the <a href="#">arrows</a> to scroll through multiple pages.</p>  |  <p>FHQ_SW_STDT_ALPHA_1- Student Alpha - All Students</p> <p>Download results in: <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> (924 kb)</p> <p><a href="#">View All</a> <span style="float: right;">1-100 of 2627 Last</span></p>  |            |            |   |  |  |   |           |          |             |            |             |              |          |              |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                  |          |       |      |          |     |            |        |     |    |   |           |   |            |                      |          |       |      |          |     |            |        |     |    |   |           |   |            |                    |          |       |      |          |     |            |        |     |    |

| Processing Steps  | Screen Shots   |       |  |  |  |  |   |
|---|--|-------|--|--|--|--|---|
| <p><b>Step 4a:</b><br/>If you have pop-up blockers turned on, you will receive a pop-up blocker message. Different internet browsers display different messages but they all say pop-up blocker.</p> <p>Click “click here...”</p> |    |       |  |  |  |  |   |
| <p><b>Step 4b:</b><br/>Select <b>ALWAYS ALLOW POP-UPS FROM THIS SITE...</b></p> <p>After selecting this option you will not see pop-up messages from CMS unless you clear your cache.</p>   |  <p>Query Manager</p>  |       |  |  |  |  |   |
| <p><b>Step 4c:</b><br/>Click <b>Yes</b>.</p>  |    |       |  |  |  |  |   |
| <p><b>Step 4d:</b><br/>You will be taken back to My Queries.</p> <p>Select the hyperlink for the query you wish to run.</p>   |  <p><b>My Queries</b></p> <p>Select the hyperlink to run a query. Some queries may take up to 3 minutes to return data.</p> <table border="1"> <thead> <tr> <th>Query</th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Student Alpha (enter A or T)</a></td> <td>Active &amp; Terminated Students (includes 1870, 1871, 1872)</td> </tr> <tr> <td><a href="#">Student Alpha - All Students</a></td> <td>All Students sorted by Status (includes 1870, 1871, 1872)</td> </tr> </tbody> </table> | Query |  | <a href="#">Student Alpha (enter A or T)</a> | Active & Terminated Students (includes 1870, 1871, 1872) | <a href="#">Student Alpha - All Students</a> | All Students sorted by Status (includes 1870, 1871, 1872) |
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| Processing Steps  | Screen Shots   |
|---|--|
| <p><b>Step 5:</b><br/>The results of the query you prompted to run are displayed in a new browser window. The default display will always be 100 rows.</p> <p>Once you run the query, you have the option to download the results to Microsoft Excel. The query results display in an Excel-based web format.</p> <p>Select <b>Excel Spreadsheet</b> to download results to Excel.</p> <ul style="list-style-type: none"> <li>• <b>Excel</b> = Formatted. Depending on number of fields in report, you may have to scroll to view additional fields.</li> <li>• <b>CSV</b> = Comma Separated Value. This is a flat text file where the comma separates each value. Most commonly used with other interfaces.</li> </ul> |    |
| <p><b>Step 6:</b><br/>Click <b>Open</b> to open the report</p> <p>Click <b>Save</b> to save it to your computer.</p>  |  |