## **Viewing NYSTEP/TPM Transactions for Other Agencies**

## **Individual Transactions**

1. Click NY Title and Position Mgmt, TPM Long/Short Form Requests, Inquire, 4N/4R or 1A/2A Transactions.

A search dialog box will display and allow you to retrieve cases for all State agencies, except employee submitted applications.



2. Enter as much data as necessary to pull up a transaction. Press Search.

## **Workload Tracking**

Click **NY Title and Position Mgmt., Work Load Tracking, Use, Work Load Tracking**. A search dialog box will display.

eide	1	Arm All	First 🕄 saur	:0) L		Criteria	View All First (1)	ert 🕑 Laut
• Tracking #	TE	140	9		P2	Field Name	Field Value	
+ - Hanney	TE	-	9		H			-
+ Form Corte	1 1	-	9		PP.			
Action Code	1 E	100	9		55			
Propuned Tille Code	1 1	-	9		bb			
Percent Datus		8		i v	44			
Herosest Cate	10		1		99			
Assigned Analyst		14		Q	**			

Select the **Field**(s) to search by. In the appropriate field, enter the necessary data or click the magnifying glass and select the code(s). Press **Tab**. Make sure that the **Select All Agencies** field is selected in the box at the end of the search fields if you wish to retrieve cases from other State agencies. If the selected fields limit the results to only one agency, you will receive a warning after pressing **Run Query**.

Rev. 12/19/201