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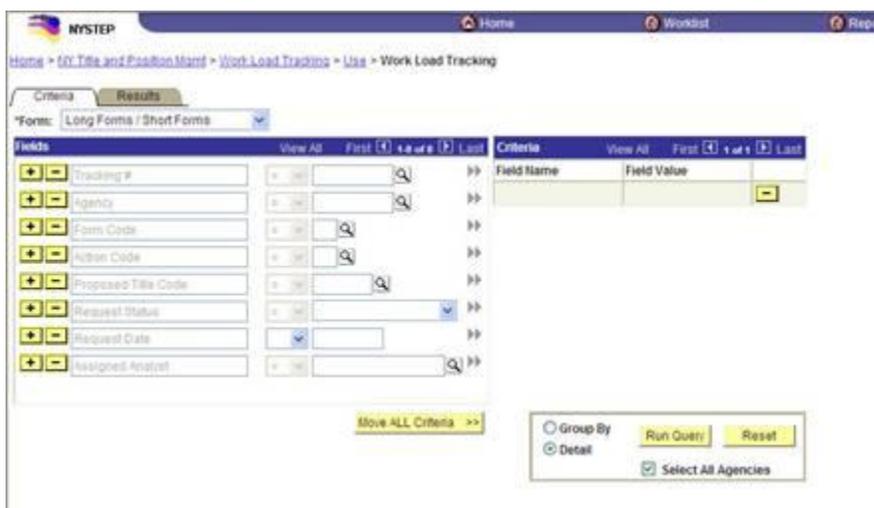
   A search dialog box will display and allow you to retrieve cases for all State agencies, except employee submitted applications.

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.

Select the **Field**(s) to search by. In the appropriate field, enter the necessary data or click the magnifiying 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**.

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