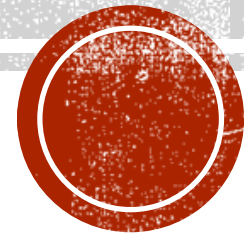


QUERY VIEWER

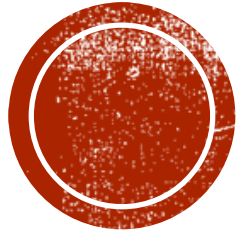
Back to Basics – 11/30/18



AGENDA

- Navigation
- Searching
- Folders
- Favorites
- Running a Query
- Descriptions
- Resources









NAVIGATION

Main Menu > Reporting Tools > Query > Query Viewer

Clarkson PEOPLESOFT
CAMPUS SOLUTIONS

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

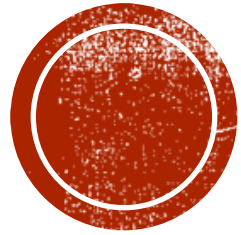
     [Personalize Page](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)



SEARCHING

Basic search

Advanced search

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

▪ Wild Cards

- %
- Example: CU_ACAD_%GRADE
 - Will return all queries that begin with “CU_ACAD_” and have the word “Grade” somewhere in the query name

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

▪ Key Word or Description Search

- Change the drop-down!
- Use the wildcard!
- Example

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

BASIC SEARCH

The default – Query Name

Security!! If you do not have access to the data, you will not be able to query for it!

Use Wild Cards

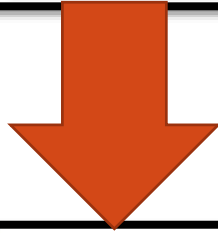
Search by Key Word or Description



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with



Favorites Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name

Description

Uses Record Name

Uses Field Name

Access Group Name

Folder Name

*Query Type =

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

ADVANCED SEARCH OPTIONS

Take your basic search to a whole new level...

Now you can search by a combination of things – like part of a name, plus part of a description.

Use Wild Cards!!!



WHAT'S IN IT?

Not sure what you're going to get?
Click the "HTML" button

- Running a query to HTML will open a new window and allow you to view the results.
- Queries with prompts (more on that later) won't run automatically, but you can still view the column headings, to get an idea of what information will be returned.

Search Results

*Folder View

Query				Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
CU_ACAD_GRD_ROSTER_STATUS	Lists grade rosters and status	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite

CU_ACAD_GRD_ROSTER_STATUS - Lists grade rosters and status

Term:

Approval Status:

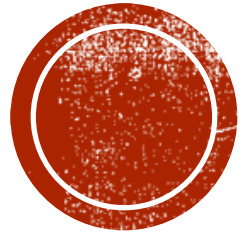
Acad Org:

Roster Type:

[View Results](#)

Class Nbr	Subject	Catalog	Section	Descr	Name	# of Students	Grade Roster	Status	Short Desc	Access
-----------	---------	---------	---------	-------	------	---------------	--------------	--------	------------	--------





FOLDERS



QUERY FOLDERS

- Folders are a way to organize and find queries related to similar topics
- Folders are created by query managers
- There are over 175 folders!!!
- You can search by folder, if you know what you're looking for
- Main folders for academic related information:
 - Academic
 - Acad Grade
 - Enrollment
 - New Students

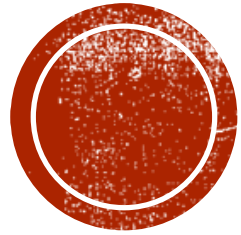
Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
BCKUP_CU_ACAD_DEPT_FYR_TCREDIT	Transfer credit for FYR stdnts	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_AGD_LIST	List of stdnts w/specific AGD	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite





Wow, that's a lot of information!! How am I supposed to remember it all... I'll never find what I need!!!










FAVORITES

Favorites to the rescue!!

[Favorites](#) | [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Query Viewer](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CU_ACAD_ALL_GQTR_STDNT_DATA	Lists acad and addr data	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_ALL_GRAD_STDNT_DATA	Lists acad and addr data	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_DEPT_STDNT_DATA	Acad & addr data	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_DEPT_STDNT_DATA_COH	Acad & addr data - incl Cohort	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_DEPT_STDNT_DATA_NEW	Acad Major/Minor By Acad Org	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_DEPT_STDNT_DATA_PLAN	Basic student data by Major	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_GDBUS_STDNT_DATA	Lists acad and addr data GDBUS	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_ORG_STDNT_DATA	Acad Prog Org, Major/Minor	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_ORG_STDNT_DATA_ALL	Includes minors and non-degree	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_PROG_STDNT_DATA	Lists acad and addr data	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_STDNT_DATA_ALL_DEPTS	Includes minors and non-degree	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_STDNT_DATA_ALL_MINORS	Includes minors and non-degree	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_STDNT_DATA_FILTERED	Includes minors and non-degree	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_STDNT_DATA_MINOR_PRMP	Lists majors in specific minor	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

FAVORITES

I am constantly asked for a “list of all students” with some additional piece of information (like major, or phone number, or GPA).

There are SO MANY QUERIES that provide that information already.

Query name search:
CU_ACAD%STDNT_DATA



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CU_ACAD_ALL_GQTR_STDNT_DATA	Lists acad and addr data	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_ALL_GRAD_STDNT_DATA	Lists acad and addr data	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_DEPT_STDNT_DATA	Acad & addr data	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_DEPT_STDNT_DATA_COH	Acad & addr data - incl Cohort	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_DEPT_STDNT_DATA_NEW	Acad Major/Minor By Acad Org	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_DEPT_STDNT_DATA_PLAN	Basic student data by Major	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_GDBUS_STDNT_DATA	Lists acad and addr data GDBUS	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_ORG_STDNT_DATA	Acad Prog Org, Major/Minor	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_ORG_STDNT_DATA_ALL	Includes minors and non-degree	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_PROG_STDNT_DATA	Lists acad and addr data	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_STDNT_DATA_ALL_DEPTS	Includes minors and non-degree	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_STDNT_DATA_ALL_MINORS	Includes minors and non-degree	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_STDNT_DATA_FILTERED	Includes minors and non-degree	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_ACAD_STDNT_DATA_MINOR_PRMP	Lists majors in specific minor	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

ADD TO FAVORITES

Figure out which query contains the information you routinely need, and add it to your favorites!!

So, where do the favorites go....



Favorites Main Menu Reporting Tools Query Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with

Search Advanced Search

My Favorite Queries									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
CU_ACAD_STDNT_DATA_ALL_DEPTS	Includes minors and non-degree	Public	ACADEMIC	HTML	Excel	XML	Schedule	Lookup References	-

Clear Favorites List

ADD TO FAVORITES

The next time you navigate to Query Viewer, you will have a list of your favorite queries – no searching necessary!!!

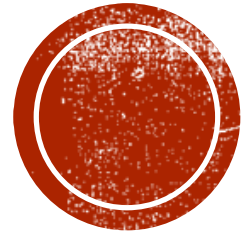
You can remove individual queries from your favorites list, by clicking the minus sign on the row you wish to remove... or clear our your entire favorites list by clicking the “Clear favorites List” button at the bottom of the list (you will be prompted to confirm that action, if you get a little too click happy!!)

Message

Clear your favorites list? (139,186)

Yes No





HOW TO RUN A QUERY




STEP BY STEP

- From Query Viewer, search and find your query
- Decide if you want the results displayed in a PeopleSoft window, or downloaded to Excel
- Click the appropriate link (pop-up blocker must be OFF)
- Enter any required prompts
 - Some prompts require you to already know the value
 - Others can be selected from a look-up or drop-down menu
- Click View Results



prompt

/präm(p)t/ 

verb

verb: **prompt**; 3rd person present: **prompts**; past tense: **prompted**; past participle: **prompted**; gerund or present participle: **prompting**

- (of an event or fact) cause or bring about (an action or feeling).
"his death has prompted an industry-wide investigation of safety violations"
synonyms: give rise to, bring about, **cause**, **occasion**, result in, lead to, **elicit**, **produce**, bring on, **engender**, **induce**, **precipitate**, **trigger**, spark off, **provoke**
"the statement prompted a hostile reaction"
antonyms: **restrain**
 - cause (someone) to take a course of action.
"a demonstration by 20,000 people prompted the government to step up security"
synonyms: **induce**, **make**, **move**, **motivate**, **lead**, **dispose**, **persuade**, **incline**, **encourage**, **stimulate**, **prod**, **impel**, spur on, **inspire**
"curiosity prompted him to look"
antonyms: **discourage**
- assist or encourage (a hesitating speaker) to say something.
"And the picture?" he prompted"
synonyms: **remind**, **cue**, **feed**, help out; jog someone's memory
"the actors needed prompting"
 - supply a forgotten word or line to (an actor) during the performance of a play.
 - COMPUTING**
(of a computer) request input from (a user).

noun

noun: **prompt**; plural noun: **prompts**


- an act of assisting or encouraging a hesitating speaker.
"with barely a prompt, Barbara talked on"
 - the word or phrase spoken as a reminder to an actor of a forgotten word or line.
synonyms: **reminder**, **cue**, **feed**
"the actor stopped, and Julia supplied a prompt"
 - COMPUTING**
a message or symbol on a screen to show that the system is waiting for input.
 - another term for **prompter**.
- the time limit for the payment of an account, as stated on a prompt note.

PROMPTS

Prompts are little bits of information that must be entered before a query can be generated

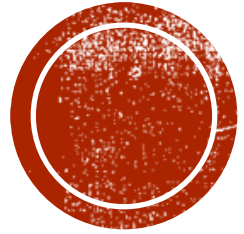
CU_SR_GRADE_ROSTER_STATUS1

Term:

Status: 

Grade Roster:





DESCRIPTIONS

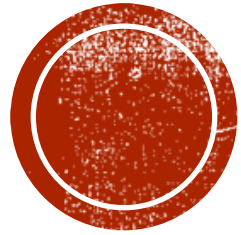


- Descriptions are limited to 30 characters.
- Query managers will do their best to describe the query, but that's not easy to do in such a short field.
- Know who to ask for help – understand the naming conventions!
 - CU_SR... Student Records (Registrar's Office)
 - CU_FA... Financial Aid
 - CU_SF... Student Financials
 - CU_SAS... SAS Generic (could be anyone!)
 - CU_ACAD... Academic Records (Registrar's Office)

DESCRIPTIONS ARE GREAT

Except when they're not.





RESOURCES

<https://confluence.clarkson.edu/display/SAS/Query+Information>