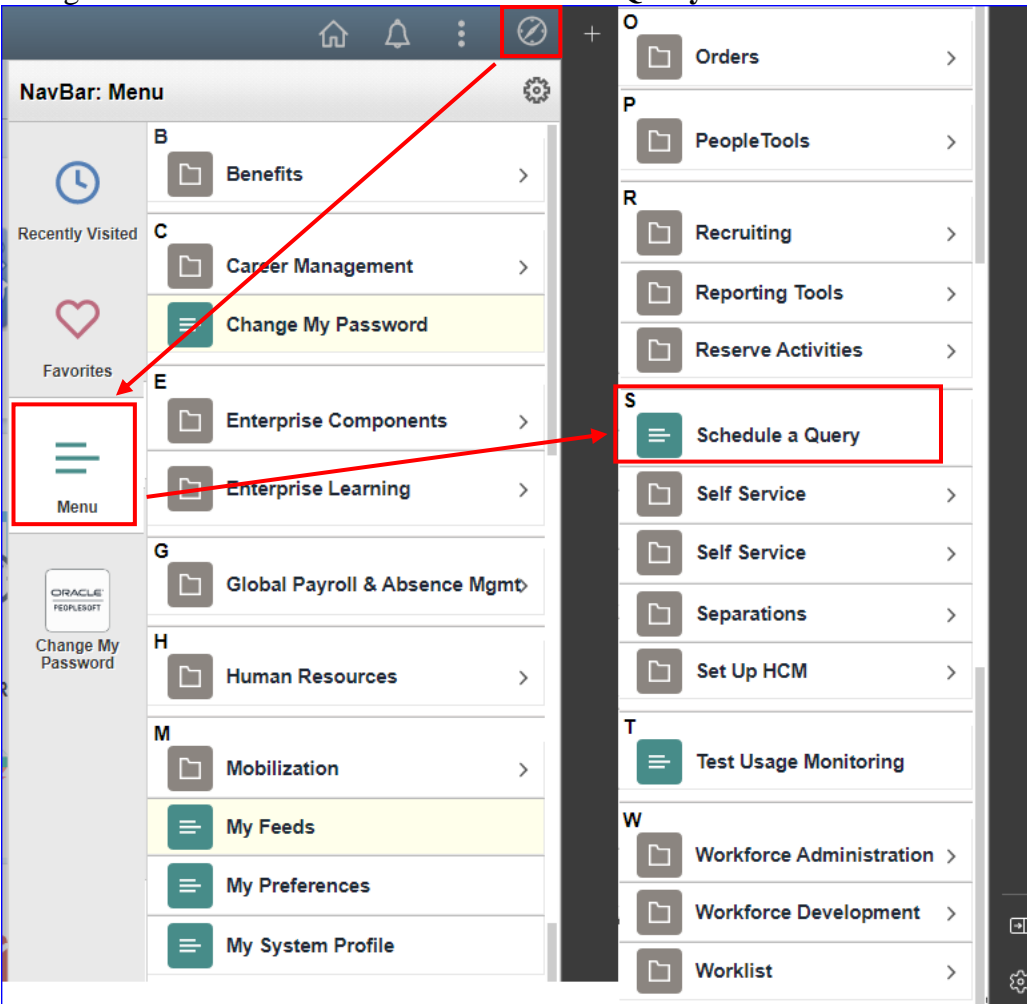


Schedule a Query

Introduction This guide provides the procedures for scheduling a query in Direct Access (DA).

- Information**
- Use this component to create a query to run a report that is commonly used and is NOT already a report option in a tile.
 - This will increase performance and ensure long running queries do not timeout.

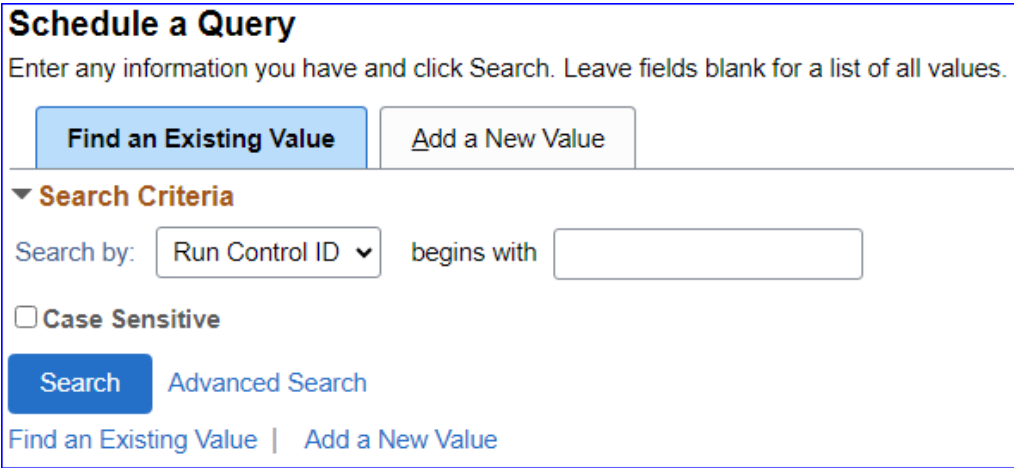
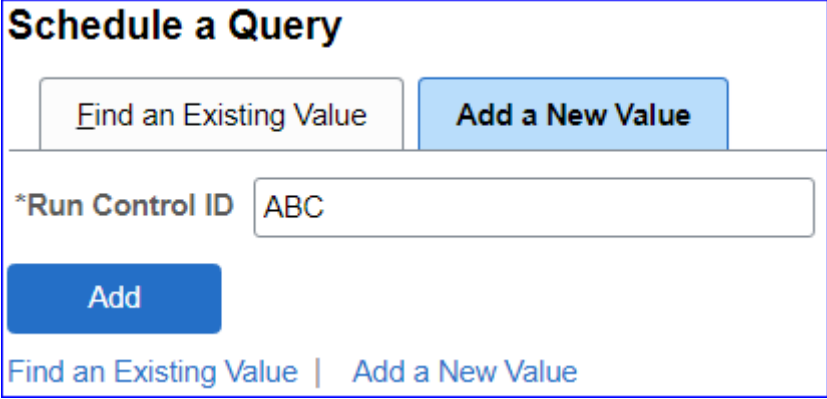
Procedures See below.

Step	Action
1	<p>Navigate to NavBar icon > Menu > Schedule a Query.</p>  <p>The screenshot shows the Oracle PeopleSoft NavBar menu. At the top right, there is a NavBar icon (a circle with a diagonal line) highlighted in red. Below it, the 'Menu' button (three horizontal lines) is also highlighted in red. A red arrow points from the NavBar icon to the 'Menu' button. Another red arrow points from the 'Menu' button to the 'Schedule a Query' option in the 'S' section of the menu, which is also highlighted in red. The menu items are organized by letter: O (Orders), P (PeopleTools), R (Recruiting, Reporting Tools, Reserve Activities), S (Schedule a Query, Self Service, Separations, Set Up HCM), T (Test Usage Monitoring), and W (Workforce Administration, Workforce Development, Worklist).</p>

Continued on next page

Schedule a Query, Continued

Procedures,
continued

Step	Action
2	<p>Select the Add a New Value tab.</p>  <p>Schedule a Query Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p>
3	<p>Name the query (Run Control ID) something you will remember and click Add.</p> <p>NOTE: Once you establish the name of the query, you can use that name for all future queries of this report.</p>  <p>Schedule a Query</p> <p>Find an Existing Value Add a New Value</p> <p>*Run Control ID <input type="text" value="ABC"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>
4	<p>Click Search to see a list of all available queries for your user roles.</p>
5	<p>The list of available queries will display as hyperlinks with the Query report name. Scroll to the appropriate Query link or go to Step 6.</p>
6	<p>The search may be narrowed by entering search criteria in the Query field and clicking Search. Click the appropriate Query link.</p>

7	Depending on which query is selected, additional information might be required before moving forward. In this example, the Set ID and the Deptid – SPO Deptid are required for the CG_BAH_COLA report. Click OK.
8	Click Run .
9	Select PSUNX from the Server Name drop-down and click OK .
10	The Process Instance will display. Click the Process Monitor link.
11	<p>Click Refresh until the Run Status shows Success and the Distribution Status shows Posted. Click the Actions drop-down link. Click View Log/Trace.</p> <p>NOTE: Depending on the size of the query, this could take a long time. Feel free to continue working on other things, returning periodically to check the status.</p>
12	Click the Query name (usually ends in .csv) link.
13	Save the report to a file/folder on your computer.
14	To open the report, double-click the saved file .
15	<p>The Results of the query will display in an Excel spreadsheet format for viewing/sorting.</p> 