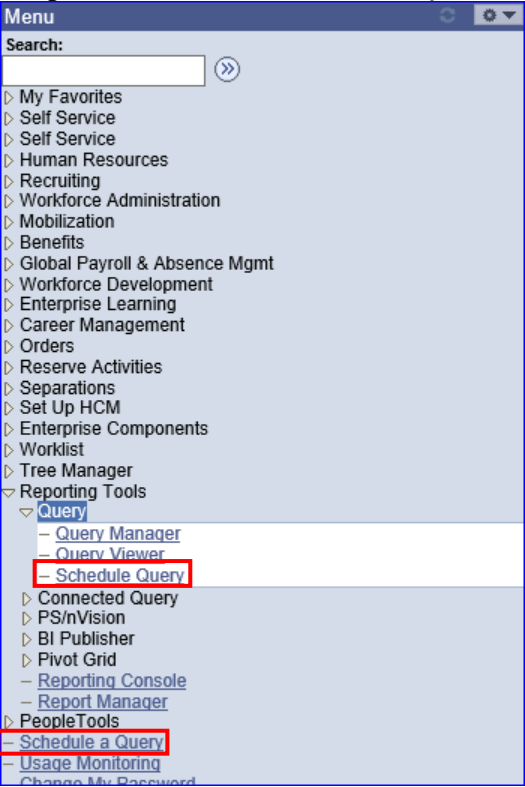
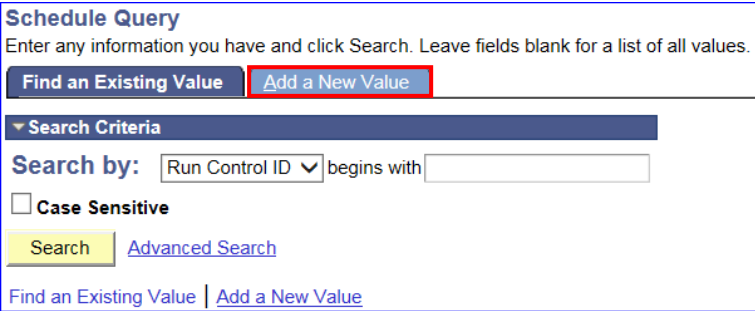


Schedule a Query

Introduction This guide provides the procedures for scheduling a query in Direct Access (DA). Use this component to create/program a query to run a report that is commonly used/accessed and is NOT already a report link in a pagelet. This will increase performance and ensure long running queries do not timeout.


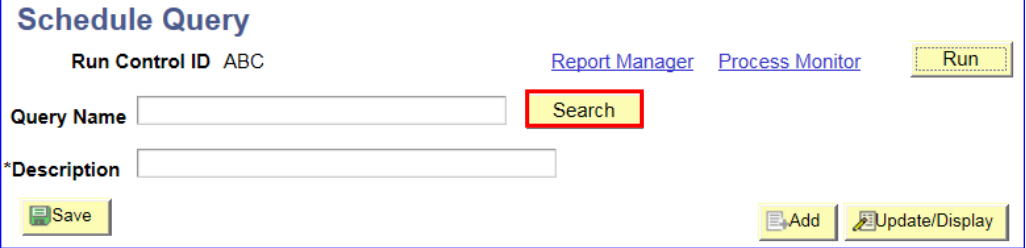
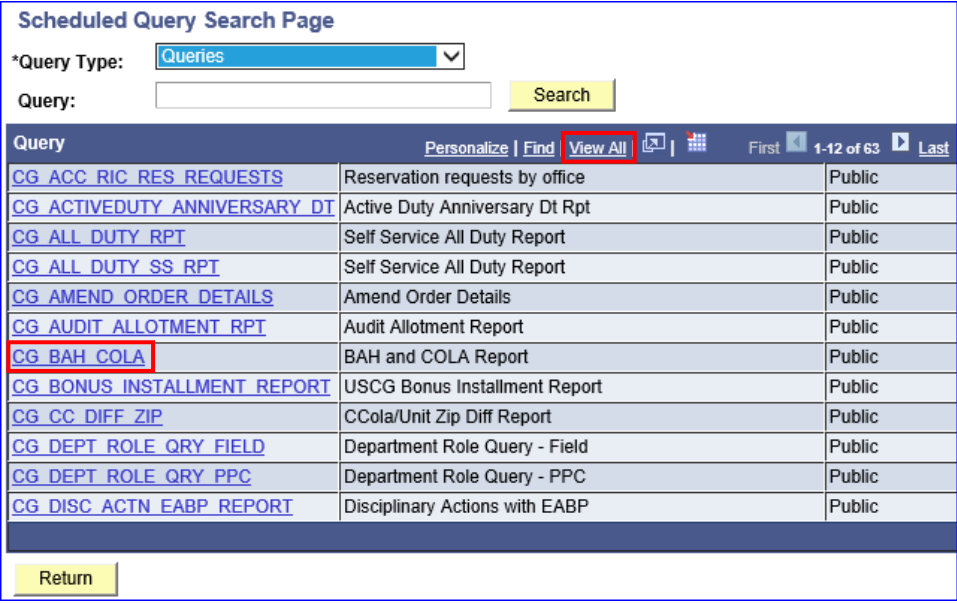
Procedures See below.

Step	Action
<p>1</p>	<p>From the menu, navigate to the query using: Reporting Tools > Query > Schedule Query link or, People Tools > Schedule a Query link</p>  <p>The screenshot shows a menu with a search bar and a list of categories. Under 'Reporting Tools', the 'Query' sub-menu is expanded, and 'Schedule Query' is highlighted with a red box. Under 'PeopleTools', 'Schedule a Query' is also highlighted with a red box.</p>
<p>2</p>	<p>Click the Add a New Value tab.</p>  <p>The screenshot shows the 'Schedule Query' page with the 'Add a New Value' tab highlighted in red. Below the tabs, there are search criteria fields, including a dropdown for 'Search by' set to 'Run Control ID', a 'begins with' text input, and a 'Case Sensitive' checkbox. There are 'Search' and 'Advanced Search' buttons, and links for 'Find an Existing Value' and 'Add a New Value' at the bottom.</p>

Continued on next page

Schedule a Query, Continued

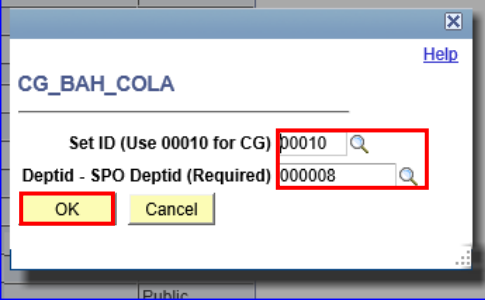
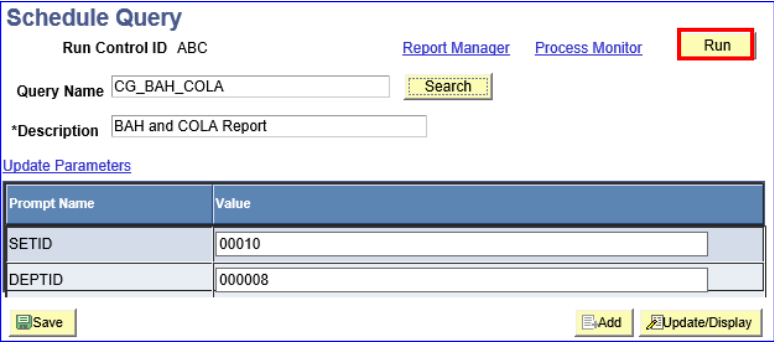
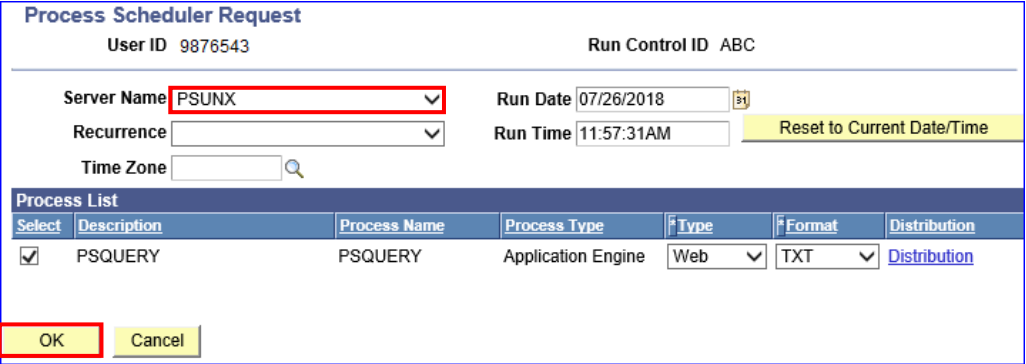
Procedures,
continued

Step	Action																																							
3	<p>Name the query (Run Control ID) something you will remember, then 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>																																							
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 Description (report name). Select View All to see any additional queries not shown. Select the appropriate Query link.</p>  <table border="1" data-bbox="352 1462 1313 1861"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Access</th> </tr> </thead> <tbody> <tr> <td>CG ACC RIC RES REQUESTS</td> <td>Reservation requests by office</td> <td>Public</td> </tr> <tr> <td>CG ACTIVE DUTY ANNIVERSARY DT</td> <td>Active Duty Anniversary Dt Rpt</td> <td>Public</td> </tr> <tr> <td>CG ALL DUTY RPT</td> <td>Self Service All Duty Report</td> <td>Public</td> </tr> <tr> <td>CG ALL DUTY SS RPT</td> <td>Self Service All Duty Report</td> <td>Public</td> </tr> <tr> <td>CG AMEND ORDER DETAILS</td> <td>Amend Order Details</td> <td>Public</td> </tr> <tr> <td>CG AUDIT ALLOTMENT RPT</td> <td>Audit Allotment Report</td> <td>Public</td> </tr> <tr> <td>CG BAH COLA</td> <td>BAH and COLA Report</td> <td>Public</td> </tr> <tr> <td>CG BONUS INSTALLMENT REPORT</td> <td>USCG Bonus Installment Report</td> <td>Public</td> </tr> <tr> <td>CG CC DIFF ZIP</td> <td>CCola/Unit Zip Diff Report</td> <td>Public</td> </tr> <tr> <td>CG DEPT ROLE QRY FIELD</td> <td>Department Role Query - Field</td> <td>Public</td> </tr> <tr> <td>CG DEPT ROLE QRY PPC</td> <td>Department Role Query - PPC</td> <td>Public</td> </tr> <tr> <td>CG DISC ACTN EABP REPORT</td> <td>Disciplinary Actions with EABP</td> <td>Public</td> </tr> </tbody> </table>	Query	Description	Access	CG ACC RIC RES REQUESTS	Reservation requests by office	Public	CG ACTIVE DUTY ANNIVERSARY DT	Active Duty Anniversary Dt Rpt	Public	CG ALL DUTY RPT	Self Service All Duty Report	Public	CG ALL DUTY SS RPT	Self Service All Duty Report	Public	CG AMEND ORDER DETAILS	Amend Order Details	Public	CG AUDIT ALLOTMENT RPT	Audit Allotment Report	Public	CG BAH COLA	BAH and COLA Report	Public	CG BONUS INSTALLMENT REPORT	USCG Bonus Installment Report	Public	CG CC DIFF ZIP	CCola/Unit Zip Diff Report	Public	CG DEPT ROLE QRY FIELD	Department Role Query - Field	Public	CG DEPT ROLE QRY PPC	Department Role Query - PPC	Public	CG DISC ACTN EABP REPORT	Disciplinary Actions with EABP	Public
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Schedule a Query, Continued

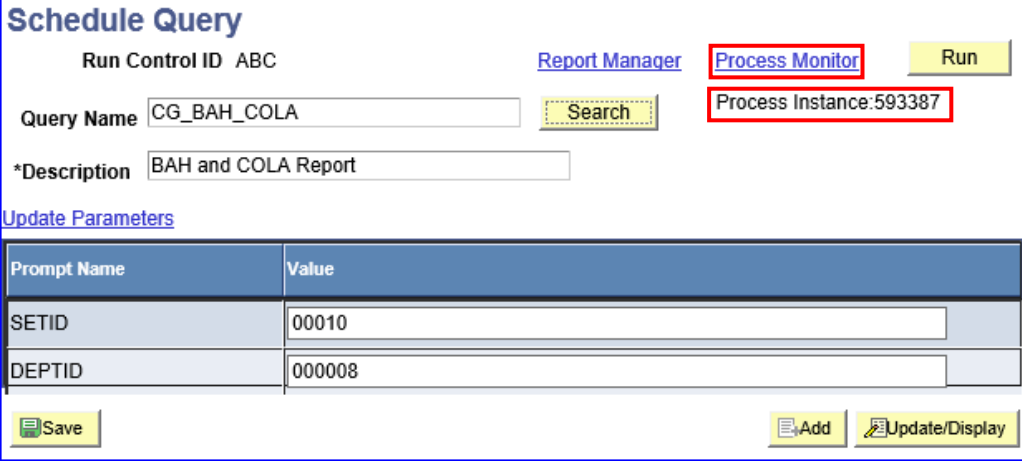
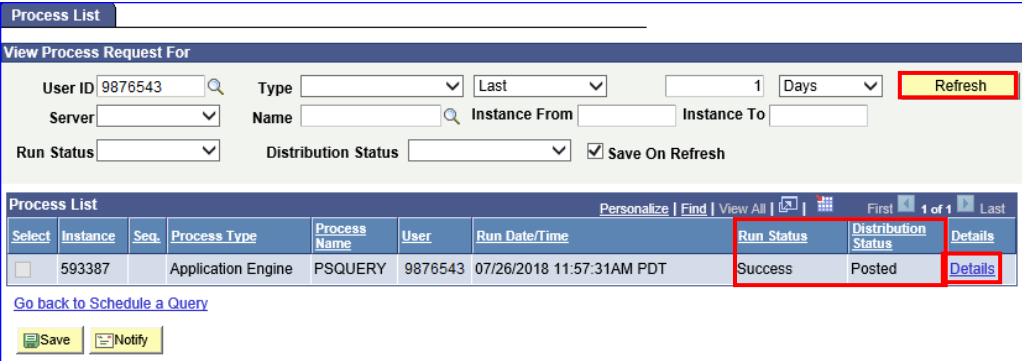
Procedures,
continued

Step	Action
6	<p>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.</p> 
7	<p>Click Run.</p> 
8	<p>Select PSUNX from the Server Name drop-down and click OK.</p> 

Continued on next page

Schedule a Query, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>The Process Instance will display. Click the Process Monitor link.</p> 
<p>10</p>	<p>Click Refresh until the Run Status shows Success and the Distribution Status shows Posted. Click the Details link.</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>

Continued on next page

Schedule a Query, Continued

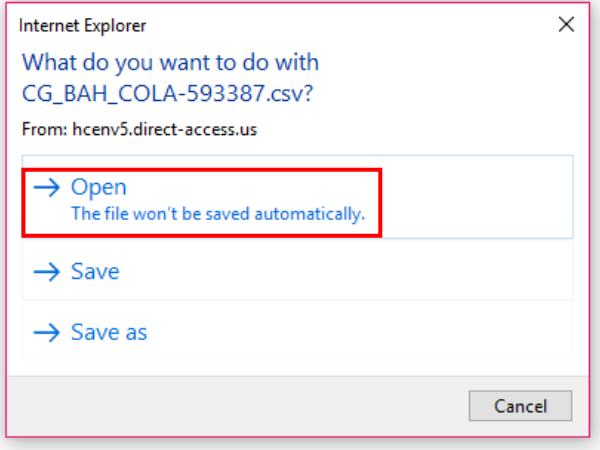
Procedures,
continued

Step	Action																																								
<p>11</p>	<p>Click the View Log/Trace link.</p> <div data-bbox="352 524 1137 1055" style="border: 1px solid black; padding: 5px;"> <p>Process Detail</p> <table border="1"> <thead> <tr> <th colspan="2">Process</th> </tr> </thead> <tbody> <tr> <td>Instance</td> <td>593387</td> </tr> <tr> <td>Type</td> <td>Application Engine</td> </tr> <tr> <td>Name</td> <td>PSQUERY</td> </tr> <tr> <td>Description</td> <td>PSQUERY</td> </tr> <tr> <td>Run Status</td> <td>Success</td> </tr> <tr> <td>Distribution Status</td> <td>Posted</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Run</th> <th>Update Process</th> </tr> </thead> <tbody> <tr> <td>Run Control ID: ABC</td> <td><input type="radio"/> Hold Request</td> </tr> <tr> <td>Location: Server</td> <td><input type="radio"/> Queue Request</td> </tr> <tr> <td>Server: PSUNX</td> <td><input type="radio"/> Cancel Request</td> </tr> <tr> <td>Recurrence:</td> <td><input type="checkbox"/> Delete Request</td> </tr> <tr> <td></td> <td><input type="radio"/> Re-send Content <input type="radio"/> Restart Request</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Request Created On: 07/26/2018 11:58:10AM PDT</td> <td>Parameters Transfer</td> </tr> <tr> <td>Run Anytime After: 07/26/2018 11:57:31AM PDT</td> <td>Message Log View Locks</td> </tr> <tr> <td>Began Process At: 07/26/2018 11:58:25AM PDT</td> <td>Batch Timings</td> </tr> <tr> <td>Ended Process At: 07/26/2018 11:58:40AM PDT</td> <td>View Log/Trace</td> </tr> </tbody> </table> <p>OK Cancel</p> </div>	Process		Instance	593387	Type	Application Engine	Name	PSQUERY	Description	PSQUERY	Run Status	Success	Distribution Status	Posted	Run	Update Process	Run Control ID: ABC	<input type="radio"/> Hold Request	Location: Server	<input type="radio"/> Queue Request	Server: PSUNX	<input type="radio"/> Cancel Request	Recurrence:	<input type="checkbox"/> Delete Request		<input type="radio"/> Re-send Content <input type="radio"/> Restart Request	Date/Time	Actions	Request Created On: 07/26/2018 11:58:10AM PDT	Parameters Transfer	Run Anytime After: 07/26/2018 11:57:31AM PDT	Message Log View Locks	Began Process At: 07/26/2018 11:58:25AM PDT	Batch Timings	Ended Process At: 07/26/2018 11:58:40AM PDT	View Log/Trace				
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Continued on next page

Schedule a Query, Continued

Procedures,
continued

Step	Action
<p>13</p>	<p>This will appear. Click Open to view the results.</p> 
<p>14</p>	<p>The Results of the query will display in an Excel spreadsheet format for viewing/sorting.</p> 