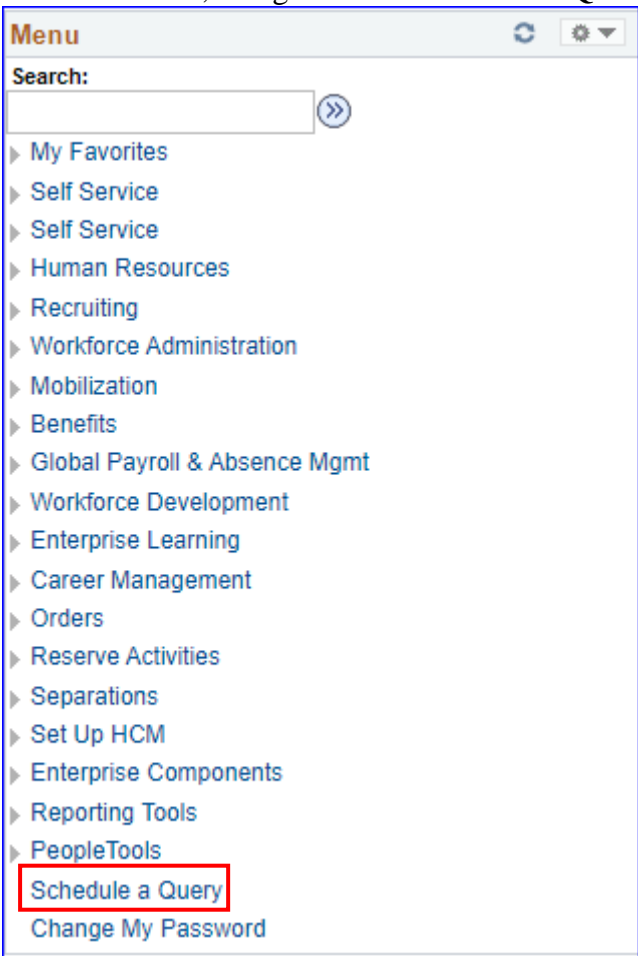


Schedule a Query

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

- Information**
- 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.

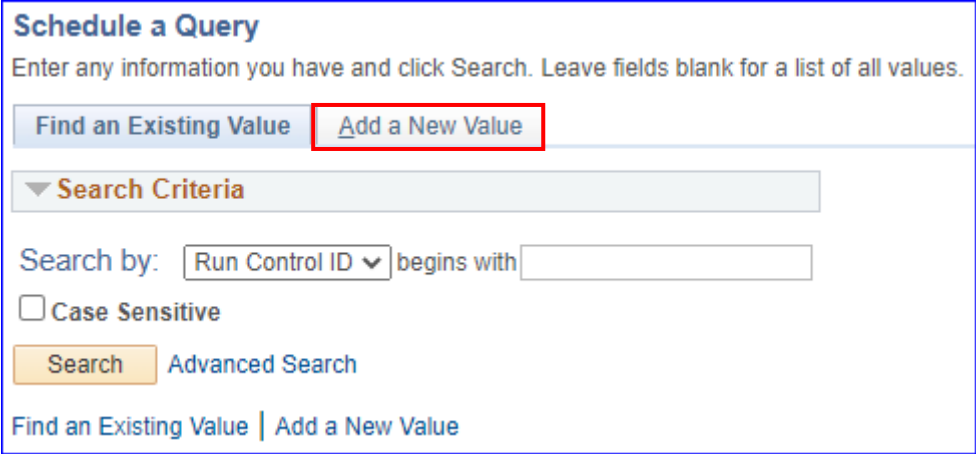
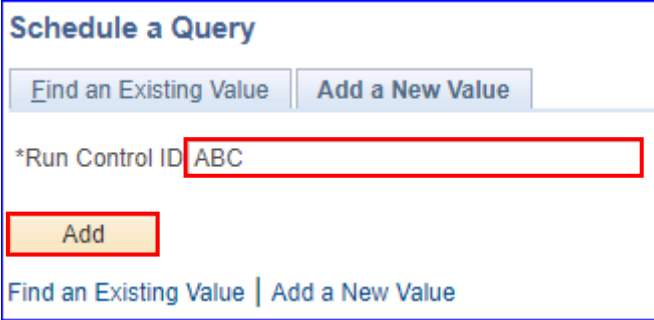
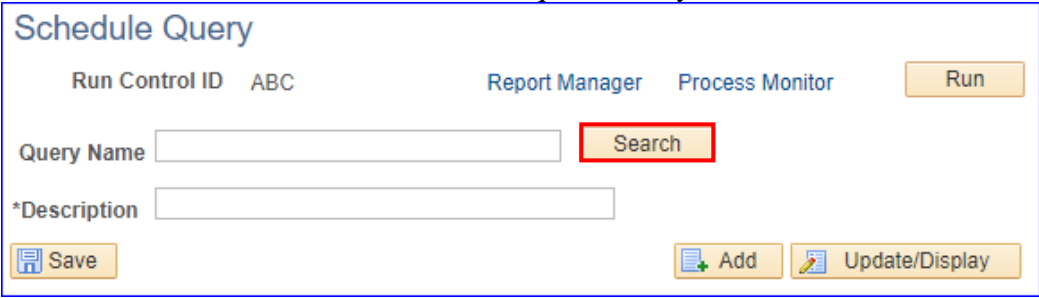
Procedures See below.

Step	Action
1	<p>From the Menu, navigate to the Schedule a Query link.</p>  <p>The screenshot shows a 'Menu' window with a search bar and a list of items. The items are: My Favorites, Self Service, Self Service, Human Resources, Recruiting, Workforce Administration, Mobilization, Benefits, Global Payroll & Absence Mgmt, Workforce Development, Enterprise Learning, Career Management, Orders, Reserve Activities, Separations, Set Up HCM, Enterprise Components, Reporting Tools, PeopleTools, Schedule a Query, and Change My Password. The 'Schedule a Query' item is highlighted with a red rectangular box.</p>

Continued on next page

Schedule a Query, Continued

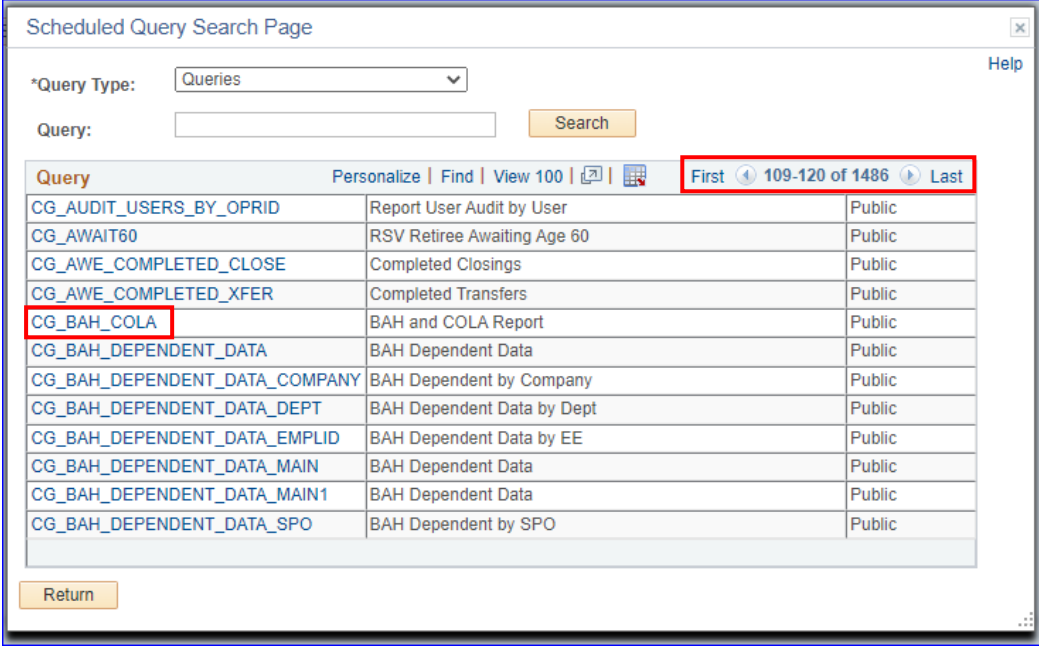
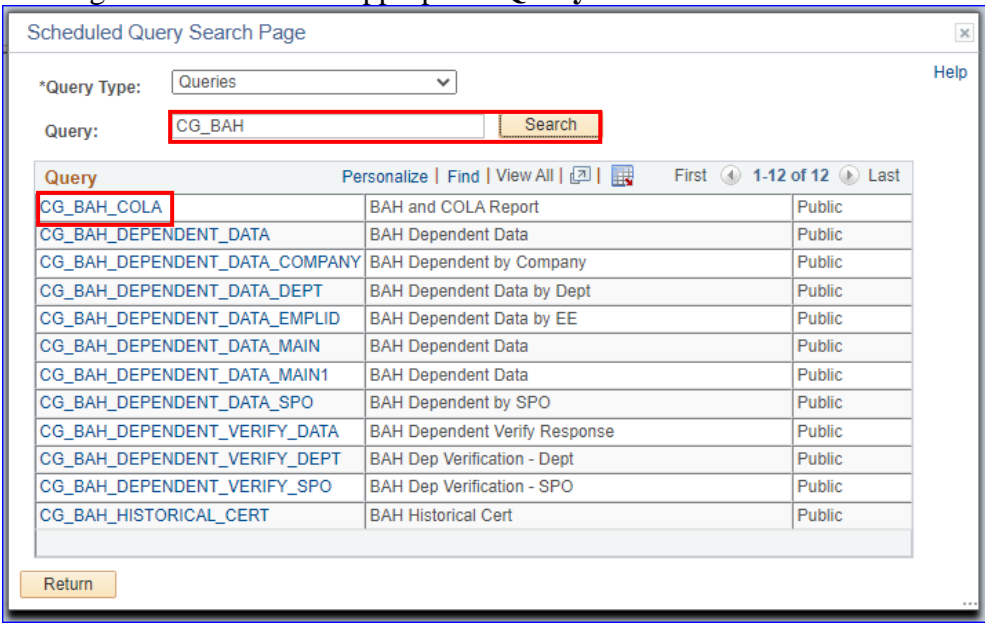
Procedures,
continued

Step	Action
2	<p>Select the Add a New Value tab.</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> 
4	<p>Click Search to see a list of all available queries for your user roles.</p> 

Continued on next page

Schedule a Query, Continued

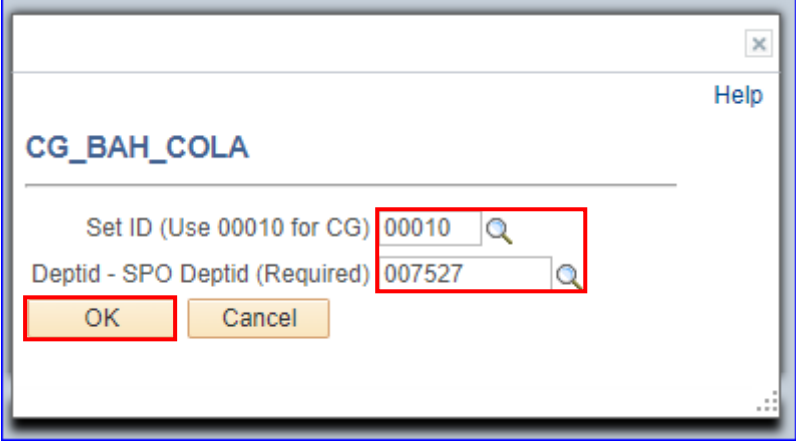
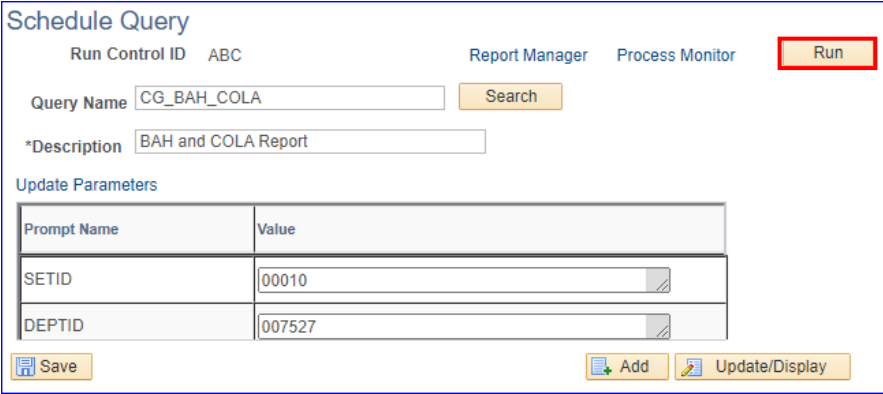
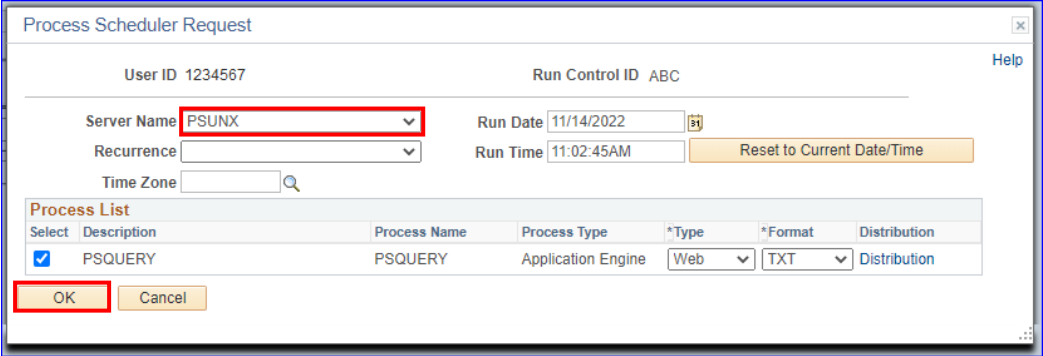
Procedures,
continued

Step	Action																																							
<p>5</p>	<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>  <p>Scheduled Query Search Page</p> <p>*Query Type: <input type="text" value="Queries"/> Help</p> <p>Query: <input type="text"/> Search</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Personalize Find View 100 [Print] [Refresh]</th> <th>First 109-120 of 1486 Last</th> </tr> </thead> <tbody> <tr> <td>CG_AUDIT_USERS_BY_OPRID</td> <td>Report User Audit by User</td> <td>Public</td> </tr> <tr> <td>CG_AWAIT60</td> <td>RSV Retiree Awaiting Age 60</td> <td>Public</td> </tr> <tr> <td>CG_AWE_COMPLETED_CLOSE</td> <td>Completed Closings</td> <td>Public</td> </tr> <tr> <td>CG_AWE_COMPLETED_XFER</td> <td>Completed Transfers</td> <td>Public</td> </tr> <tr> <td>CG_BAH_COLA</td> <td>BAH and COLA Report</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_COMPANY</td> <td>BAH Dependent by Company</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_DEPT</td> <td>BAH Dependent Data by Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_EMPLID</td> <td>BAH Dependent Data by EE</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN1</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_SPO</td> <td>BAH Dependent by SPO</td> <td>Public</td> </tr> </tbody> </table> <p>Return</p>	Query	Personalize Find View 100 [Print] [Refresh]	First 109-120 of 1486 Last	CG_AUDIT_USERS_BY_OPRID	Report User Audit by User	Public	CG_AWAIT60	RSV Retiree Awaiting Age 60	Public	CG_AWE_COMPLETED_CLOSE	Completed Closings	Public	CG_AWE_COMPLETED_XFER	Completed Transfers	Public	CG_BAH_COLA	BAH and COLA Report	Public	CG_BAH_DEPENDENT_DATA	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_COMPANY	BAH Dependent by Company	Public	CG_BAH_DEPENDENT_DATA_DEPT	BAH Dependent Data by Dept	Public	CG_BAH_DEPENDENT_DATA_EMPLID	BAH Dependent Data by EE	Public	CG_BAH_DEPENDENT_DATA_MAIN	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_MAIN1	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_SPO	BAH Dependent by SPO	Public
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<p>6</p>	<p>The search may be narrowed by entering search criteria in the Query field and clicking Search. Click the appropriate Query link.</p>  <p>Scheduled Query Search Page</p> <p>*Query Type: <input type="text" value="Queries"/> Help</p> <p>Query: <input type="text" value="CG_BAH"/> Search</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Personalize Find View All [Print] [Refresh]</th> <th>First 1-12 of 12 Last</th> </tr> </thead> <tbody> <tr> <td>CG_BAH_COLA</td> <td>BAH and COLA Report</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_COMPANY</td> <td>BAH Dependent by Company</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_DEPT</td> <td>BAH Dependent Data by Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_EMPLID</td> <td>BAH Dependent Data by EE</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN1</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_SPO</td> <td>BAH Dependent by SPO</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DATA</td> <td>BAH Dependent Verify Response</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DEPT</td> <td>BAH Dep Verification - Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_SPO</td> <td>BAH Dep Verification - SPO</td> <td>Public</td> </tr> <tr> <td>CG_BAH_HISTORICAL_CERT</td> <td>BAH Historical Cert</td> <td>Public</td> </tr> </tbody> </table> <p>Return</p>	Query	Personalize Find View All [Print] [Refresh]	First 1-12 of 12 Last	CG_BAH_COLA	BAH and COLA Report	Public	CG_BAH_DEPENDENT_DATA	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_COMPANY	BAH Dependent by Company	Public	CG_BAH_DEPENDENT_DATA_DEPT	BAH Dependent Data by Dept	Public	CG_BAH_DEPENDENT_DATA_EMPLID	BAH Dependent Data by EE	Public	CG_BAH_DEPENDENT_DATA_MAIN	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_MAIN1	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_SPO	BAH Dependent by SPO	Public	CG_BAH_DEPENDENT_VERIFY_DATA	BAH Dependent Verify Response	Public	CG_BAH_DEPENDENT_VERIFY_DEPT	BAH Dep Verification - Dept	Public	CG_BAH_DEPENDENT_VERIFY_SPO	BAH Dep Verification - SPO	Public	CG_BAH_HISTORICAL_CERT	BAH Historical Cert	Public
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CG_BAH_HISTORICAL_CERT	BAH Historical Cert	Public																																						

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Schedule a Query, Continued

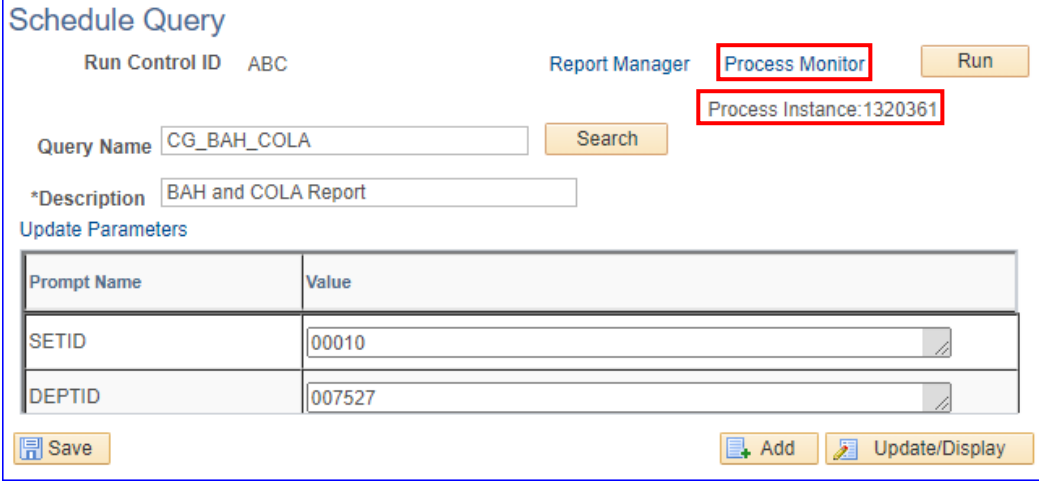
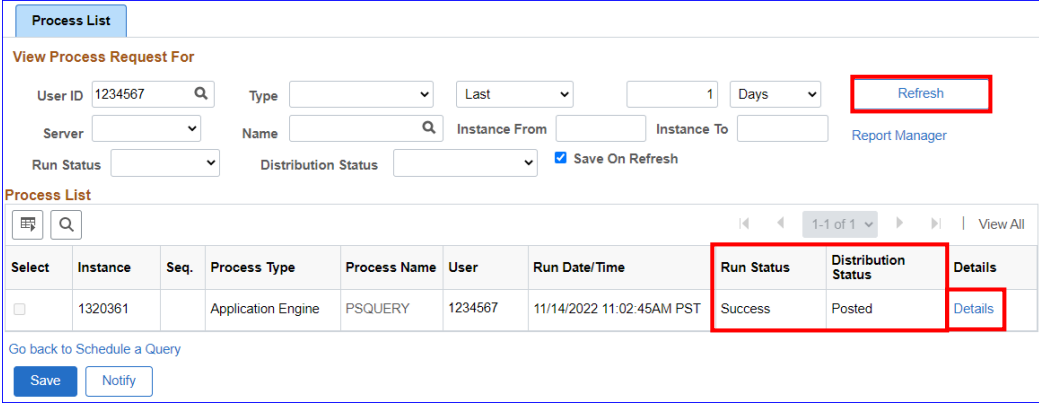
Procedures,
continued

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

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Schedule a Query, Continued

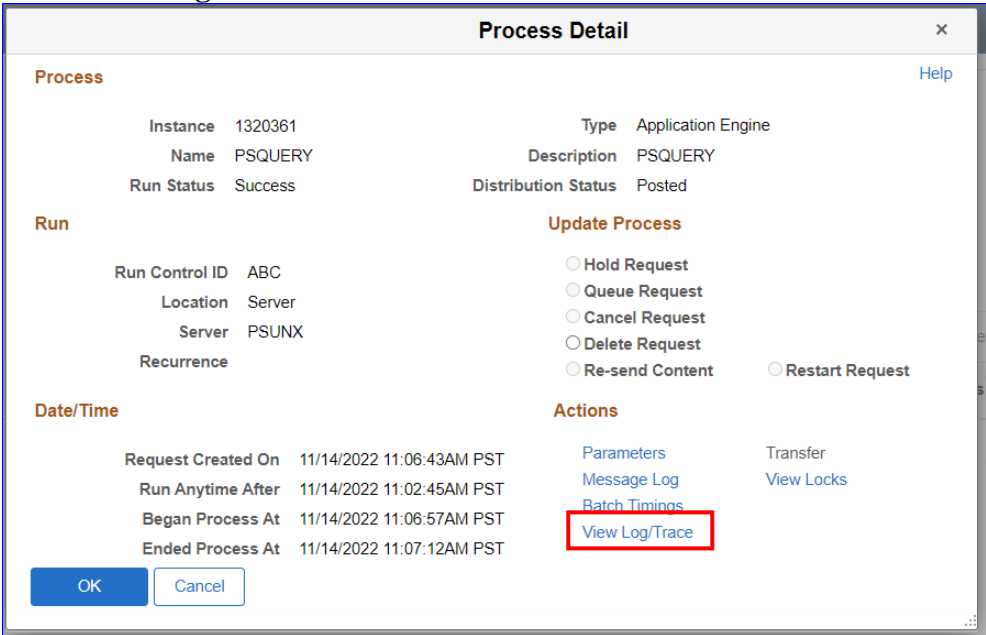
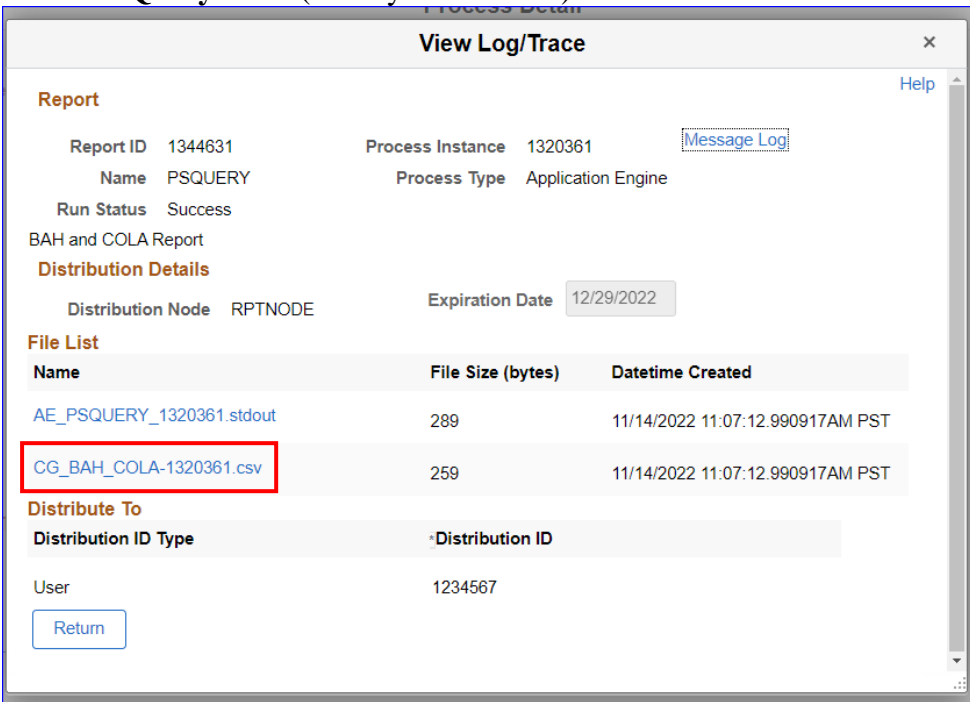
Procedures,
continued

Step	Action
<p>10</p>	<p>The Process Instance will display. Click the Process Monitor link.</p> 
<p>11</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> 

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Schedule a Query, Continued

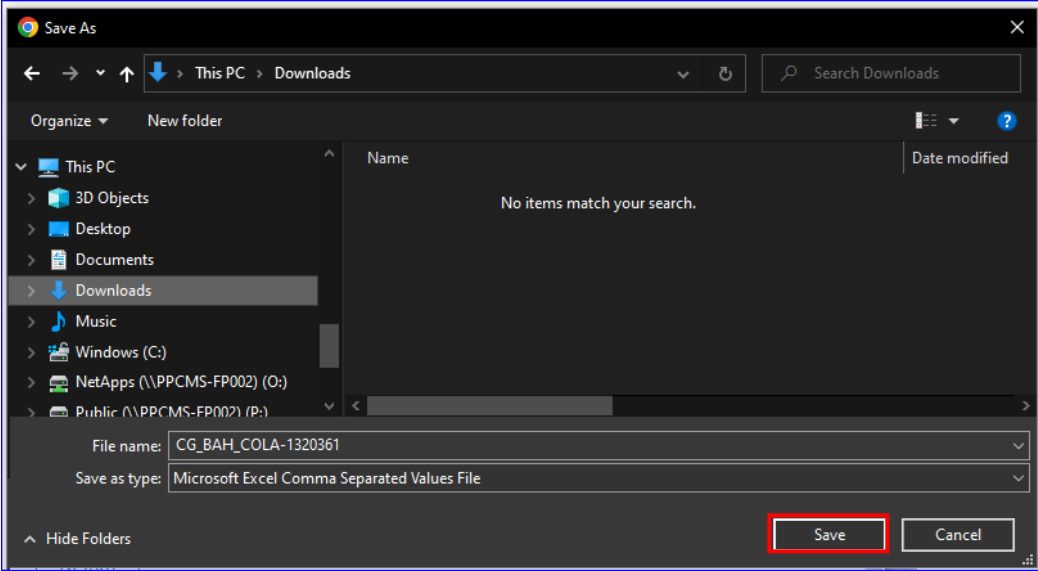

Procedures,
continued

Step	Action									
12	<p>Click View Log/Trace.</p>  <p>The screenshot shows a 'Process Detail' window with the following information:</p> <ul style="list-style-type: none"> Process: Instance 1320361, Name PSQUERY, Type Application Engine, Description PSQUERY, Run Status Success, Distribution Status Posted. Run: Run Control ID ABC, Location Server, Server PSUNX, Recurrence. Date/Time: Request Created On 11/14/2022 11:06:43AM PST, Run Anytime After 11/14/2022 11:02:45AM PST, Began Process At 11/14/2022 11:06:57AM PST, Ended Process At 11/14/2022 11:07:12AM PST. Update Process: Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, Restart Request. Actions: Parameters, Message Log, Batch Timings, View Log/Trace (highlighted), Transfer, View Locks. 									
13	<p>Click the Query name (usually ends in .csv) link.</p>  <p>The screenshot shows a 'View Log/Trace' window with the following information:</p> <ul style="list-style-type: none"> Report: Report ID 1344631, Name PSQUERY, Run Status Success, BAH and COLA Report. Distribution Details: Distribution Node RPTNODE, Expiration Date 12/29/2022. File List: <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_PSQUERY_1320361.stdout</td> <td>289</td> <td>11/14/2022 11:07:12.990917AM PST</td> </tr> <tr> <td>CG_BAH_COLA-1320361.csv</td> <td>259</td> <td>11/14/2022 11:07:12.990917AM PST</td> </tr> </tbody> </table> Distribute To: Distribution ID Type, Distribution ID. User: 1234567. 	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_1320361.stdout	289	11/14/2022 11:07:12.990917AM PST	CG_BAH_COLA-1320361.csv	259	11/14/2022 11:07:12.990917AM PST
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Schedule a Query, Continued

Procedures,
continued

Step	Action
14	<p>Save the report to a file/folder on your computer.</p> 
15	<p>To open the report, double-click the saved file.</p> 
16	<p>The Results of the query will display in an Excel spreadsheet format for viewing/sorting.</p> 