### Schedule a Query

Introduction	This guide provides the procedures for scheduling a query in Direct Access (DA).
Information	<ul> <li>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.</li> <li>This will increase performance and ensure long running queries do not timeout.</li> </ul>

Procedures

See below.

Step Action 1 From the NavBar: Menu, select the Schedule a Query option. 0  $\oslash$  $\triangle$ Orders > ٩ NavBar: Menu P в PeopleTools > Benefits  $(\mathbf{r})$ > R Recently Visited C С Recruiting > Career Management Ъ > ٢٦ **Reporting Tools** >  $\heartsuit$ Change My Password **Reserve Activities** > Ъ Favorites E S Enterprise Components > = Schedule a Query \_ Enterprise Learning > Self Service ٢٦ > Menu G Self Service > Global Payroll & Absence Mgmt> PEOPLESOFT Separations > Change My Password Н Set Up HCM Human Resources >  $\Gamma$ > т Μ ➡ Test Usage Monitoring Mobilization > Ъ w My Feeds Workforce Administration > My Preferences Workforce Development > ⊡ My System Profile Worklist > \$<u></u>

Continued on next page

#### Procedures,

continued

Step	Action
2	Select the Add a New Value tab.
	Schedule a Query
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Search Criteria
	Search by: Run Control ID  begins with
	Case Sensitive
	Search Advanced Search
	Find an Existing Value   Add a New Value
3	Name the query (Run Control ID) something you will remember and click
	Add.
	NOTE: Once you establish the name of the query, you can use that name for all
	future queries of this report.
	Schedule a Query
	Eind an Existing Value Add a New Value
	*Run Control ID ABC
	Add
	Find an Existing Value Add a New Value
4	Click Search to see a list of all available queries for your user roles.
	Schedule Query
	Run Control ID         ABC         Report Manager         Process Monitor         Run
	Query Name Search
	*Description
	Reference Save

Continued on next page

#### Procedures,

5       The list of available queries will display as hyperlinks with the Query repname. Scroll to the appropriate Query link or go to Step 6.         Scheduled Query Search Page       "Query Type:         "Query Type:       Query         Query       Personalize   Find   Wew 100   [2]]       First (= 109-120 of 1486 ) L         Cd_AUDIT_USERS_BY_OPRID       Report User Audit by User       Public         Cd_AUDIT_USERS_BY_OPRID       Report User Audit by User       Public         Cd_AWE_COMPLETED_CLOSE       Completed Transfers       Public         Cd_BAH_DEPENDENT_DATA       BAH Dependent Data       Public         Cd_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data       Public         Cd_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data       Public         Cd_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data       Public         Cd_BAH_DEPENDENT_DATA_MAIN1       BAH Dependent Data       Public         Cd_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         Cd_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         Cd_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         Cd_BAH_DEPENDENT_DATA_MAIN1       BAH Dependent Data       Public         Cd_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data       Public         Cd_B			Action		
Scheduled Query Search Page         *Query Type:       Query         Personalize   Find   Wev 100   [2]   [2] First • 109-120 of 1486 • L         CG_AUDIT_USERS_BY_OPRID       Report User Audit by User         CG_AWATGO       RSV Retires Awaiting Age 60         Public       CG_AWE_COMPLETED_CLOSE       Completed Closings         CG_BAH_COLA       BAH and COLA Report       Public         CG_BAH_DEPENDENT_DATA       BAH bependent Data       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH bependent Dota by Dept       Public         CG_BAH_DEPENDENT_DATA_LOPPT       BAH bependent Data by Dept       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data by Dept       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data	The list of a	available queries	will display as hyperlin	nks with the Query 1	eport
Scheduled Query Search Page         *Query Type:       Query         Personalize   Find   Wev 100   [2]   [2] First • 109-120 of 1486 • L         CG_AUDIT_USERS_BY_OPRID       Report User Audit by User         CG_AWATGO       RSV Retires Awaiting Age 60         Public       CG_AWE_COMPLETED_CLOSE       Completed Closings         CG_BAH_COLA       BAH and COLA Report       Public         CG_BAH_DEPENDENT_DATA       BAH bependent Data       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH bependent Dota by Dept       Public         CG_BAH_DEPENDENT_DATA_LOPPT       BAH bependent Data by Dept       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data by Dept       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data	name. Scro	oll to the appropri	iate <b>Ouerv</b> link or go to	Step 6.	-
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Query       Personalize   Find   View 100   [2] ]       First (109-120 of 1486 ) L         CG_AUDIT_USERS_BY_OPRID       Report User Audit by User       Public         CG_AWW_COMPLETED_CLOSE       Completed Closings       Public         CG_AWE_COMPLETED_XFER       Completed Transfers       Public         CG_BAH_OEPENDENT_DATA       BAH and COLA Report       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DA	*Query Type:	Queries	~		
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CG_AWAIT60       RSV Retiree Awaiting Age 60       Public         CG_AWE_COMPLETED_CLOSE       Completed Closings       Public         CG_BAW_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 Data by Dept       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data by Dept       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data by EE       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_MAINI       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent by SPO       Public         Return	Query	Per	sonalize   Find   View 100   💷   📑	First ④ 109-120 of 1486	🕑 Last
CG_AWE_COMPLETED_CLOSE       Completed Transfers       Public         CG_AWE_COMPLETED_XFER       Completed Transfers       Public         CG_BAH_DEPENDENT_DATA       BAH and COLA Report       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data by Dept       Public         CG_BAH_DEPENDENT_DATA_EMPILD       BAH Dependent Data       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 Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         Return	CG_AUDIT_US	SERS_BY_OPRID	Report User Audit by User	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 Data by Company       Public         CG_BAH_DEPENDENT_DATA_DEPT       BAH Dependent Data by Dept       Public         CG_BAH_DEPENDENT_DATA_EMPLID       BAH Dependent Data by Dept       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 Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         Return       Return       Return       Return         The search may be narrowed by entering search criteria in the Query field       Cicking Search. Click the appropriate Query link.         Scheduled Query Search Page       Volic       Volic       Return         Query       Personalize   Find   View All [2]       First @ 1.12 of 12 @ Last         CG_BAH_DEPENDENT_DATA       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data	CG_AWAIT60		RSV Retiree Awaiting Age 60	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_EMPLID       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_MAIN       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent by SPO       Public         Return       Return       Return       Public       Return         Return       CG_BAH_COLA       BAH and COLA Report       Public       Return         Query:       CG_BAH_DEPENDENT_DATA       BAH and COLA Report       Public       Return       Public         CG_BAH_DEPENDENT_DATA       BAH and COLA Report       Public       Return       Public       Return       Public       Return       Public       Return       Public       Return       Return       Public       Return       Return       Return       Public       Return       Return       Return       Return <td>CG_AWE_COM</td> <td>/PLETED_CLOSE</td> <td>Completed Closings</td> <td>Public</td> <td></td>	CG_AWE_COM	/PLETED_CLOSE	Completed Closings	Public	
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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_MAIN1       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_SPO       BAH Dependent by SPO       Public         Return       Return       Return       Return         Cuery       CG_BAH_COLA       CG_BAH       Search         Query:       CG_BAH       Search       Search         Query:       CG_BAH_DEPENDENT_DATA       BAH and COLA Report       Public         CG_BAH_DEPENDENT_DATA_COMPANY       BAH Dependent Data       Public       CG_BAH_DEPENDENT_DATA_COMPANY         CG_BAH_DEPENDENT_DATA_EMPLID       BAH Dependent Data by Dept       Public       CG_BAH_DEPENDENT_DATA_EMPLID         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data by Dept       Public       CG_BAH_DEPENDENT_DATA_MAIN         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data       Public       CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data       Public	CG_BAH_DEP	ENDENT_DATA	BAH Dependent Data	Public	
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*Query Type:       Queries       •         Query:       CG_BAH       Search         Query:       CG_BAH_COLA       BAH and COLA Report       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_SPO       BAH Dependent by SPO       Public         CG_BAH_DEPENDENT_VERIFY_DATA       BAH Dependent Verify Response       Public		may be narrowed	d by entering search cri	teria in the <b>Query</b> f	ield an
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Query       Personalize   Find   View All   [2]   ]       First (a) 1-12 of 12 (b) 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_EMPLID       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_MAIN       BAH Dependent Data       Public         CG_BAH_DEPENDENT_DATA_MAIN1       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	The search clicking Se	arch. Click the a		teria in the <b>Query</b> f	ield an
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CG_BAH_DEPENDENT_DATABAH Dependent DataPublicCG_BAH_DEPENDENT_DATA_COMPANYBAH Dependent by CompanyPublicCG_BAH_DEPENDENT_DATA_DEPTBAH Dependent Data by DeptPublicCG_BAH_DEPENDENT_DATA_EMPLIDBAH Dependent Data by EEPublicCG_BAH_DEPENDENT_DATA_MAINBAH Dependent DataPublicCG_BAH_DEPENDENT_DATA_MAIN1BAH Dependent DataPublicCG_BAH_DEPENDENT_DATA_MAIN1BAH Dependent DataPublicCG_BAH_DEPENDENT_DATA_SPOBAH Dependent by SPOPublicCG_BAH_DEPENDENT_VERIFY_DATABAH Dependent Verify ResponsePublic	The search clicking Se Scheduled Qu *Query Type:	arch. Click the a uery Search Page Queries	ppropriate Query link.	teria in the <b>Query</b> f	×
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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	The search clicking Se Scheduled Qu *Query Type: Query: Query CG_BAH_COL	arch. Click the a uery Search Page Queries CG_BAH Pe	Insonalize   Find   View All   2   1	First () 1-12 of 12 () Last Public	×
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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	The search clicking Se Scheduled Qu *Query Type: Query: Query: CG_BAH_COL CG_BAH_DEF CG_BAH_DEF	arch. Click the a uery Search Page Queries CG_BAH Pendent_DATA PENDENT_DATA_COMPANY	INCOMPARIANCE INTERNATIONAL INFORMATION INFORMATICA INFORMATION INFORMATION INFORMATION INFORMATION IN	First (1-12 of 12 (1) Last Public Public Public	×
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CG_BAH_DEPENDENT_VERIFY_DEPT BAH Dep Verification - Dept Public	The search clicking Se Scheduled Qu *Query Type: Query: Query: CG_BAH_COL CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF	arch. Click the a uery Search Page Queries CG_BAH PENDENT_DATA PENDENT_DATA DENDENT_DATA_DEPT PENDENT_DATA_COMPANY PENDENT_DATA_EMPLID PENDENT_DATA_MAIN PENDENT_DATA_MAIN1	Search Search Search BAH and COLA Report BAH Dependent Data BAH Dependent Data by Dept BAH Dependent Data by EE BAH Dependent Data BAH Dependent Data BAH Dependent Data BAH Dependent Data	First  Title of 12  Electric Last Public	×
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CG_BAH_DEPENDENT_VERIFY_SPO BAH Dep Verification - SPO Public	The search clicking Se Scheduled Qu *Query Type: Query: Query: CG_BAH_COL CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF	arch. Click the a uery Search Page Queries CG_BAH Pendent_DATA Pendent_DATA Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_EMPLID Pendent_DATA_MAIN Pendent_DATA_MAIN1 Pendent_DATA_SPO Pendent_VERIFY_DATA	Search Search Search SAH Dependent Data BAH Dependent Data BAH Dependent Data by Dept BAH Dependent Data BAH Dependent Verify Response BAH Dependent Verify Response	First  Title of 12  Elevent Last Public	×
CG_BAH_HISTORICAL_CERT BAH Historical Cert Public	The search clicking Se Scheduled Qu *Query Type: Query: CG_BAH_COL CG_BAH_COL CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF	arch. Click the a uery Search Page Queries CG_BAH Pendent_DATA Pendent_DATA_COMPANY PENDENT_DATA_COMPANY PENDENT_DATA_COMPANY PENDENT_DATA_COMPANY PENDENT_DATA_COMPANY PENDENT_DATA_COMPANY PENDENT_DATA_COMPANY PENDENT_DATA_MAIN1 PENDENT_DATA_MAIN1 PENDENT_VERIFY_DATA PENDENT_VERIFY_DEPT	Search Search Search Search SAH and COLA Report BAH Dependent Data BAH Dependent Data BAH Dependent Data by Dept BAH Dependent Data BAH Dependent Verify Response BAH Dep Verification - Dept	First  Title of 12  Elevent Last Public Publ	×
	The search clicking Se Scheduled Qu *Query Type: Query: Query: CG_BAH_COL CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF	arch. Click the a uery Search Page Queries CG_BAH Pendent_DATA Pendent_DATA Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_MAIN1 Pendent_DATA_MAIN1 Pendent_DATA_SPO Pendent_VERIFY_DEPT Pendent_VERIFY_SPO	Search Search Search Search Search Search SAH Dependent Data BAH Dependent Data BAH Dependent Data by Dept BAH Dependent Data BAH Dependent Verify Response BAH Dep Verification - Dept BAH Dep Verification - SPO	First  Title of 12  Last Public Publi	×
Return	The search clicking Se Scheduled Qu *Query Type: Query: Query: CG_BAH_COL CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF CG_BAH_DEF	arch. Click the a uery Search Page Queries CG_BAH Pendent_DATA Pendent_DATA Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_COMPANY Pendent_DATA_MAIN1 Pendent_DATA_MAIN1 Pendent_DATA_SPO Pendent_VERIFY_DEPT Pendent_VERIFY_SPO	Search Search Search Search Search SAH Dependent Data BAH Dependent Data BAH Dependent Data by Dept BAH Dependent Data BAH Dependent Verify Response BAH Dep Verification - Dept BAH Dep Verification - SPO	First  Title of 12  Last Public Publi	×

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#### Procedures,

continued

Step		Action
7	Depending on which	ch query is selected, additional information might be required
		vard. In this example, the Set ID and the Deptid – SPO
		I for the CG_BAH_COLA report. Click <b>OK</b> .
	Deptitu are required	The the CG_DATI_COLA report. Click OK.
		×
		Help
	CG_BAH_COLA	
		·
	0-110 (11 00	
	Set ID (Use 00	010 for CG) 00010 Q
	Deptid - SPO Deptid	(Required) 007527
	OK C	ancel
0	C1' 1 D	
8	Click <b>Run</b> .	
	Schedule Query	
	Run Control ID ABC	Report Manager Process Monitor Run
	Query Name CG_BAH_CO	A Search
	*Description BAH and COL	A Report
	Update Parameters	
	Prompt Name	Value
	SETID	00010
	DEPTID	007527
	R Save	📑 Add 🗾 Update/Display
9	Select PSUNX from	n the Server Name drop-down and click OK.
	Process Scheduler Reques	1
		Help
	User ID 1234567	Run Control ID ABC
	Server Name PSUNX	✓ Run Date 11/14/2022 🛐
	Recurrence	Run Time 11:02:45AM Reset to Current Date/Time
	Time Zone	٩
	Process List Select Description	Process Name Process Type *Type *Format Distribution
	PSQUERY	PSQUERY Application Engine Web V TXT V Distribution
	OK Cancel	
	Cit Currour	
		18.

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#### Procedures,

Step						Ac	tion			
10	The Process Instance will display. Click the Process Monitor link.									
	Sch	edule (	Que	ry						
		Run Co	ntrol	ID ABC			Report Manager	Process M	lonitor	Run
							Γ	Process Inst	ance:132036	51
	Qu	ery Name	CG	BAH_COLA			Search			
	*De	scription	BAH	and COLA Re	port					
		te Parame	eters							
	Pror	npt Name		Va	lue					
	SET	'ID		00	010					
	DEF	DIT		00	)7527					
	🔒 S	ave						📑 Add	🔰 Updat	te/Display
11							ws Success and	l the <b>Dis</b>	tributio	n Status
	show	vs Poste	ed. (	Click the I	Details li	nk.				
		-		•		-	ery, this could		•	
			inue	working	on other	things	, returning peri	odically	to check	the
	statu	S.								
		ocess Reque	est For							
		ID 1234567	C	Type	~	Last	✓	1 Days 🔹	Refr	esh
	Ser		~	Name	۹	Instance	From Instance	То	Report Mana	ager
	Run	Status		✓ Distributio	n Status		✓ Save On Refresh			Ŭ.
	Process	_								
		2						_	1-1 of 1 ∨ ▶ Distribution	View All
	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Status	Details
		1320361		Application Engine	PSQUERY	1234567	11/14/2022 11:02:45AM PST	Success	Posted	Details
		o Schedule a C	ງ Juery							
	Save	Notify	J							

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#### Procedures,

	Action	
lick View Log/Trace.		
	Process Detail	>
Process		He
Instance 1320361	Type Application Engine	
Name PSQUERY	Description PSQUERY	
Run Status Success	Distribution Status Posted	
Run	Update Process	
Run Control ID ABC	◯ Hold Request	
Location Server	Queue Request	
Server PSUNX	<ul> <li>Cancel Request</li> <li>Delete Request</li> </ul>	
Recurrence	Re-send Content Restart Reg	uest
Date/Time	Actions	
Request Created On 11/14/2022 11:06	43AM PST Parameters Transfer	
Run Anytime After 11/14/2022 11:02:	Message Log View Locks	
Began Process At 11/14/2022 11:06	57AM PST	
Ended Process At 11/14/2022 11:07	View Log/Trace	
OK Cancel		
lick the <b>Query</b> name (usually e	nds in .csv) link.	
Y	/iew Log/Trace	×
Report		Help
	Message Log	
Run Status Success	cess Type Application Engine	
BAH and COLA Report		
Distribution Details		
Distribution Node RPTNODE	Expiration Date 12/29/2022	
File List		
Name	File Size (bytes) Datetime Created	
AE_PSQUERY_1320361.stdout	289 11/14/2022 11:07:12.990917AM PS	ST
AE_PSQUERY_1320361.stdout CG_BAH_COLA-1320361.csv		
	289         11/14/2022 11:07:12.990917AM PS           259         11/14/2022 11:07:12.990917AM PS	
CG_BAH_COLA-1320361.csv		
CG_BAH_COLA-1320361.csv Distribute To	259 11/14/2022 11:07:12.990917AM PS	
CG_BAH_COLA-1320361.csv Distribute To Distribution ID Type	259 11/14/2022 11:07:12.990917AM PS	

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#### Procedures,

Step	Action
14	Save the report to a file/folder on your computer.
	🧿 Save As 🛛 🗙
	← → ∽ ↑ ↓ → This PC → Downloads v ♂ ♪ Search Downloads
	Organize → New folder 👔 🔮 → 🕐
	This PC     Name     Date modified       3D Objects     No items match your search.       Desktop       Documents       Downloads
	> ♪         Music           > ≅         Windows (C:)           > ≅         NetApps (\\PPCMS-FP002) (0:)           >          ■           Public (\\PPCMS-FP002) (P:)         ×
	File name:       CG_BAH_COLA-1320361       ~         Save as type:       Microsoft Excel Comma Separated Values File       ~         A Hide Folders       Save       Cancel        :      :      :
15	To open the report, double-click the saved file.         ✓ Quick access       ✓ Todav (1)         ● Desktop       ✓ Todav (1)         ● Downloads       ✓ CG_BAH_COLA-1320361       11/14/2022 10:09 AM       Microsoft Excel Com       1 KB         ● Pictures       ✓ Last month (1)       ● SRD       ● SRB-04 Counseled on SRB payments for new       10/25/2022 7:54 AM       Microsoft Word 97       36 KB
16	The Results of the query will display in an Excel spreadsheet format for viewing/sorting.
	Image: Sector in the secto