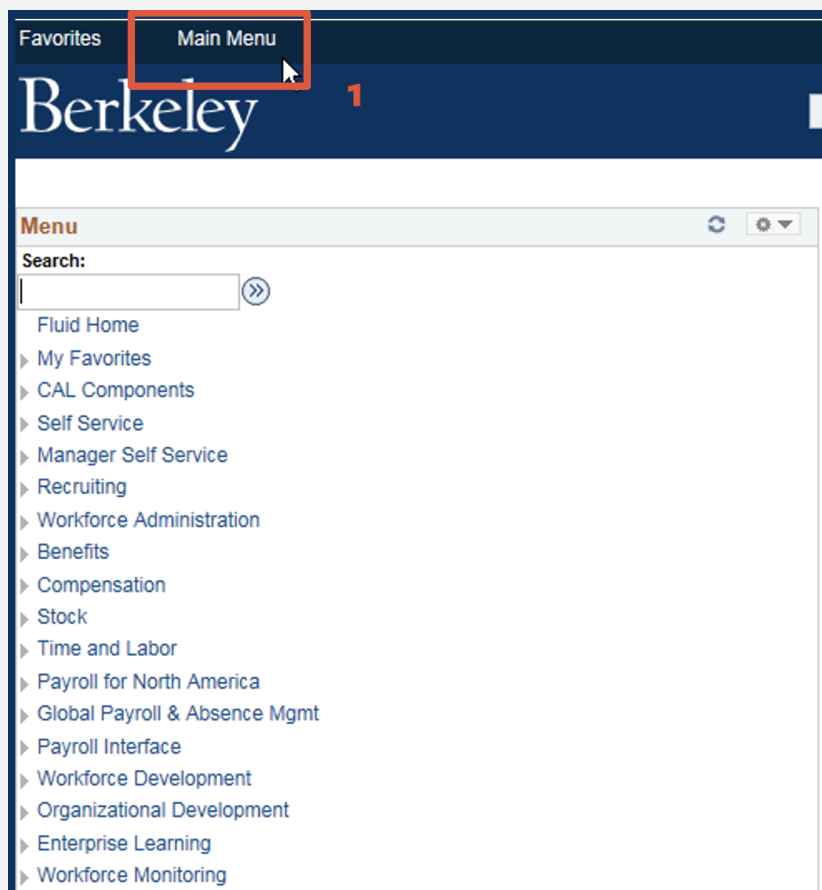


Scheduling a Query (Query Viewer)

Once you have chosen a query to run, it will run in the current date and time, unless you tell Query Viewer otherwise. Running **Scheduler** gives you the ability to designate a run date and time, as well as a time zone, recipients, and output type and format.

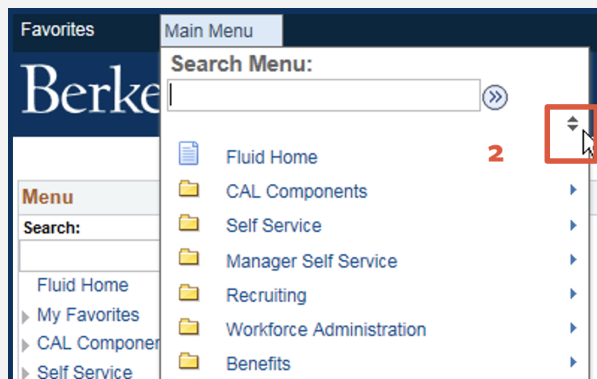
Note: Advisors, if you are accessing Query Viewer from within the Reporting Center, ignore **Steps 1-5**, and go directly to **Step 6**.

1. After you have logged in to Campus Solutions, using your CalNet ID and passphrase, click the **Main Menu** link at the top, right of the page.



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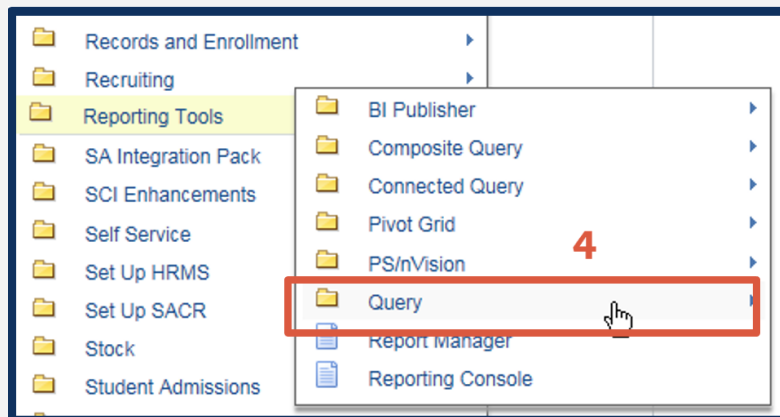
2. Click the **Menu Sort** button at the top of the **Main Menu**.



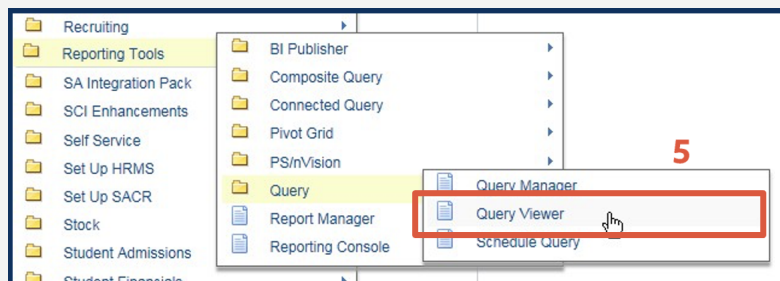
3. Click **Reporting Tools**.



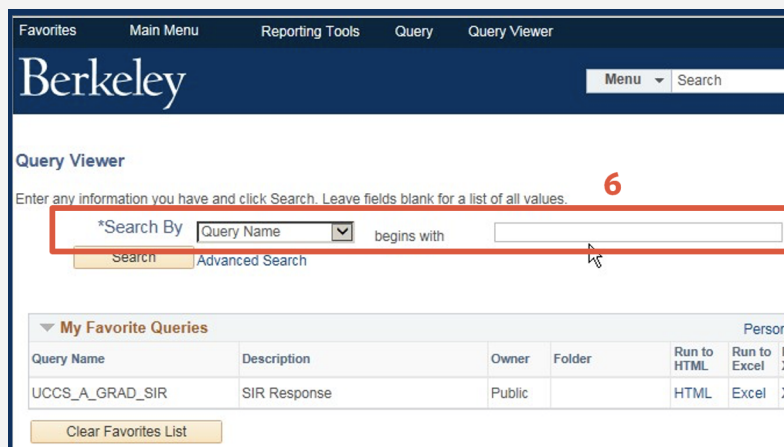
4. Click **Query**.



5. Click **Query Viewer**.



6. Search for a query. (Observe the **Search by Query Name "begins with"** option. Type the beginning of a query name in the text box to the right of "begins with".)



7. Or you could click on the **Advanced Search** link to launch **Query Viewer's** advanced search tool, which allows you to search different options with a as "**begins with**".

The screenshot shows the Berkeley Query Viewer interface. At the top, there are navigation links: 'Favorites', 'Main Menu', and 'Reporting Tools'. Below the Berkeley logo, the title 'Query Viewer' is displayed. A message says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a '*Search By' dropdown menu set to 'Query Name'. Below this are two buttons: 'Search' and 'Advanced Search'. The 'Advanced Search' button is highlighted with a red box, and a red number '7' is placed below it. Below the buttons is a section titled 'My Favorite Queries' with a table showing 'UCCS_A_GRAD_SIR' and 'SIR Response'. At the bottom is a 'Clear Favorites List' button.

The screenshot shows the Berkeley Query Viewer 'Basic Search' form. It contains several search criteria with dropdown menus and text input fields: 'Query Name' (begins with), 'Description' (begins with), 'Uses Record Name' (begins with), 'Uses Field Name' (begins with), 'Access Group Name' (begins with), 'Folder Name' (begins with), '*Query Type' (User), and 'Owner'. A note at the bottom states: 'When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOY'. At the bottom are 'Search', 'Clear', and 'Basic Search' buttons.

8. Here we can search for a description that "**contains**" a text string.

The screenshot shows the Berkeley Query Viewer 'Basic Search' form with the 'Description' dropdown menu open. The dropdown menu shows options: 'begins with', 'contains', and 'not ='. The 'contains' option is selected and highlighted with a red box. A red number '8' is placed to the left of the dropdown. The 'Basic Search' button at the bottom is also highlighted with a red box.

9. Returning to **Basic Search** (by clicking on the **Basic Search** link), we will search for a **Query Name** that "**begins with**" "**uccs**".

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 UCCS

Search Advanced Search

Note: Searches are NOT case sensitive.

10. Click the **Search** button.

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 UCCS

Search Advanced Search

11. Note that we are viewing 30 out of 300 search results. To navigate to the next group of 30, click the **Show Next Rows** button.

Query Viewer

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

*Search By

Query Name

beginns with

UCCS

Search

Advanced Search

Search Results

Too many items met your search criteria. Only the first 300 items displayed.

*Folder View

All Folders

11

Query	Personalize	Find	View	100	First	1-30 of 300	Last		
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Assign to Favorites
UCCS_R_CATALOG_HISTORY_TEST	Course Catalog: History	Private	CTLG - GENERAL	HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_ACLUTR	Assign Checklist Item ACLUTR	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_AHSTR	Assign Checklist Item AHSTR	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_AUFRFN	Assign Checklist AUFRFN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_AUSIR	Assign SIR Checklist	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

12. Once you have located your query, click its **Schedule** link.

Query Viewer

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

*Search By: begins with

Search Results Too many items met your search criteria. Only the first 300 items displayed.

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCCS_R_CATALOG_HISTORY_TEST	Course Catalog: History	Private	CTLG - GENERAL	HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_ACLUTR	Assign Checklist Item ACLUTR	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_AHSTR	Assign Checklist Item AHSTR	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_AUFRFN	Assign Checklist AUFRFN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_AUSIR	Assign SIR Checklist	Public		HTML	Excel	XM	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_AUSIRF	Assign Checklist Item AUSIRF	Public		HTML	Excel	XM	Schedule	Lookup References	Favorite

13. The **Scheduled Query** window appears in which you can search for an existing run control ID, or add a new run control ID.

We will add a new run control ID.

Once you entered it, click the Add button

Scheduled Query

Private Query:

Query Name:

Run Control ID:

13

14. Type a **Description** of the query, and click the OK button.

Schedule Query

Run Control ID:

Query Name:

*Description:

14

15. The **Process Scheduler Request** window opens.

By default, the **Run Date** and **Run Time** will be set to the current date and time, and **Recurrence** and **Time Zone** will have no values present. **Type** and **Format** are typically set to "Web" and "TXT"

Process Scheduler Request

User ID 1058444 Run Control ID uccs_ad_assign_ausir

Server Name [dropdown] Run Date 02/04/2016 [calendar icon]

Recurrence [dropdown] Run Time 2:30:34PM [Reset to Current Date/Time]

Time Zone [search]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

OK Cancel

16. To change the date, either type the new value in the Run Date text box, or select a date from the calendar to the text box's right.

Dates are in the format: **DD/MM/YYYY**

17. To change the **Run Time**, type a different time in the **Run Time** text box. Times can be entered in AM/PM (12-hour time) or in 24- hour time.

Process Scheduler Request

User ID 1058444 Run Control ID uccs_ad_assign_ausir

Server Name [dropdown] Run Date 02/04/2016 [calendar icon]

Recurrence [dropdown] Run Time 2:30:34PM

Time Zone [search]

Select	Description	Process Name	Process Type
☒	PSQUERY	PSQUERY	Application Engine

OK Cancel

Calendar

February 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Current Date

18. By default, **Recurrence** is set to **None**, but you can apply a recurrence by clicking on the **Recurrence** drop-list arrow and making a selection.

The screenshot shows the 'Process Scheduler Request' form. The 'User ID' is 1058444 and the 'Run Control ID' is partially visible. The 'Server Name' is a dropdown menu. The 'Recurrence' dropdown menu is open, showing options: 'Daily', 'Daily Burge', 'M-F at 5pm' (highlighted with a red box and a mouse cursor), 'PRJ00_DAILY', 'PerfMon Reaper Recurrence', 'RP_INIT', 'UCB Daily at 6am', and 'Weekly - Friday'. The 'Run Date' is 02/04/2016 and the 'Run Time' is 2:30:34PM. A red number '18' is overlaid on the right side of the form. Below the recurrence menu is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table contains one row for 'PSQUERY' with a checked 'Select' box.

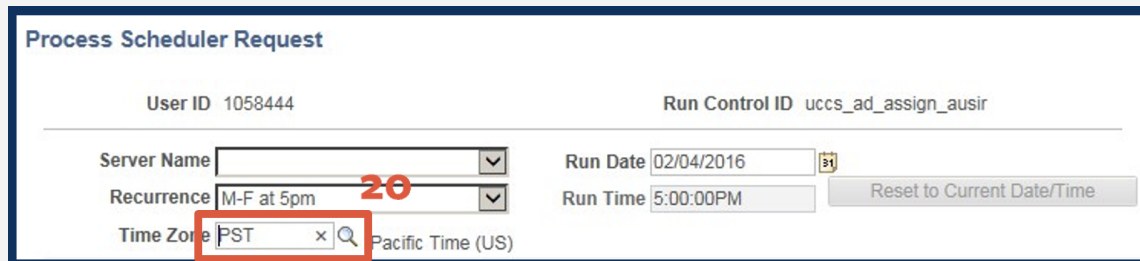
19. Each **Recurrence** has a preset **Run Date** and **Run Time**. For example, to the right we see that a **M-F at 5pm** run takes place at **5:00 PM**. Observe that for this run, this time is grayed out and therefore cannot be changed, although the date can be altered.

(A system administrator will set up the selections within the **Recurrence** menu and their associated run dates and times.)

The screenshot shows the 'Process Scheduler Request' form. The 'User ID' is 1058444 and the 'Run Control ID' is uccs_ad_assign_ausir. The 'Server Name' is a dropdown menu. The 'Recurrence' dropdown menu is set to 'M-F at 5pm'. The 'Run Date' is 02/04/2016 and the 'Run Time' is 5:00:00PM, which is grayed out and highlighted with a red box. A red number '19' is overlaid on the left side of the form. Below the recurrence menu is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table contains one row for 'PSQUERY' with a checked 'Select' box.

20. Make sure you set the **Time Zone** to **PST** (Pacific Standard Time).

(Click the **Look up** icon - a magnifying glass - to view a table of time zones.)



Process Scheduler Request

User ID 1058444 Run Control ID uccs_ad_assign_ausir

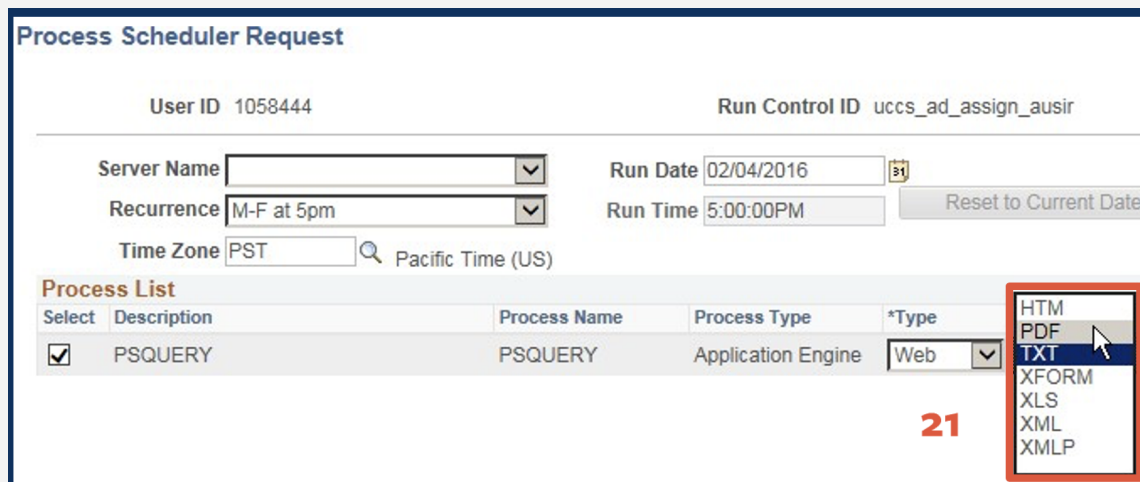
Server Name Run Date 02/04/2016

Recurrence M-F at 5pm Run Time 5:00:00PM

Time Zone **PST** Pacific Time (US)

20

21. You may want to set the format to **PDF**.



Process Scheduler Request

User ID 1058444 Run Control ID uccs_ad_assign_ausir

Server Name Run Date 02/04/2016

Recurrence M-F at 5pm Run Time 5:00:00PM

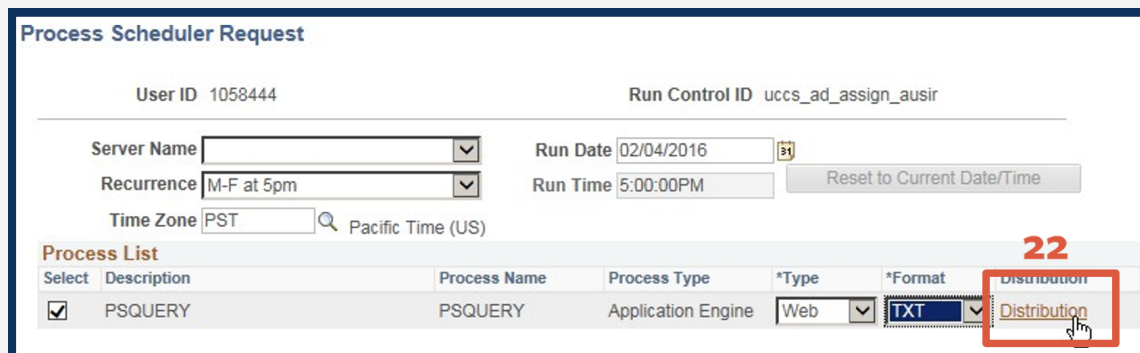
Time Zone PST Pacific Time (US)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	PSQUERY	PSQUERY	Application Engine	Web	PDF	

21

22. You can also set up distributing the report to someone else by clicking the **Distribution** link.



Process Scheduler Request

User ID 1058444 Run Control ID uccs_ad_assign_ausir

Server Name Run Date 02/04/2016

Recurrence M-F at 5pm Run Time 5:00:00PM

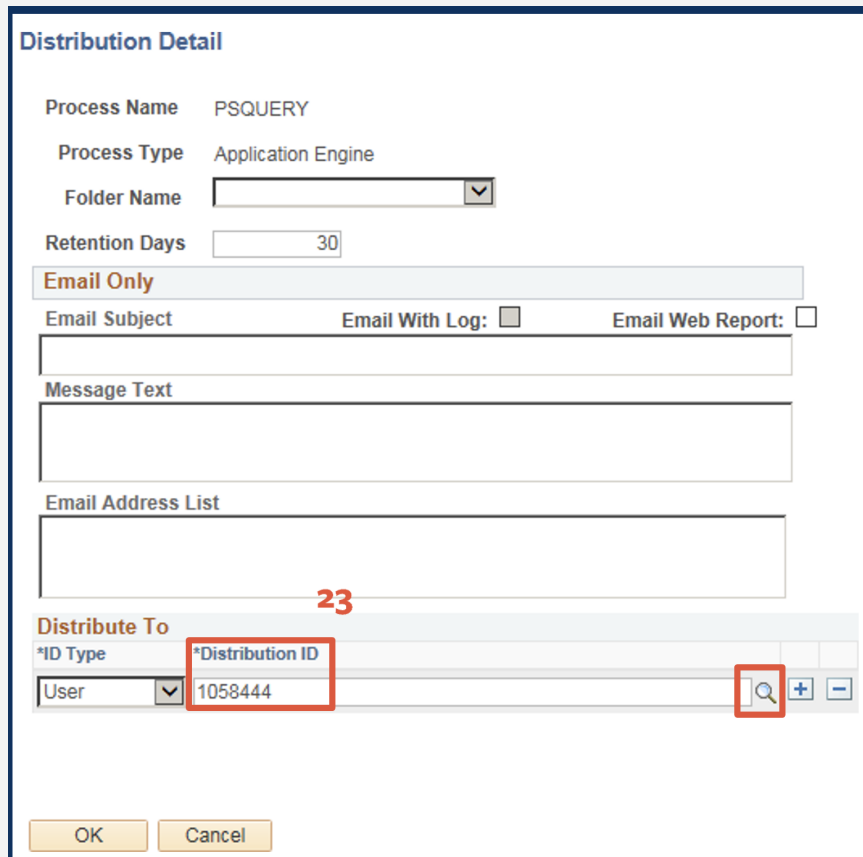
Time Zone PST Pacific Time (US)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

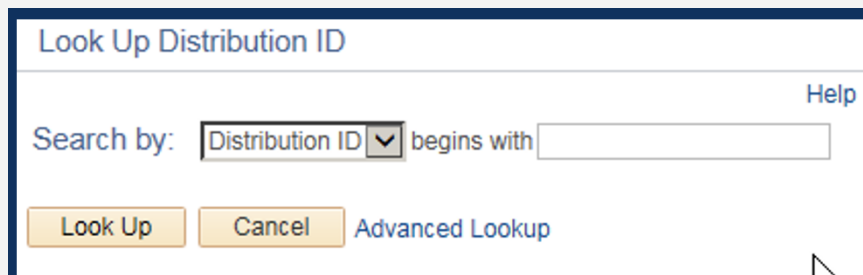
22

23. In the **Distribution Detail** window, if you know the **User's** ID, enter it in the **Distribution ID** text box. If you do not know it, click on the **Look Up** icon to search for the User name and UID.



The screenshot shows the 'Distribution Detail' window. At the bottom, the 'Distribute To' section has a red box around the '*Distribution ID' field containing '1058444'. Another red box highlights the 'Look Up' icon (magnifying glass) to the right of the ID field. A red number '23' is placed above the 'Look Up' icon. The window also shows fields for Process Name (PSQUERY), Process Type (Application Engine), Folder Name (dropdown), Retention Days (30), Email Subject, Email With Log (checkbox), Email Web Report (checkbox), Message Text, and Email Address List. At the bottom are OK and Cancel buttons.

Type the last name of the **User**, then click the **Look Up** button. The user's name will appear in the **Search Results** listed below the **Look Up** button. Click on the appropriate user name



The screenshot shows the 'Look Up Distribution ID' window. It has a 'Search by:' label followed by a dropdown menu set to 'Distribution ID' and a text box labeled 'begins with'. At the bottom are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. A 'Help' link is in the top right corner.

24. The query can be distributed with an attached message.

25. Click the + or - signs to add or remove a recipient.

The screenshot shows the 'Distribution Detail' window. The 'Process Name' is 'PSQUERY' and the 'Process Type' is 'Application Engine'. The 'Folder Name' is a dropdown menu. The 'Retention Days' is set to 30. The 'Email Only' section has fields for 'Email Subject', 'Email With Log' (checkbox), and 'Email Web Report' (checkbox). The 'Message Text' field contains the number '24'. The 'Email Address List' field is empty. The 'Distribute To' section has a table with columns '*ID Type' and '*Distribution ID'. The first row shows 'User' and '1058444'. A red box highlights the '+' and '-' buttons next to the table. The number '25' is written in red below the table. At the bottom are 'OK' and 'Cancel' buttons.

26. When done setting up **Distribution**, click the **OK** button, to return to the **Process Scheduler Request** window.

This screenshot is identical to the previous one, showing the 'Distribution Detail' window. The 'Message Text' field still contains '24'. A red box now highlights the 'OK' button at the bottom left of the window. The number '26' is written in red above the 'OK' button.

27. Having set the **Run Time**, **Run Date**, **Time Zone**, and **Distribution**, and so forth, click the **OK** once more to return to the **Query Manager** window.

Process Scheduler Request

User ID 1058444 Run Control ID uccs_ad_assign_ausir

Server Name [dropdown] Run Date 02/04/2016 [calendar icon]

Recurrence M-F at 5pm Run Time 5:00:00PM [Reset to Current Date/Time]

Time Zone PST [search icon] Pacific Time (US)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	PSQUERY	PSQUERY	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution [dropdown]

27

OK Cancel

28. Back in the **Query Manager** window, click the **Home** link in the **Navigation Bar** across the top of the window, to continue working elsewhere in Campus Solutions, or click the **Sign out** link to end your Campus Solutions session.

Query Viewer

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

*Search By [dropdown] begins with [text input]

Search Advanced Search

Search Results

Too many items met your search criteria. Only the first 300 items displayed.

*Folder View [dropdown]

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCCS_R_CATALOG_HISTORY_TEST	Course Catalog: History	Private	CTLG - GENERAL	HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_ACLUTR	Assign Checklist Item ACLUTR	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCCS_AD_UG_ASSIGN_AHSTR	Assign Checklist Item AHSTR	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Note: To completely exit Campus Solutions, exit your browser, as well, at the end of a browser work session. Do not leave your open browser window unattended.