

The Query Viewer

The Query Viewer is new in PeopleSoft V9 and it can be described as a read-only version of Query Manager. The Query Viewer allows read-only access for users who only need to view or print queries.

The Query Viewer enables you to:

- Search for a query using a basic or advanced search
- Run a query
- Download the results of a query into a Microsoft Excel Spreadsheet
- Print a query

Steps

1. Navigate using the following path:

Reporting Tools > Query > Query Viewer

Query Viewer

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

***Search By:** begins with

[Advanced Search](#)

2. If the beginning characters of the Query Name or Description **are known**, remain on the **Basic Search** page.

- a. Search by Query Name or Description by selecting at the down arrow.
- b. In the edit box of the Search by row, enter the beginning characters.


If the beginning characters of the Query Name or Description **are not known**, proceed to the next step to do an Advanced Search.

Steps

3. To do an Advanced Search, click on the **Advanced Search** link.

Query Viewer

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

Query Name:	<input type="text" value="begins with"/>	<input type="text"/>
Description:	<input type="text" value="begins with"/>	<input type="text"/>
Uses Record Name:	<input type="text" value="begins with"/>	<input type="text"/>
Uses Field Name:	<input type="text" value="begins with"/>	<input type="text"/>
Access Group Name:	<input type="text" value="begins with"/>	<input type="text"/> 
Folder Name:	<input type="text" value="begins with"/>	<input type="text"/>
Owner:	=	<input type="text"/>

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

4. Select the criteria to locate the query you need. The following selections are one example.

In class, use the following criteria:

- Search by **Query Name**.
- Select a logical operator from the list at the down arrow.

In class, select **contains**.

- In the edit box of the Query Name row, type the text that is a part of the query's name.

In class, type **upkr**.

Steps

5. Click on the **Search** button.

Query Name:
 Description:
 Uses Record Name:
 Uses Field Name:
 Access Group Name:
 Folder Name:
 Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UPKR_COPY_QRY	Full name	Private		HTML	Excel	Schedule	Favorite
UPKR2_NRSGRAD_CRBYTERM_NSERGRP	UA_NURS_GRAD_CR_BYTERM_STUDGRP	Public		HTML	Excel	Schedule	Favorite
UPKR_DEGREES_AWARDED	Degrees Only by Term	Public		HTML	Excel	Schedule	Favorite
UPKR_ELICIA	CopyUAD4017Enr Mnrty Stu	Public		HTML	Excel	Schedule	Favorite
UPKR_ENGR_ENR_JULIE	UA_AANDS_POL_SCI_STDNTS_ENRLD	Public		HTML	Excel	Schedule	Favorite
UPKR_EOT_PROBATION_CALC	for EOT Acad Standng AcadGroup	Public		HTML	Excel	Schedule	Favorite
UPKR_JULIE	Fall class sections	Public		HTML	Excel	Schedule	Favorite

6. Locate the query and select the link for **HTML** (to open the query in the web browser) or **Excel** (to run the query directly to a Microsoft Excel spreadsheet).

7. In class, click on the **HTML** link for the query, UPKR_COPY_QRY.

Some queries contain prompts, in this example the following prompt returns:

Term:

ID	Name	Career	Term	Primary Academic Program
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In class, use 4087 in the Term field. Click on the **View Results** button.

Steps

8. The results will display in an Internet Explorer window.

Term: 4087

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (680 kb)

[View All](#) First Last

	ID	Name	Career	Term	Primary Academic Program
1	1	A	UGRD	4087	FAAU
2	1	A	UGRD	4087	FAAUP
3	1	A	UGRD	4087	FAAUP
4	2	A	UGRD	4087	FAAUP
5	1	A	UGRD	4087	FAAU
6	1	A	UGRD	4087	FAAUP
7	1	A	UGRD	4087	FAAU
8	1	A	UGRD	4087	FAAU
9	2	A	UGRD	4087	FAAU
10	1	A	UGRD	4087	FAAU
11	1	A	UGRD	4087	FAAU
12	1	A	UGRD	4087	FAAU
13	2	A	UGRD	4087	FAAU
14	2	A	UGRD	4087	FAAU
15	1	A	UGRD	4087	FAAU
16	1	A	UGRD	4087	FAAU
17	1	A	UGRD	4087	FAAU
18	1	A	UGRD	4087	FAAU

9. From the results window, you can review the query results, download the results in an Excel Spreadsheet or download the results in a CSV Text file.

Select Excel Spreadsheet for data that has been formatted for a report appearance.

Select CSV Text File for data that has little formatting. This file may be opened in Excel or a database program, such as Access. Use the CSV format if the data will be used for a Word mail merge.

10. When you are finished with the data, close the Internet Explorer Window with the query results to return to the original PeopleSoft window with the Query Viewer.

11. Click on the **Home** link.