Query Viewer

Query Viewer is a PeopleSoft tool that allows you to run queries on PeopleSoft data. The queries are created by Data Stewards at CSUSM who have the query manager role. A PeopleSoft security role is required to be able to use Query Viewer, and view the results. Different roles exist for different sets of data (i.e. - student financials, student records, etc.).

To request access, follow the directions to submit a PS Access Request Form at:
http://www.csusm.edu/cms/accessrequest.html

This guide will cover the following topics:
- How to Access Query Viewer
- Query Naming Scheme
- Searching/Locating Queries
- Running a Query
- Add Query to Favorites

How To Access Query Viewer

Begin by logging into PeopleSoft.
1. Login to myCSUSM
2. Go to PeopleSoft (or Self Service link)
3. Navigate to Main Menu > Reporting Tools > Query > Query Viewer

Query Naming Scheme

CSUSM uses naming schema for queries – they must all be one word, there is a character limit, and they should include identification for the area they serve. We also have a practice of beginning each query with ‘SMO’. The query description should also describe the query name, purpose, or identifying field.

- Query names begin with “SMO_”
The few letters indicate the data area (SR for student records, AA for academic advising, SF for student financials, EL for Extended Learning, ATHL for athletes, CC for campus community, ADM for admissions, AP for academic planning, etc)

What follows should be some kind of abbreviation to indicate what the query is for, or the types of data that is returned.

Here are some example query names:

SMO_SR_BIOL_STDNTS (active biology students)
SMO_SR_ANTH_STDNTS (active anthropology students)
SMO_AA_CRSES_NOT_IN_CLST (Courses not on an ARR course list, for academic advising)
SMO_EL_TERM_STATS (term statistics for Extended Learning)

Searching/Locating Queries

If you have been provided a query name from a query manager or colleague, you can search for the exact query name by entering it in the search field, and clicking Search.

If you are searching for a query you don’t know the name of, you can narrow your search by entering a portion of the search and using a ‘wildcard’ character – ‘%’.

Use the arrows to navigate additional pages of results.
Search Example 1: I know the query will begin with ‘SMO_SR_’, and it is for biology students. I would enter in the search field: SMO_SR_%BIOL% , then click Search.
**Search Example 2:** I know the description said something about waitlisted students. Select the Search By drop down field, and change it to "Description", enter %wait%, and click Search.

![Query Viewer](image)

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMO_AA_CRS_ROSTER_ALL_TIME</td>
<td>ENRL/WAIT by CourseID</td>
<td>Private</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>SMO_AP_CLASS_SCHED_FACIL_CFLCT</td>
<td>Schedule - Awaiting Facil</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>SMO_EL_CRS_ENRL_BY_SUBJ</td>
<td>ENRL/WAIT by Subj</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>SMO_EL_CRS_ENRL_BY_SUB2</td>
<td>ENRL/WAIT by Subj</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>SMO_HR_ALL_PPT_AWAITING_ACTN</td>
<td>Pending PPT Forms (Await Act)</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>SMO_HR_Audit_Await_Act_Facility</td>
<td>Pending PPT Forms (Await Act)</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>SMO_SR_CLASS_ENRL_BY_INSTR</td>
<td>ENRL/WAIT by InstructorID</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>SMO_SR_CLASS_ENRL_SUMMARY</td>
<td>ENRL/WAIT by Classnbr</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>SMO_SR_CLASS_SCHED_DORG</td>
<td>Count of Enrl, Wait, and cap</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>SMO_SR_CRS_ENRL_BY_CRS_ID</td>
<td>ENRL/WAIT by CourseID</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
</tbody>
</table>

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Running a Query

1) After finding the query you want to run, click the “HTML” link to display the results through the browser, or “Excel” to download the results directly to an Excel document.

2) You may be prompted to enter parameters. If available, use the magnifying glass icon to lookup appropriate values to use.
3) While the query is processing, you will see a moving ‘processing’ icon in the upper right hand corner of the page.

4) After entering the query parameters, be sure to click the View Results button. If you hit Enter on the keyboard, the query will start to process, but the page will not refresh with the results. If this happens – just click ‘OK’ after the processing icon disappears from the upper right hand corner.

5) Use the arrows to navigate results

6) Click the Excel Spreadsheet link to export results.
Add Query to Favorites

1) From the Search page, locate the query you want to make a favorite, and click the ‘Favorite’ Link to the right of the query.

For additional help or questions on a specific query, contact your data steward, functional area technical lead, or contact the Faculty/Staff Helpdesk.