
LOS ANGELES COMMUNITY COLLEGE DISTRICT

Query Handbook



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Reports & Queries

A **query** in PeopleSoft is an ad-hoc tool to extract spreadsheet like data from the system without all the time and effort it takes to create a report.

- There are two types of queries
 - **Generic Queries** – These are generated in spreadsheet format, you can display them on the screen and/or elect to download to Excel.
 - **Bi Publisher Queries** – These are “pretty” versions of a query, generated into the format of your choice (pdf, txt, rtf, xls) which can be downloaded.

Running Queries

Generic Queries

Navigation: Campus Solutions Menu > Reporting Tools > Query > Query Viewer

- Enter the name of the query you want to run
 - Refer to “Available Reports & Queries” for the name of a query you want to run or
 - Enter into the search box **LAC_SRC** to find all the queries available for scheduling/curriculum

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](#)

- Press Search
- A listing of available queries appear. **IMPORTANT:** if you know the exact name of the query but cannot find it in the search results; contact DO-SIS-Authorizations@email.laccd.edu and indicate your PeopleSoft username and the exact name of the query.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LAC_SRC_APMS_PLACEMENTS	APMS Placements to Conditions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
LAC_SRC_APMS_PLACE_NO_COND	APMS Place no related Conds	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
LAC_SRC_CAMPUS_ARCHIVE	Classes after Proposed Date	Public	SR-CURRICULUM	HTML	Excel	XML	Schedule	Lookup References	Favorite
LAC_SRC_CCCAPPLY_PLANS	CCC Apply Plan List	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- Press the link to run to HTML or Excel for the query you want
- If the report has any parameters, you will be prompted to enter them

LAC_SRC_HRLY_NO_ENROLLMENT - Hourly Instructors, 0 Enrolled

Campus:

Term:

Campus	Term	Subject	Catalog	Section	Class Nbr
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6. Press View Results

- If you selected HTML the data will appear on the screen
- If you selected Excel you will be prompted to open the file

BI Publisher Queries

Navigation: Campus Solutions Menu > Reporting Tools > BI Publisher > Query Report Viewer

1. Enter the name of the query you want to run; refer to “Available Reports & Queries”

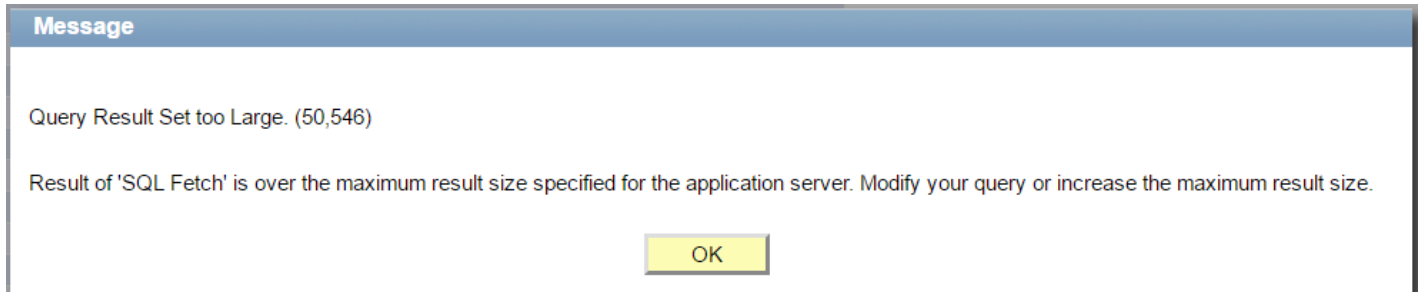
Search Results		Show Template Prompts				
Report Definition		Personalize Find View All  		First	1 of 1	Last
Report Name	Description	Data Source ID	*Format	Burst	View Report	
LAC_SR_LTR	Faculty Hourly Assignment Ltr	LAC_SRC_HRLY_LETTER	PDF <input type="text" value="v"/>	N	View Report	

2. Select the format you want
3. Click the View Report link
4. Enter any parameters if required and press OK
5. The report will appear in a separate tab.

Running Large Queries (first time for a specific query)

If you ran a query and received an error message “Query Result Set too Large” then follow these instructions. [Note](#): this process will result in an email that will include a link back to PS where you can log in and download the file.

If you received the error message below, then follow the instructions in this section.



Navigation: Campus Solutions Menu > Reporting Tools > Query > Query Viewer

1. Search for the query you want to run then press the “Schedule” link on the appropriate query

Query Viewer

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

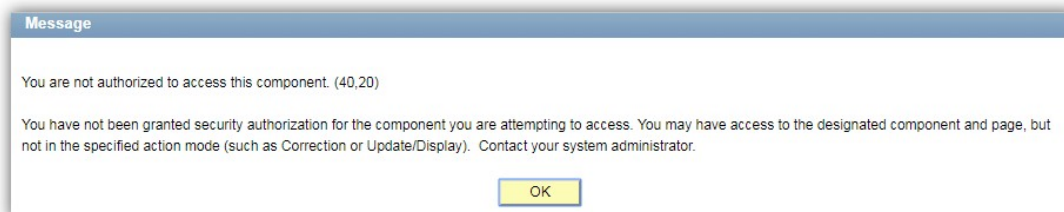
*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LAC_SRC_FTEF_EXCEL	Listing of classes w/FTEF	Public	SR-CURRICULUM	HTML	Excel	XML	Schedule	Lookup References	Favorite

Note: if you get the error message below after clicking “Schedule” then send an email to DO-SIS-Authorizations@email.laccd.edu with your username and a complete screen shot of the entire page with the message.



2. Press Add a New Value

- The “Scheduled Query” screen appears, enter a Run Control ID
 - IMPORTANT:** The Run Control ID you enter here is specific to this report and the parameters you enter in the next few steps.

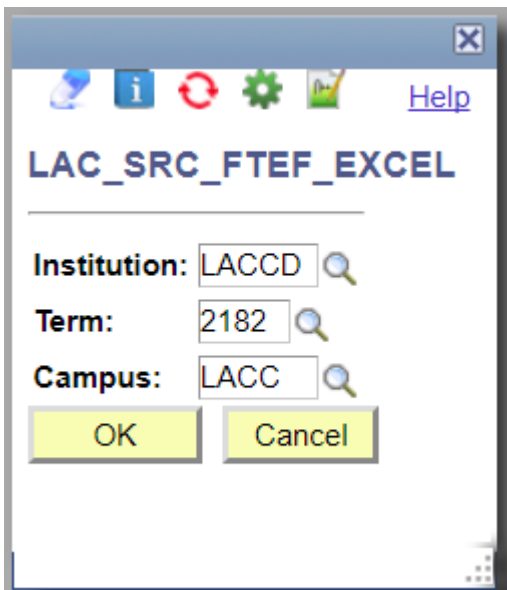
Scheduled Query

Private Query:

Query Name:

Run Control ID:

- Press Add
- A parameters page appears for you to enter values. **IMPORTANT:** all values must be entered even if one or more are optional. The schedule query process does not allow blank values even if they are noted as optional.



LAC_SRC_FTEF_EXCEL

Institution:

Term:

Campus:

- Press OK.

- You are taken to the Schedule Query page where you can confirm your values and make changes if needed. Ensure you enter a description. **IMPORTANT: all values must be entered.**

Schedule Query

Run Control ID: FTEF-LACC

[Report Manager](#)

[Process Monitor](#)

Query Name:

*Description:

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	<input type="text" value="LACCD"/>
STRM	<input type="text" value="2182"/>
CAMPUS	<input type="text" value="LACC"/>

- Press OK
- Click [Distribution](#) link

Process Scheduler Request

User ID AFANAER

Run Control ID FTEF-LACC

Server Name
 Run Date

Recurrence
 Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

10. Distribution Detail screen appears

- Check the “Email Web Report” checkbox
- Enter an Email Subject
- Leave Message Text blank
- Leave Email addresses area blank.
- Under Distribute To ensure your username is listed.

Distribution Detail

Process Name PSQUERY

Process Type Application Engine

Folder Name

Retention Days

Email Only

Email Subject Email With Log: **Email Web Report:**

Message Text

LACC FTEF

Email Address List

--

Distribute To

*ID Type	*Distribution ID
User	AFANAER

OK

Cancel

- Press OK and you will be taken to the screen below.

Process Scheduler Request

User ID AFANAER Run Control ID FTEF-LACC

Server Name Run Date

Recurrence Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

- Press Ok again **Note:** the system will process the request immediately, so you should receive an email within 5 minutes. The process could take longer depending on how much data is retrieved. **IMPORTANT:** The system sends an email with a link in the body. When the link is clicked it will take you back to log in if you are not already logged in (using Internet Explorer). Then you will have to press the link in the email again to fetch the file.
- When you receive the email, click on the link included in the email. If you are already logged in using Internet Explorer you can skip to step 16
- You will be taken to the login page to enter your username and password
- After logging in go back to the email and click the link again.
- You will be taken to a page like below. Press the link with the csv file. Ensure your browser pop-up blocker is turned off.

Report			
Report ID	243606	Process Instance	929918 Message Log
Name	PSQUERY	Process Type	Application Engine
Run Status	Success		
FTEF report for LACC			
Distribution Details			
Distribution Node	node	Expiration Date	<input type="text" value="12/08/2017"/>
File List			
Name	File Size (bytes)	Datetime Created	
AE_PSQUERY_929918.log	171	10/24/2017 11:20:28.086000AM PDT	
LAC_SRC_FTEF_EXCEL-929918.csv	94,449	10/24/2017 11:20:28.086000AM PDT	
Distribute To			
Distribution ID Type	*Distribution ID		
User	AFANAER		

Running Large Queries (second time for a specific query)

If you need to re-run a large query again, follow these instructions. **Note:** this process will result in an email that will include a link back to PS where you can log in and download the file.

Navigation: Campus Solutions Menu > Reporting Tools > Query > Query Viewer

1. Search for the query you want to run then press the “Schedule” link on the appropriate query

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](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LAC_SRC_FTEF_EXCEL	Listing of classes w/FTEF	Public	SR-CURRICULUM	HTML	Excel	XML	Schedule	Lookup References	Favorite

2. The “Scheduled Query” screen appears

Scheduled Query

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

▼ Search Criteria


Private Query:

Query Name:

Run Control ID:

Description:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

3. Press Search

- Select a previous Run Control ID from the results.

Scheduled 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

Private Query: begins with ▼ N

Query Name: begins with ▼ LAC_SRC_FTEF_EXCEL

Run Control ID: begins with ▼

Description: begins with ▼

Case Sensitive

Search
Clear
Basic Search Save Search Criteria

Search Results

Query Name	Run Control ID	Description
LAC_SRC_FTEF_EXCEL	FTEF-LACC	FTEF report for LACC
LAC_SRC_FTEF_EXCEL	ftef	Ftef

- You are taken to the Schedule Query page where you can confirm your values and make changes if needed. **IMPORTANT:** all values must be entered.

Schedule Query

Run Control ID: FTEF-LACC [Report Manager](#) [Process Monitor](#)

Query Name: LAC_SRC_FTEF_EXCEL

***Description:** FTEF report for LACC

Update Parameters

Prompt Name	Value
INSTITUTION	LACCD
STRM	2182
CAMPUS	LACC

OK
Cancel
Apply

- Press OK and you will be taken to the screen below.

Process Scheduler Request

User ID AFANAER Run Control ID FTEF-LACC

Server Name Run Date

Recurrence Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

- Press Ok again **Note:** the system will process the request immediately, so you should receive an email within 5 minutes. The process could take longer depending on how much data is retrieved. **IMPORTANT:** The system sends an email with a link in the body. When the link is clicked it will take you back to log in if you are not already logged in (using Internet Explorer). Then you will have to press the link in the email again to fetch the file.
- When you receive the email, click on the link included in the email. If you are already logged in using Internet Explorer you can skip to step 11
- You will be taken to the login page to enter your username and password
- After logging in go back to the email and click the link again.
- You will be taken to a page like below. Press the link with the csv file. Ensure your browser pop-up blocker is turned off.

Available Reports & Queries

BI Publisher Reports

A current listing of BI Publisher reports can be found on the site below. See “BI Publisher Queries” for instructions on how to run these.

<http://albacore.laccd.edu/HR/CurriculumSchedulingBIPublisher.htm>

Queries

A current listing of queries can be found on the site below. See “Generic Queries” for instructions on how to run these.

<http://albacore.laccd.edu/HR/CurriculumSchedulingQueries.htm>