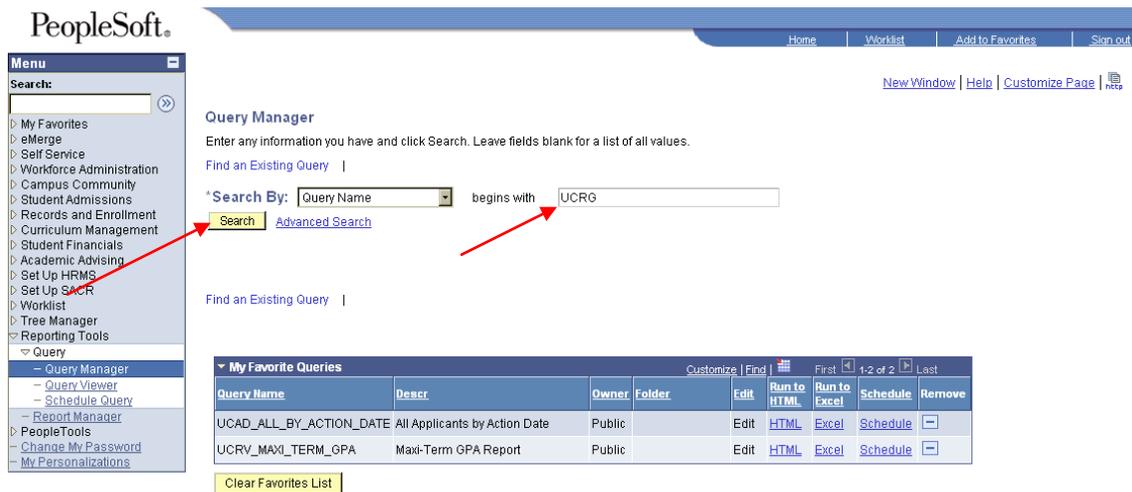


Staff members who use the Enrolment Control component may run a query which produces a summary report of the 'allow' actions that have been performed, by subject or by course.

Navigation: Reporting Tools>Query>Query Manager

1. Enter **UCRG** as the **Query Name**
2. Click on **Search**



The screenshot shows the PeopleSoft Query Manager interface. The search criteria are set to 'Query Name' and 'begins with UCRG'. The 'Search' button is highlighted with a red arrow. Below the search area, a table titled 'My Favorite Queries' is displayed with the following data:

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule	Remove
UCAD_ALL_BY_ACTION_DATE	All Applicants by Action Date	Public		Edit	HTML	Excel	Schedule	
UCRV_MAXI_TERM_GPA	Maxi-Term GPA Report	Public		Edit	HTML	Excel	Schedule	

3. Select (check) the **UCRG_ALLOW_BYCRSE** (Query Student Allows) query
4. Select the 'run to' format (HTML, Excel, Schedule) for the report (Excel is recommended as it can be saved and manipulated to suit)

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Menu

Search:

- ▶ My Favorites
- ▶ eMerge
- ▶ Self Service
- ▶ Workforce Administration
- ▶ Campus Community
- ▶ Student Admissions
- ▶ Records and Enrollment
- ▶ Curriculum Management
- ▶ Student Financials
- ▶ Academic Advising
- ▶ Set Up HRMS
- ▶ Set Up SACR
- ▶ Worklist
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ Query
 - Query Manager
 - Query Viewer
 - Schedule Query
 - Report Manager
- ▶ PeopleTools
- Change My Password
- My Personalizations

Query Manager

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

[Find an Existing Query](#) |

* Search By: begins with

[Advanced Search](#)

Search Results

Folder View:

Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input checked="" type="checkbox"/>	UCRG_ALLOW_BYCRSE	Query Student Allows	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	UCRG_EDEA_STDNT_GP	B.ED Stdnt for Enroll Appointm	Public		Edit	HTML	Excel	Schedule

[Find an Existing Query](#) |

My Favorite Queries

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule	Remove
UCAD_ALL_BY_ACTION_DATE	All Applicants by Action Date	Public		Edit	HTML	Excel	Schedule	<input type="button" value="-"/>
UCRV_MAXI_TERM_GPA	Maxi-Term GPA Report	Public		Edit	HTML	Excel	Schedule	<input type="button" value="-"/>

- Click on the magnifying glass to choose:
 - the **Institution** (required field)
 - the **Subject** (required field)
 - the **Catalog Number** (optional)
 - the **Term**

If the required information is known, it can be typed in, rather than using the magnifying glass

If a Catalog Number is not entered, the resulting report will list all 'allow' actions performed for the Subject chosen. For example, choosing 'GEOG' as the Subject, without stipulating a Catalog Number, will return a report summarizing the 'allow' actions for ALL Geography courses in the term specified.

- Click on **View Results**

UCRG_ALLOW_BYCRSE - Query Student Allows

Institution:

Subject:

Catalog Number:

Term:

Student Number	Name	Program	Degree	Major / Primary	Academic Load	Action Reason	Subject	Catalog #	Term 1	Term 1 Start Date	Term 2	Term 2 Start Date	Repeat Approved	Sections Specified	OPRID	Date/Time Stamp
----------------	------	---------	--------	-----------------	---------------	---------------	---------	-----------	--------	-------------------	--------	-------------------	-----------------	--------------------	-------	-----------------

The amount of time it takes to run the query will depend on the number of students involved. *Please be patient.*

7. A report is produced in the format specified (i.e., Excel), in read-only format, and in the layout displayed below
8. The report can be saved as an Excel file and manipulated to suit

	A	B	C	D	E	F	G	H	I
1	Maxi-Term GPA Report	158							
2	ID	Last Name	First Name	Academic Level	Acad Prog	Degree Plan	Primary Plan	Joint Program Ind	Maxi-Term GPA

NOTES:

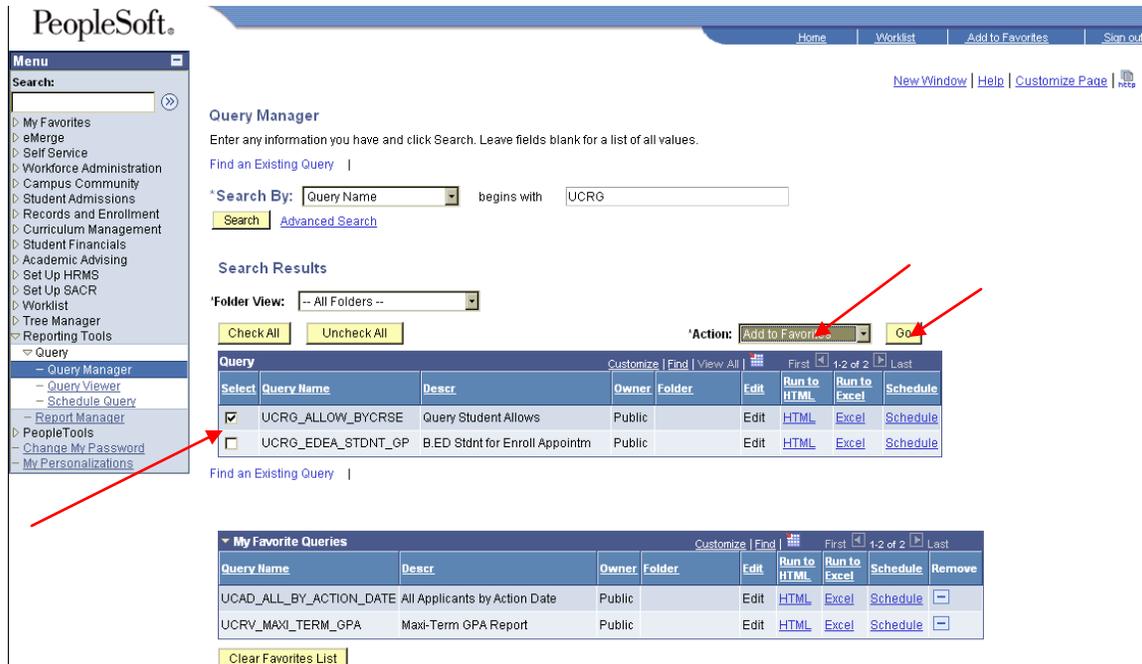
Query results will display information relative to the time when the query is run. Therefore the program information listed for each student is for the program which was in effect at the time the Allow Action was recorded for the student. If a student is not "active" for the term specified at the time the query is run, the program and plan information for the student will be blank in the query result.

Always refer to the appropriate parts of the system for accurate Program/Plan information and the related effective dates.

If the Query is run in HTML, it can be saved into Excel format. Staff should be aware that in HTML, depending on the size of the file, the information may be displayed on multiple pages. In this instance, the View All link must be used to display the full list of 'allow' actions.

Queries may be saved as a Favorite, which saves time by eliminating the need to search for the query:

1. Select the **Query** to add as a Favorite
2. Under the **Action** drop-down list, choose **Add to Favorites**, click on **Go**



The screenshot shows the PeopleSoft Query Manager interface. On the left is a navigation menu with 'Query' expanded. The main area shows search results for 'UCRG'. The 'Action' dropdown is set to 'Add to Favorites', and the 'Go' button is highlighted. Below the search results is a table of 'My Favorite Queries'.

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input checked="" type="checkbox"/>	UCRG_ALLOW_BYCRSE	Query Student Allows	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	UCRG_EDEA_STDNT_GP	B.ED Stnt for Enroll Appointm	Public		Edit	HTML	Excel	Schedule

My Favorite Queries									
Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule	Remove	
UCAD_ALL_BY_ACTION_DATE	All Applicants by Action Date	Public		Edit	HTML	Excel	Schedule	-	
UCRV_MAXI_TERM_GPA	Maxi-Term GPA Report	Public		Edit	HTML	Excel	Schedule	-	

3. The selected Query now appears under **My Favorite Queries**

PeopleSoft.

Menu

Search:

- ▶ My Favorites
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- ▶ Curriculum Management
- ▶ Student Financials
- ▶ Academic Advising
- ▶ Set Up HRMS
- ▶ Set Up SACR
- ▶ Worklist
- ▶ Tree Manager
- ▶ Reporting Tools
- ▼ Query
 - Query Manager
 - Query Viewer
 - Schedule Query
- Report Manager
- ▶ PeopleTools
 - Change My Password
 - My Personalizations

Query Manager

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

[Find an Existing Query](#) |

* Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

*Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input checked="" type="checkbox"/>	UCRG_ALLOW_BYCRSE	Query Student Allows	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	UCRG_EDEA_STDNT_GP	B.ED Stant for Enroll Appointm	Public		Edit	HTML	Excel	Schedule

[Find an Existing Query](#) |

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to Crystal	Schedule	Remove
UCAD_ALL_BY_ACTION_DATE	All Applicants by Action Date	Public		Edit	HTML	Excel		Schedule	<input type="button" value="[-]"/>
UCRG_ALLOW_BYCRSE	Query Student Allows	Public		Edit	HTML	Excel	Crystal	Schedule	<input type="button" value="[-]"/>
UCRV_MAXI_TERM_GPA	Maxi-Term GPA Report	Public		Edit	HTML	Excel		Schedule	<input type="button" value="[-]"/>

