

Using PeopleSoft Query Manager

Query Manager: Main Menu > Reporting Tools > Query > Query Manager

The first screen of Query Manager gives users the option to search for a Query, create a new Query, and displays any previously selected Favorite Queries.

Searching

Basic search uses the Operator "Begins With" in multiple criteria:

- Access Group Name
- Description
- Folder Name
- Owner
- Query Name
- Type
- Uses Field Name
- Uses Record Name

Advanced Search has more search functionality with operators:

- <
- <=
- =
- >
- >=
- Begins With
- Between
- Contains
- In
- Not =

Using Wildcards

PeopleSoft allows wildcard use.

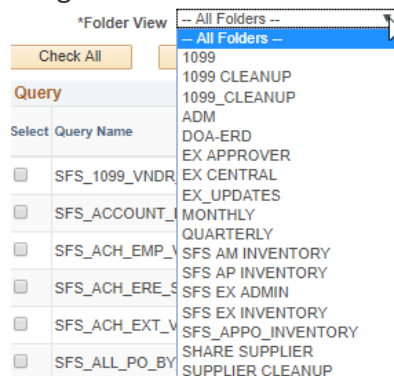
- `_` matches any single character. For example, `_ones` matches any five-character string ending with "ones", such as "Jones" or "Cones".
- `%` matches any string of zero or more characters. For example, `C%` matches any string starting with C, including C alone.

To use one of the wildcard characters as a literal character (for example, to include a % in your string), precede the character with a `\` (for example, `percent\%`).

Options

Refine Results by Folder

Select a folder from the Folder View drop-down to further refine the search. This field will appear only after first performing a search.



[Edit the Query](#)

To edit a query, click on the hyperlink Edit (to the right of the folder name in the list of results). This will open the query in Query Manager. *SFS_ queries should only be edited by UWSA staff.

[Run the Query](#)

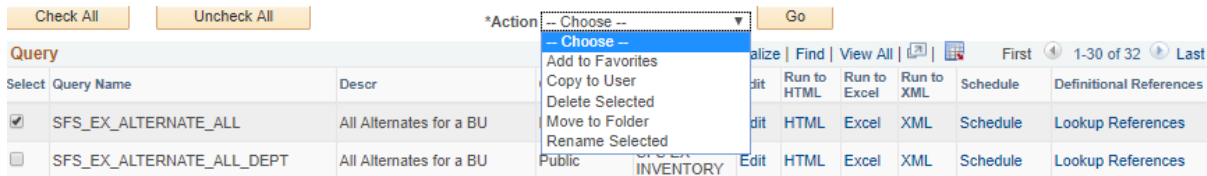
Results can be run to:

- HTML
- XML
- Excel
- Schedule

| Query | | | | | | | | | | | Personalize | Find | View All | First | 1-29 of 29 | Last |
|--------------------------|-----------------------------|-------------------------|--------|------------------|------|-------------|--------------|------------|----------|-------------------------|-------------|------|----------|-------|------------|------|
| Select | Query Name | Descr | Owner | Folder | Edit | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | | | | | | |
| <input type="checkbox"/> | SFS_EX_ALTERNATE_ALL | All Alternates for a BU | Public | SFS EX INVENTORY | Edit | HTML | Excel | XML | Schedule | Lookup References | | | | | | |
| <input type="checkbox"/> | SFS_EX_ALTERNATE_ALL_DEPT | All Alternates for a BU | Public | SFS EX INVENTORY | Edit | HTML | Excel | XML | Schedule | Lookup References | | | | | | |
| <input type="checkbox"/> | SFS_EX_ALTERNATE_TERMINATED | Terminated Alternates | Public | SFS EX INVENTORY | Edit | HTML | Excel | XML | Schedule | Lookup References | | | | | | |

[Select Options](#)

To the left of the list of results are checkboxes. One or more Queries can be selected. You can then bring up the list of available actions by selecting the drop-down menu from the Actions field.



Available actions are:

- **Add to Favorites** - Adds the query to the users list of favorite queries. It will display below query search results.
- **Copy to User** - Allows the query creator to share the private query with one or more other users. Used typically with Private Queries.
- **Delete Selected** - Permanently delete the selected query or queries.
- **Move to Folder** - Removes the query from its current folder and add it to the newly selected folder.
- **Rename Selected** - Renames the selected query. Every query must have a unique name, regardless of whether it is private or public.