



JOB AID

Queries: How to Schedule a Query

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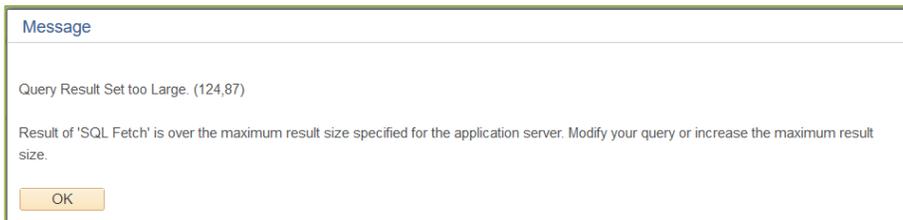
Process Monitor 6



Queries: How to Schedule a Query

Objective

Query Viewer has an internal limit on the amount of data the query will return. If the query results are too numerous and that internal limit is exceeded, a message like this will be returned along with the query results that are displayed:



When this message is received, the query did not return all the results that meet the query criteria, and those results should not be used as is. There are two options to obtain the query results:

1. Further narrow the query results by utilizing the prompts (if available) and re-run the query.
2. Schedule the query, which sets the query to run in the background and returns the entire results to you when ready.

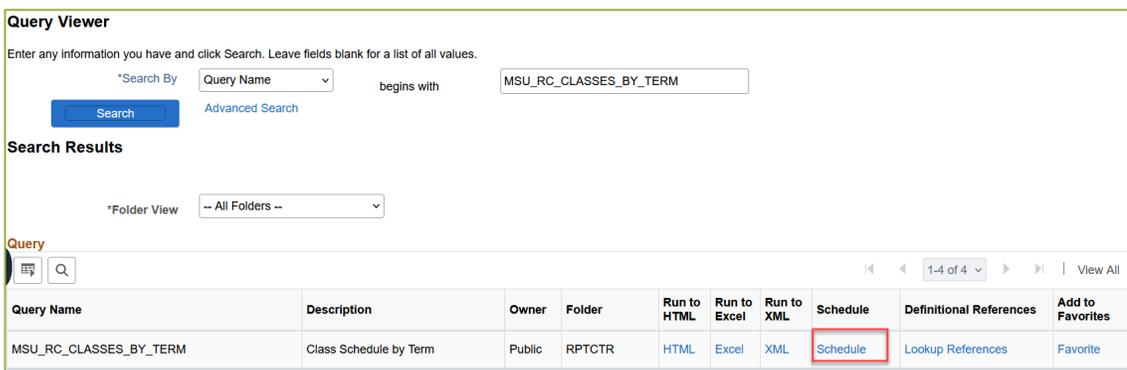
This document explains how to set up and run option 2 above.

Schedule a Query

The following steps will guide you through scheduling a query in Query Viewer.

Navigation: Admin Home Page > Reporting Tile > Query Viewer

Search for and locate your query. Click the “Schedule” link:



If you have scheduled this query before, you can enter the previously used Run Control ID and click Search, then set the desired query to run. If not, the next section describes how to create a new run control.



Create a new Run Control

If this is the first time you are running this query, you must create a new Run Control ID on the Add a New Value tab.

1. Click the Add a New Value tab.
2. Enter a Run Control ID. Choose what name you want and document it in your notes to use again later.

Scheduled Query

Find an Existing Value | **Add a New Value** 1

*Query Name: MSU_RC_CLASSES_BY_TERM

*Run Control ID: js_classes_by_term 2

Add 3

3. Click Add.
 - a. If the query has prompts, you will be presented with the prompts window to choose your inputs. Complete the prompts as needed and click OK. You will be shown a page with your prompt selections; hit OK again.

Scheduled Query

Find an Existing Value | Add a New Value

*Query Name: MSU_RC_CLASSES_BY_TERM

*Run Control ID: js_classes_by_term

Add

Find an Existing Value | Add a New Value

MSU_RC_CLASSES_BY_TERM Help

*Institution: MSU55

*Term: 2248

Choose MAU (college): 10002000

OR Choose Unit (dept):

OR Choose Subject:

OR Course Career:

Location:

Minimum Enrl Capacity: 0

*Show Instructor(s)?

OK b | Cancel



Schedule Query

Run Control ID: `js_classes_by_term` [Report Manager](#) [Process Monitor](#)

Query Name:

*Description:

[Update Parameters](#)

| Prompt Name | Value |
|--------------------|---------------------------------------|
| INSTITUTION | <input type="text" value="MSU55"/> |
| STRM | <input type="text" value="2248"/> |
| MSU_PARENT_ACADORG | <input type="text" value="10002000"/> |
| ACAD_ORG | <input type="text"/> |
| SUBJECT | <input type="text"/> |
| ACAD_CAREER | <input type="text"/> |
| LOCATION | <input type="text"/> |
| ENRL_CAP | <input type="text"/> |
| BIND9 | <input type="text" value="Y"/> |

b. The Process Scheduler Request page will then open.

Process Scheduler

The Process Scheduler Request page will appear.

- On the top half of the page, do not edit these boxes:
 - Server Name: Leave blank.
 - Recurrence: Leave blank.
 - Time Zone: Leave blank.
- Verify Run Date: The Run Date and Run Time should be automatically set as the date and time you entered this screen. Verify that this is the case. Click the “Reset to Current Date/Time” button if you find otherwise.



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

3. On the bottom half of the page, select your output Type and Format preferences. If you want the results returned directly to your browser in a new tab, you can just click the OK button here.
 - a. Type: Select from the following:
 - i. Web: If you want the results to render in your browser window.
 - ii. Email: If you want the results via email (see below). Do not choose Email if the report contains confidential – e.g., person-identifying – information.
 - b. Format: Click the drop-down to select a format for the query (TXT, XLS, etc.).
 - c. Click OK to schedule the process.

To view the scheduled process, go to the Process Monitor.

Emailing Report Results

Note: Do not choose the email option if your report results are expected to contain person identifying information.

To get the report results delivered to you in email, choose the Type of “Email” and choose the desired Format, e.g. “XLS” for Excel. If you choose “Email,” you must go on to define the Distribution to direct that email to yourself. To do so, click the “Distribution” link.

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-------------|--------------|--------------------|-------|--------|------------------------------|
| <input checked="" type="checkbox"/> | PSQUERY | PSQUERY | Application Engine | Email | XLS | Distribution |



On the Distribution Detail page, you can enter an Email Subject and Message Text to help clarify the email when it is received. The default Retention Date is 30, but you can set this to a different value.

You do not need to enter your own email address as your own EMPLID will be present in the “Distribution ID” box at the bottom and that will be translated to your email address to send the report results. If you would like the report to also be sent to another user, you can enter their address in the “Email Address List” box:

Distribution Detail

Process Name PSQUERY
Process Type Application Engine
Folder Name [dropdown]
Retention Days [1]

Email Only

Email Subject [MSU_RC_CLASSES_BY_TERM results] Email With Log: Email Web Report:

Message Text [text area]

Email Address List [redacted @msu.edu]

Override Sender Email Id:

Distribute To

| ID Type | Distribution ID | | |
|---------|-----------------|----------|-------|
| User | 987654321 | [search] | [+/-] |

OK Cancel

Process Monitor

Navigation: PeopleTools > Process Scheduler > Process Monitor

In the Process Monitor, your query will appear in the list with a Run Status of “Queued” until it is scheduled to run.

After the process has run successfully, the Run Status will show “Success”, and the Distribution Status will show “Posted.”¹

You may need to click the Refresh button to update the status display.

¹ If a status other than “Success” appears, please reach out to either the query owner or the SIS Reporting Team at the contact form from <https://sis.msu.edu/help/staff.html> > Reporting Center > Contact Form.



To view the query output, click the Details link. The Process Detail page will open with Actions for retrieving the query.

Process List | Server List

View Process Request For

User ID Type Last 10 Days Refresh

Server Name Instance From Instance To Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | Actions |
|--------------------------|----------|------|--------------------|--------------|------|--------------------------|------------|---------------------|---------|---------|
| <input type="checkbox"/> | 1230345 | | Application Engine | PSQUERY | | 04/25/2024 9:00:41AM EDT | Success | Posted | Details | Actions |

Save Notify

On the Process Detail page, click View Log/Trace.

Process Detail

Process

Instance 1230345 Type Application Engine
Name PSQUERY Description PSQUERY
Run Status Success Distribution Status Posted

Run

Run Control ID js_classes_by_term
Location Server
Server PSUNX
Recurrence

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On 04/25/2024 9:13:28AM EDT
Run Anytime After 04/25/2024 9:00:41AM EDT
Began Process At 04/25/2024 9:13:46AM EDT
Ended Process At 04/25/2024 9:14:01AM EDT

Actions

Parameters Transfer
Message Log View Locks
Batch Timings
View Log/Trace

OK Cancel



The File List section will contain a link to the query. Because we selected “TXT” as the format, click the filename link to download the CSV file (usually opened in Excel). Note that this report will be available in your Report Manager until the noted Expiration Date.

View Log/Trace

[Help](#)

Report

Report ID 1048073 Process Instance 1230345 [Message Log](#)
Name PSQUERY Process Type Application Engine
Run Status Success

Class Schedule by Term

Distribution Details

Distribution Node SISPRD Expiration Date 05/25/2024

File List

| Name | File Size (bytes) | Datetime Created |
|--|-------------------|---------------------------------|
| AE_PSQUERY_1230345.stdout | 289 | 04/25/2024 9:14:01.727075AM EDT |
| MSU_RC_CLASSES_BY_TERM-1230345.csv | 786,164 | 04/25/2024 9:14:01.727075AM EDT |

Distribute To

Distribution ID Type Distribution ID

User

[Return](#)