Running a PS Query

Queries can be run in each of the 3 pillars of ctcLink PeopleSoft:

HCM – Human Capital Management

FSCM – Financial and Supply Chain Management

CS – Campus Solutions

In order to run a query in a particular pillar you must have the **ZD_DS_QUERY_VIEWER** role and then query access with a second role **ZD_DS_QRY_name of module**. Query access must be part of your job and approved by the Pillar Access Manager.

1. When you are at the ctcLink Gateway page click on the link at the top right to enter the correct pillar.

2. Use this navigation: NavBar → Navigator → Reporting Tools → Query → Query Viewer

3. Enter the name of the query you want to run, then click the search button, or just click search to bring up the first 300 queries.

Query Viewer

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

*Search By   Query Name ⌄   begins with   [   ]

[**Search**]   Advanced Search

4. Choose HTML if you want to view the results on the screen. Once you view then you can download. If you run this regularly and just want to download immediately choose Excel.

Run to HTML	Run to Excel
HTML	Excel

5. Choose the type of output on the line with the name of the query to run.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
QCS_AA_DEGREE_BOOST	Not Enrolled Near Completion	Public	ACADEMIC ADVISING	HTML	Excel	XML	Schedule	Lookup References
QCS_AC_CLASS_ROSTER	Class Roster	Public	ROSTERS	HTML	Excel	XML	Schedule	Lookup References

Make sure that your browser is allowing pop ups.

6. Depending on the query you will have fields in which you need to need to enter values. If you have the magnifying

glass you can click and see all the values to choose from. Until you choose the institution you may not see other available options for other fields.

Some typical select by fields in CS are:

Academic Institution or Institution: **WA150**, Wenatchee Valley College

Career: **CNED**, Continuing Education or **UGRD**, Academic Career Academic

Group:

BEECH	Transitional Engl Comm & Hum
BHS	Business & Health Sciences
CCE	Corporate & Continuing Ed
CLARK	CLARK COLLEGE
CLASS	Clark Lib&Academic Success Svc
ECD	Economic & Community Developme
SOFA	Social Sciences & Fine Arts
STEM	Science Tech Engineering Math
WCTE	Workforce &Career Technical Ed

Subject: **ENGL**, English – ENGL or **ENGL&**, English – ENGL&

Term:

2207	FALL 2020
2205	SUMMER 2020
2203	SPRING 2020
2201	WINTER 2020

If there are required fields that you have not entered and try to view results you will get this error message and any fields that are missing values will be highlighted. (Images shown are from Clark College)
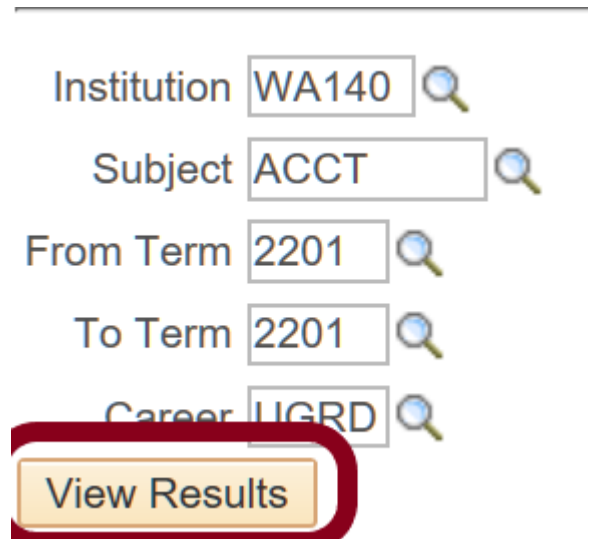

When you have entered all the values needed click on the

View Results button.

You will see the results on the screen.

If you see this note below the View Results button there is no data which matches the information you input. You can try again with different values.

No matching values were found.

If you have results you need to use you can download the file. Please be sure to save any confidential data in an appropriate location.