

# North Dakota University System Financial Aid Scheduling a Query

Reporting Tools > Query > Schedule Query							
<p>Create a run control for your query. Use the Search button to help you find the</p>	<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Schedule Query</h3> <p>Run Control ID: My_Test_Query <span style="float: right;"><a href="#">Report Manager</a> <a href="#">Process Monitor</a> <span style="border: 1px solid black; padding: 2px 5px;">Run</span></span></p> <p>Query Name: <input type="text" value="NDU_0079_FA"/> <span style="float: right;"><span style="border: 1px solid black; padding: 2px 5px;">Search</span></span></p> <p>*Description: <input type="text" value="Suspended ISIR Cross Reference"/></p> <p><a href="#">Update Parameters</a></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Prompt Name</th> <th style="text-align: left;">Value</th> </tr> </thead> <tbody> <tr> <td>ECTRANSID</td> <td><input type="text" value="CPS_ISIR_2009"/></td> </tr> <tr> <td>INSTITUTION</td> <td><input type="text" value="DSU01"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"></p> </div>	Prompt Name	Value	ECTRANSID	<input type="text" value="CPS_ISIR_2009"/>	INSTITUTION	<input type="text" value="DSU01"/>
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<p>If you click on the blue link,</p>	<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Scheduled Query Search Page</h3> <p>*Query Type: <input type="text" value="Queries"/> ▼</p> <p>Query: <input type="text" value="NDU_0079_FA"/> <span style="float: right;"><span style="border: 1px solid black; padding: 2px 5px;">Search</span></span></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #000080; color: white;"> <th style="text-align: left;">Query</th> <th style="text-align: right;">  <a href="#">Find</a>   <a href="#">View All</a>   </th> <th style="text-align: right;">First ◀ 1 of 1 ▶ Last</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td style="text-align: left;"><a href="#">NDU_0079_FA</a> Suspended ISIR Cross Reference</td> <td></td> <td style="text-align: right;">Public</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"></p> </div>	Query	<a href="#">Find</a>   <a href="#">View All</a>	First ◀ 1 of 1 ▶ Last	<a href="#">NDU_0079_FA</a> Suspended ISIR Cross Reference		Public
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<a href="#">NDU_0079_FA</a> Suspended ISIR Cross Reference		Public					
<p>you can fill in the prompts for your query and they will display at the bottom of the main screen. Select the OK button.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Transaction Year: <input type="text"/> </p> <p>Academic Institution: <input type="text"/> </p> <p style="margin-top: 5px;"><span style="border: 1px solid black; padding: 2px 5px; margin-right: 10px;">OK</span> <span style="border: 1px solid black; padding: 2px 5px;">Cancel</span></p> </div>						

# North Dakota University System Financial Aid Scheduling a Query

When you hit the Run button,

## Schedule Query

Run Control ID: My\_Test\_Query

[Report Manager](#) [Process Monitor](#)

Query Name:

\*Description:

[Update Parameters](#)

Prompt Name	Value
ECTRANSID	<input type="text" value="CPS_ISIR_2009"/>
INSTITUTION	<input type="text" value="DSU01"/>



you receive a page where you can update the run Date and Run Time, or enter a Recurrence if you want it to run at set times every day/week. Click OK at the bottom of the page (not shown) to create the job

## Process Scheduler Request

User ID: djunk

Run Control ID: My\_Test\_Query

Server Name:

Run Date:

Recurrence:

Run Time:

Time Zone:

### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	Web	TXT	<a href="#">Distribution</a>

Note: If you don't already have recurrences set up, submit a Remedy ticket requesting one. The ticket needs to include the days and time you want the job to be set up for, as well as the name of the process.

# North Dakota University System Financial Aid Scheduling a Query

Select the "Process Monitor" link.

## Schedule Query

Run Control ID: My\_Test\_Query [Report Manager](#) [Process Monitor](#)

Query Name:

\*Description:

[Update Parameters](#)

Prompt Name	Value
ECTRANSID	<input type="text" value="CPS_ISIR_2009"/>
INSTITUTION	<input type="text" value="DSU01"/>



On your Process List, you should see your PSQUERY process queued up. If you added a recurrence to the process, you'll also see a green circular arrow.

Process List [Server List](#)

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View Process Request For

User ID:   Type:  Last:  Days

Server:  Name:   Instance:  to

Run Status:  Distribution Status:   Save On Refresh

**Process List** [Find](#) | [View All](#) | [First](#) | 1-5 of 5 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1838208		Application Engine	PSQUERY	djunk	07/17/2008 00:07:00 CDT	Queued	N/A	<a href="#">Details</a>