

North Dakota University System

Financial Aid

Scheduling a Query

Reporting Tools > Query > Schedule Query															
<p>Create a run control for your query.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">Schedule Query</p> <p style="margin: 0; font-size: small;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;"> Find an Existing Value Add a New Value </div> <p style="margin: 5px 0;"> Search by: Run Control ID ▼ begins with my_test_query </p> <p style="margin: 5px 0;"><input type="checkbox"/> Case Sensitive</p> </div>														
<p>Use the Search button to help you find the query</p> <p>Click on the Update Parameters link to obtain a page that allows you to put in your parameters.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">Schedule Query</p> <p style="margin: 0; font-size: small;">Run Control ID: my_test_query Report Manager Process Monitor Run</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;"> <p style="margin: 0;">Query Name: NDU_FA_0045 Search</p> <p style="margin: 0; font-size: x-small;">*Description: One-Term Package Status</p> <p style="margin: 0;">Update Parameters</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 70%;">Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div>	Prompt Name	Value												
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<p>Fill in the prompts for your query and hit OK.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">NDU_FA_0045</p> <hr style="border: 1px solid blue;"/> <p style="margin: 0; font-size: small;">Academic Institution bsc01 🔍</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;"> OK Cancel </div> </div>														
<p>Hit the Run button.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">Schedule Query</p> <p style="margin: 0; font-size: small;">Run Control ID: my_test_query Report Manager Process Monitor Run</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;"> <p style="margin: 0;">Query Name: NDU_FA_0045 Search</p> <p style="margin: 0; font-size: x-small;">*Description: </p> <p style="margin: 0;">Update Parameters</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 70%;">Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>INSTITUTION</td> <td>BSC01</td> </tr> </tbody> </table> </div> </div>	Prompt Name	Value	INSTITUTION	BSC01										
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<p>You will 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</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0; font-size: small;">Process Scheduler Request</p> <p style="margin: 0; font-size: x-small;">User ID: djunk Run Control ID: my_test_query</p> <hr style="border: 1px solid blue;"/> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;"> <p style="margin: 0; font-size: x-small;">Server Name: ▼ Run Date: 07/11/2011 📅</p> <p style="margin: 0; font-size: x-small;">Recurrence: BSC: 6:45pm ▼ Run Time: 18:45:00 🕒 Reset to Current Date/Time</p> <p style="margin: 0; font-size: x-small;">Time Zone: 🔍</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #000080; color: white;"> <th style="width: 5%;">Select</th> <th style="width: 45%;">Description</th> <th style="width: 20%;">Process Name</th> <th style="width: 10%;">Process Type</th> <th style="width: 5%;">*Type</th> <th style="width: 5%;">*Format</th> <th style="width: 10%;">Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Scheduled Query Program</td> <td>PSQUERY</td> <td>Application Engine</td> <td style="text-align: center;">Web</td> <td style="text-align: center;">TXT</td> <td style="text-align: center;">Distribution</td> </tr> </tbody> </table> </div> <p style="margin-top: 10px; font-size: small;">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.</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	Web	TXT	Distribution									

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If you want your output to go directly to Sophie, set your **Type** to “File” and put the complete file path in **Output Destination**.

If you want to view the query in *Query Viewer*, leave the default value in the **Type** field.

Click **OK**.

Process Scheduler Request

User ID: djunk Run Control ID: my_test_query

Server Name: Run Date: 07/11/2011

Recurrence: BSC_6:45pm Run Time: 18:45:00 [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Output Destination
<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	File	XLS	\\sophie.cnd.nodak.edu/hc

[OK](#) [Cancel](#)

The file path for destinations on Sophie (Secure FTP Server) starts with [\\sophie.cnd.nodak.edu/home](https://sophie.cnd.nodak.edu/home) (for example, BSC SFAO might use: \\sophie.cnd.nodak.edu/home/financialaid/Reports/BSC01)

Select the **Process Monitor** link.

Schedule Query

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

Process Instance: 4609449

Query Name: NDU_FA_0045 [Search](#)

*Description: One-Term Package Status

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	BSC01

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

View Process Request For

User ID: djunk Type: Last: 1 Days [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4609449		Application Engine	PSQUERY	 djunk	07/11/2011 18:45:00 CDT	Queued	N/A	Details

To see output sent to Sophie, after the query has run log in to the SFTP client and navigate to the appropriate folder.

/home/financialaid/Reports/NDU51

Name	Size	Changed	Rights	Owner
..		05-Jan-11 13:04:51	rwxr-sr-x	djunk
CG_2120971		14-Dec-10 15:19:43	rwxr-sr-x	root
NDU_FA_0045-460948...	100,385	11-Jul-11 14:56:17	rwxr-r--	root

To see the output not sent to Sophie, after the query has run click on the **Details** link.


Process List

View Process Request For

User ID: djunk Type: Last: 1 Days [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4609457		Application Engine	PSQUERY	djunk	07/11/2011 14:47:46 CDT	Success	N/A	Details
<input type="checkbox"/>	4609449		Application Engine	PSQUERY	 djunk	07/11/2011 18:45:00 CDT	Queued	N/A	Details

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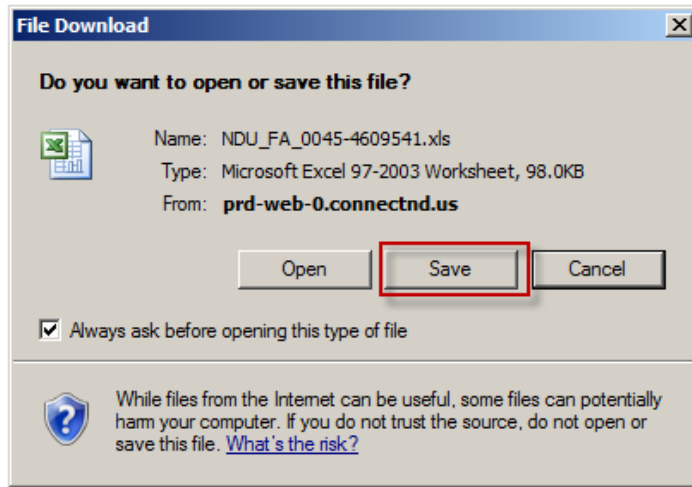
<p>Click on the View Log/Trace link.</p>	<div style="border: 1px solid black; padding: 5px;"> <h4 style="margin: 0;">Process Detail</h4> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Process</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Instance: 4609457</td> <td style="width: 30%;">Type: Application Engine</td> </tr> <tr> <td>Name: PSQUERY</td> <td>Description: Scheduled Query Program</td> </tr> <tr> <td>Run Status: Success</td> <td>Distribution Status: N/A</td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%; background-color: #f0f0f0; padding: 2px;">Run</div> <div style="width: 35%; background-color: #f0f0f0; padding: 2px;">Update Process</div> </div> <table style="width: 100%; border: none; margin-top: 5px;"> <tr> <td style="width: 30%;">Run Control ID: my_test_query</td> <td style="width: 30%;"><input type="radio"/> Hold Request</td> </tr> <tr> <td>Location: Server</td> <td><input type="radio"/> Queue Request</td> </tr> <tr> <td>Server: PSNT</td> <td><input type="radio"/> Cancel Request</td> </tr> <tr> <td>Recurrence:</td> <td><input type="radio"/> Delete Request</td> </tr> <tr> <td></td> <td><input type="radio"/> Restart Request</td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%; background-color: #f0f0f0; padding: 2px;">Date/Time</div> <div style="width: 35%; background-color: #f0f0f0; padding: 2px;">Actions</div> </div> <table style="width: 100%; border: none; margin-top: 5px;"> <tr> <td style="width: 60%;">Request Created On: 07/11/2011 14:47:50 CDT</td> <td style="width: 40%;">Parameters Transfer</td> </tr> <tr> <td>Run Anytime After: 07/11/2011 14:47:46 CDT</td> <td>Message Log View Locks</td> </tr> <tr> <td>Began Process At: 07/11/2011 14:48:06 CDT</td> <td>Batch Timings</td> </tr> <tr> <td>Ended Process At: 07/11/2011 14:48:08 CDT</td> <td>View Log/Trace</td> </tr> </table> </div>	Instance: 4609457	Type: Application Engine	Name: PSQUERY	Description: Scheduled Query Program	Run Status: Success	Distribution Status: N/A	Run Control ID: my_test_query	<input type="radio"/> Hold Request	Location: Server	<input type="radio"/> Queue Request	Server: PSNT	<input type="radio"/> Cancel Request	Recurrence:	<input type="radio"/> Delete Request		<input type="radio"/> Restart Request	Request Created On: 07/11/2011 14:47:50 CDT	Parameters Transfer	Run Anytime After: 07/11/2011 14:47:46 CDT	Message Log View Locks	Began Process At: 07/11/2011 14:48:06 CDT	Batch Timings	Ended Process At: 07/11/2011 14:48:08 CDT	View Log/Trace
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<p>Click on the appropriate output link.</p>	<div style="border: 1px solid black; padding: 5px;"> <h4 style="margin: 0;">View Log/Trace</h4> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Report</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Report ID: 1095525</td> <td style="width: 30%;">Process Instance: 4609541</td> <td style="width: 40%; text-align: right;">Message Log</td> </tr> <tr> <td>Name: PSQUERY</td> <td>Process Type: Application Engine</td> <td></td> </tr> <tr> <td colspan="3">Run Status: Success</td> </tr> </table> <p style="margin-top: 5px;">One-Term Package Status</p> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Distribution Details</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Distribution Node: PSREPORTS</td> <td style="width: 60%;">Expiration Date: <input type="text" value="07/26/2011"/></td> </tr> </table> <div style="background-color: #003366; color: white; padding: 2px; margin-bottom: 5px;">File List</div> <table style="width: 100%; border: none;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">Name</th> <th style="text-align: left;">File Size (bytes)</th> <th style="text-align: left;">Datetime Created</th> </tr> </thead> <tbody> <tr style="background-color: #f0f0f0;"> <td>AE_PSQUERY_4609541_stdout</td> <td>287</td> <td>07/11/2011 15:04:26.000000 CDT</td> </tr> <tr> <td>NDU_FA_0045-4609541.xls</td> <td>100,385</td> <td>07/11/2011 15:04:26.000000 CDT</td> </tr> </tbody> </table> <div style="background-color: #003366; color: white; padding: 2px; margin-bottom: 5px;">Distribute To</div> <table style="width: 100%; border: none;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">Distribution ID Type</th> <th style="text-align: left;">*Distribution ID</th> </tr> </thead> <tbody> <tr style="background-color: #f0f0f0;"> <td>User</td> <td>djunk</td> </tr> </tbody> </table> </div>	Report ID: 1095525	Process Instance: 4609541	Message Log	Name: PSQUERY	Process Type: Application Engine		Run Status: Success			Distribution Node: PSREPORTS	Expiration Date: <input type="text" value="07/26/2011"/>	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_4609541_stdout	287	07/11/2011 15:04:26.000000 CDT	NDU_FA_0045-4609541.xls	100,385	07/11/2011 15:04:26.000000 CDT	Distribution ID Type	*Distribution ID	User	djunk
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Save the output to a folder on your local machine, then open the file to view the results of the query.



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