

Beginning Query Writing for the Functional User  
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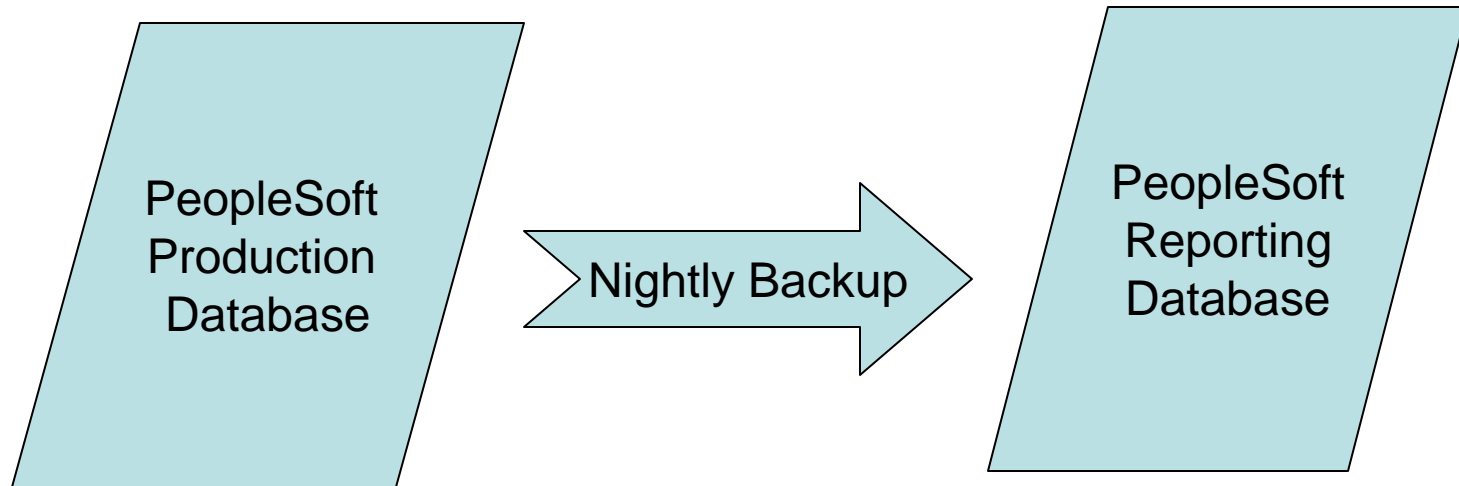
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- "According to most studies, people's Number One Fear is **Public Speaking**. Number Two Fear is death. Death is Number Two!!!
- Now, this means, to the average person, if you have to go to a funeral, you're better off in the casket than doing the eulogy!!"  
- Jerry Seinfeld monologue, episode 61, The Pilot, of Seinfeld.

# **Beginning Query Writing for the Functional User**

- **In this session**
  - **Understand the difference between PeopleSoft Production and Reporting Environment**
  - **Terms and Terminologies**
  - **Tools and Information required to write a PeopleSoft Query**
  - **Write a PeopleSoft Query**
  - **Q&A**

# Production and Reporting Environments

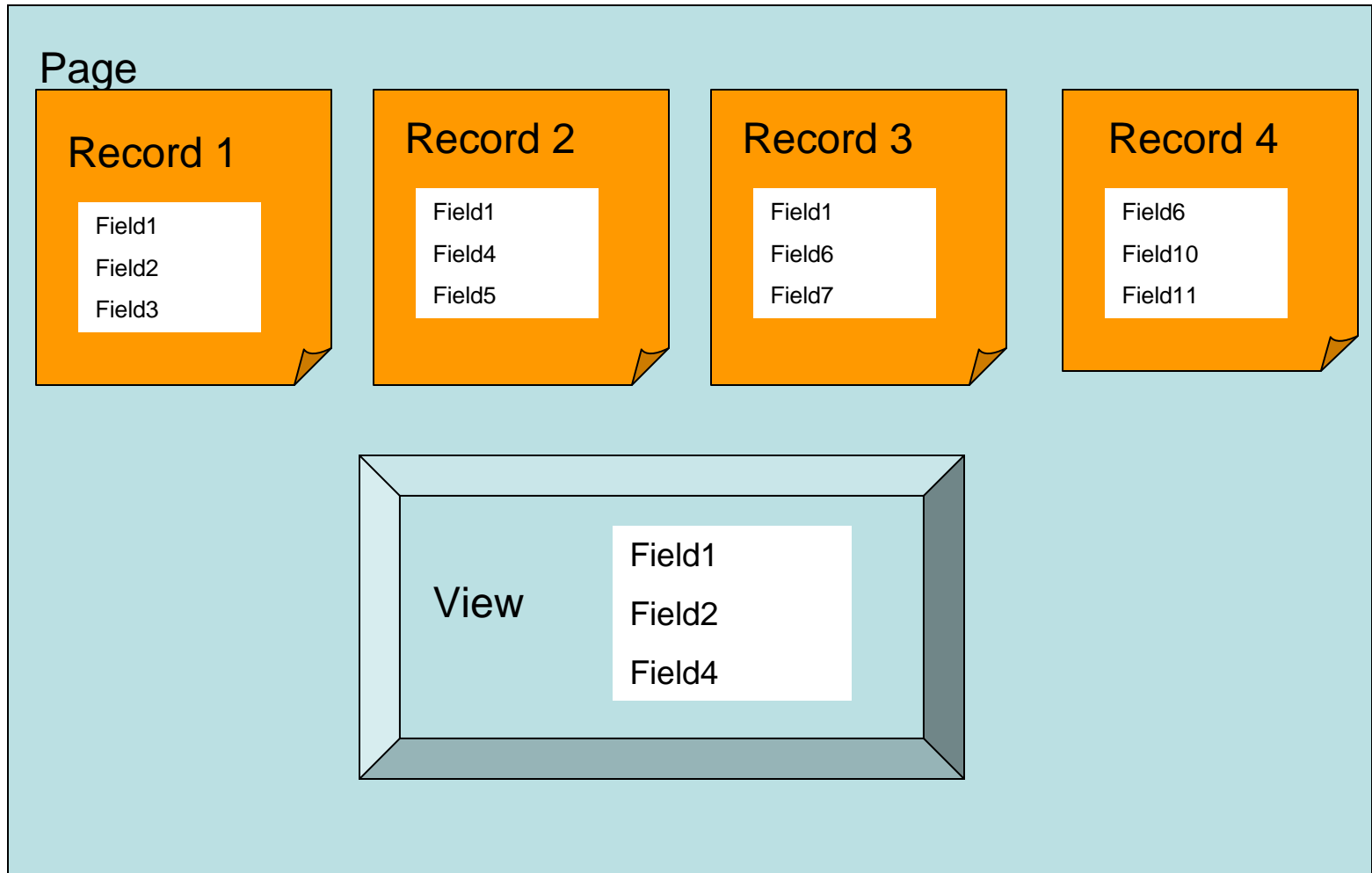


All the work that you do today

can be Queried tomorrow

# Terms and Terminologies

- Page, Record [Table], View, Field



## Terms and Terminologies

- You can only **JOIN** Records that have a common field
- You can **JOIN** Records and Views

## Tools and Information required to write a PeopleSoft Query

- Access to Query Manager in the Reporting Environment
- To determine the Page, Record, View or Field name
  - Navigate to the page that holds the data that you want to query and press Control + J to determine the Page name
  - Use the 2 queries to gather the required information
    - NDU\_0027\_TEC: NDU query page information
    - NDU\_0030\_TEC: Source of data Used in View

# Terms and Terminologies Example

Page: PERS\_CHKLIST\_MGMT1

Record: PERSON\_CHECKLIST

Fields

Empl

Checklist Code

Checklist Status

Department ID

Etc.

# Write a PeopleSoft Query

- Start Demo
  - Page Name: PERS\_CHKLIST\_MGMT1
  - Record: PERSON\_CHECKLIST
- Discuss all the tabs and the differences between each
- Stress the Importance of adding a criteria for SetID
- Naming Convention
  - Camups\_Div\_QueryName
  - UND\_FA\_
  - UND\_ADM\_
  - UND\_SR\_

- Questions?