



<b>File Name</b>	Scheduling a Query.doc
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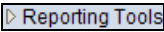

### Scheduling a Query

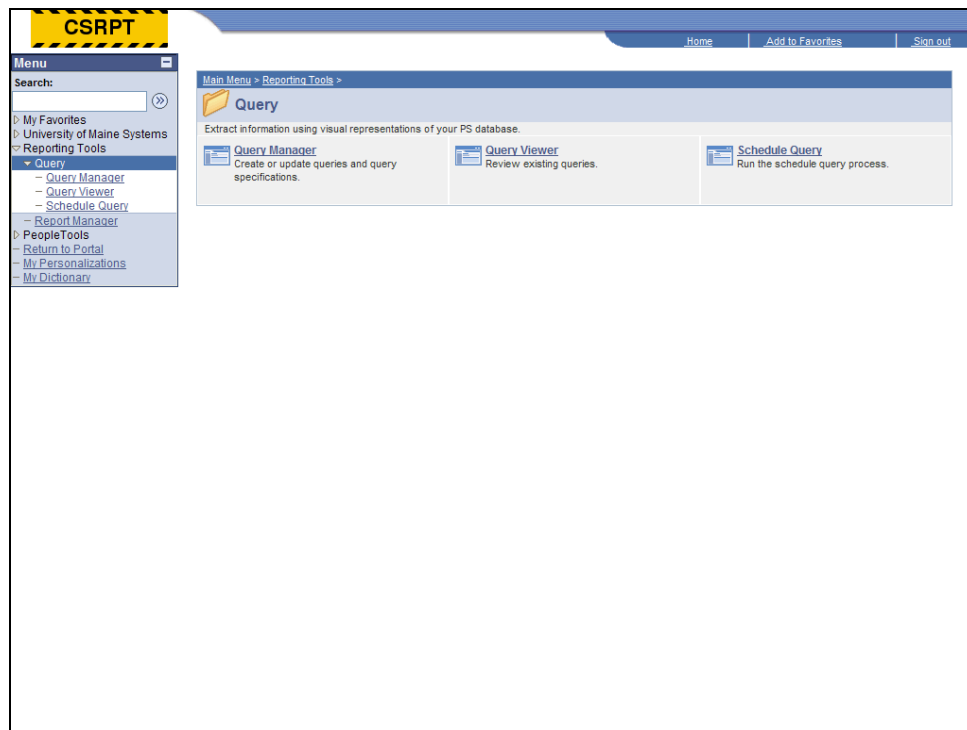
#### Concept

You may choose to schedule queries so that they run at predefined times or on recurring schedules. Query Manager interacts with MaineStreet **Process Scheduler** to enable you to schedule queries. To schedule a query, you must submit a process request to the MaineStreet **Report Manager**.

## Navigation

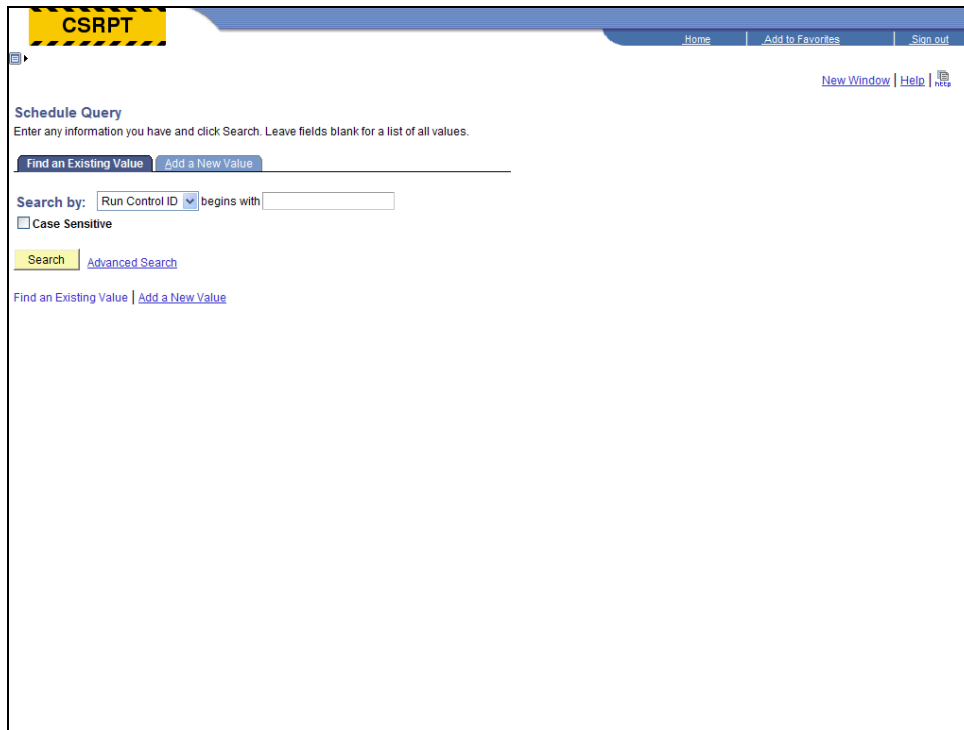



Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query</b> link. 

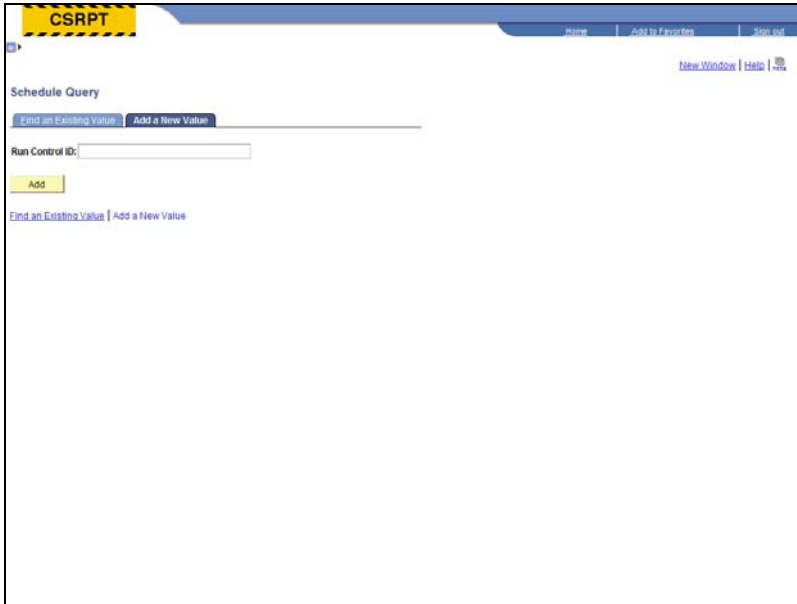


Step	Action
3.	<p>Notice that from the <b>Query</b> Menu, you may go directly to <b>Schedule Query</b> and proceed in specifying the query to schedule.</p> <p>Click the <b>Schedule Query</b> link.</p> <p><a href="#">Schedule Query</a></p>


## Procedure



Step	Action
4.	The <b>Schedule Query</b> search page enables you to search for an existing <b>Run Control ID</b> or add a new one.  Click the <b>Add a New Value</b> tab. 



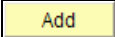
Step	Action
5.	A <b>Run Control ID</b> connects this run control to a <b>Query</b> . If selecting <i>Find an Existing Value</i> , a list of previously entered values will be listed for you to choose from. If selecting <i>Add a New Value</i> , you should connect a Query Name to that value.



**How many Run Control IDs do I need?**

You may have access to run dozens of different batch processes within MaineStreet. Each distinct process generally has its own set of parameters that are saved via the **Run Control IDs**. You may name a single Run Control ID (such as your initials) that will remember parameters for each of the processes you run. Some people like to name a different Run Control ID for each process they run.

There are some cases where you might want to use multiple Run Control IDs for the same process. This might be the case if you run the same process under different circumstances such as times of the year. An example of this might be creating Run Control IDs for a printing process indicating Print\_Spring\_Statements and Print\_Fall\_Statements.

Step	Action
6.	Click the <b>Add</b> button. 

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## Scheduling a Query



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### Schedule Query

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

Query Name:  [Search](#)

\*Description:

[Update Parameters](#)

Prompt Name	Value

[Save](#)
[Add](#)
[Update/Display](#)

Step	Action
7.	<p>The <b>Schedule Query</b> page enables you to identify the query that you want to schedule. You can enter the exact <i>Query Name</i>, or enter a portion of the Query Name.</p> <p>Add a <i>Description</i> that will make sense to you when you want to run the Query in the future.</p> <p>In this example, we'll enter <b>UMS_SR_ENR</b> in the <i>Query Name</i> field.</p>
8.	Click the <b>Search</b> button.

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Scheduled Query Search Page

\*Query Type: Queries

Query: USM\_SR\_ENR Search

Query	Description	Access
<a href="#">USM_SR_ENR_ADMIT_ACAD_PRGM_TRM</a>	USM IR Active Prgm/Enr/Adm TRM	Public
<a href="#">USM_SR_ENR_ADMIT_TERM</a>	USM IR Enr/Admit by Career	Public
<a href="#">USM_SR_ENR_DROP_RSTR_ACADGRP</a>	USM IR Rstr Email/Addr/Adv/Ph	Public
<a href="#">USM_SR_ENR_DROP_RSTR_ACADORG</a>	USM IR Class Roster ACADORG	Public
<a href="#">USM_SR_ENR_DROP_RSTR_CAMPUS</a>	USM IR Class Roster by CAMPUS	Public
<a href="#">USM_SR_ENR_DROP_RSTR_CLASSNUMBER</a>	USM IR Rstr Email/Addr/Adv/Ph	Public
<a href="#">USM_SR_ENR_DROP_RSTR_SUBJ</a>	USM IR Rstr Email/Addr/Adv/Ph	Public
<a href="#">USM_SR_ENR_RSTR_ACADGRP</a>	USM IR Rstr Email/Addr/Adv/Ph	Public
<a href="#">USM_SR_ENR_RSTR_ACADORG</a>	USM IR Class Roster ACADORG	Public
<a href="#">USM_SR_ENR_RSTR_CAMPUS</a>	USM IR Class Roster by CAMPUS	Public
<a href="#">USM_SR_ENR_RSTR_CLASSNUMBER</a>	USM IR Rstr Email/Addr/Adv/Ph	Public
<a href="#">USM_SR_ENR_RSTR_SUBJ</a>	USM IR Rstr Email/Addr/Adv/Ph	Public

Return

Step	Action
9.	<p>The <b>Scheduled Query Search</b> Page displays all the queries beginning with <b>USM_SR_ENR</b>.</p> <p>For this example, we'll click on <b>USM_SR_ENR_RSTR_ACADGRP</b> to select it.</p>

# Process Document

## Scheduling a Query



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USM\_SR\_ENR\_RSTR\_ACADGRP

Institution:


Term:

Course Academic Group:

Step	Action
10.	When you select a Query that uses prompts, you must enter the prompts. The prompts you enter will display for you the next time you select this Query using Query Scheduler.
11.	After entering the prompts, click the <b>OK</b> button. <input type="button" value="OK"/>

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### Schedule Query




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


Query Name:  Search

\*Description:

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	<input type="text" value="UMS06"/>
STRM	<input type="text" value="0910"/>
ACAD_GROUP	<input type="text" value="PLAC"/>

 Save
 Add
 Update/Display

Step	Action
12.	If you want, you can change the prompt input at this point.  Click the <b>Save</b> button. <span style="background-color: yellow; border: 1px solid black; padding: 2px 5px;"> Save</span>
13.	Click the <b>Run</b> button. <span style="background-color: yellow; border: 1px solid black; padding: 2px 5px;">Run</span>

# Process Document

## Scheduling a Query



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### Process Scheduler Request

User ID: 0099999      Run Control ID: ROSTERACDGRP

Server Name:       Run Date: 09/22/2008

Recurrence:       Run Time: 3:52:33PM     

Time Zone:

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

Step	Action
14.	<p>On the <b>Process Scheduler Request</b> page, leave the <i>Server Name</i> field blank.</p> <p>You can schedule the Query to run on a specific <i>Run Date</i> and <i>Run Time</i> or you can schedule the Query to run on a recurring basis.</p> <p>Click on the drop-down arrow in the <i>Recurrence</i> field.</p>

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### Process Scheduler Request

User ID: 0099999      Run Control ID: ROSTERACDGRP

Server Name:

Recurrence:

Time Zone:

Process List

Select	Description
<input checked="" type="checkbox"/>	Scheduled Query
<input type="checkbox"/>	M-F at 10:00 PM
<input type="checkbox"/>	M-F at 10:15 PM
<input type="checkbox"/>	M-F at 10:30 PM
<input type="checkbox"/>	M-F at 11:00 PM
<input type="checkbox"/>	M-F at 11:15 PM
<input type="checkbox"/>	M-F at 11:30 PM
<input type="checkbox"/>	M-F at 12:00 PM
<input type="checkbox"/>	M-F at 12:15 PM
<input type="checkbox"/>	M-F at 12:30 PM
<input type="checkbox"/>	M-F at 12:45 PM
<input type="checkbox"/>	M-F at 1:00 PM
<input type="checkbox"/>	M-F at 1:15 PM
<input type="checkbox"/>	M-F at 5pm
<input type="checkbox"/>	M-F at 7:30PM
<input type="checkbox"/>	M-F at 7pm
<input type="checkbox"/>	M-F at 8:15 PM
<input type="checkbox"/>	M-F at 8:30 PM
<input type="checkbox"/>	M-F at 8:45 PM
<input type="checkbox"/>	M-F at 8pm
<input type="checkbox"/>	M-F at 9pm
<input type="checkbox"/>	PerfMon Reaper
<input type="checkbox"/>	RP_INIT
<input type="checkbox"/>	UM_CS_DAILY_...
<input type="checkbox"/>	UM_CS_DAILY_...
<input type="checkbox"/>	UM_CS_DAILY_...
<input type="checkbox"/>	UM_CS_DAILY_...
<input type="checkbox"/>	UM_CS_DAILY_...

OK      Cancel

Run Date: 09/22/2008

Run Time: 3:52:33PM

Process Name	Process Type	Type	Format	Distribution
PSQUERY	Application Engine	Web	TXT	Distribution

Step	Action
15.	<p>Some of the recurrence options have no associated Run Time because they are processed after the nightly update of the database.</p> <p>If scheduling a recurring Query, click on the appropriate recurrence to select it.</p> <p>For this example, we'll click on <b>Daily</b> to select it.</p>

# Process Document Scheduling a Query



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### Process Scheduler Request

User ID: 0099999      Run Control ID: ROSTERACDGRP

Server Name:       Run Date: 09/22/2008

Recurrence:       Run Time: 3:55:39AM     

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	Web <input type="button" value="v"/>	TXT <input type="button" value="v"/>	Distribution

Step	Action
16.	<p>Next, you must select the <i>Type</i> and <i>Format</i>.</p> <p>For this example, we'll leave the <i>Type</i> as <b>Web</b>. Click on the drop-down arrow in the <i>Format</i> field.</p>

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### Process Scheduler Request

User ID: 0099999      Run Control ID: ROSTERACDGRP

Server Name:       Run Date: 09/22/2008

Recurrence: Daily       Run Time: 3:55:39AM

Time Zone:

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

Step	Action
17.	The preferred output <i>Format</i> for a query is generally the <b>XLS</b> spreadsheet option. Click on <b>XLS</b> to select it. <div style="border: 1px solid gray; padding: 2px; width: 60px; margin: 5px 0;">XLS</div>
18.	Click the <b>OK</b> button to run the process and return to the <b>Schedule Query</b> page. <div style="border: 1px solid gray; padding: 2px; width: 60px; margin: 5px 0;">OK</div>

# Process Document Scheduling a Query



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### Schedule Query

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

Process Instance: 19390

Query Name:   

\*Description:

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	<input type="text" value="UMS06"/>
STRM	<input type="text" value="0910"/>
ACAD_GROUP	<input type="text" value="PLAC"/>

Step	Action
19.	On the <b>Schedule Query</b> page, note the <b>Process Instance</b> number and click the <b><a href="#">Process Monitor</a></b> link to open the <b>Process List</b> page. <a href="#">Process Monitor</a>

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Process List | Server List

**View Process Request For**

User ID:  Type:  Last:  Days

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"/>	19390		Application Engine	PSQUERY	0020625	09/23/2008 3:55:39AM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Schedule Query](#)  
   
[Process List](#) | [Server List](#)

Step	Action
20.	<p>On the <b>Process List</b> page, locate your process in the listing.</p> <p>Click the <b>Refresh</b> button until the <b>Distribution Status</b> for your process shows <i>Posted</i>. Click the <b>Details</b> link.</p> <p><a href="#">Details</a></p>

# Process Document

## Scheduling a Query



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**Process Detail**

Process	
Instance:	19390
Type:	Application Engine
Name:	PSQUERY
Description:	Scheduled Query Program
Run Status:	Success
Distribution Status:	Posted

Run	Update Process
Run Control ID: test	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence: Daily	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 09/23/2008 10:11:48AM EDT	<a href="#">Parameters</a> <a href="#">Transfer</a>
Run Anytime After: 09/23/2008 3:55:39AM EDT	<a href="#">Message Log</a> <a href="#">View Locks</a>
Began Process At: 09/23/2008 10:11:57AM EDT	<a href="#">Batch Timings</a>
Ended Process At: 09/23/2008 10:12:12AM EDT	<a href="#">View Log/Trace</a>

OK Cancel

Step	Action
21.	On the <b>Process Detail</b> page, click the <a href="#">View Log/Trace</a> link.



Pop-up blocked. To see this pop-up or additional options click here...

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Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

**View Log/Trace**

**Report**

Report ID: 17524      Process Instance: 19390      [Message Log](#)

Name: PSQUERY      Process Type: Application Engine

Run Status: Success

USM JR Rstr Email/Addr/Adv/Ph

**Distribution Details**

Distribution Node: PROD      Expiration Date: 10/03/2008

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Redirected Terminal Output</a>	276	09/23/2008 10:12:12.000000AM EDT
<a href="#">USM_SR_ENR_DROP_RSTR_ACADGRP-19390.xls</a>	1,027,584	09/23/2008 10:12:12.000000AM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	0020625

[Return](#)

Step	Action
22.	On the <b>View Log/Trace</b> page, a link to your output will appear in the <i>File List</i> section with the name of the Query and the extension of its file Type. Click on the link to open the output file.
23.	If you wish to discontinue a scheduled Query, you can do that from the <b>Recurring Process/Job</b> page.  From the CSRPT menu, click the <b>Reporting Tools</b> link. <a href="#">▶ Reporting Tools</a>

# Process Document

## Scheduling a Query



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Menu

Search: [ ]

- My Favorites
- University of Maine Systems
- Reporting Tools
  - Query
  - Report Manager
- PeopleTools
  - Return to Portal
  - My Personalizations
  - My Dictionary

Main Menu >

### Reporting Tools


Run, create, and manage queries and nVision reports.

- Report Manager  
Review report list.
- Query  
Extract information using visual representations of your PS database.
  - Query Manager
  - Query Viewer
  - Schedule Query

Step	Action
24.	Click the <b>Schedule Query</b> link. <a href="#">Schedule Query</a>

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[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | 

### Schedule Query

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

Find an Existing Value
Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search
Advanced Search

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
25.	From the <b>Find an Existing value</b> tab, click the <i>Search</i> button to lookup the <b>Run Control</b> you created to schedule the Query.  Click the <i>Search</i> button. <div style="display: flex; align-items: center; margin-left: 20px;"> <div style="background-color: #ffffcc; padding: 2px 5px; border: 1px solid #ccc; margin-right: 5px;">Search</div> </div>
26.	Click on the Run Control to select it.

# Process Document

## Scheduling a Query



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[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) |

### Schedule Query

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

Query Name:  [Search](#)

\*Description:

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	<input type="text" value="UMS06"/>
STRM	<input type="text" value="0910"/>
ACAD_GROUP	<input type="text" value="PLAC"/>

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#)

[Add](#) | [Update/Display](#)

Step	Action
27.	On the Schedule Query page, click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

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Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

Process List | Server List

**View Process Request For**

User ID: 0099999  Type:  Last: 1 Days


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"/>	20853		Application Engine	PSQUERY	 0020625	10/07/2008 3:55:39AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	20852		Application Engine	PSQUERY	0020625	10/07/2008 12:07:44PM EDT	Success	Posted	<a href="#">Details</a>

[Go back to Schedule Query](#)

[Process List](#) | [Server List](#)

Step	Action
28.	On the <b>Process List</b> page, click the <b>Recurrence</b> button to open the <b>Recurring Process/Job</b> page. 

# Process Document

## Scheduling a Query



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### Recurring Process/Job

Process Name: PSQUERY      Process Type: Application Engine

Recurrence Name: Daily

Hold To suspend initiating and recurring the current queued request.

Stop To halt the current request from recurring a new request

Restart To resume activity for the last request based on the last action selected

Request List	Customize	Find	View All	First	1-2 of 2	Last
Instance	Run Status	Run Date/Time	Request Date/Time	Completed Date/Time		
20854	Queued	10/08/2008 3:55:39AM EDT	10/07/2008 12:10:14PM EDT			
20853	Success	10/07/2008 3:55:39AM EDT	10/07/2008 12:09:50PM EDT	10/07/2008 12:10:18PM EDT		

Return

Step	Action
29.	<p>On the <b>Recurring Process/Job</b> page, you can put a currently queued query on <b>Hold</b> or you can <b>Stop</b> the recurrence.</p> <p>For this example, we will click the <b>Stop</b> button to end the recurrence.</p> <div style="margin-top: 5px;"> <span style="background-color: yellow; border: 1px solid black; padding: 2px 5px; display: inline-block;">Stop</span> </div>



# Process Document Scheduling a Query

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Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Recurring Process/Job**

Process Name: PSQUERY    Process Type: Application Engine

Recurrence Name: Daily

**Hold** To suspend initiating and recurring the current queued request.

**Stop** To halt the current request from recurring a new request

**Restart** To resume activity for the last request based on the last action selected

**Request List** Customize | End | View All | First | 1-2 of 2 | Last

Instance	Run Status	Run Date/Time	Request Date/Time	Completed Date/Time
20854	Queued	10/08/2008 3:55:39AM EDT	10/07/2008 12:10:14PM EDT	
20853	Success	10/07/2008 3:55:39AM EDT	10/07/2008 12:09:50PM EDT	10/07/2008 12:10:18PM EDT

**Return**

Step	Action
30.	<b>End of Procedure.</b>