



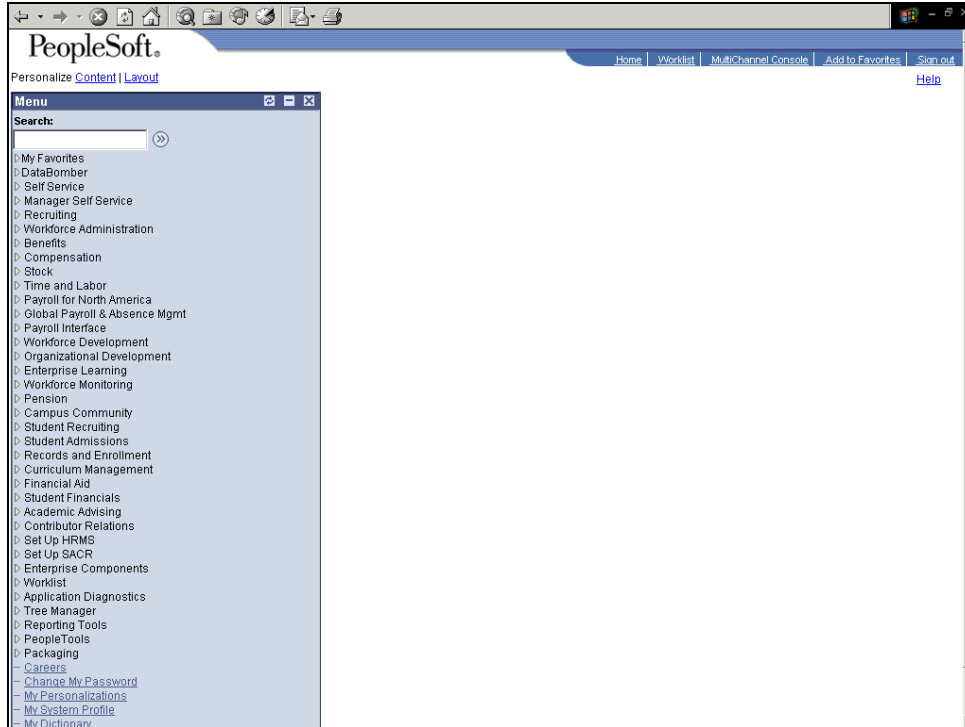
### Submitting Process Requests

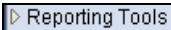
#### Concept

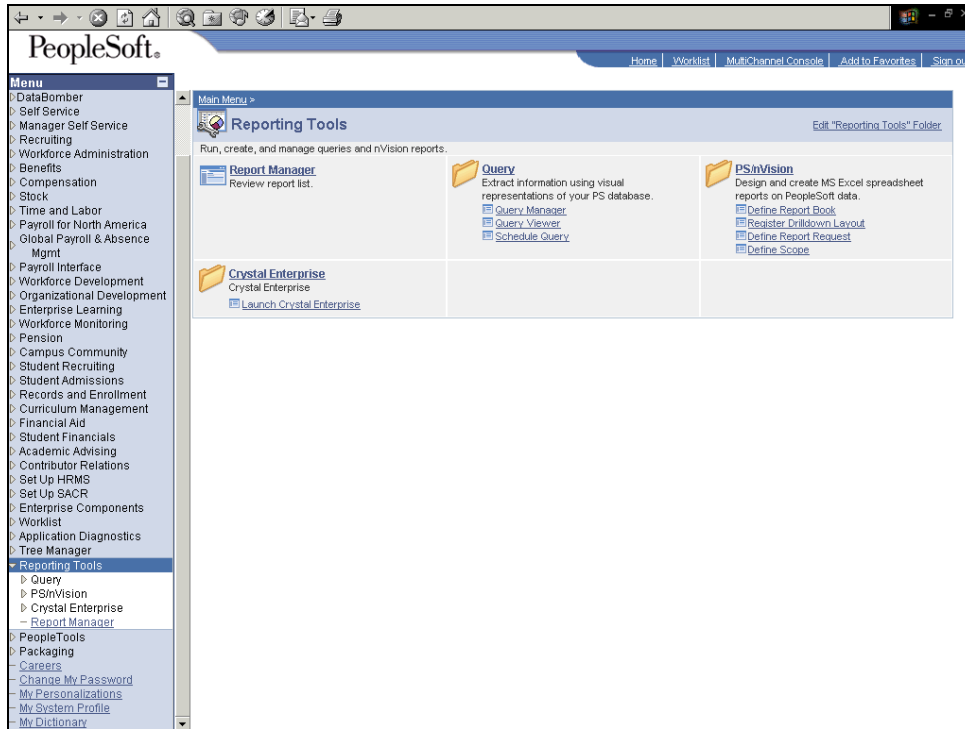
You may choose to schedule queries so that they run at predefined times or on recurring schedules. Query Manager interacts with PeopleSoft Process Scheduler to enable you to schedule queries. To schedule a query, you must submit a process request. The results of scheduled queries are routed to PeopleSoft Report Manager.


In this topic, you would like to view the list of degrees conferred at the end of each quarter. You will schedule the degrees query to run at 6:00 p.m. at the end of March.

## Procedure



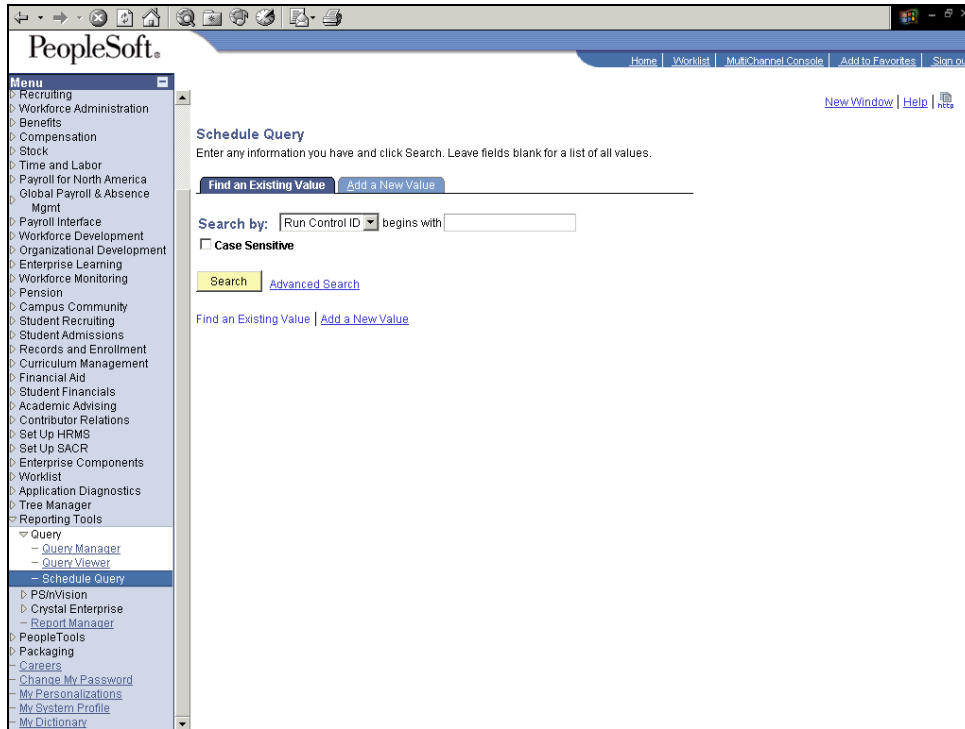
Step	Action
1.	Begin by navigating to the <b>Schedule Query</b> page. Click the <b>Reporting Tools</b> link. 



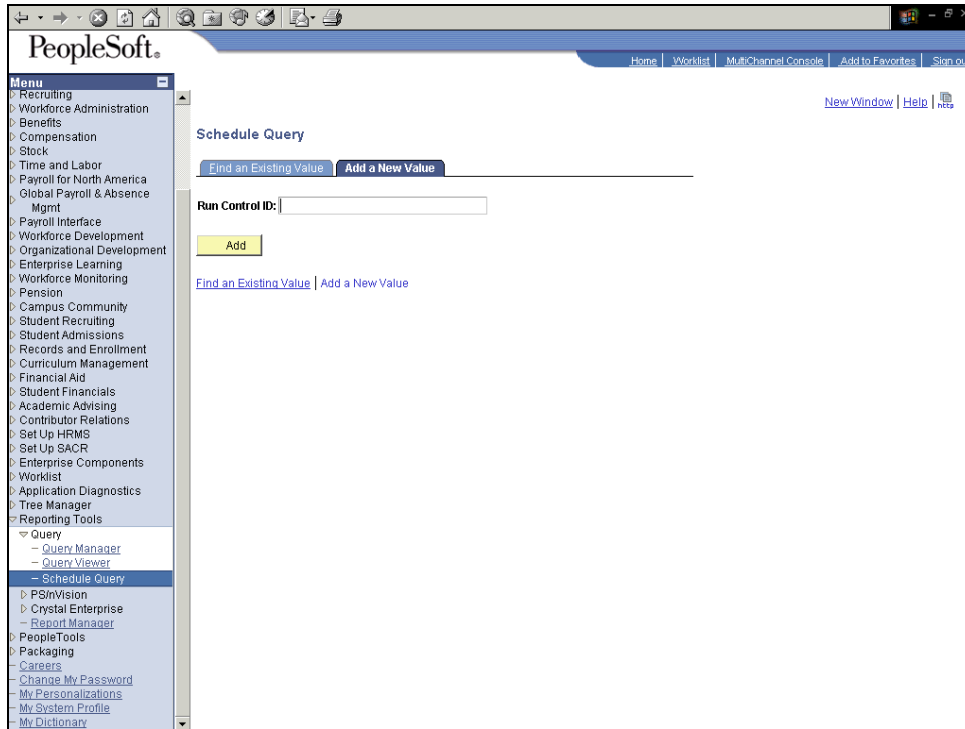
Step	Action
2.	Click the <b>Schedule Query</b> link. 


# Process Document

## Submitting Process Requests



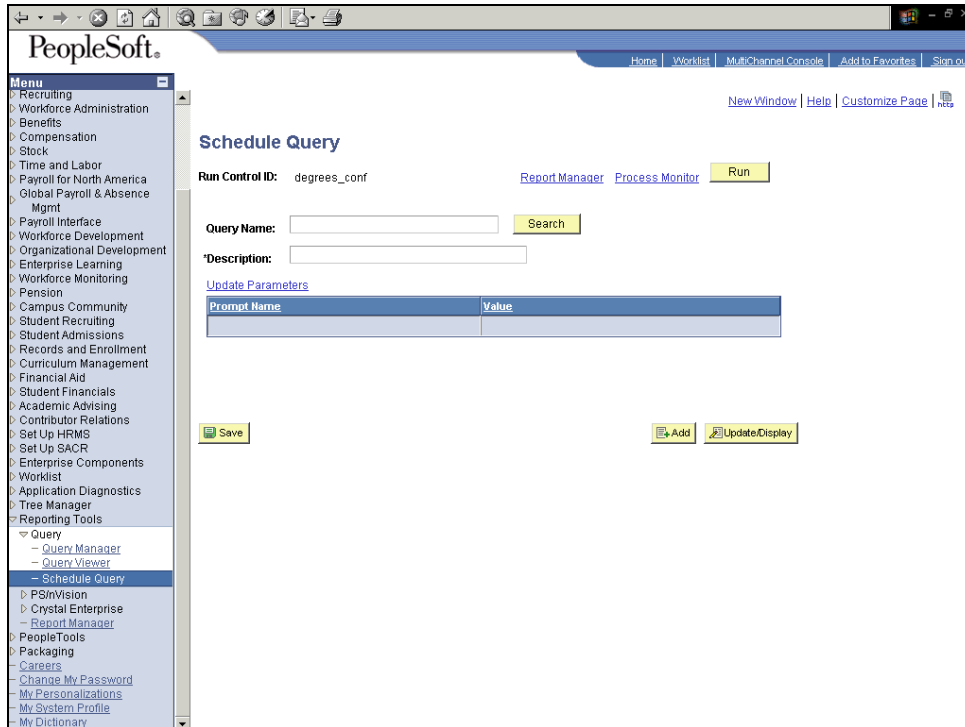
Step	Action
3.	Click the <b>Add a New Value</b> tab.

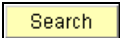


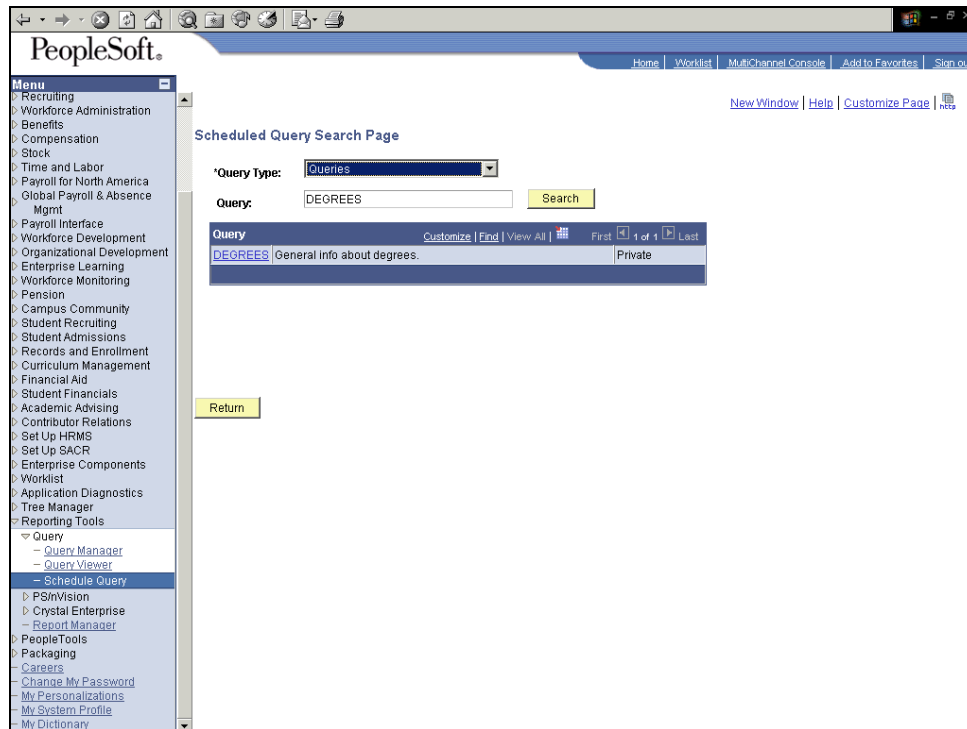
Step	Action
4.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>degrees_conf</b> ".
5.	Click the <b>Add (Alt+1)</b> button. 

# Process Document

## Submitting Process Requests



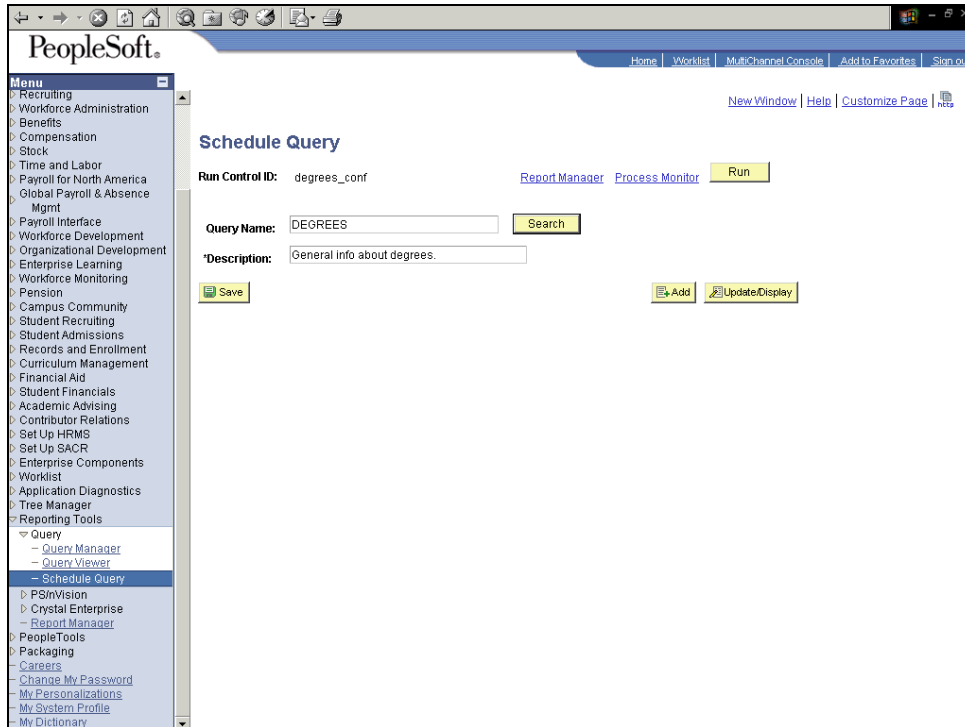
Step	Action
6.	The <b>Schedule Query</b> page enables you to identify the query that you want to schedule. You must enter a description in the <b>Description</b> field. If you do not know the description, you can search on the query name. Enter the desired information into the <b>Query Name</b> field. Enter "degrees".
7.	Click the <b>Search</b> button. 





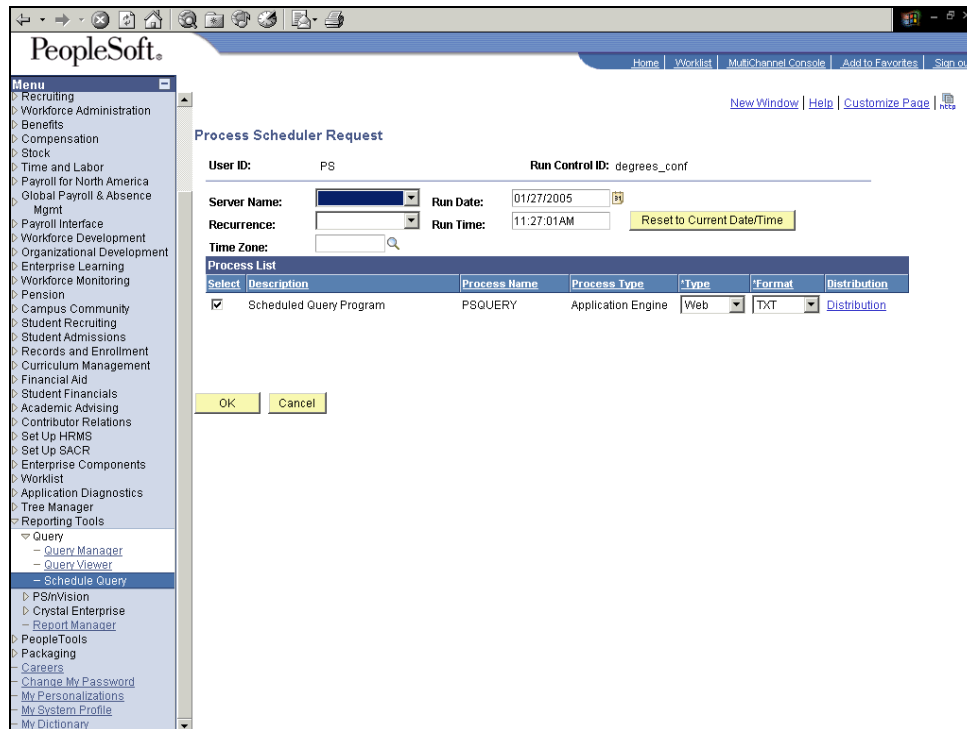
Step	Action
8.	<p>The description appears to the right of the query name. Click the <b>DEGREES</b> link.</p> <p><a href="#">DEGREES</a></p>



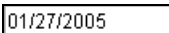
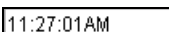
# Process Document

## Submitting Process Requests



Step	Action
9.	The <b>Description</b> field is automatically populated after searching on the query name. Click the <b>Save</b> button. 
10.	Next, schedule the query to run at a predefined time. Click the <b>Run</b> button. 



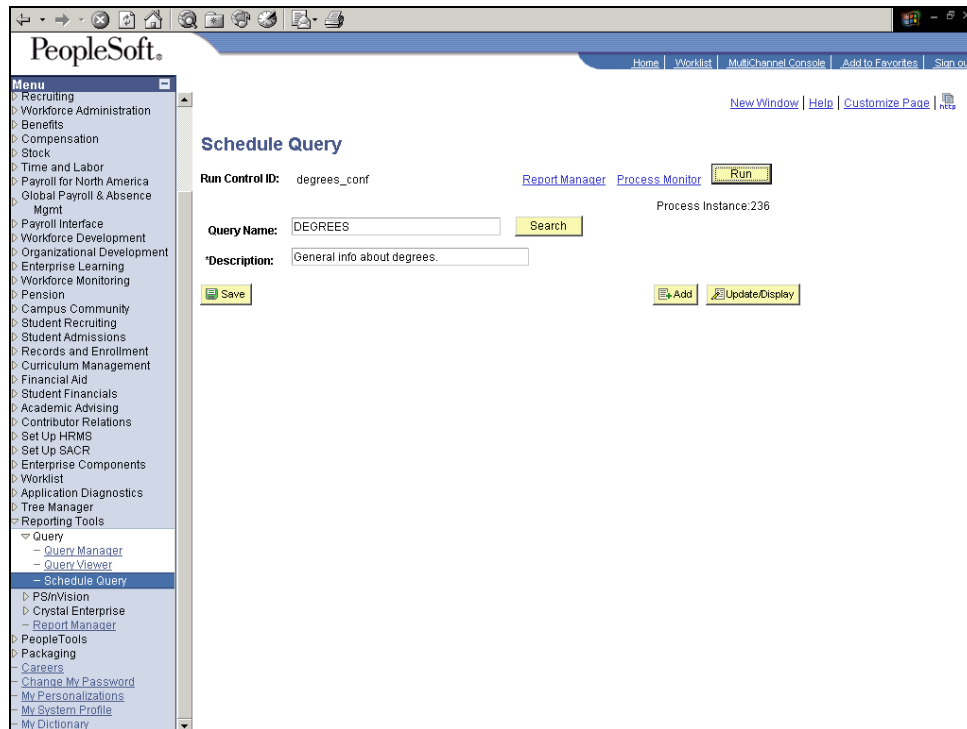
Step	Action
11.	The <b>Process Scheduler Request</b> page enables you to specify such variables as where to run the process and in what format to generate the output based on a run control ID. Specify the server on which you want to run the process. Click the <b>Server Name</b> list. 
12.	Specify that the process will be run on the PSNT server. Click an entry in the list. 
13.	Click in the <b>Run Date</b> field. 
14.	You want this process to run at the end of the quarter, which is at the end of March. Enter the desired information into the <b>Run Date</b> field. Enter " <b>03/31/2005</b> ".
15.	Click in the <b>Run Time</b> field. 
16.	You want the process to run at 6:00 p.m. on that day. Enter the desired information into the <b>Run Time</b> field. Enter " <b>6:00:00PM</b> ".
17.	You want to display the report in the PDF format in a Web browser window. Retain the default entry in the <b>Type</b> field. Change the default format to PDF. Click the <b>*Format</b> list.

# Process Document

## Submitting Process Requests



Step	Action
	<input data-bbox="370 310 488 352" type="text" value="TXT"/>
18.	Click an entry in the list. <input data-bbox="370 422 488 457" type="text" value="PDF"/>
19.	Click the <b>Ok (Enter)</b> button. <input data-bbox="370 512 483 554" type="button" value="OK"/>



Step	Action
20.	<p>You have scheduled the query to run at a future time. You can view results from the PeopleSoft <b>Process Monitor</b> page.</p> <p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>

# Process Document

## Submitting Process Requests



PeopleSoft®

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Process List | Server List

View Process Request For

User ID: PS 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"/>	236		Application Engine	PSQUERY	PS	03/31/2005 6:00:00PM PST	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	235		Application Engine	PRCSYSPURGE	PS	01/27/2005 1:00:46AM PST	Success	Posting	<a href="#">Details</a>

Go back to Schedule Query

Save Notify

Process List | Server List

Step	Action
21.	The <b>Run Status</b> column displays that the process is queued. You can click the <b>Refresh</b> button to update the run status, which will change to Success on March 31.
22.	You successfully submitted a process request to schedule a query to run at a predefined time. <b>End of Procedure.</b>