



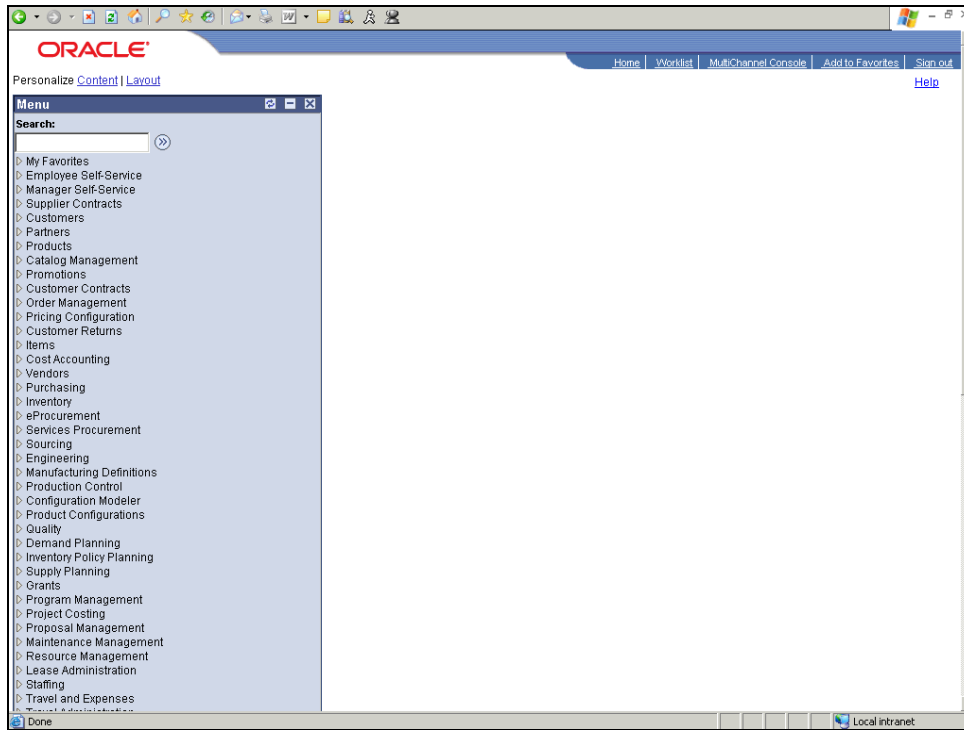
## Submitting Process Requests



### Concept

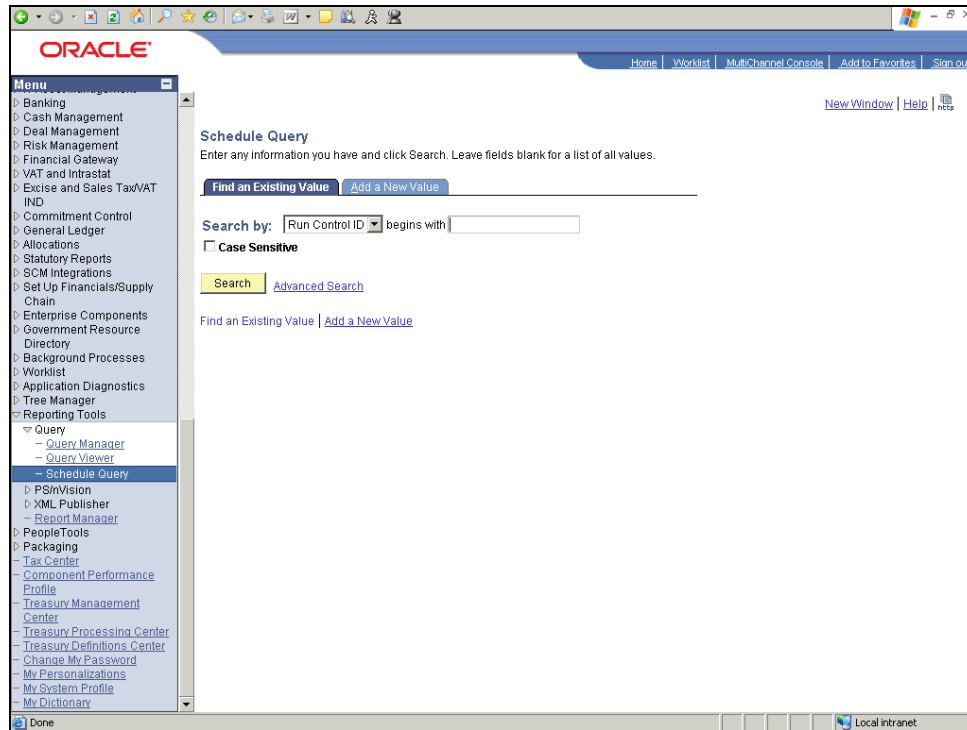
You may choose to schedule queries so that they run at predefined times or on recurring schedules. **Query Manager** interacts with PeopleSoft **Process Scheduler** to enable you to schedule queries. To schedule a query, you must submit a process request. The results of scheduled queries are routed to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

In this topic, you would like to view the list of assets available at the end of the work day. You will schedule a query to run at 6:00 p.m. today.

## Procedure



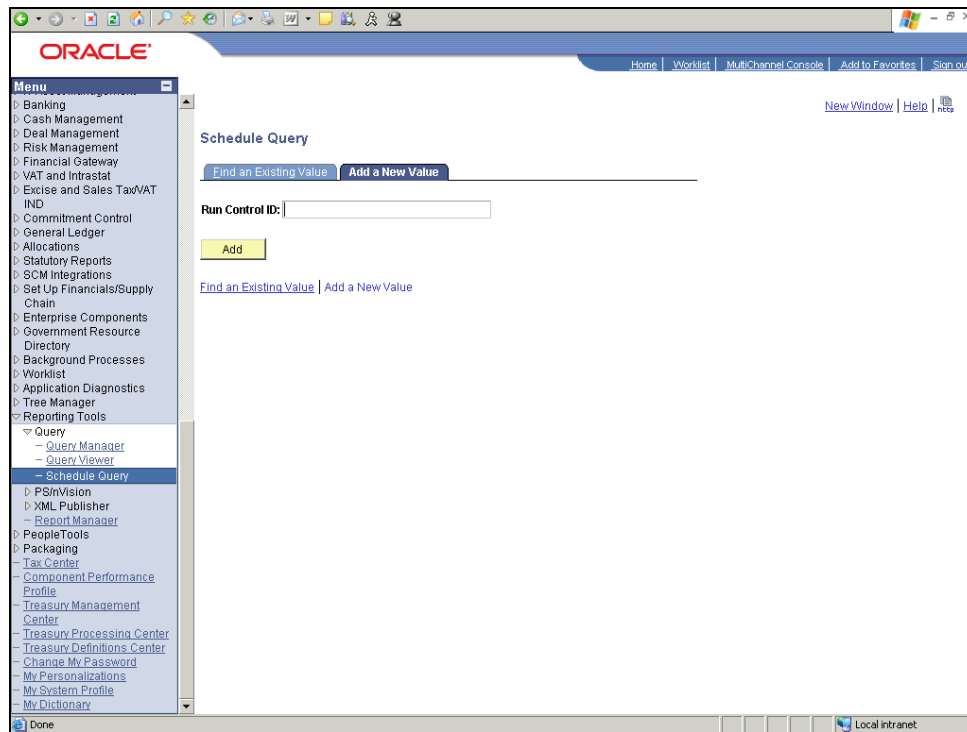
Step	Action
1.	Begin by navigating to the <b>Schedule Query</b> page.
2.	Click the <b>Reporting Tools</b> link. 
3.	Click the <b>Schedule Query</b> link. 




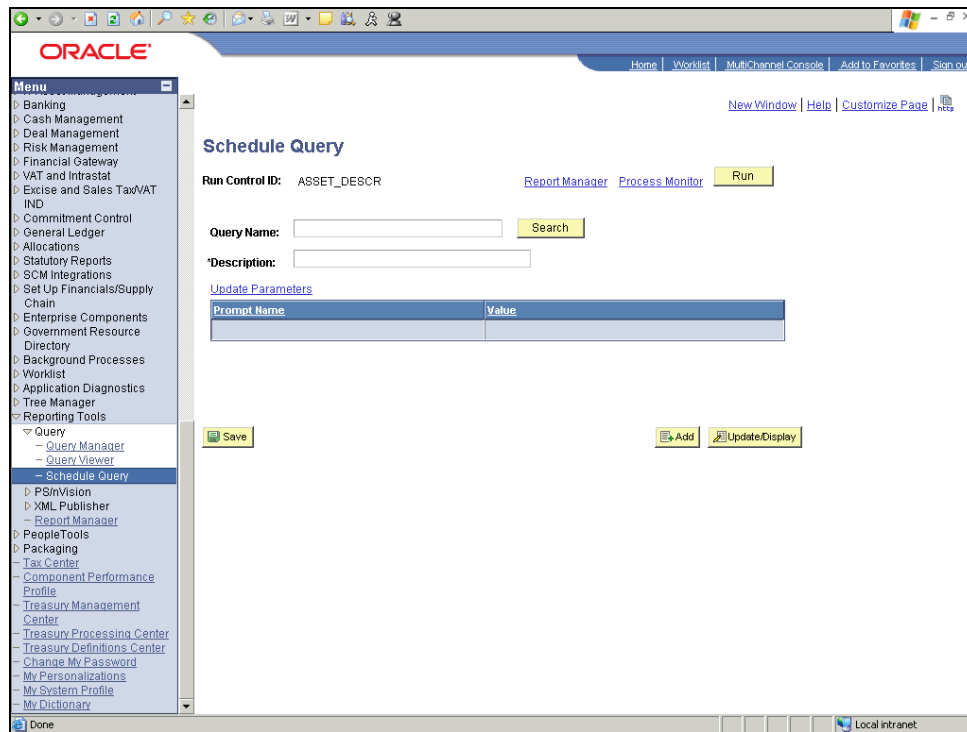
Step	Action
4.	The <b>Schedule Query</b> search page enables you to search for an existing Run Control ID or add a new one.
5.	A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID allows for important parameters to be available for a process when the process runs. This ensures that when a process runs in the background it does not have to prompt you for any additional values. All parameters are stored within the system and associated with Run Control IDs and User IDs.
6.	Click the Add a New Value tab.


# Process Document

## Query for Financials: Submitting Process Requests



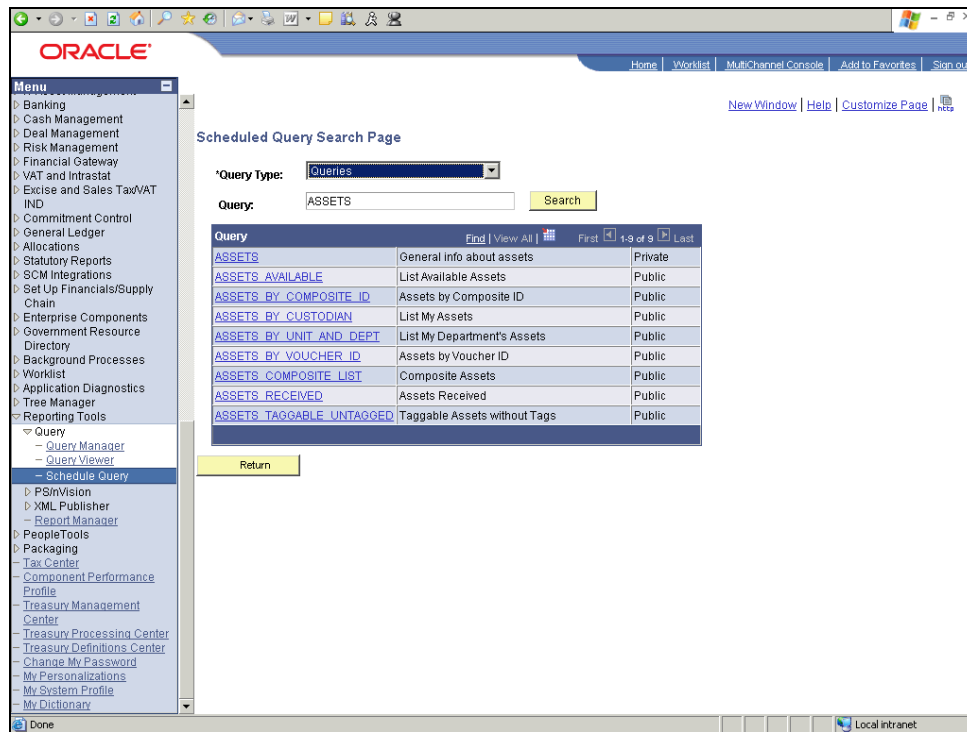
Step	Action
7.	Enter the desired information into the <b>Run Control ID</b> field. For this example, we'll enter " <b>ASSET_DESCR</b> ".
8.	Click the <b>Add</b> button. 
9.	Use the <b>Schedule Query</b> page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



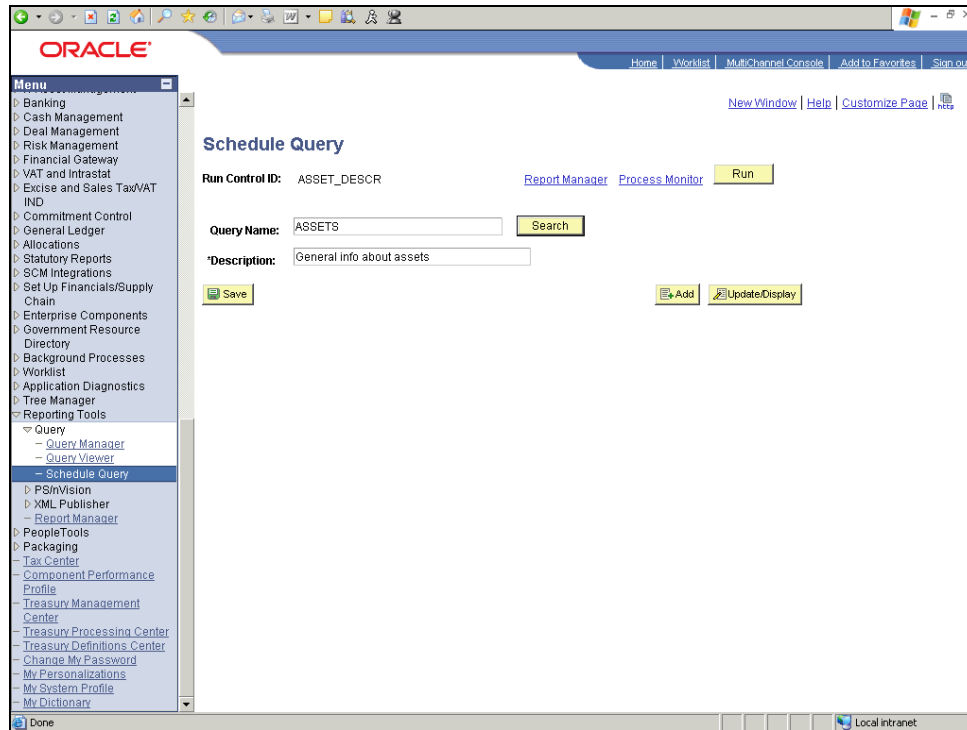
Step	Action
1.	For this example, search for the query named <b>ASSETS</b> .  Enter the desired information into the <b>Query Name</b> field. For this example, we'll enter " <b>ASSETS</b> ".
2.	Click the <b>Search</b> button. 


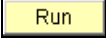
# Process Document

## Query for Financials: Submitting Process Requests



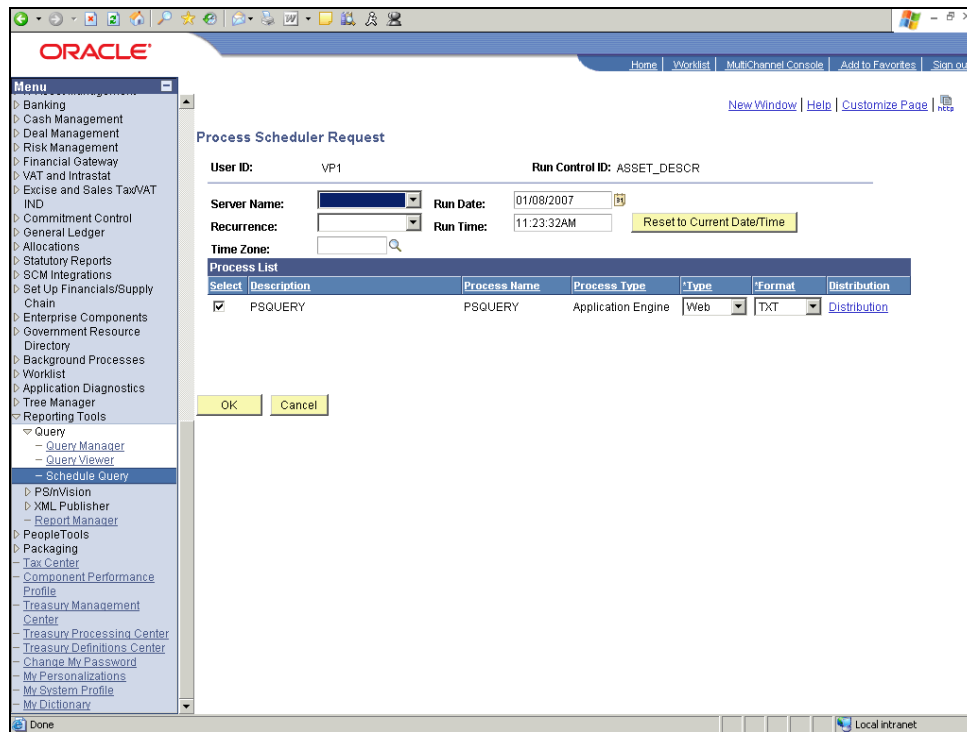
Step	Action
3.	<p>All queries that begin with the word <b>ASSETS</b> are displayed. Notice the description appears to the right of the query name.</p> <p>Click the <b>Query Name</b> link.</p> <p><a href="#">ASSETS</a></p>



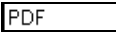

Step	Action
4.	<p>The <b>Description</b> field is automatically populated after searching on the query name.</p> <p>Click the <b>Save</b> button.</p> 
5.	<p>Next, schedule the query to run at a predefined time.</p> <p>Click the <b>Run</b> button.</p> 
6.	<p>Use the <b>Process Scheduler Request</b> page to enter or update parameters, such as server name and process output format.</p>

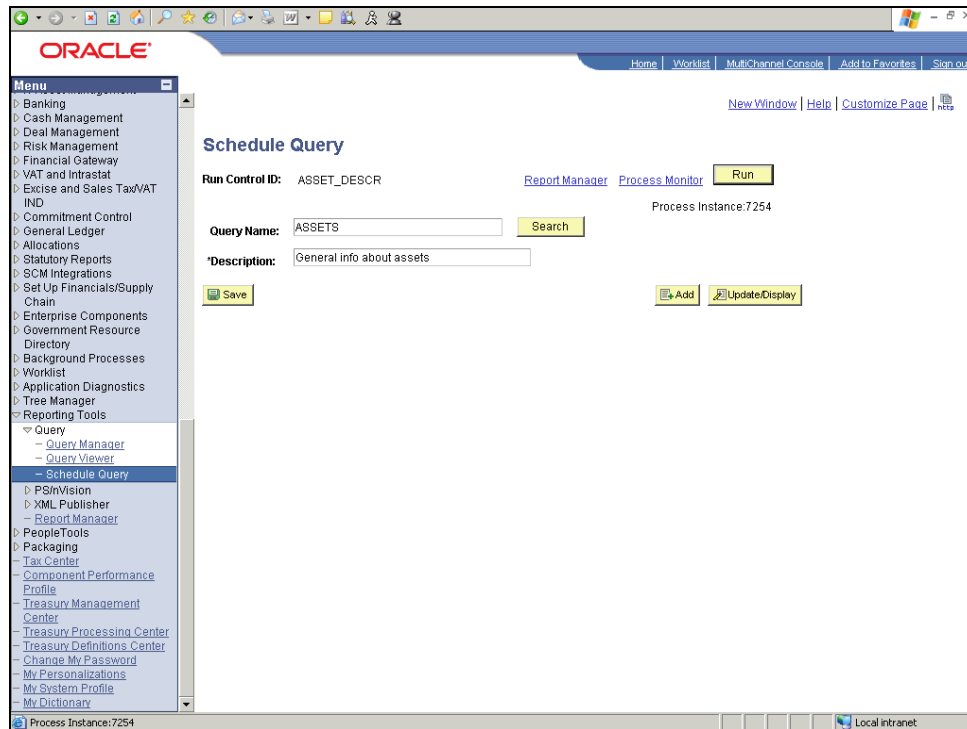
# Process Document


## Query for Financials: Submitting Process Requests



Step	Action
7.	You must select a <b>Server Name</b> to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.  Click the <b>Server Name</b> list.
8.	Specify that the process will be run on the <b>PSNT</b> server.
9.	Click in the <b>Run Time</b> field.
10.	You want this process to run at 6:00 p.m. tonight.  Enter the desired information into the <b>Run Time</b> field. Enter " <b>6:00:00PM</b> ".
11.	Use the <b>Process Type</b> field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.  For this example, use the default value of Web.
12.	Use the <b>Format</b> field to define the output format for the report. The values are dependent upon the <b>Process Type</b> you have selected.  In this example, the default value is TXT. You want to change it to PDF.
13.	Click the <b>*Format</b> list.

Step	Action
14.	Click on PDF to select it. 
15.	Click the <b>Ok (Enter)</b> button. 
16.	Notice the <b>Process Instance</b> number appears. This number helps you identify the process you have run when you check the status.



Step	Action
17.	Click the <b>Process Monitor</b> link. 
18.	Use the <b>Process List</b> page to view the status of submitted process requests.
19.	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 <b>Success</b> at 6:00 PM.
20.	You successfully submitted a process request to schedule a query to run at a predefined time. <b>End of Procedure.</b>