

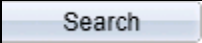
NDUS QRY: Scheduling a Query

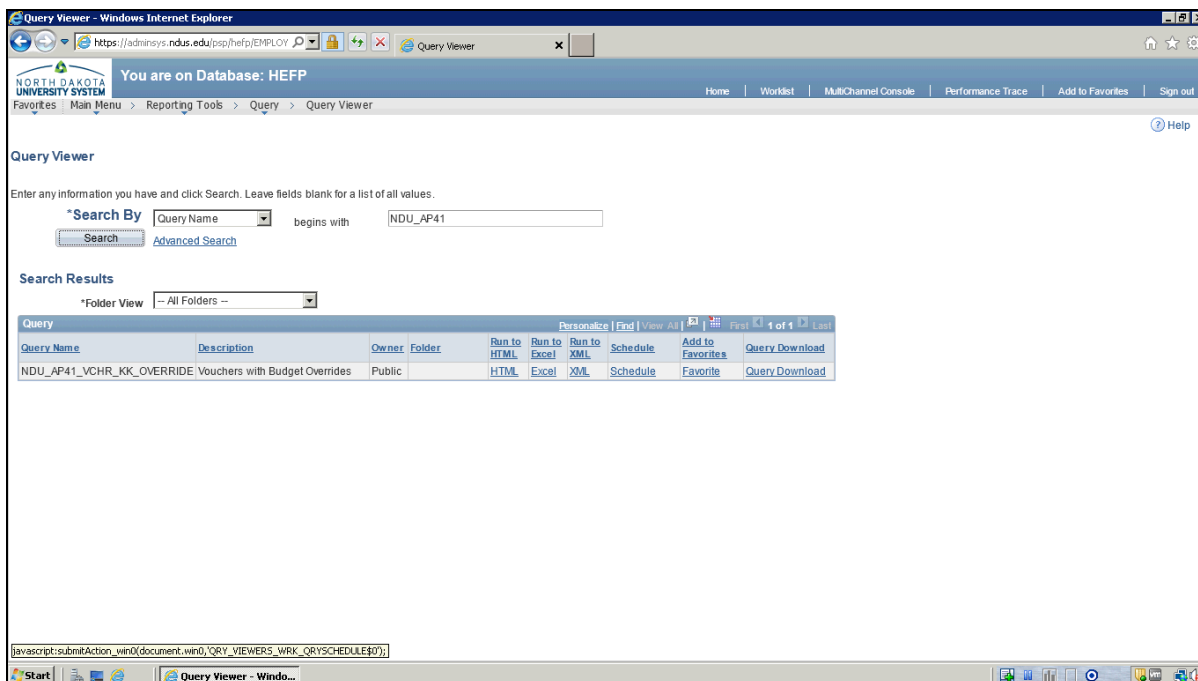
When running queries that access large amounts of data, it is recommended to schedule the query to run outside of normal business hours. This helps to avoid system lag for other users.


Procedure

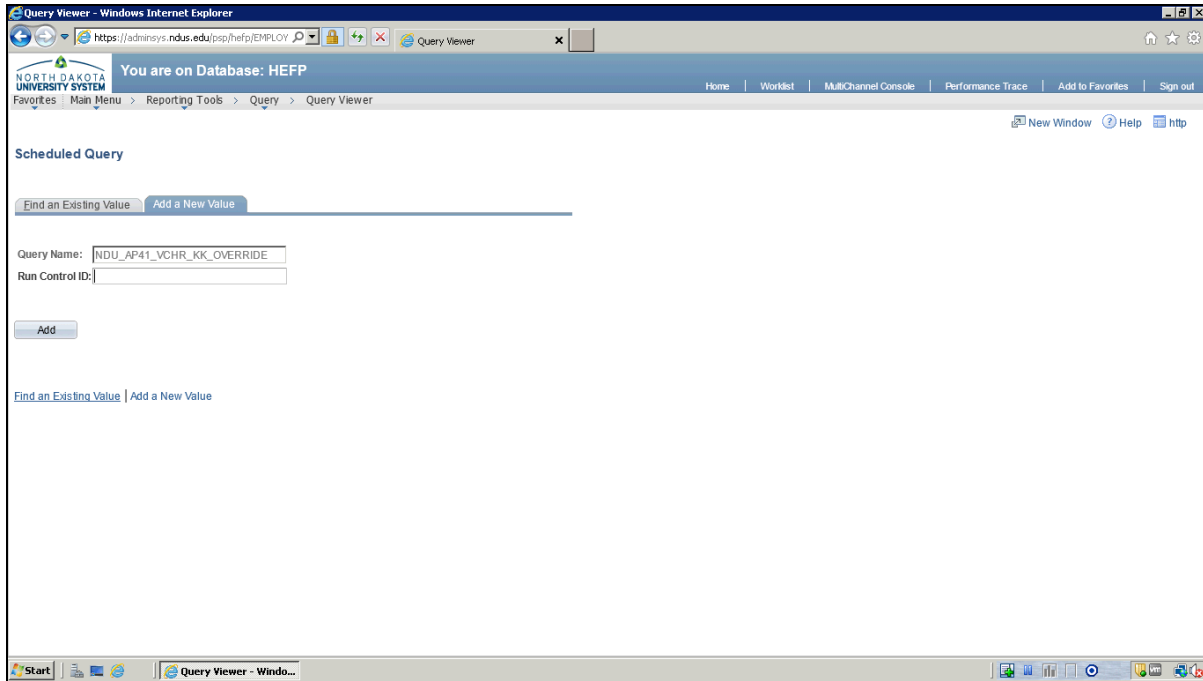
The tutorial will demonstrate the steps necessary to schedule a query.

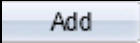
Navigation: Reporting Tools > Query > Query Viewer

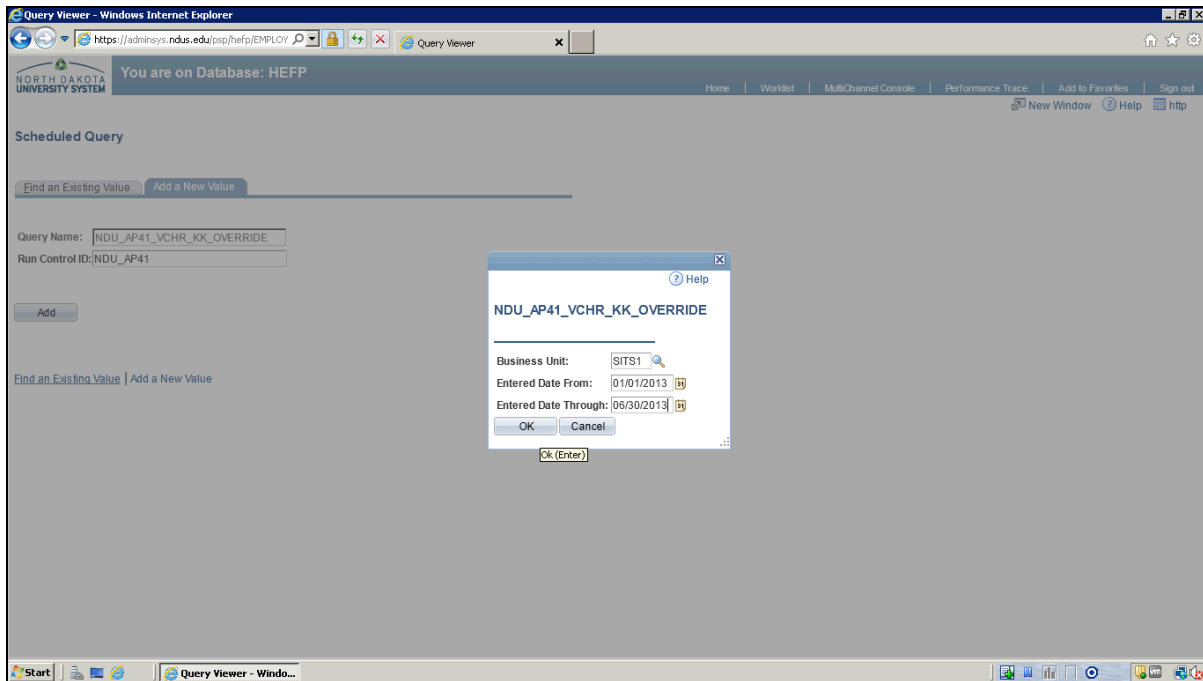
Step	Action
1.	Use the search field to search for the desired query. Enter the desired information into the Search By Required field. For example, enter a valid value e.g. " NDU_AP41 ".
2.	Click the Search button. 

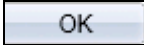


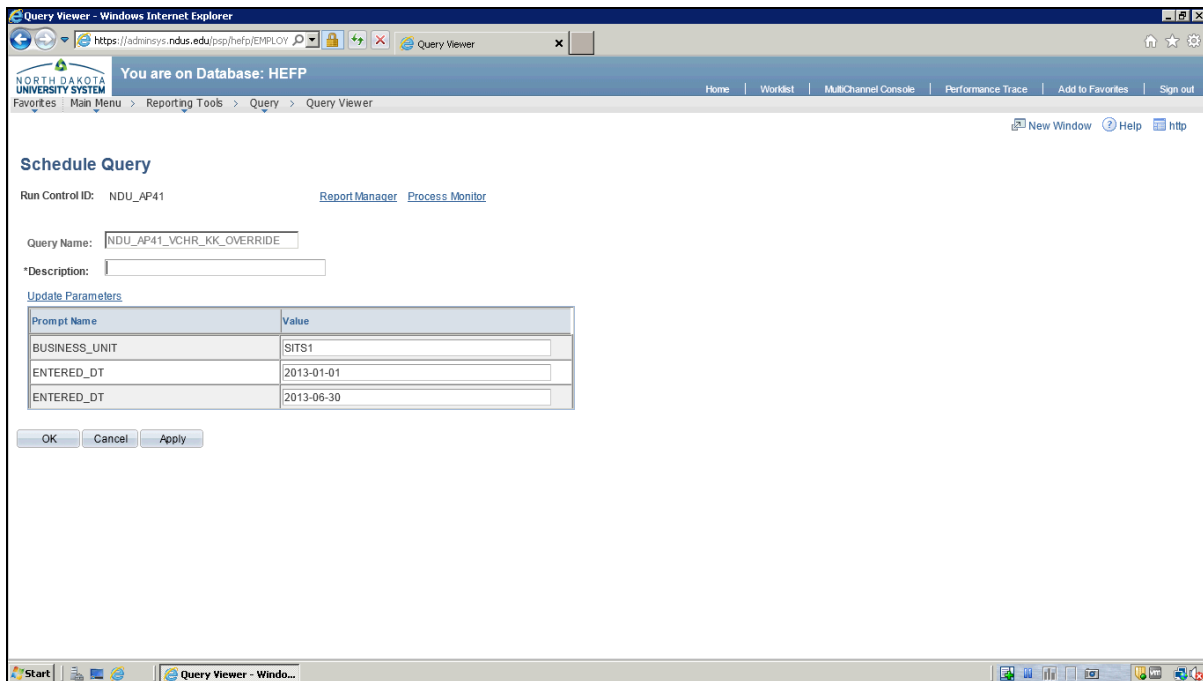
Step	Action
3.	Click the Schedule link. 

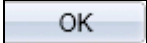


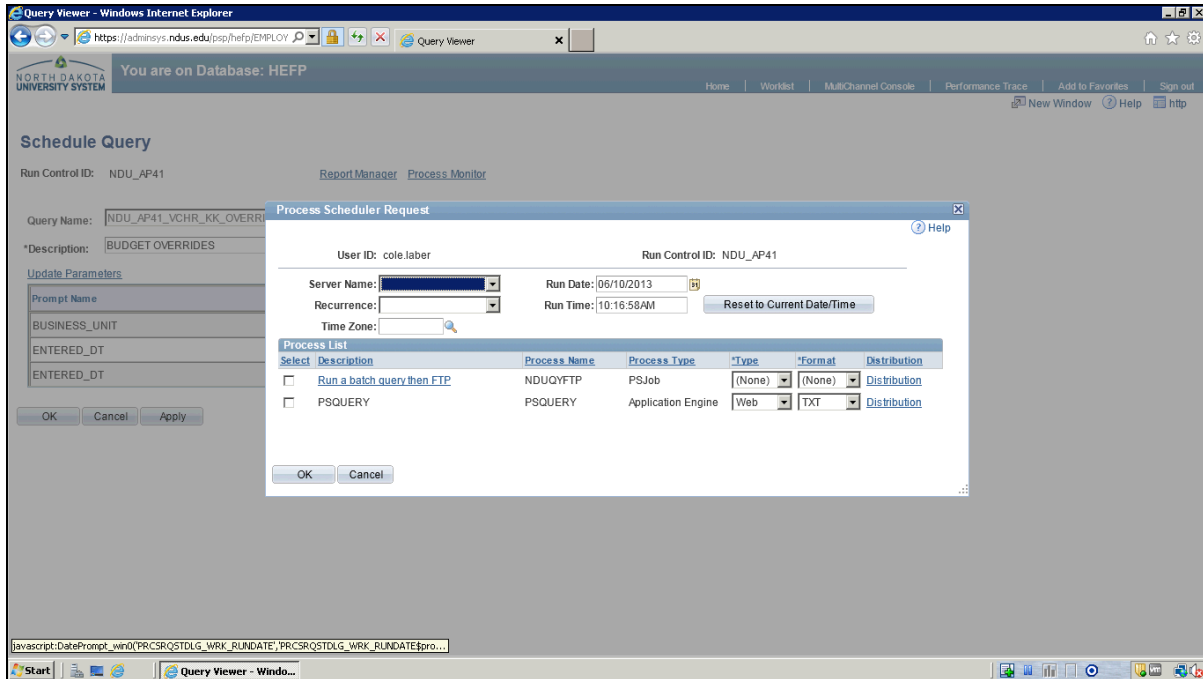
Step	Action
4.	<p>A new run control page will appear. A new run control should be set up <u>once</u> for <u>each query</u> being scheduled.</p> <p>Suggested naming for the run control are the beginning characters identifying the query.</p> <p>Note: If the same query has been downloaded, the download run control may appear. In this case, it is appropriate to use the same run control for both query downloads and scheduling.</p> <p>Enter the desired information into the Run Control ID field. For example, enter a valid value e.g. "NDU_AP41".</p>
5.	<p>Click the Add button. </p>



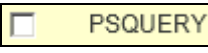



Step	Action
6.	<p>A second page may appear for defining query parameters. Populate the fields as desired.</p> <p>Click the OK button. </p>



Step	Action
7.	Enter the desired information into the Description field. Enter a valid value e.g. " BUDGET OVERRIDES ".
8.	Click the OK button. 



Step	Action
9.	The current date and time will default in the Run Date and Run Time fields. Enter or select the desired run date and run time. Click the Choose a date (Alt+5) button. 
10.	Click the desired date. 
11.	Use the Recurrence dropdown to schedule the query to run at a recurring interval, if desired. See the Recurring Options job aid for specifics.
12.	Ensure that the PSQUERY process is checked. Select the appropriate Type and Format for the output. Click the PSQUERY option. 
13.	Click the OK button. 

Step	Action
14.	<p>The process for scheduling a query is now complete. The query will be run on the day specified and can be accessed via the process monitor.</p> <p>Note: To use the Query Schedule for the same query, open the Query Schedule run control previously created and click the "Update Parameters" link to change parameters. The query can then be scheduled again through the process scheduler to run with the updated parameters.</p> <p>End of Procedure.</p>