HR Links Guide: Scheduling Report Queries

When you run a large query/report, you may receive an error message stating that the query result set is too large:
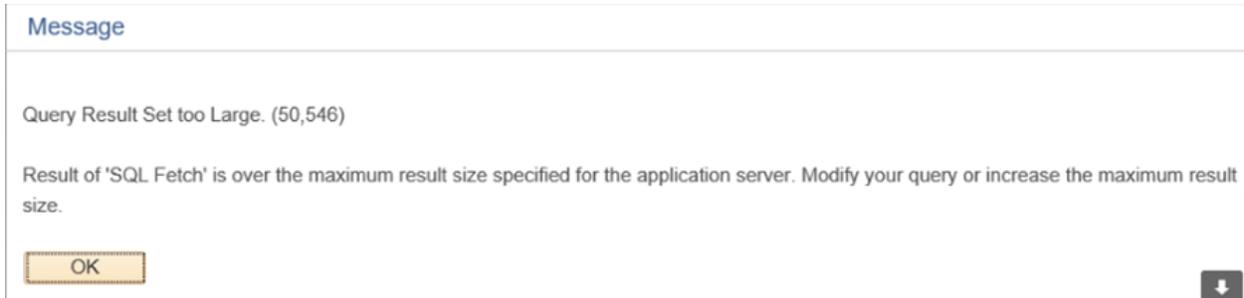
This error results because the system times out before the query is complete. If you receive this error, follow the instructions to schedule the query and avoid the error.

Navigation: *Employee Self Service - NavBar – Navigator - Reporting Tools – Query - Query Manager*

1. Input the name of the query you want to run. We will use **Z_GS_EP_CRITELEMENTS** in our example.
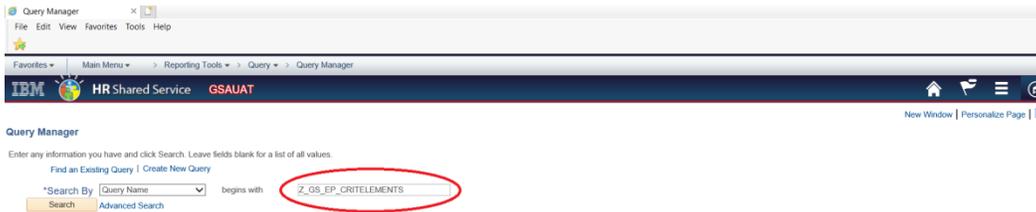
2. Click **Search**

3. **Search** for query and then select **Schedule**
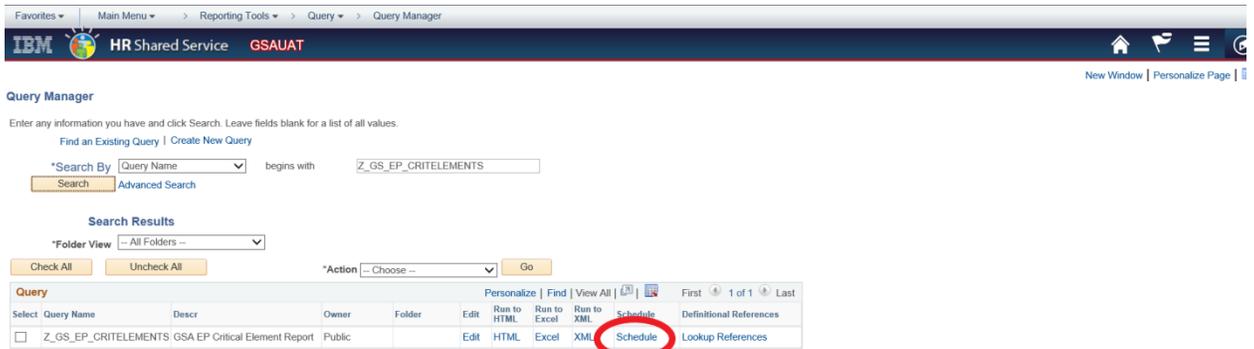
4. On the Add a New Value tab, enter the name of your report in the **Run Control** ID field, then Add. In the example below EMAIL_REPORT was entered.
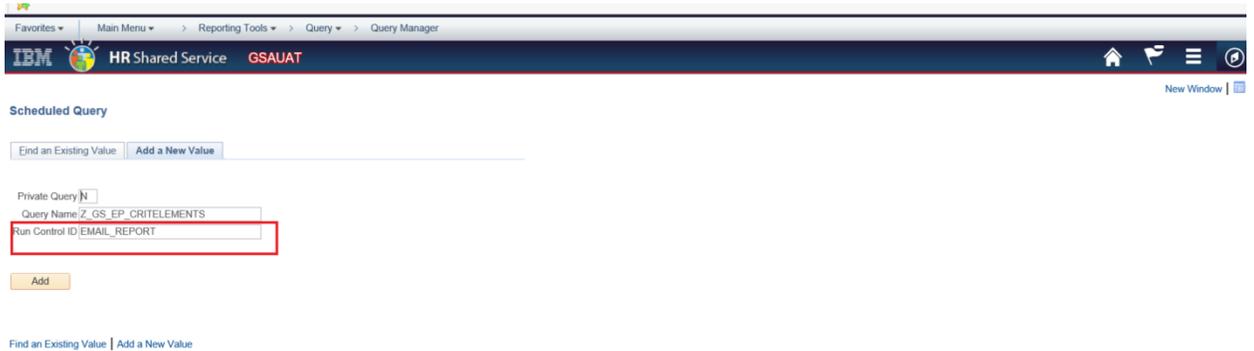
5. On the next page enter a **description** for your report, then **OK.** In the example below, Email_Report 4/26 was entered.
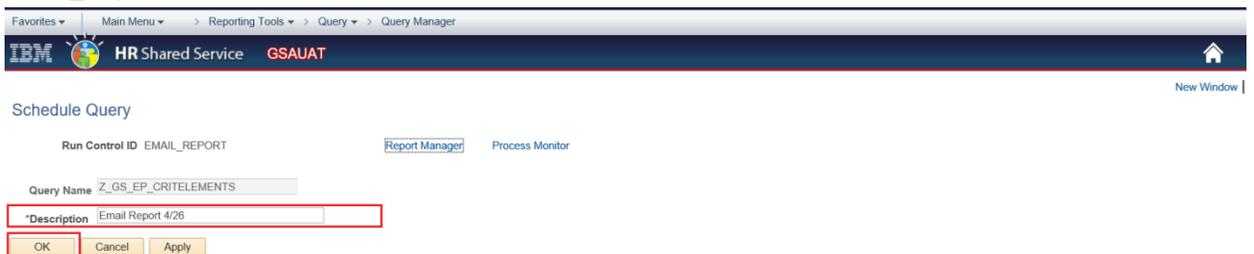
6. On the next pop up page, if you want to have a reoccurring report of this scheduled query Select your **Recurrence** and the **Starting Run Date** and **Time Zone**. Update the Type to **Email**; update the Format to **XLS** and then Click **Ok.**

7. The query will run and be sent to your email. (If you don't see it in your email , check your spam folder.) Use the following navigation to check the status of the query: NavBar - Navigtor - PeopleTools - Process Scheduler - Process Monitor