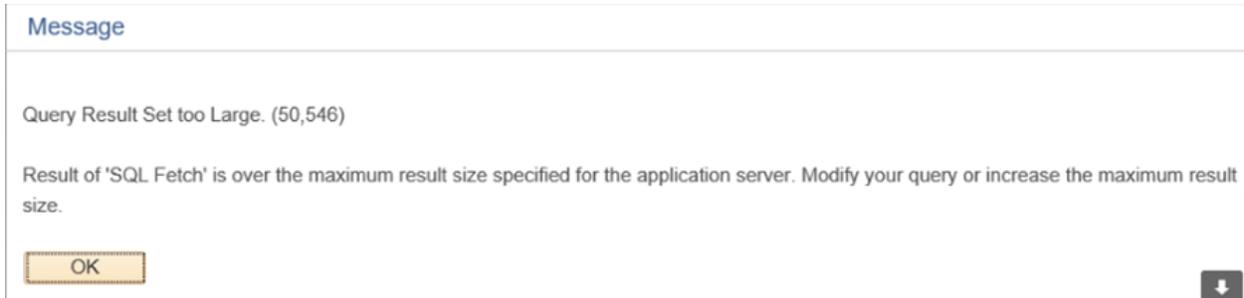




HR Links Guide: Scheduling Report Queries

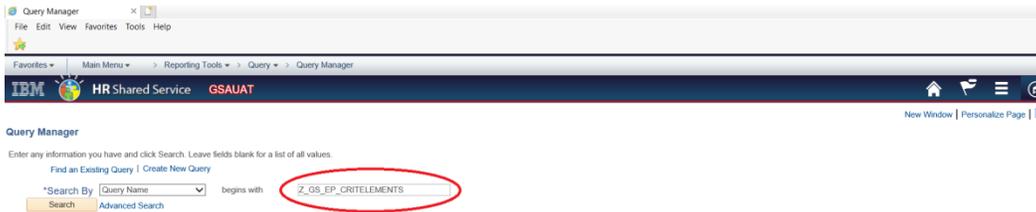
When you run a large query/report, you may receive an error message stating that the query result set is too large:



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

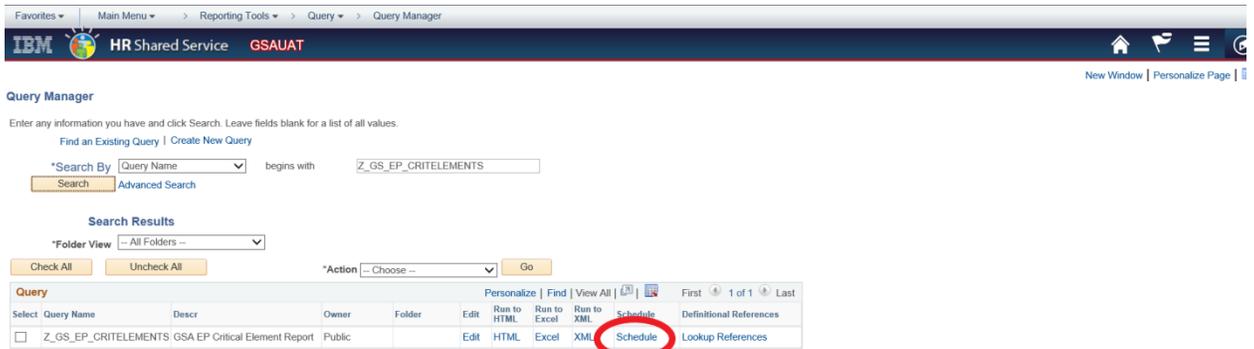
1. Input the name of the query you want to run. We will use **Z_GS_EP_CRITELEMENTS** in our example.



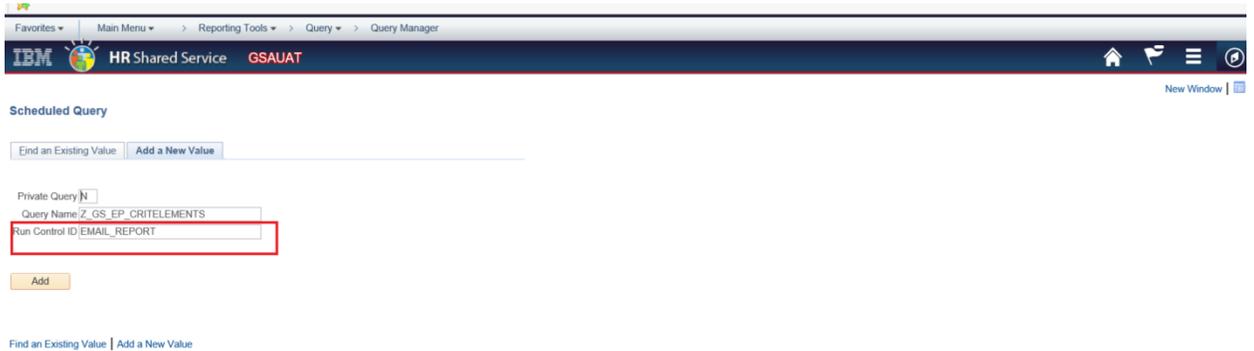
2. Click **Search**



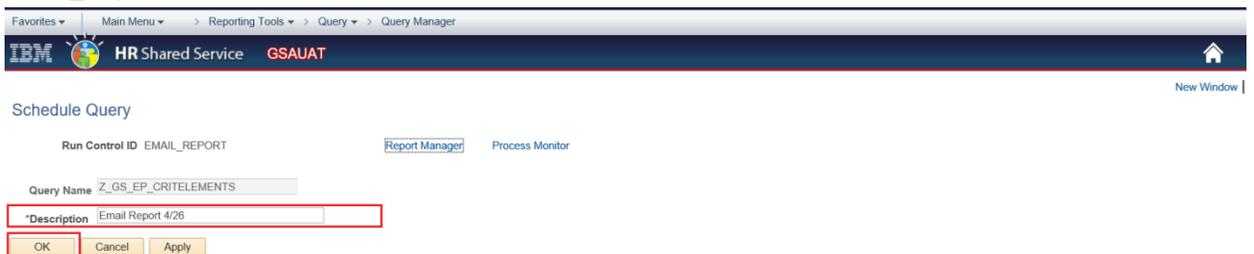
3. **Search** for query and then select **Schedule**



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**.



Process Scheduler Request

User ID: GSA0100017072 Run Control ID: EMAIL_REPORT

Server Name: [Dropdown] Run Date: 06/27/2019 [Calendar]

Recurrence: M at 1pm Biweekly [Dropdown] Run Time: 1:00:00 PM [Dropdown] [Reset to Current Date]

Time Zone: EST [Dropdown] Eastern Time (US)

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Email	XLS	Distribution

- 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 - Navigator - PeopleTools - Process Scheduler - Process Monitor

Process Monitor

Navigation: Main Menu > PeopleTools > Process Scheduler > Process Monitor

Process List | Server List

View Process Request For

User ID: [Text] Type: [Dropdown] Last [Dropdown] 1 Days [Dropdown] [Refresh]

Server: [Dropdown] Name: [Text] Instance From: [Text] Instance To: [Text]

Run Status: [Dropdown] Distribution Status: [Dropdown] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	224190		Application Engine	PSQUERY	GSA0100016260	04/22/2019 1:58:40PM EDT	Success	Posted	Details
<input type="checkbox"/>	224165		Application Engine	PSQUERY	GSA0100016260	04/22/2019 1:30:48PM EDT	Success	Posted	Details

Select All Deselect All

Delete Request Cancel Request Hold Request Restart Request

Save Notify

Process List | Server List