

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

 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



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Query	/ Manager																
Enter a	Any information you have and Find an Existing Query I *Search By Query Nan Search Advanced S	click Search. Leave fields blank for Create New Query ne v begins with Search	r a list of all value	es. EP_CRITELEM	ENTS												
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Que	ry				F	ersonaliz	e Find	View Al	ı 💷 🔜	First 🕚 1 of 1 🕭 Last	Last						
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	ces						
	Z_GS_EP_CRITELEMENTS	GSA EP Critical Element Report	Public		Edit	HTML	Excel	XML	Schedule	Lookup References	5						

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.

Favorites + Main Menu + >> Reporting Tools + > Query + > Query Manager			
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Scheduled Query		New Win	dow 🛅
Eind an Existing Value Add a New Value			
Private Query N Query Name Z_GS_EP_ORTELEMENTS Run Control ID_EMAIL_REPORT			
Add			
Find an Existing Value Add a New Value			

5. On the next page enter a **description** for your report, then **OK.** In the example below, Email_Report 4/26 was entered.

Favorites Main Menu Reporting Tools Query	Query Manager	
IBM 🔞 HR Shared Service GSAUAT		â
Schedule Query		New Window
Run Control ID EMAIL_REPORT	Report Manager Process Monitor	
Query Name Z_GS_EP_CRITELEMENTS		
*Description Email Report 4/26]	
OK Cancel Apply		

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**.

BM W Shared Service		New Window Personalize Page
chedule Query		
Run Control ID EMAIL_REPORT	Process Scheduler Request	
Query Name Z_GS_EP_CRITELEMENTS	User ID GSA0100017072 Run Control ID EMAIL_REPORT	
*Description EMAIL_REPORT_6_10	Server Name V Run Date 06/27/2019	
OK Cancel Apply	Recurrence M at 1pm Biweekly	
	Time Zone ESTQ. Eastern Time (US)	
	Select Description Process Name Process Type 'Format Distribution	
	PSQUERY PSQUERY Application Engine Email V XLS V Distribution	
	OK Cancel	

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

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View	Process	Req	uest For							
U Run S	ser ID Server Status		Q Type V Name Distribution S	itatus	Last A Instance From	→ n] ☑ Save C	1 Instance To	Days V	Refresh	
Proc	ess List					Personal	lize Find View A	II 💷 📑 🛛 🛛 First	🕙 1-2 of 2	(b) Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time		Run Status	Distribution Status	Details
	224190		Application Engine	PSQUERY	GSA0100016260	04/22/2019	1:58:40PM EDT	Success	Posted	Details
	224165		Application Engine	PSQUERY	GSA0100016260	04/22/2019	1:30:48PM EDT	Success	Posted	Details
Se Dele	lect All ete Reque:	st D	eselect All Cancel Request Hold Re	quest	Restart Request					