

Overview

This guide demonstrates how to run queries in **MySJSU** (PeopleSoft HSJPRD).

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Sign in to MySJSU

The MySJSU homepage displays.

1. Navigate to [MySJSU](http://my.sjsu.edu) (<http://my.sjsu.edu>).
2. Click the **MySJSU SIGN IN** button.

MY SJSU
SAN JOSE STATE UNIVERSITY

Search SJSU

About Us Employees Job Applicants Students Help MySJSU Sign In

SJSU Home > MySJSU

Quick Links

- [My Password/Sign In Help](#)
- [System Downtime](#)

MySJSU SIGN IN

Contact Us
MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

CMS Project Office
One Washington Square
San Jose, CA 95192-0042
SJSU Main Phone

The Sign In page displays.

3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

ORACLE®
PEOPLESOFT ENTERPRISE

SJSU ID:

Password:

Sign In

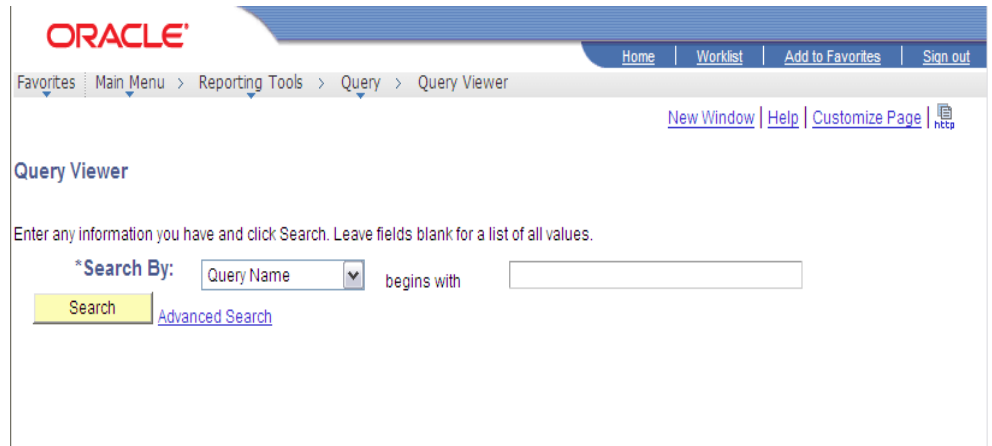
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Run a Query

Navigation

1. From the **Menu**, navigate to **Home > Reporting Tools > Query > Query Viewer**.

The Query Viewer search page displays.

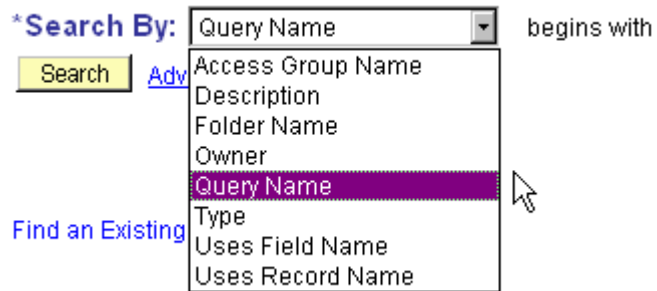


Basic Search

2. Select the query you want to run from the **Search By** dropdown menu.

Note: For a Basic Search, you can look up a public query or one of your own private queries using the parameters on this page. The default is to search by the Query Name.

3. **Search by the Query Name** if you know all or part of the name of the query that you are looking for.



Advanced Search

- To do an advanced search, click the **Advanced Search** link.

The Advanced Search parameters display.

Notes: The other most commonly used search parameter is Description. Use this if you know a word of the 30-character description that you're looking for.

Two of the newest search parameters are Uses Field Name and Uses Record Name.

- Search by **Uses Field Name** or **Uses Record Name** if you know the particular Field or Record (table) in PeopleSoft that a query uses.

The screenshot shows the Oracle Query Viewer interface. At the top, there is a navigation bar with the Oracle logo and links for Home, Worklist, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > Reporting Tools > Query > Query Viewer. On the right side, there are links for New Window, Help, and Customize Page. The main heading is "Query Viewer". Below the heading, there is a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search form includes a label "*Search By:" followed by a dropdown menu set to "Query Name" and a text input field. To the right of the input field is the text "begins with". Below the input field is a yellow "Search" button and a blue link for "Advanced Search".

The screenshot shows the Oracle Query Viewer interface with the advanced search form. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The main heading is "Query Viewer". Below the heading, there is a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search form includes several fields, each with a dropdown menu set to "begins with" and a text input field: "Query Name:", "Description:", "Uses Record Name:", "Uses Field Name:", "Access Group Name:", and "Folder Name:". Below these fields are two more fields: "*Query Type: =" with a dropdown menu set to "User" and "Owner: =" with a dropdown menu. Below the form is a note: "When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN." At the bottom of the form are a yellow "Search" button, a yellow "Clear" button, and a blue link for "Basic Search".

6. Use the search parameters dropdown menus to narrow your search.

Note: Enter a comma to separate values without quotes when you use the in or between operators.

7. Click the **Search** button.

Query Name:

Description:

Uses Record Name:

Uses Field Name:

Access Group Name:

Folder Name:

*Query Type:

The Query Viewer search results display.

8. To select a query, click the link:

- **Run to HTML:** This link opens a new browser window with the query results.
- **Run to Excel:** This link runs the query results in Excel.

Note: Depending on your computer settings, browser settings, or Microsoft Excel settings, the Run to Excel link can open in a new window.

If you need assistance contact the CMS Help Desk (cmshelp@sjsu.edu) at 408-924-1530.

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

New Window | Help | Customize Page

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with SJ_DEPT_ACAD

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
SJ_DEPT_ACAD_MIN_BY_EXP_GRAD	Minors by Expected Grad Term	Public		HTML	Excel	XML	Schedule	Favorite
SJ_DEPT_ACAD_MIN_TERM_RV	Active/Matric Minors by Org	Public		HTML	Excel	XML	Schedule	Favorite
SJ_DEPT_ACAD_PLANS_LIST	List of Acad Plans by Acad Org	Public		HTML	Excel	XML	Schedule	Favorite
SJ_DEPT_ACAD_STDNG_TRM_ORG	Acad Standing by Term & Org	Public		HTML	Excel	XML	Schedule	Favorite

Prompt Boxes

Note: Most public queries are set up for many users to run. The query may prompt you with one or more Prompt boxes. The Prompt boxes display at the top of the page and request the user to identify one or more values.

9. If a Prompt box displays, click the **down arrow** to view valid values.

Or

10. Type in a value for the prompts.

11. Click the **View Results** button.

12. Scroll to navigate the rows of output in your browser or in **MS Excel**.

Note: Internet Explorer might only return the first 100 result rows. To see all the rows, click View All.