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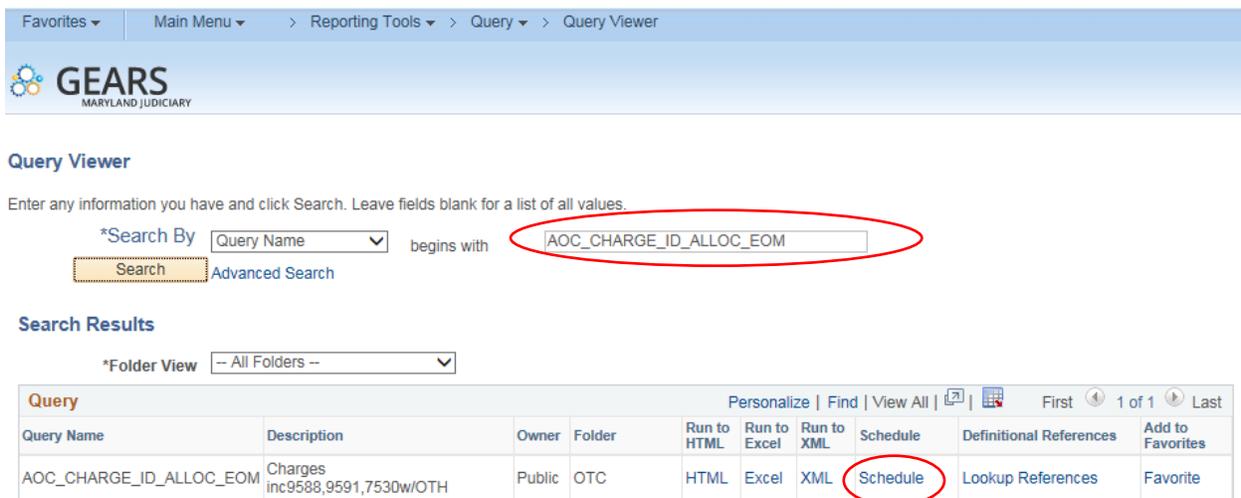
INTRODUCTION:

There are times when scheduling a query is required, because either the query takes too long to run or has more rows than can be displayed on a page. These directions display specific instructions for scheduling the AOC-CHARGE_ID_ALLOC_EOM query, but the instructions can be used for other queries as well

STEP 1: Search for a Query to Schedule

NAVIGATION: Main Menu > Reporting Tools > Query > Query Viewer

1. The **Query Viewer** page will display.
 - a. **Search By field:** Enter the query name, i.e. AOC_CHARGE_ID_ALLOC_EOM
 - b. Click the **Search** button.
 - c. Click the **Schedule** link on the applicable row of the desired query



The screenshot shows the GEARs Maryland Judiciary interface. The breadcrumb trail is: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. The page title is "Query Viewer". Below the title, there is a search section with the text "Enter any information you have and click Search. Leave fields blank for a list of all values." The search criteria are: "*Search By" (Query Name), "begins with" (AOC_CHARGE_ID_ALLOC_EOM), and a "Search" button. Below the search section is the "Search Results" section, which includes a "Folder View" dropdown set to "-- All Folders --". The search results are displayed in a table with the following columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The first row of results is for the query "AOC_CHARGE_ID_ALLOC_EOM" with description "Charges inc9588,9591,7530w/OTH", owner "Public", and folder "OTC". The "Schedule" link in this row is circled in red.

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|-------------------------|--------------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|------------------|
| AOC_CHARGE_ID_ALLOC_EOM | Charges inc9588,9591,7530w/OTH | Public | OTC | HTML | Excel | XML | Schedule | Lookup References | Favorite |

2. The *Scheduled Query* page will display.
 - a. On the **Find an Existing Value** tab: Click the **Search** button, if Run Controls ID's already exist for scheduled queries.
or
 - b. Click the **Add a New Value** tab if no queries have been scheduled in the past.

Scheduled Query

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

Find an Existing Value

Add a New Value

▼ **Search Criteria**

Private Query

Query Name

Run Control ID

Description

Case Sensitive

Search

Clear

Basic Search
Save Search Criteria

Search Results

View All First ◀ 1-3 of 3 ▶ Last

| Query Name | Run Control ID | Description |
|------------------------|----------------|-------------------|
| AOC_BILLING_CORRECTION | GHOF | JUD62 daily query |
| AOC_BILL_ADJUSTMENTS | GHOF_report | report |

STEP 2: Schedule the Query

1. The **Add a New Value** tab *Scheduled Query* page will display.
 - a. **Private Query:** Enter 'N' unless it defaults in.
 - b. **Query Name:** Enter the exact name of the query.
 - c. **Run Control ID:** Enter a Run Control ID (No spaces are allowed).
 - d. Click the **Add** button.

Scheduled Query

| | |
|------------------------------------|--|
| Find an Existing Value | Add a New Value |
| Private Query | <input type="text" value="N"/> |
| Query Name | <input type="text" value="AOC_CHARGE_ID_ALLOC_EOM"/> |
| Run Control ID | <input type="text" value="EOM_QRY"/> |
| <input type="button" value="Add"/> | |

2. The *query name parameter entry* window will display. For this query example:
 - a. **SetID:** Enter "JUD##", where ## is the 2-digit county code.
 - b. **From Z Date:** Enter or select a date.
 - c. **To Z Date:** Enter or select a date.
 - d. Click the **OK** button.

AOC_CHARGE_ID_ALLOC_EOM

SetID 

From Z Date 

To Z Date 

3. The *Schedule Query* page will display.
 - a. ***Description:** Enter the desired description. Spaces are allowed.
Note: The asterisk (*) next to description indicates that it is a required field
 - b. Click the **OK** button.

Schedule Query

Run Control ID EOM_QRY Report Manager Process Monitor

Query Name

***Description**

Update Parameters

| Prompt Name | Value |
|-------------|---|
| SETID | <input type="text" value="JUD07"/> |
| FROM_DATE | <input type="text" value="2018-10-01"/> |
| TO_DATE | <input type="text" value="2018-10-31"/> |

4. The *Process Schedule Request* page will display.
 - a. **Server Name:** Leave blank
 - b. **Recurrence:** Leave blank
 - c. **Time Zone:** Leave blank
 - d. **Run Date:** Leave the current date displayed (it is the default). Enter a future date to schedule the query for a later date.
 - e. **Run Time:** Leave current time displayed (it is the default). Enter a future time to process the query at a later time in the same day.
 - f. **Format:** Choose XLS from the drop down box, the default is TXT.
 - g. Click the **OK** button.

Process Scheduler Request

User ID GERLINDE.HOFLEITNER Run Control ID EOM_QRY

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

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

5. The *Query Viewer* page will display. See the next step on how to view the query results.

Query Viewer

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

*Search By begins with

Search Results

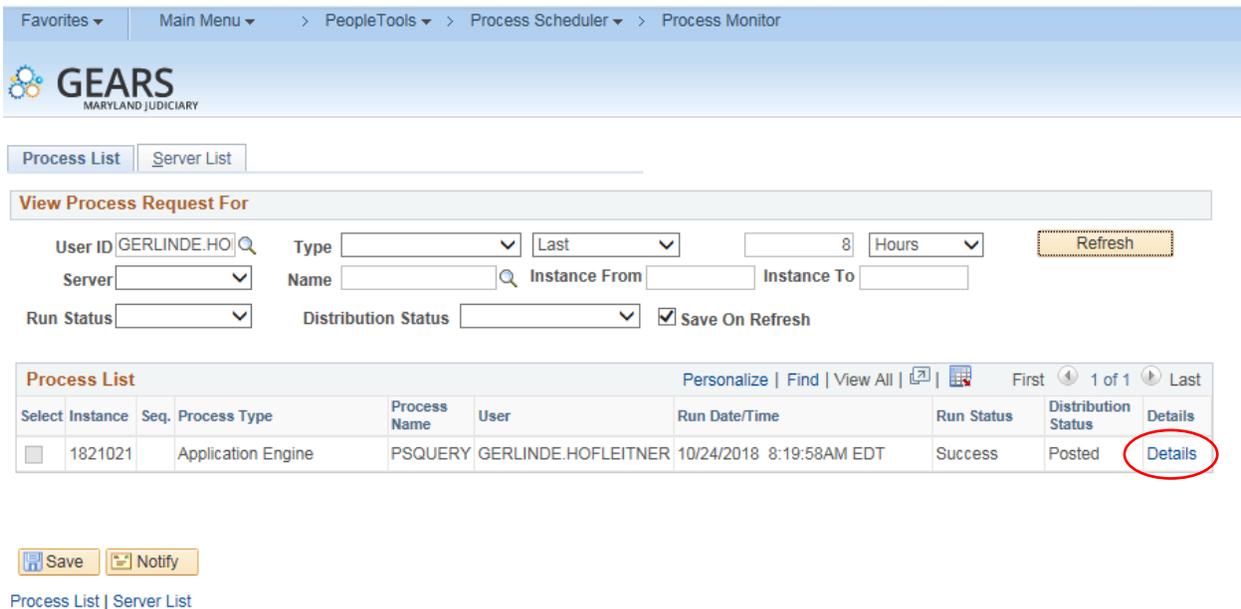
*Folder View

| Query | | | | | | | | | |
|-------------------------|--------------------------------|--------|--------|-------------|--------------|------------|---|-------------------------|------------------|
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
| AOC_CHARGE_ID_ALLOC_EOM | Charges Inc9588,9591,7530w/OTH | Public | OTC | HTML | Excel | XML | <input type="button" value="Schedule"/> | Lookup References | Favorite |

STEP 3: Open the Scheduled Query

NAVIGATION: Main Menu > People Tools > Process Scheduler > Process Monitor

1. The **Process List** page will display.
 - a. Click the **Refresh** button until the **Run Status is Success** and the **Distribution Status is posted**.
 - b. Click the [Details](#) link.



The screenshot shows the GEARs interface for the Process Monitor. At the top, there is a breadcrumb trail: Favorites > Main Menu > PeopleTools > Process Scheduler > Process Monitor. Below this is the GEARs logo and the text 'MARYLAND JUDICIARY'. There are two tabs: 'Process List' (selected) and 'Server List'. A section titled 'View Process Request For' contains several filters: User ID (GERLINDE.HO), Type (Last), a value of 8 in the 'Hours' field, a 'Refresh' button, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A checkbox for 'Save On Refresh' is checked. Below the filters is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 1821021, Process Type 'Application Engine', Process Name 'PSQUERY', User 'GERLINDE.HOFLEITNER', Run Date/Time '10/24/2018 8:19:58AM EDT', Run Status 'Success', and Distribution Status 'Posted'. The 'Details' link in the last column is circled in red. At the bottom of the interface, there are 'Save' and 'Notify' buttons, and a link for 'Process List | Server List'.

2. The *Process Detail* page will display.
 - a. Click the [View Log/Trace](#) link.

✕
Process Detail

Process

| | |
|--------------------|----------------------------|
| Instance 1821021 | Type Application Engine |
| Name PSQUERY | Description PSQUERY |
| Run Status Success | Distribution Status Posted |

| | |
|------------------------|--|
| Run | Update Process |
| Run Control ID EOM_QRY | <input type="radio"/> Hold Request |
| Location Server | <input type="radio"/> Queue Request |
| Server PSNT3 | <input type="radio"/> Cancel Request |
| Recurrence | <input checked="" type="checkbox"/> Delete Request |
| | <input type="radio"/> Re-send Content |
| | <input type="radio"/> Restart Request |

| | |
|---|--|
| Date/Time | Actions |
| Request Created On 10/24/2018 8:23:42AM EDT | Parameters Transfer |
| Run Anytime After 10/24/2018 8:19:58AM EDT | Message Log View Locks |
| Began Process At 10/24/2018 8:23:46AM EDT | Batch Timings |
| Ended Process At 10/24/2018 8:25:02AM EDT | View Log/Trace |

| | |
|----|--------|
| OK | Cancel |
|----|--------|

3. The [View Log/Trace](#) page will display.
 - a. Click the appropriate file query link ending with .xlsx to open and view the results.

View Log/Trace

Report

| | | | | |
|------------|---------|------------------|--------------------|-----------------------------|
| Report ID | 1743293 | Process Instance | 1821021 | Message Log |
| Name | PSQUERY | Process Type | Application Engine | |
| Run Status | Success | | | |

EOM Info

Distribution Details

| | | | |
|-------------------|--------|-----------------|------------|
| Distribution Node | PSUNIX | Expiration Date | 10/31/2018 |
|-------------------|--------|-----------------|------------|

File List

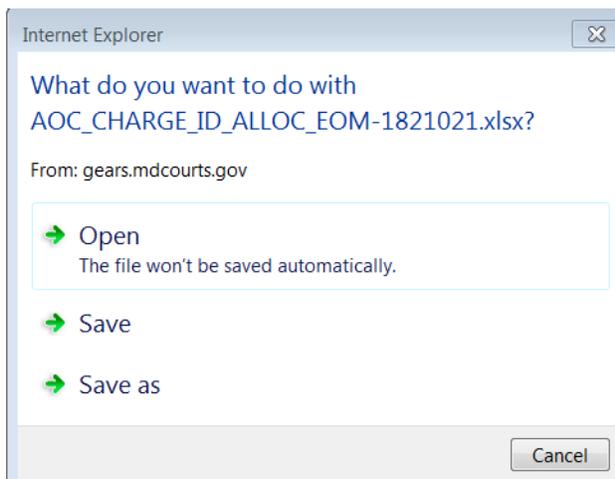
| Name | File Size (bytes) | Datetime Created |
|--------------------------------------|-------------------|---------------------------------|
| AE_PSQUERY_1821021_stdout | 300 | 10/24/2018 8:25:02.989692AM EDT |
| AOC_CHARGE_ID_ALLOC_EOM-1821021.xlsx | 25,609 | 10/24/2018 8:25:02.989692AM EDT |

Distribute To

| | |
|----------------------|---------------------|
| Distribution ID Type | *Distribution ID |
| User | GERLINDE.HOFLEITNER |

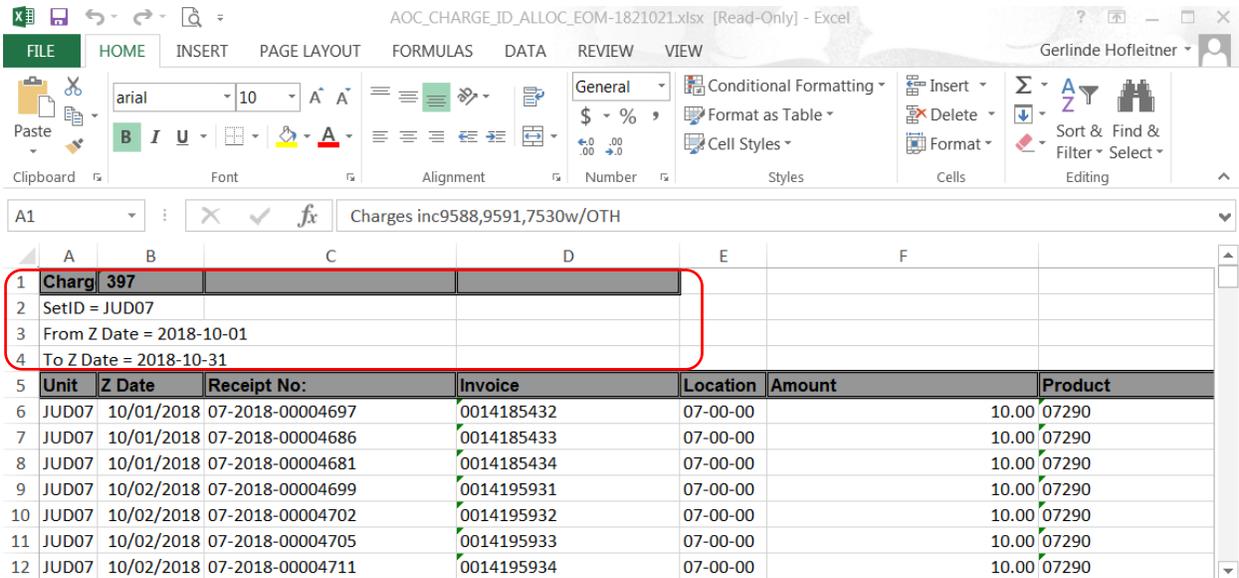
[Return](#)

4. The [Internet Explorer](#) window will display.
 - a. Click **Open**: This will open the report in an Excel file. Please allow it time to download into the Excel format.
or
 - b. Click **Save**: This allows the report to be saved to the Desktop.
or
 - c. Click **Save as**: This allows the report to be saved in a different format.



5. The *Excel file* will open.

Note: If viewing of the criteria used to run the query is not needed, the first 4 rows (could be only 1 or more rows depending on your criteria) may be deleted to view the data results only.



The screenshot shows an Excel spreadsheet with the following data:

| Unit | Z Date | Receipt No: | Invoice | Location | Amount | Product |
|-------|------------|------------------|------------|----------|--------|---------|
| JUD07 | 10/01/2018 | 07-2018-00004697 | 0014185432 | 07-00-00 | 10.00 | 07290 |
| JUD07 | 10/01/2018 | 07-2018-00004686 | 0014185433 | 07-00-00 | 10.00 | 07290 |
| JUD07 | 10/01/2018 | 07-2018-00004681 | 0014185434 | 07-00-00 | 10.00 | 07290 |
| JUD07 | 10/02/2018 | 07-2018-00004699 | 0014195931 | 07-00-00 | 10.00 | 07290 |
| JUD07 | 10/02/2018 | 07-2018-00004702 | 0014195932 | 07-00-00 | 10.00 | 07290 |
| JUD07 | 10/02/2018 | 07-2018-00004705 | 0014195933 | 07-00-00 | 10.00 | 07290 |
| JUD07 | 10/02/2018 | 07-2018-00004711 | 0014195934 | 07-00-00 | 10.00 | 07290 |

End of Process to Schedule a Query.