

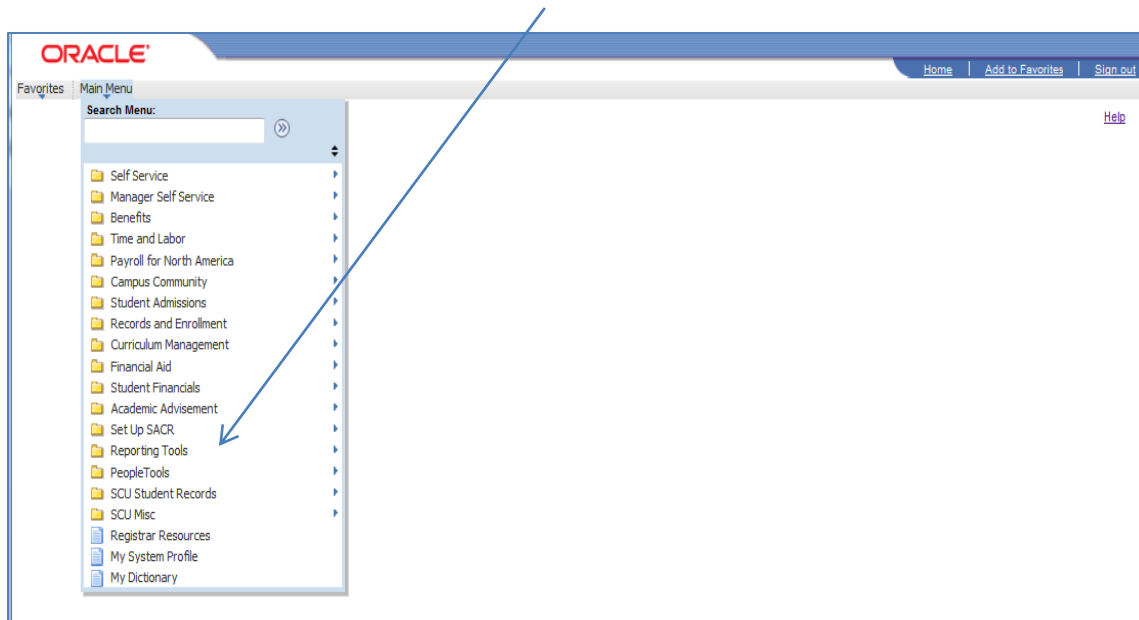


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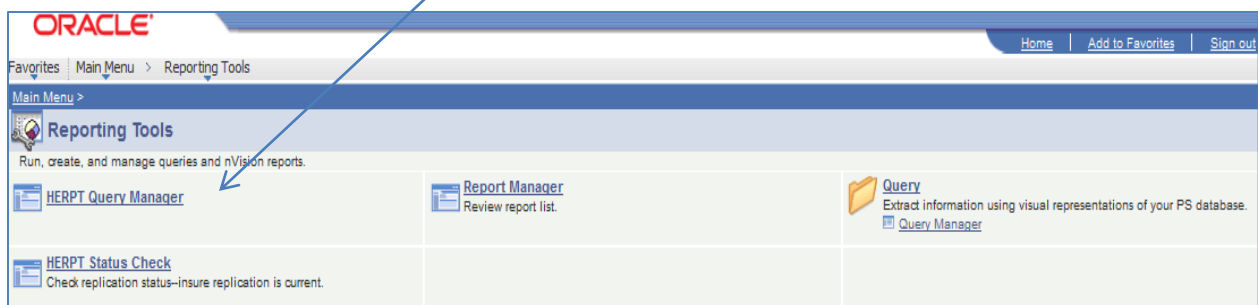
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Reporting Tools – Query

1. Log into PeopleSoft (<https://heprd.scu.edu>)
2. Click on Reporting Tools



3. Click on HERPT Query Manager



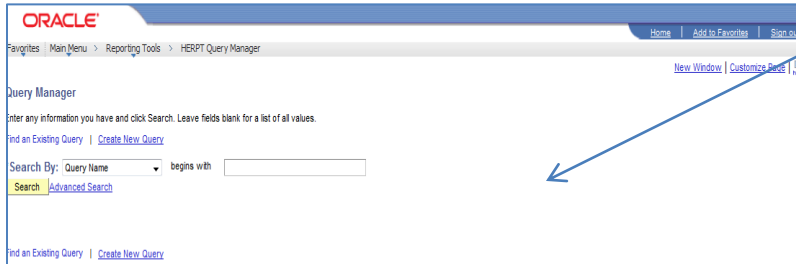


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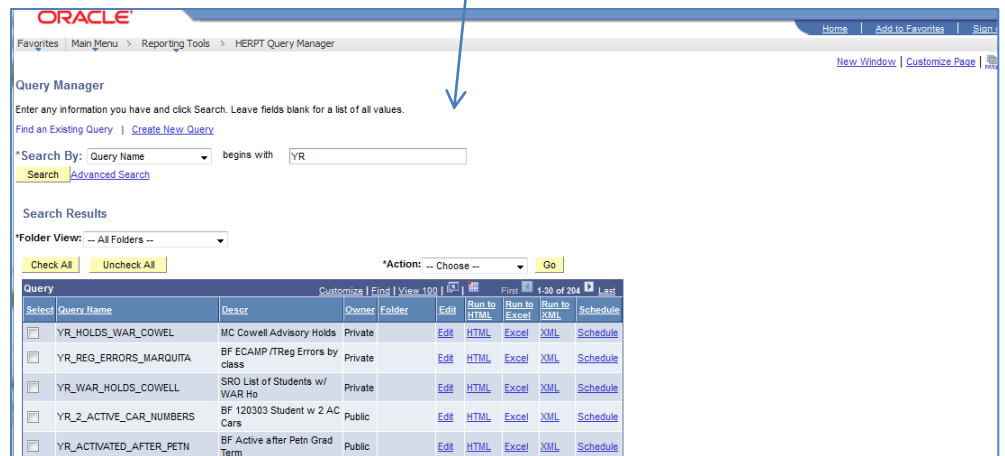
Reporting Tools – Query

- To locate public queries type in “YR” in the “begins with” field or your first initial if you have some private queries. Then click on “Search”. Results will show a list of queries.

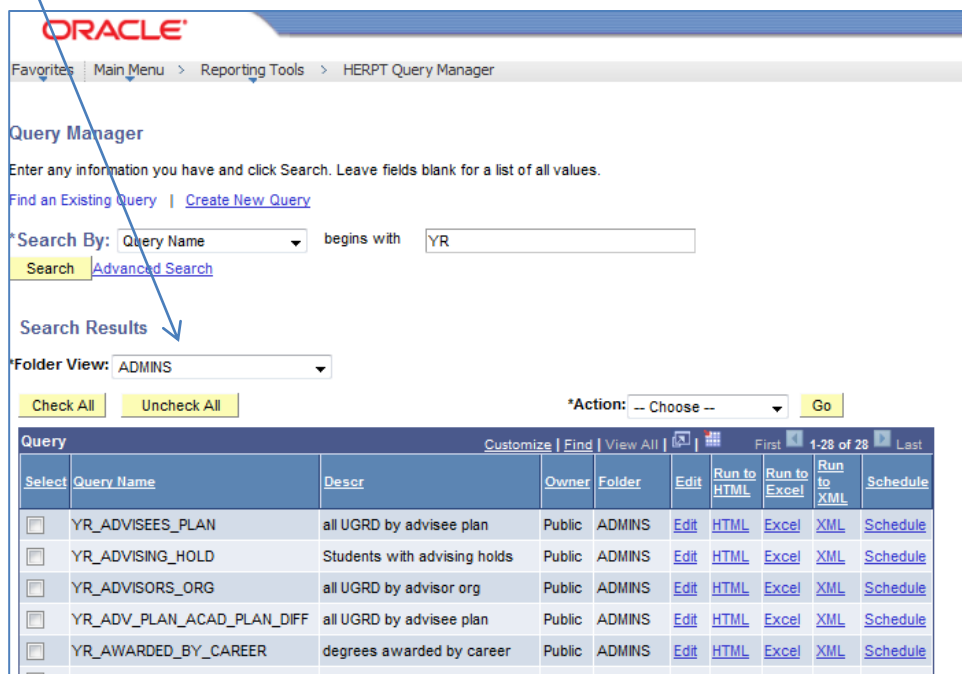


If you enter a folder name in the “Folder View” field it will bring up those queries specified for that folder.

Note: Below shows a folder called “ADMINS”. Ken created this folder and YR queries that are used a lot by AA’s.



Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	YR_HOLDS_WAR_COWEL	MC Cowell Advisory Holds	Private		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_REG_ERRORS_MARQUITA	BF ECAMP /TReg Errors by class	Private		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_WAR_HOLDS_COWELL	SRO List of Students w/ WAR Ho	Private		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_2_ACTIVE_CAR_NUMBERS	BF 120303 Student w 2 AC Cars	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_ACTIVATED_AFTER_PETN	BF Active after Petn Grad Term	Public		Edit	HTML	Excel	XML	Schedule



Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	YR_ADVISEES_PLAN	all UGRD by advisee plan	Public	ADMINS	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_ADVISING_HOLD	Students with advising holds	Public	ADMINS	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_ADVISORS_ORG	all UGRD by advisor org	Public	ADMINS	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_ADV_PLAN_ACAD_PLAN_DIFF	all UGRD by advisee plan	Public	ADMINS	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_AWARDED_BY_CAREER	degrees awarded by career	Public	ADMINS	Edit	HTML	Excel	XML	Schedule



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Reporting Tools – Query

5. To run a query, click on the “Excel” link located next to the name of the query that you desire.

Oracle
Favorites | Main Menu > Reporting Tools > HERPT Query Manager

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name begins with YR
[Search](#) [Advanced Search](#)

Search Results

*Folder View: ADMINS

[Check All](#) [Uncheck All](#) *Action: -- Choose -- [Go](#)

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	YR_ADVISEES_PLAN	all UGRD by advisee plan	Public	ADMINS	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_ADVISING_HOLD	Students with advising holds	Public	ADMINS	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_ADVISORS_ORG	all UGRD by advisor org	Public	ADMINS	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_ADV_PLAN_ACAD_PLAN_DIFF	all UGRD by advisee plan	Public	ADMINS	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	YR_AWARDED_BY_CAREER	degrees awarded by career	Public	ADMINS	Edit	HTML	Excel	XML	Schedule

6. Enter the needed detail, and then click on the “View Results” button.

HERPT Query Manager

https://hereports.scu.edu/psc/herp90_1/EMPLOYEE/SCU_HE_RPT/g?iCAction=ICQryNameExcelURL=PI

scu.edu

YR_ADVISEES_PLAN - all UGRD by advisee plan

Term:
Acad Plan:

[View Results](#)

Advisor org	Advisor name	Student ID	Student name	Stdnt Nbr	Prim Prog	Acad Plan	Exp Grad	Chkout Stat	GPA	Pass Prgrs	Transfer cred	Test cred	Email	Acad level
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Example of results (advisor, student ID and student name blanked out to protect confidentiality).

all UGRD by at	173					
Advisor org	Advisor name	Student ID	Student name	Stdnt Nbr	Prim Prog	Acad Plan
ANSO				1	UARSC	BSANTHMJ
ANSO				1	UARSC	BSANTHMJ
ANSO				1	UARSC	BSANTHMJ
ANSO				1	UARSC	BSANTHMJ
ANSO				2	UARSC	BXANTHMJ
ANSO				1	UARSC	BSANTHMJ