



**Santa Clara
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Office of the Registrar

Using the Query Manager

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Query Manager Search

Use the HEPRT Query Manager Search page to locate and manage queries. This illustration shows the usages of this page:



How do I Search and Manage Queries?

Navigation:

Main Menu -> Reporting Tools -> HERPT Query Manager – Click the **Search** button

Oracle

Home Add to Favorites Sign

Favorites Main Menu > Reporting Tools > HERPT Query Manager

New Window Help Personalize Page

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

Search Advanced Search

Search Results Too many items met your search criteria. Only the first 300 items displayed.

*Folder View -- All Folders --

Check All Uncheck All *Action -- Choose -- Go

Select	Query Name	Desor	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	1MLA_ACTIVE_IN_TERM	September 2013	Private		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CB_HONORS	CB HONORS STUDENT GROUP	Private		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	KS_ATHLETES_NCAA_FALL	NCAA eligibility	Private		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	LQ_ACTIVE_IN_TERM_ARMY	LQ Oct. 2013	Private	SCU EXTERNAL	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	LQ_ACTIVE_IN_TERM_CENSUS	Oct. 2013	Private	OTHER	Edit	HTML	Excel	XML	Schedule

Features of Query manager Search Page

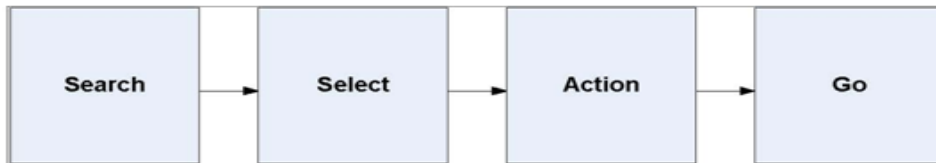
Feature	Usage
Search by:	Perform a quick search using any field in the drop-down list box.
Advanced Search	Select this link to narrow a query search using eight search categories and other conditional criteria.
Folder View	Displays queries by folder name.
Action	Organize, copy, delete, and rename queries.
Select	Select this check box to flag a query for an action.
Check All and Uncheck All	Click these buttons to select or deselect all queries that are in the search list.
HTML	Select this link to run a query to HTML format.
Excel	Select this link to run to Excel
Schedule	Select this link to access the Process Scheduler Request page and set the particular date and time to run the query.

Note: If the HERPT Query Manager link does not appear under the Reporting Tools, the security administrator must grant access to the HERPT Query Manager component and pages. Please contact Office of the Registrar to gain access.

Organizing Queries

Once you locate the desired queries, you use the Actions options to help you organize the selected queries.

The process to perform any action on queries is shown in this diagram



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: [Advanced Search](#)

Step 1 Search

Search Results

Too many items met your search criteria. Only the first 300 items displayed.

*Folder View:

Step 2 Select

Step 3 Action

Step 4 Go

Query	Descr	Owner	Folder	First	to	Schedule
<input checked="" type="checkbox"/> AD701__ADMISSIONS_ACTIONS_TBL	AD701---Admissions Actions Tbl	Public				Schedule
<input type="checkbox"/> AD702__TEST_TABLES	AD702---Test Tables	Public				Schedule
<input type="checkbox"/> AD703__RECRUIT_CATEGORY_TBL	AD703---Recruit Category Tbl	Public				Schedule
<input type="checkbox"/> AD704__REFERRAL_SOURCE_TBL	AD704---Referral Source Tbl	Public				Schedule

*Action:

- Add to Favorites
- Copy to User
- Delete Selected
- Move to Folder
- Rename Selected

Options in the Action Field – Step 3 from the Action dropdown list box:

Action	Purpose
Add to Favorites	Adds queries to the My Favorite Queries list.
Copy to User	Copies private queries to other users.
Delete Selected	Deletes the selected queries from the database.
Move to Folder	Moves queries to folders.
Rename Selected	Changes the name of the selected queries.

Note: The user that you copy to must have access to the records with which the query is associated

My Favorite Queries

You can quickly access a frequently used query from the HERPT Query Manager search page by designating the query as a favorite. After you create a favorite, the favorites appear on the search page automatically.

Click the triangular arrow next to the *My Favorite Queries* label to expand and collapse the list.

The screenshot shows the HERPT Query Manager interface. At the top, there's a navigation bar with links like Home, Add to Favorites, and Sign out. Below that, a breadcrumb trail shows Favorites > Main Menu > Reporting Tools > HERPT Query Manager. The main heading is 'Query Manager' with a subtext: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are links for 'Find an Existing Query' and 'Create New Query'. A search section has a dropdown for '*Search By' (set to 'Query Name'), a text input for 'begins with', and buttons for 'Search' and 'Advanced Search'. Below this is a section titled 'My Favorite Queries' with a collapse/expand arrow. It contains a table of favorite queries. At the bottom of this section is a 'Clear Favorites List' button.

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
LQ_BO_MJR_CRS_COMPLETE	STDINT BUS CORE 2013/10 LZHAO	Private		Edit	HTML	Excel	XML	Schedule	[-]
LQ_MAJOR_GPA_W_ADVR	LQ 11/2013 Major GPA w. advisor	Private	ADVISEMENT	Edit	HTML	Excel	XML	Schedule	[-]
LQ_REG_ERROR_MSG	LZ Reg Error by class 11/2013	Private		Edit	HTML	Excel	XML	Schedule	[-]
LQ_UGRD_CORE_NOT_MET_UPDATED	10/2013 prompt for class attr	Private	COURSE ENRL	Edit	HTML	Excel	XML	Schedule	[-]
LQ_YR_CLS_OFRD_BY_TERMS	LQ clone w. mods of BF 12/2004	Private	CLASSES	Edit	HTML	Excel	XML	Schedule	[-]

Note: Queries in the My Favorite Queries list are linked to the user ID.

Adding Queries to the My Favorite Queries List

To add queries to the My Favorite Queries List:

1. Search for queries to add to the My Favorite Queries List.
2. Select the query by selecting the Select check box.
3. Select **Add to favorites** from the Actions dropdown list box.
4. Click the Go button.

Removing Queries from the My Favorite Queries List

To remove queries from the My Favorite Queries List:

1. Click the Remove button (the minus button) to remove one query from the list.
2. Click the Clear Favorites List button to remove all queries from the list.

Copying a nonpublic query to another user's List of queries

The Query Manager enables you to copy a query from your list of queries to another user's list of queries.

To copy a query to another user's list of queries:

1. Select Reporting Tools, select HERPT Query Manager, then click **Search** button.
2. On the Query Manager search results page, select the query or queries that you want to copy.
3. Select the Copy to User option from the Action drop-down list box.
4. Click the Go button.
5. The Enter User ID page appear.
6. Enter the user ID (all upper case) of the user to whom you want to copy the query.
7. Click the OK button.

Note. You can copy only nonpublic queries to another user's list of queries.

*** If the target user does not have permission to access all of the records in a copied query, that query does not appear in the target user's list of queries. When permission has been granted, the query appears in the list.

*** You can only select queries to copy when you are on the generic query list, not your favorite query list. To get to the generic query list, Click Search button.
