



# HUMAN RESOURCES

*Illinois State University*

## How to Run Self-Service Reports and Queries Using Query Viewer

This tutorial will be helpful for those wanting to run self-service reports and queries for their own departmental use.

*Navigation to Query Viewer:*

- 1) Click on **Main Menu**
- 2) Click on **Reporting Tools**
- 3) Click on **Query**
- 4) Click on **Query Viewer**



This is an example of what your initial Query Viewer screen will look like:

**Query Viewer**

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

\*Search By  begins with

[Advanced Search](#)

My Favorite Queries									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove	
DD_ALL_HRLY_JOBS_INCBNT_DEPTS		Public		HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	
DD_HRLY_JOBS_INCBNT_IN_A_DEPT		Public		HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	
DD_JOBS_INCUMBENT_IN_A_DEPT		Public		HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	
DD_MAP		Public		HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	
FUTURE_DATED_APPTS	Find Future Appts	Public		HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	
ISU_DEPARTMENT_LIST	Department Descriptions	Public	DEPARTMENT QUERIES	HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	
ISU_HR_ADDLPY_WF_STATUS_PROMPT	Add Pays in WF Stat UID Prompt	Public		HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	
ISU_HR_EXTRA_HELP_ACCUM_UID	Shows total hours for a UID	Public		HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	
ISU_HR_JOBCODES_GRD	Non-Std Jobcodes and Sal Grds	Public	DEPARTMENT QUERIES	HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	
ISU_HR_JOBCODE_LISTING_QUERY	Returns members of a job code	Public		HTML	Excel	XML	Schedule	<input type="button" value="[-]"/>	

To search for query to run, enter key word(s) in the search box. Use the % symbol before and after the key word(s) to help with your search:

**Query Viewer**

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

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View -- All Folders --

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites	
CS_JOBS_INCUMBENT_IN_A_DEPT	Std CS AP ExHelp Prompt Dept	Public		HTML	Excel	XML	Schedule	Favorite	
DD_ALL_HRLY_JOBS_INCBNT_DEPTS		Public		HTML	Excel	XML	Schedule	Favorite	
DD_HRLY_JOBS_INCBNT_IN_A_DEPT		Public		HTML	Excel	XML	Schedule	Favorite	
DD_JOBS_INCUMBENT_IN_A_DEPT		Public		HTML	Excel	XML	Schedule	Favorite	
ISU_ALL_JOBS_PROMPT_UID		Public		HTML	Excel	XML	Schedule	Favorite	
ISU_DEPT_STDT_GRD_JOBS	Std and GA Jobs with Comp	Public	DEPARTMENT QUERIES	HTML	Excel	XML	Schedule	Favorite	
ISU_HR_MULTIPLE_JOBS_STATUS		Public		HTML	Excel	XML	Schedule	Favorite	
ISU_HR_MULTIPLE_JOBS_STATUS_1		Public		HTML	Excel	XML	Schedule	Favorite	
ISU_HR_STDT_GRD_JOBS	Std and GA Jobs with Comp FAO	Public		HTML	Excel	XML	Schedule	Favorite	

*Note: A callout bubble points to the search box containing "%JOBS%" with the text: "to search for a query, enter key word(s) and then add the % symbol (before and after)"*

To limit the results further, select a folder from the **Folder View** (if available):

The screenshot shows the Query Viewer interface. At the top, there is a search section with a dropdown menu for "Query Name" and a text input field for "begins with" containing "%JOBS%". Below this is a "Search" button and a link for "Advanced Search". The "Search Results" section shows a "Folder View" dropdown menu currently set to "DEPARTMENT QUERIES". A green callout box with a pointer to this dropdown contains the text: "to refine the search further, select a folder from the Folder View (if available)". Below the dropdown is a table with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites. The first row of data is: ISU\_DEPT\_STDT\_GRD\_JOBS, Std and GA Jobs with Comp, Public, DEPARTMENT QUERIES, HTML, Excel, XML, Schedule, Favorite.

To run the query, click on the **HTML** link associated with the query:

This screenshot is similar to the previous one, but the "HTML" link in the "Run to HTML" column of the search results table is highlighted with a blue box. A green callout box with a pointer to this link contains the text: "to run the query, click on the HTML link here".

You may be prompted for more information, such as a date or date range. You may enter the date(s) or use the calendar icons to select the date(s). Click **View Results** to continue:

**Time Period Begin:**

**Time Period End:**

[View Results](#)

The results of the query will now appear:

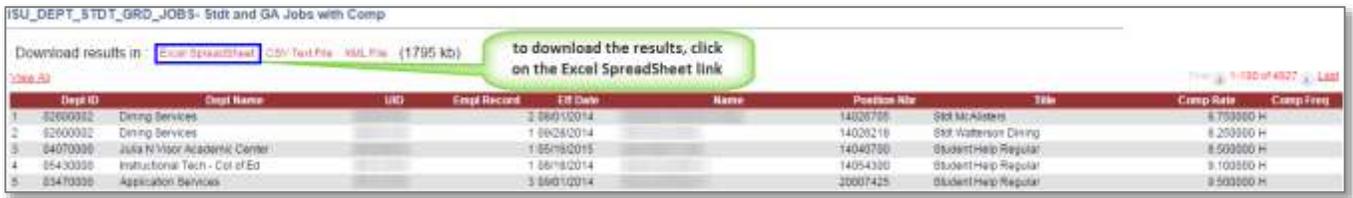
ISU\_DEPT\_STDT\_GRD\_JOBS- Std and GA Jobs with Comp

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1795 kb)

[View All](#) Page 1 of 100 of 4927 Last

Dept ID	Dept Name	UID	Emp Record	EB Date	Name	Position No	Title	Comp Rate	Comp Freq
1 8260032	Dining Services		2 88010014			14020705	Stt McArdles	8.750000 H	
2 8260032	Dining Services		1 88281014			14020218	Stt Waterson Dining	8.250000 H	
3 8407039	Juka N'visor Academic Center		1 85191015			14040750	Student Help Regular	8.500000 H	
4 8543035	Instructional Tech - Col of Ed		1 88181014			14054330	Student Help Regular	9.100000 H	
5 8547035	Application Services		3 88011014			20007425	Student Help Regular	8.500000 H	

To download your results to Excel, click on the **Excel SpreadSheet** link. You may be prompted to open the file after it is downloaded (*the type of browser you are using dictates how it is downloaded*):



To exit back to your initial Query Viewer screen, you should be able to just close the browser tab of your query results.

To save the query as a favorite on your initial Query Viewer screen, click on the **Favorite** link associated with the query:



You will now see the query listed with any other favorites you may have on your initial Query Viewer screen. This will give you quick access to the queries you run most often.

Other things to note when using Query Viewer:

- ✓ If having difficulty running a query (nothing happens when clicking the link), please be sure that your browser's pop-up blocker is disabled
- ✓ You will only see the results of queries for the departments and employees for which you have access
- ✓ To sort and do other analysis of the results, you will need to download into Excel
- ✓ If your query seems to be running long, *DO NOT* attempt to stop the query until it has run to completion or given you a "timed out" message

Contact information:

- ✓ For more information regarding running queries in iPeople, please contact Human Resources at **438-8311** or **438-8870**
- ✓ If you are having access issues, please contact **438-4357**