

How to Run a Query

(Finding Out-of-Field Teachers by School)

In PeopleSoft, users have the ability to extract information using the Query Tool.

To run a query, click on **Reporting Tools** and then click on **Query Viewer**.

At the Query Viewer screen, click on the **Advanced Search** link.

Several additional search options will appear. Click in the “Folder Name” search field and key in *Employee Info* as a folder to view.

Click the **Search** button and a list of queries will appear:

The screenshot shows the Query Viewer interface. At the top, it says "Query Viewer" and "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are several search criteria fields, each with a "begins with" dropdown menu and a text input field. The "Folder Name" field contains "EMPLOYEE INFO" and has a red arrow pointing to it. Below the search criteria are "Query Type" and "Owner" fields, both set to "=". There are "Search" and "Clear" buttons, with a red arrow pointing to the "Search" button. Below the search buttons is a "Basic Search" link. The "Search Results" section shows a dropdown menu for "Folder View" set to "-- All Folders --". Below this is a table of search results.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
AGENDA_HISTORY	Board Agenda History	Public	EMPLOYEE INFO	HTML	Excel	Schedule	Favorite
HQT_NON_BY_SCH	Non-Highly Qualified Teachers	Public	EMPLOYEE INFO	HTML	Excel	Schedule	Favorite
HQT_OOF_OOC_BY_SCHOOL	Non-HQ.Out of Field &/or Comp.	Public	EMPLOYEE INFO	HTML	Excel	Schedule	Favorite
PB_HR_BIRTHDAYLIST	Employee Birthday List	Public	EMPLOYEE INFO	HTML	Excel	Schedule	Favorite

In this case, the desired query (HQT_NON_BY_SCH) is displayed near the top. There are times when you will need to scroll down to find the query. If the list is large, or if the query is in another folder, you can also search by name. The example below illustrates a “search by query name” and shows how you can find a query containing the letters “HQ” in its name.

PeopleSoft® Home Worklist

[New Window](#)

Query Viewer

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

Query Name:

Description:

Uses Record Name:

Uses Field Name:

Access Group Name:

Folder Name:

*Query Type: =

Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB.EMPLOYEE.JRNL_LN.

[Basic Search](#)

Search Results

*Folder View: -- All Folders --

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
HQT_NON_BY_DISTRICT	Non-Highly Qualified Teachers	Private	CERTIFICATION DEPT	HTML	Excel	Schedule	Favorite
HQT_NON_BY_DISTRICT_SUBS_ONLY	Non-Highly Qual Subs as Tchrs	Private	CERTIFICATION DEPT	HTML	Excel	Schedule	Favorite
HQ_PARA_PRO	Highly Qualified Paraprofession	Private	STAFFING	HTML	Excel	Schedule	Favorite
HQ_PARA_PRO_2	Highly Qualified Paraprofession	Private	STAFFING	HTML	Excel	Schedule	Favorite
HQ_PARA_PRO_DEG_AND_TEST	Highly Qualified Paraprofession	Private	STAFFING	HTML	Excel	Schedule	Favorite
HQ_PARA_PRO_LIST	Highly Qualified Paraprofession	Private	STAFFING	HTML	Excel	Schedule	Favorite
HQ_PARA_PRO_TITLE1_LIST	Highly Qualified Paraprofession	Private	STAFFING	HTML	Excel	Schedule	Favorite
HQ_PARA_TITLE1	Paraprof at Title I Schools	Private		HTML	Excel	Schedule	Favorite
HQT_NON_BY_SCH	Non-Highly Qualified Teachers	Public	EMPLOYEE INFO	HTML	Excel	Schedule	Favorite
HQT_OOF_OOC_BY_SCHOOL	Non-HQ, Out of Field &/or Comp.	Public	EMPLOYEE INFO	HTML	Excel	Schedule	Favorite
PB_HR_TEMP CERT_CS_HQ	Tmp Cert w/no Subj Area Test HQ	Public	CERTIFICATION DEPT	HTML	Excel	Schedule	Favorite

Click the down arrow next to the “Query Name:” label, change the value from *begins with* to *contains*, enter **HQ** in the search field to the right, and then click the button. A list of queries will appear that contain the letters “HQ” within their names. Either method will work and produce the desired result which is to find the HQT_NON_BY_SCH query. Click the blue [HTML](#) link on the HQT_NON_BY_SCH row.

HQT_NON_BY_SCH - Non-Highly Qualified Teachers

DeptID:

Tch#	Last	First	ID	Job Title	Exp Yrs
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A prompt will appear requesting a school/department number, enter a school number and click the button. The results will display.

HQT_NON_BY_SCH - Non-Highly Qualified Teachers

DeptID:

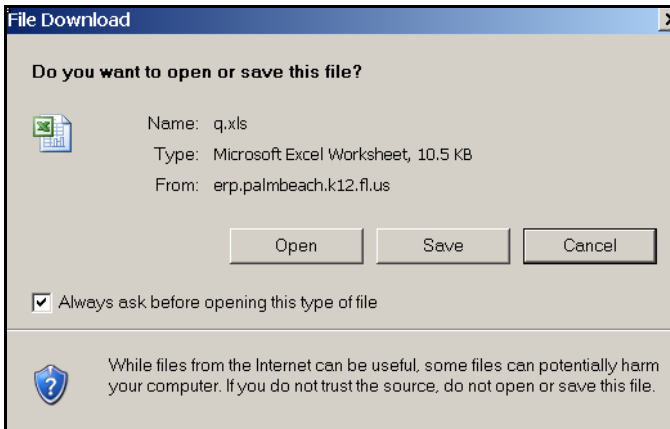
[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (10 kb)

View All First Last

	Tch#	Last	First	ID	Job Title	Exp Yrs	HQT	Cntnt	Crse	CSfx	Sec	Schlr
1	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5010030	L	112	0031
2	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5010050	L	112	0031
3	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5010090	L	112	0031
4	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5012000	L	112	0031
5	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5020000	L	112	0031
6	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5021000	L	112	0031
7	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5010030	0	119	0031
8	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5010050	0	119	0031
9	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5010050	0	119N	0031
10	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5010090	0	119	0031
11	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5012000	0	119	0031
12	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5020000	0	119	0031
13	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5021000	0	119	0031
14	521	Fortnash	Sara	1069800	TCH ELEM GIFTED	8	A		5012000	L	521	0031
15	521	Fortnash	Sara	1069800	TCH ELEM GIFTED	8	A		5020000	L	521	0031
16	521	Fortnash	Sara	1069800	TCH ELEM GIFTED	8	A		5021000	L	521	0031
17	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5010030	4	518	0031
18	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5010050	4	518	0031
19	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5010050	4	518N	0031
20	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5010090	4	518	0031
21	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5012000	4	518	0031
22	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5020000	4	518	0031
23	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5021000		518	0031
24	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5021000	4	518	0031
25	418	Schock	Melissa	1078246	TCH ELEM GIFTED	0	A		5010030	L	418	0031
26	418	Schock	Melissa	1078246	TCH ELEM GIFTED	0	A		5010050	L	418	0031
27	418	Schock	Melissa	1078246	TCH ELEM GIFTED	0	A		5010090	L	418	0031
28	418	Schock	Melissa	1078246	TCH ELEM GIFTED	0	A		5012000	L	418	0031
29	418	Schock	Melissa	1078246	TCH ELEM GIFTED	0	A		5020000	L	418	0031
30	418	Schock	Melissa	1078246	TCH ELEM GIFTED	0	A		5021000	L	418	0031

To export the data to Excel, click on the *Excel Spreadsheet* link in the “Download results in:” field. When the *File Download* window appears, click on the *Open* button.



The data will display in Excel. Running queries to Excel gives you the flexibility of sorting, adding formulas, printing using different parameters, changing format and emailing the results just like any other Excel spreadsheet. You may also run the query directly to Excel by clicking the [Excel](#) link.

A6 fx 112												
	A	B	C	D	E	F	G	H	I	J	K	L
1	Non-Highly Qualified Teachers	30										
2	Tch#	Last	First	ID	Job Title	Exp Yrs	HQT	Cntnt	Crse	CSfx	Sec	Schl#
3	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5010030	L	112	0031
4	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5010050	L	112	0031
5	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5010090	L	112	0031
6	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5012000	L	112	0031
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8	112	Ambach	Maria	1071175	TCH ELEM GIFTED	5	A		5021000	L	112	0031
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10	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5010050	0	119	0031
11	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5010050	0	119N	0031
12	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5010090	0	119	0031
13	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5012000	0	119	0031
14	119	Cleary	Jessica	1009129	TCH ELEMENTARY 1	0	A		5020000	0	119	0031
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18	521	Fortnash	Sara	1069800	TCH ELEM GIFTED	8	A		5021000	L	521	0031
19	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5010030	4	518	0031
20	518	Klasing	Lindsay	1078133	TCH ELEMENTARY 5	7	A		5010050	4	518	0031

Other Queries related to this topic:

Query	Folder
PB_HR_PARA_TITLE1_DATA	EMPLOYEE INFO
HQT_OOF_OOC_BY_SCHOOL	HRIM