



## Query Viewer:

To access Query Viewer in SLMS navigate to **Main Menu**→**Reporting Tools**→**Query**→**Query Viewer**.

The naming convention for queries is as follows:

NY\_AgencyAbbreviation\_SubjectMatter\_Initials (who wrote the query).

To see the list of all queries for your agency, enter NY\_DOB, for example, if your agency is DOB into the search box.

### 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](#)

Select one of the options for the query you would like to run by clicking on:

- **HTML\*** - gives you the results of the query
- **EXCEL\*** - exports the query to EXCEL
- **XML\*** – gives you an XML file that you can export to Word and to XML Publisher where you can design the query for your reporting needs
- Favorites - adds the query to your favorites
- Schedule -- enables you to schedule a query or run adhoc queries

Query Viewer

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

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[Advanced Search](#)

Search Results

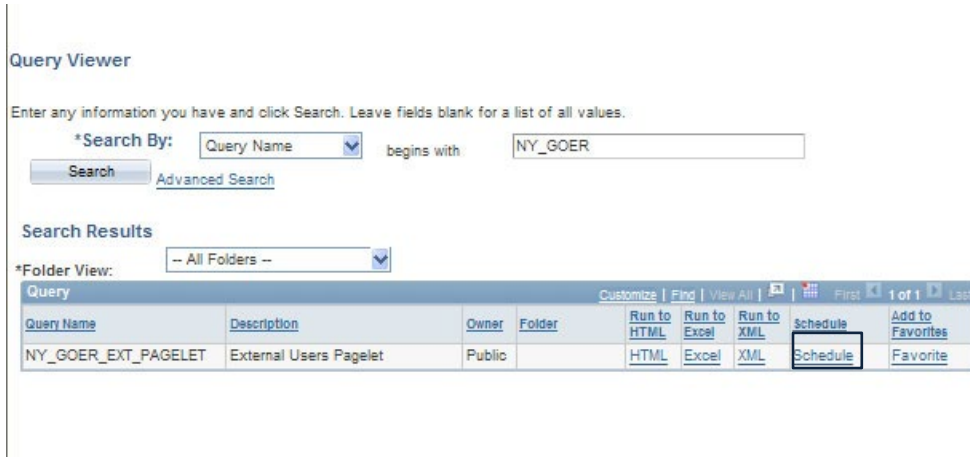
\*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
NY_GOER_EXT_PAGELET	External Users Pagelet	Public		HTML	Excel	XML	Schedule	Favorite

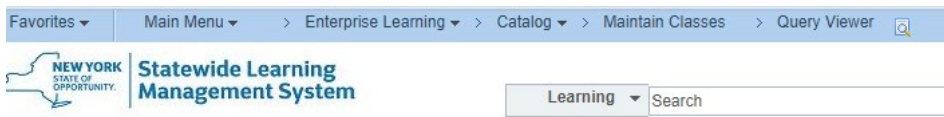
**Note if you get an error while choosing HTML, EXCEL options, please use the SCHEDULE link to run the query using the steps below. There is currently a limit to query result set size. It is set to 10000KB.**

You would need to use "Schedule" link in the screenshot to run the query adhoc or at a different time.

Please use the following steps:



Enter a run control id



Scheduled Query

Find an Existing Value | Add a New Value

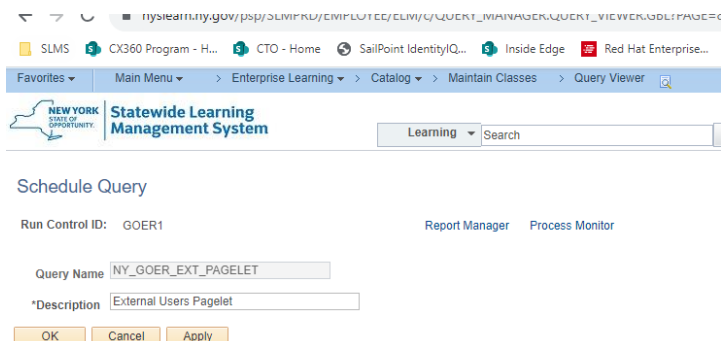
\*Query Name: NY\_GOER\_EXT\_PAGELET  
\*Run Control ID: GOER1

Add

Find an Existing Value | Add a New Value

Click Add

Schedule Query Screen below and click ok



Process Scheduler Request screen opens as below-

Pick Server Name from the dropdown "PSUNX" or any other server name from the list.

Change Run date and Run time as to the current date and time or any other date/time.

Change the web/email with "XLS" or "txt" format

Process Scheduler Request

User ID N01611576 Run Control ID GOER1

Server Name PSUNX Run Date 10/18/2023

Recurrence Recurrence Run Time 1:10:28PM

Time Zone Time Zone

Process List

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

OK Cancel

Click ok and view output in the Process Monitor for the process instance.

Process List Server List

View Process Request For

User ID Server Run Status Type Name Instance From Instance To Date Range From To Refresh

Save On Refresh Report Manager Clear Reset

Process List Personalize Find View All First 1-18 of 18 Last

Select	Instance	Seq.	Process Type	Process Name	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1175956		Application Engine	PSQUERY	10/18/2023 1:10:28PM EDT	Success	Posted	Details	Actions

You can view the output in Main Menu>Reporting Tools>Report Manager