

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 AgencyAbreviation 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 Sea	arch. Lea	ave fields blank	for a list of all va	alues.
*Search By	Query Name	~	begins with		
Search	dvanced 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

luery Viewer								
Enter any information you h	ave and click Search. Les	ave fields blank for a	a list of all val	ues.				
*Search By:	Query Name	begins with	NY_GOER					
Search Advan	ned Search	53						
Search Results		-						
Search Results *Folder View:	Folders	~						
Search Results *Folder View: Query	Folders	X		Customize 1	Find Viev	AII] A	First]	d toft D La
Search Results Folder View: - Al Query Query Name	Folders	₩	Folder	Customize Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites

**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:

*Search By:	Query Name	begins with	NY_GOER					
Search Adva	nced Search						- 10	
Search Results								
Folder View:	All Folders	~						
Folder View:	All Folders			Customize F	ind Viev	All 🗖	First	a _{1of1} Di L
Folder View: Query Query Name	Description	Own	r <u>Folder</u>	Customize F Run to HTML	Run to Excel	All I Run to	Schedule	Add to Favorites

Enter a run control id

Favorites 🔻	Main Menu 👻	> Enterprise Learn	ning \bullet > Catalog \bullet	> Maint	ain Classes	> Query Viewer	Q
	Statewide Le Managemen	arning t System	Lea	rning 👻	Search		

Scheduled Query

Eind an Existing Value Add a New Value
*Query Name: NY_GOER_EXT_PAGELET
*Run Control ID: GOER1
Add ind an Existing Value Add a New Value
Click Add
Schedule Query Screen below and click ok
📙 SLMS 🚺 CX360 Program - H 🧃 CTO - Home 🔇 SailPoint IdentitylQ 🛐 Inside Edge 🧱 Red Hat Enterprise
Favorites 👻 Main Menu 👻 > Enterprise Learning 👻 > Catalog 👻 > Maintain Classes >> Query Viewer 👩
NEWYORK Statewide Learning Management System Learning < Search

Schedule Query		
Run Control ID: GOER1	Report Manager	Process Monitor
Query Name NY_GOER_EXT_PAGELET		
*Description External Users Pagelet		
OK Cancel Apply		

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					
					He
User ID N01611576		Run Control ID (GOER1		
Server Name PSUNX	✓ Ru	un Date 10/18/2023	31		
Recurrence	✓ Ru	In Time 1:10:28PM	Reset to Curre	nt Date/Time	
Time Zone					
Process List					
Select Description	Process Name	Process Type	*Type *Format	Distribution	
PSQUERY	PSQUERY	Application Engine	Web 🗸 TXT 🔹	 Distribution 	
OK Cancel					

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

roce	ss List	Server Lis	t						
'iew	Process	Request F	or						
U	ser ID		🔍 Туре	✓ Da	te Range v From 10/18/202	23 🛐 то 10	/18/2023	Re	fresh
s	Server		✓ Name	Q In	Instance From	tance To		С	lear
Ru	Run Status Distribution Status Save On Refresh Report Manager Reset								
T P	rocess L	ist			Personalize Find Vie	ew All 🔄 📑	First (🐠 1-18 of	18 🕟 Last
elect	Instance	Seq.	Process Type	Process Name	Run Date/Time	Run Status	Distribution Status	Details	Actions
	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