

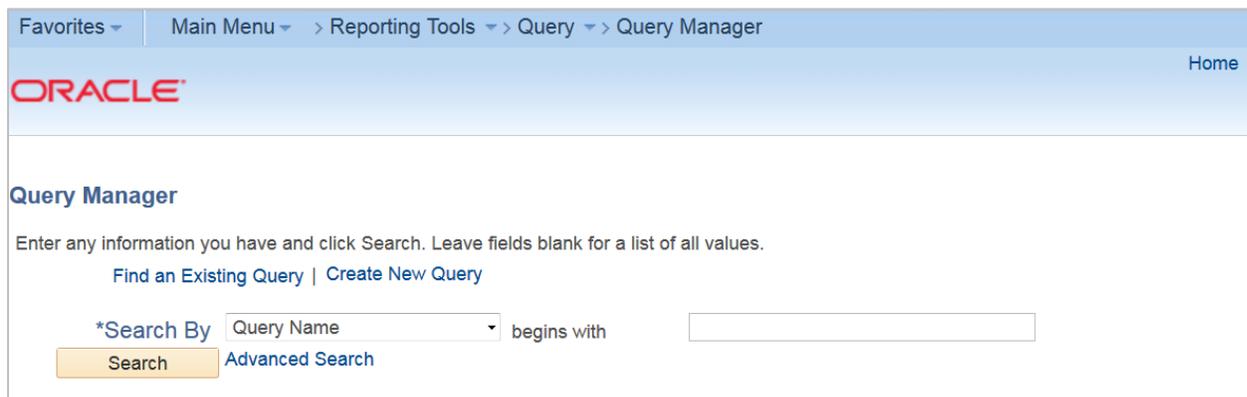
Adding a Query to Favorites

PeopleSoft Financials 9.2 Web Query is a graphical tool that allows you to easily retrieve specific data from the PeopleSoft system. The data is retrieved by running predefined or custom queries.

Query Manager

Query Manager will allow you to save a query as a favorite.

Navigation: **Main Menu > Reporting Tools > Query > Query Manager**



First, search for the query you would like to add to your list of favorites. Remember, you can search using the Basic or Advanced Search options.

Adding to Favorites

Adding a query to your list of favorites, will eliminate the time spent searching for a frequently used query. Select the checkbox of the query you would like to add to your list of favorites.

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 begins with
 [Advanced Search](#)

Search Results

*Folder View

*Action

Query	Select	Query Name	Descr	Owner	Folder	Action	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>		BOR_AM_ASSET_AP_TO_AM_LOAD	Assets w/ Recv ID to load			<ul style="list-style-type: none"> -- Choose -- Add to Favorites Copy to User Delete Selected Move to Folder Rename Selected 	HTML	Excel	XML	Schedule
<input type="checkbox"/>		BOR_AM_ASSET_LISTING	Asset Listing for Auditors	Public		Edit	HTML	Excel	XML	Schedule
<input checked="" type="checkbox"/>		BOR_AM_ASSET_LOCATION	ASSET_LOCATION count	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>		BOR_AM_ASSET_NBV_TBL	ASSET_NBV_TBL summed	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>		BOR_AM_ASSET_NO_TAG_NUMBER	Assets Missing Tag Numbers	Public		Edit	HTML	Excel	XML	Schedule

My Favorite Queries Personalize | Find | | | | First 1-5 of 5 Last

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
BOR_LEDGER		Public		Edit	HTML	Excel	XML	Schedule	<input type="button" value="-"/>

Select "Add to Favorites" from the Action dropdown menu. Click **Go**.

Your "My Favorite Queries" list will be displayed at the bottom each time you access Query Viewer or Query Manager. This will allow you to easily select these queries without having to search for them.

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 begins with

[Advanced Search](#)

My Favorite Queries Personalize | Find | | | | First 1-2 of 2 Last

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
BOR_AM_ASSET_LOCATION	ASSET_LOCATION count	Public		Edit	HTML	Excel	XML	Schedule	<input type="button" value="-"/>
BOR_LEDGER		Public		Edit	HTML	Excel	XML	Schedule	<input type="button" value="-"/>

You can remove queries from this list by clicking the icon. You are not deleting a query when you remove it from this list. You are simply removing it from the list of your shortcuts.