

# Adding Fields to a Query

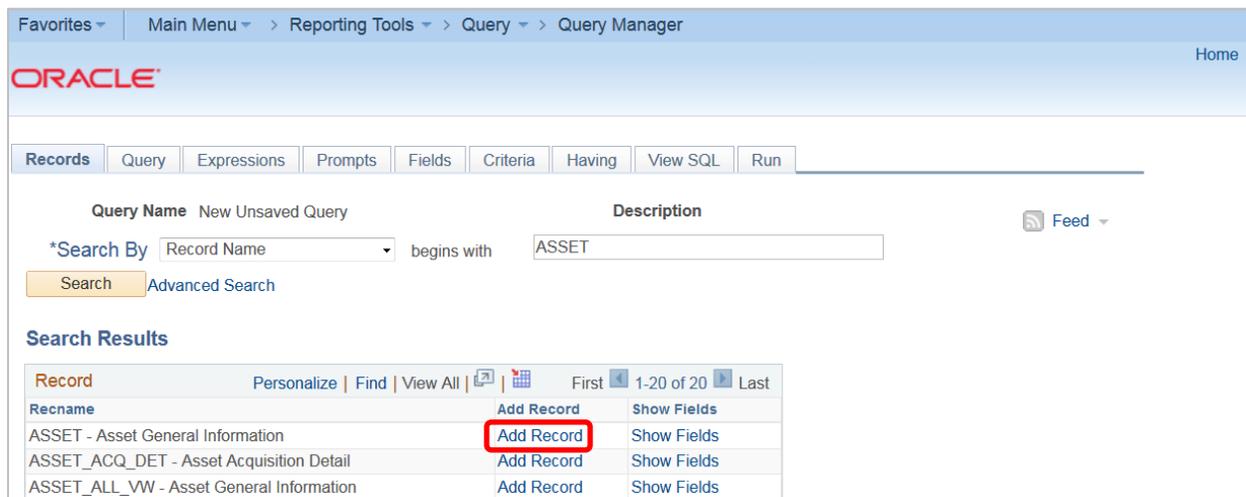
PeopleSoft Financials 9.2 Web Query is a graphical tool that allows you to easily retrieve specific data from the PeopleSoft system. The data is retrieved by running predefined or custom queries. This job aid is designed to assist users in adding fields to a query once a primary record has been selected.

## Query Manager

You will create queries using Query Manager.

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

After selecting a Primary record for your new query, the system will take you to the **Query tab**. This is where you will select the fields you want displayed in your query.



Oracle PeopleSoft Query Manager interface showing search results for 'ASSET'.

Record	Personalize	Find	View All	First	1-20 of 20	Last
ASSET - Asset General Information						
ASSET_ACQ_DET - Asset Acquisition Detail						
ASSET_ALL_VW - Asset General Information						

Select the fields you would like displayed in your query.

Query Name: New Unsaved Query | Description: [Blank] | Feed [v]

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

**Chosen Records**

Alias: A | Record: ASSET - Asset General Information | Hierarchy Join [v]

Buttons: Check All | Uncheck All

**Fields** | Find | View All | First 1-50 of 100 | Last

<input checked="" type="checkbox"/>	BUSINESS_UNIT - Business Unit	
<input checked="" type="checkbox"/>	ASSET_ID - Asset Identification	
<input checked="" type="checkbox"/>	ASSET_TYPE - Asset Type	
<input type="checkbox"/>	ASSET_SUBTYPE - Asset Subtype	
<input type="checkbox"/>	PARENT_ID - Parent ID	Join PARENT_ASSET - Parent Assets
<input type="checkbox"/>	COMPONENT_OF_ID - Component of Asset	
<input checked="" type="checkbox"/>	ASSET_ASSIGNED_TO - Asset Assigned To	
<input type="checkbox"/>	TAGGABLE_SW - Taggable Asset	
<input type="checkbox"/>	TAG_NUMBER - Tag Number	

Click the **Fields** tab to view the fields you have added to the query.

Query Name: New Unsaved Query | Description: [Blank] | Feed [v]

View field properties, or use field as criteria in query statement.

Buttons: Reorder / Sort

**Fields** | Personalize | Find | View All | First 1-5 of 5 | Last

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A	BUSINESS_UNIT - Business Unit	Char5				Unit	[+]	Edit	[v]
2	A	ASSET_ID - Asset Identification	Char12				Asset ID	[+]	Edit	[v]
3	A	ASSET_TYPE - Asset Type	Char3		N		Asset Type	[+]	Edit	[v]
4	A	ASSET_ASSIGNED_TO - Asset Assigned To	Char12				Asset Assigned	[+]	Edit	[v]
5	A	ASSET_STATUS - Asset Status	Char1		N		Status	[+]	Edit	[v]

Buttons: Save | Save As | New Query | Preferences | Properties | Publish as Feed | New Union

Return To Search

Once fields have been added to a query, you can modify the field headings that are displayed. This will be covered in subsequent job aid.