

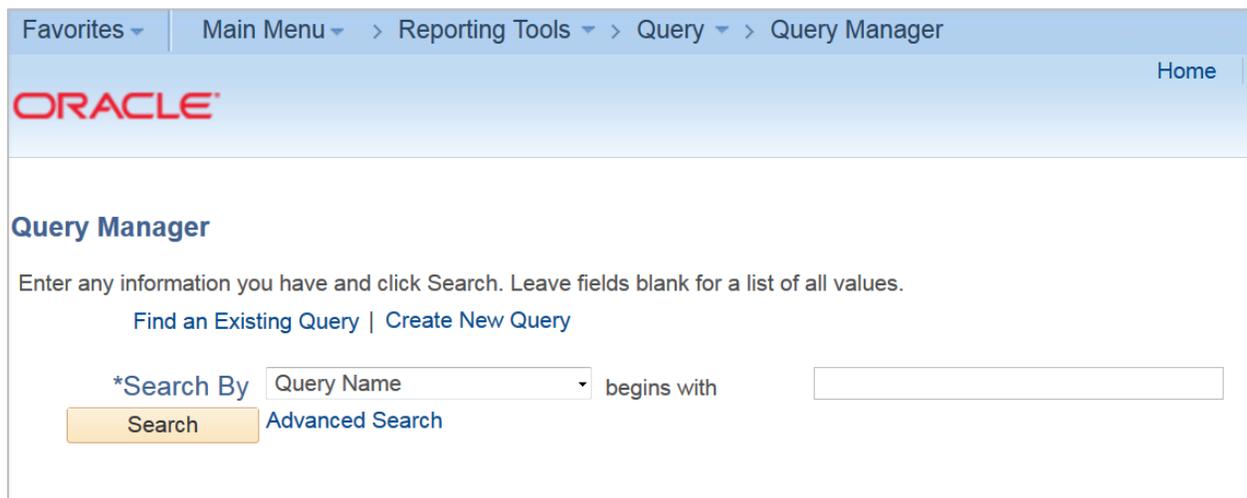
# Creating a New Query

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 creating new queries.

## Query Manager

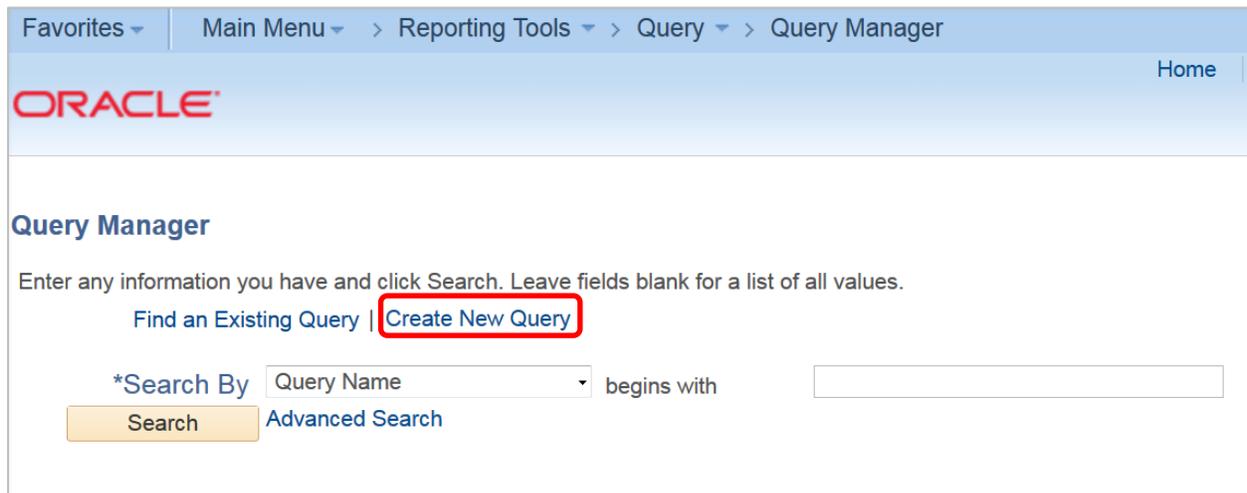
You will create new queries using Query Manager.

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



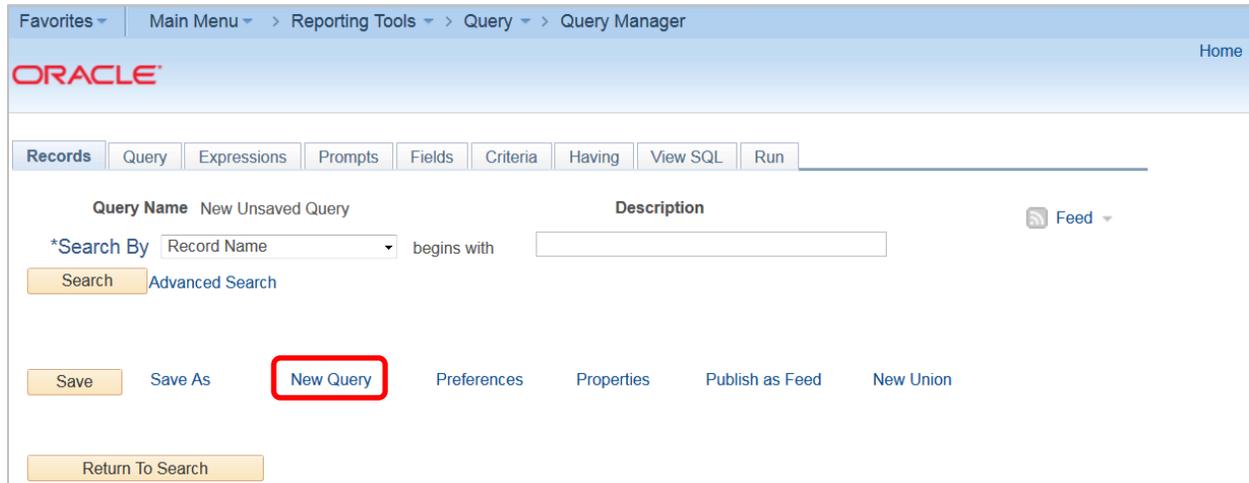
The screenshot shows the Oracle PeopleSoft Query Manager interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Reporting Tools > Query > Query Manager. Below this is the Oracle logo and a Home link. The main heading is "Query Manager". Below the heading, there is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." Underneath this prompt are two links: "Find an Existing Query" and "Create New Query". Below the links is a search form with a label "\*Search By" followed by a dropdown menu set to "Query Name", the text "begins with", and an empty text input field. At the bottom of the search form are two buttons: a yellow "Search" button and a blue "Advanced Search" link.

Query Manager defaults to finding an existing query. Click **Create New Query** link to begin creating a new query.



This screenshot is identical to the previous one, but the "Create New Query" link is highlighted with a red rectangular box to draw attention to it.

The system will take you to a new page. You will notice additional tabs along the top. You can click **New Query** at any point to restart the process of building a new query. This link will be at the bottom of every tab except the Run tab.



These are the first steps in creating a new query. The remaining steps in the process will be covered in subsequent job aids.