Beginning Web Query Classroom Training

When: Thursday, February 23, 2012, 9:00 a.m. – 5:00 p.m.

Where: Information Technology Services (ITS) Office
Board of Regents of the University System of Georgia
2500 Daniells Bridge Rd. Building 300, Athens, GA
Classroom #105

Online Registration Link: http://begqueryfeb23.eventbrite.com/

Event Details

This course is an introductory course on how to use web query for PeopleSoft Financials v8.9. The Web Query function is accessed through the "BOR Reporting Instance" menu selection in your production database.

This course is designed for individuals who are brand new to using PeopleSoft Web Query. This course covers what the Web Query tool does; how to view, run, and schedule predefined queries; how to create basic queries; and query maintenance best practices.

Course Objectives:

- Identify what can be accomplished by using PeopleSoft Web Query
- Search, view, and run pre-defined queries
- Schedule a query to run at a specific time
- Save "favorite" queries
- Create a basic query
- Modify Field Headings and Translate Values
- Change Column Order in a query
- Indicate a Sort Order in a query
- Make a query distinct
- Identify Criteria Components
- Add basic selection criteria to a query
- Use the "equal to" condition type in a query
- Use the "in list" condition type in a query
- Use the "between" condition type in a query
- Use the "like" condition type in a query
- Query maintenance

Prerequisites:

- Participants should be familiar with working in PeopleSoft Financials v8.9

Registration Details

Register online at http://begqueryfeb23.eventbrite.com/. *Please note: you are not registered for this course until you receive an e-mail confirmation.*

The registration deadline is Friday, February 17th, 2012.

There is no registration fee for this course.

Important: Registration is limited to 2 individuals from each institution for the first week of registration. On February 10th, if seats are still available, more individuals from the same institution may register. Registration is limited to the first 16 participants so that each person can have their own workstation.

Directions to ITS

For directions to the ITS office in Athens:
http://www.usg.edu/information_technology_services/contact/directions/

More Information

For more information, contact Allie Cox, Administrative Services Training Specialist: allie.cox@usg.edu