Online Georgia*FIRST* Training

<u>Query Course 1: Introduction to PeopleSoft Financials Web Query</u>

Session Description:

This is the first course in the series of PeopleSoft Financials Web Query courses. It is an introduction to what Web Query is, how relational databases work, and how to work with predefined queries. Other courses in this series center on learning how to write your own queries. In order to listen to the audio portions of this course, headphones are required.

To enroll, complete the **Online GeorgiaFIRST Training Enrollment Form** and email to allie.cox@usg.edu. Once enrolled, you will receive login and course access instructions.

Objectives:

- Identify what PeopleSoft Web Query is used for
- Define what a relational database is used for
- Define important database terms
- Identify how to run pre-defined queries
- Identify how to save a query as a Favorite
- Identify how to save a predefined query with edits
- Identify how to schedule a query to run a predetermined time

Lessons:

- Lesson 1: Welcome to PeopleSoft Web Query
- Lesson 2: Relational Databases
- Lesson 3: Running Pre-Defined Queries
- Lesson 4: Favorite Queries
- Lesson 5: Editing a Pre-Defined Query
- Lesson 6: Scheduling Queries

Training Hours:

- 1.5 Training Hours

Prerequisites:

- None

Course Number:

- PSFIN8.9QY10-002