Announcement

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: September 19, 2016

SUBJECT: Two-Day Query Training

In the GeorgiaFIRST November 2015 Training Survey, twenty-five percent of users expressed interest in query training. In response to this need, we are offering two query training opportunities.

I. First, in addition to the job aids available online, we have posted five YouTube videos (running time 4-7 minutes):

- Lesson 1: Introduction to PeopleSoft Query
- Lesson 2: How to Use Query Manager to Find the Query You Need
- Lesson 3: How to Use the GeorgiaFIRST Website to Find the Query You Need
- Lesson 4: Running, Saving, and Printing Existing Queries
- Lesson 5: How to Schedule and Retrieve a Query

To watch these videos, go to the GeorgiaFIRST training page and scroll to the bottom, where you will see Query Resources: http://www.usg.edu/gafirst-fin/training

II. In addition to the online videos, we are offering a two-day, in-person class in Athens on November 8-9, 2016. Users may attend one or both days.

Day 1: Query Training for Beginners

- Relational Databases
- Working with Existing Queries
- Creating a Basic Query
- Adding Criteria to a Query
- Query Maintenance Best Practices

Link: https://querytrainingforbeginners.eventbrite.com

Day 2: Query Training for Advanced Users

- Advanced Selection Criteria
- Run Time Prompts
- Aggregate Functions
- Working with Multiple Tables
- Finding Data in PSFIN
Link: https://querytrainingforadvancedusers.eventbrite.com

Each class is limited to sixteen participants. If the class is full, you will be placed on a waiting list and asked to give your name, email address, and phone number. If enrolled attendees cancel, the system will automatically enroll the next person on the list.

**Location:** Information Technology Services (ITS), 2500 Daniels Bridge Rd, Bldg. 300, Room 104, Athens, GA 30606

**Time:** 9:00 am to 4:30 pm (classroom opens at 8:30)

MORE INFORMATION and SUPPORT

**BUSINESS IMPACT EMERGENCY ISSUES CONTACT ITS HELPDESK IMMEDIATELY**
706-583-2001, or 1-888-875-3697 (toll free within Georgia)

ALL OTHER NON-URGENT ISSUES contact ITS Helpdesk via Self-service support website http://www.usg.edu/customer_services (requires a User ID and password, email helpdesk@usg.edu to obtain credentials)E-mail: helpdesk@usg.edu

**ADDITIONAL RESOURCES**
ITS Maintenance Schedule and Service Level Guidelines:
http://www.usg.edu/customer_services/service_level_guidelines/