



Adding a Query to Favorites

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.

Query Manager

Query Manager will allow you to save a query as a favorite.

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

Favori	tes 👻 🛛 Main	Menu - > Reporting Tools	> Query	Manager							
					Home						
	ACLE										
Query	Manager										
Enter a	Enter any information you have and click Search. Leave fields blank for a list of all values.										
	Find an Existing Query Create New Query										
	*Search By	Query Name	 begins with 								
	Search	Advanced Search									

First, search for the query you would like to add to your list of favorites. Remember, you can search using the Basic or Advanced Search options.

Adding to Favorites

Adding a query to your list of favorites, will eliminate the time spent searching for a frequently used query. Select the checkbox of the query you would like to add to your list of favorites.



Query	v Manager															
Enter a	any information yo	u have a	and click Searc	h. Leave fie	lds blank f	or a list of a	all values	s.								
	Find an Exist	ting Que	ry Create Ne	w Query												
	*Search By Query Name •					th	BOR_A	M_ASSE	T							
	Search Advanced Search															
	Sear	ch Res	sults													
	*Folder View	All F	olders	-												
Cł	heck All	Und	check All			*Action	Cho	ose		-	Go)				
Quer	у					10000	Cho Add to	ose Favorite	s	c	I Vie	w All	<u>ا</u> ھ		First 🚺 1-5	of 5 🕨 Last
Select	Select Query Name Des			Descr	Descr		Copy to User Delete Selected			Run HTM	to R IL E	un to kcel	Run to XML	Schedule		
	BOR_AM_ASSE	T_AP_T	O_AM_LOAD	Recv ID to	load	Move to Folder Rename Selected				HTN	/L E	xcel	XML	Schedule		
	BOR_AM_ASSE	T_LISTI	NG	Asset Listi	ting for Auditors		Public			Edit	HTN	IL E	xcel	XML	Schedule	
	BOR_AM_ASSE	T_LOC	ATION	ASSET_L	LOCATION count		Public			Edit	HTN	/L E	xcel	XML	Schedule	
	BOR_AM_ASSE	ASSET_NBV_TBL ASSET_			T_NBV_TBL summed		Public			Edit	HTN	/L E	xcel	XML	Schedule	
	BOR_AM_ASSE	T_NO_1	TAG_NUMBER	Assets Mis	ssing Tag N	lumbers	Public			Edit	HTN	IL E	xcel	XML	Schedule	
~ M	ly Favorite Quer	ries							Per	sonaliz	e Fi	nd 🗖) 🏢	F	irst 🚺 1 of 1	🕨 Last
Query	/ Name		Descr			Owner		Folder	Ed	it Ru H	ın to TML	Run to Excel	Run XML	to s	chedule	Remove
BOR	LEDGER					Public			Ed	it H	TML	Excel	ХМ	L S	chedule	-
	Clear Favorites L	_ist														

Select "Add to Favorites" from the Action dropdown menu. Click Go.

Your "My Favorite Queries" list will be displayed at the bottom each time you access Query Viewer or Query Manager. This will allow you to easily select these queries without having to search for them.

Query Manager											
Enter any information yo	u have a	and click Search. Leave fi	elds blank fo	r a list o	of all values.						
Find an Existing Query Create New Query											
*Search By	arch By Query Name		begins with								
Search	Advanc	ed Search									
Personalize Find E E First 1-2 of 2 La											
Query Name		Descr		Owner	Folder	Edi	t HTML	Excel	XML	Schedule	Remove
BOR_AM_ASSET_LOC	CATION	ASSET_LOCATION cou	nt I	Public		Ed	it HTML	Excel	XML	Schedule	—
BOR_LEDGER			I	Public		Ed	it HTML	Excel	XML	Schedule	-
Clear Favorites L	.ist										

You can remove queries from this list by clicking the 🖃 icon. You are not deleting a query when you remove it from this list. You are simply removing it from the list of your shortcuts.