**Beginning Web Query Classroom Training**

**When:** Wednesday, November 9, 2011, 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://www.ciclt.net/sn/events/e_signup.aspx?ClientCode=bor&E_ID=500755&RegType=ATT>

**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; and how to create basic queries.

**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
* Create folders for private queries
* 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

**Prerequisites:**

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

**Registration Details**

Register online at <http://www.ciclt.net/sn/events/e_signup.aspx?ClientCode=bor&E_ID=500755&RegType=ATT>

The registration deadline is Friday, November 4th.

There is no registration fee for this course.

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](mailto:allie.cox@usg.edu)