Business Process Procedures

14.16 SCHEDULING A QUERY

Overview
These procedures walk an operator through the step-by-step process of scheduling, from Query Manager, a query to run at a future date and/or time.

Key Points
See 14.15 Running a Query for more details regarding running queries.

Important
Since the query prompt page and the query results are displayed in a new browser window, it may be necessary to disable all popup blockers on your browser and your auxiliary toolbars (Google, Yahoo, etc.) in order to enable the new window to display.

Directions

Step 1
Navigate to the Query Manager page.

Main Menu > Reporting Tools > Query > Query Manager

Step 2
The Query Manager dialog window appears.

Enter the first few letters of the query name and click to see the queries meeting that criteria, or leave the “begins with” criteria field blank and click to see all available queries.

Step 3
Once you have found the query you wish to run, click Schedule.

(The example used in this document is SW_SF_BALANCE_DUE_SUMMARY.)
Step 4  The Scheduled Query run control page appears.

Enter a name for the Scheduled Query and click Add, or click Find an Existing Value and search for a previously saved value.

Step 5  The query prompt page appears.

Enter the appropriate value for each prompt and click OK.

Step 6  The Schedule Query page appears.

Enter a Description. Verify the prompt values and click OK.
Step 7  The Process Scheduler Request page appears.

![Process Scheduler Request](image)

Server Name = **PSUNIX**  
Run Date = The date on which you wish the query to run  
Run Time = The time at which you wish the query to run  
Type = **Web**  
Format = Chose from the available values

Step 8  Click **OK** to start running the process.

Note  See 14.20 Processing Reports for more details.

Step 9  Periodically click **Refresh** to refresh the Process Monitor page. Use this page to check the process until it has finished processing and the Run Status shows Success.

Step 10  When the Run Status displays success, click **Details** for your process.

Step 11  The Process Detail page appears.

![Process Detail](image)
Step 12  
Click **View Log/Trace**. The View Log/Trace page appears.

![View Log/Trace](image)

The report will display in a separate Adobe Reader or Excel window.

**Notes**  
The Query Manager has a limitation on the maximum number of results it can display. If you encounter an error stating that your result set is too large for Query Manager, try changing the prompt values so you return a smaller array of data. If you still have a problem, contact NCSS for assistance. Technical support staff have alternatives not available to the general user population that will allow them to run queries that return large sets of data.