

U.S. Coast Guard



User Guide

for

“Schedule a Query” Functionality

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Navigation in Portal for Schedule a Query

Purpose The primary purpose of the Portal for Direct Access Users is quick and easy navigation directly to specific information within Direct Access. With just a click on the hyperlink of choice from the desired pagelet the user may navigate to carry out various business processes.

The **Schedule a Query** link is located on the main enterprise menu as follows:



The Portal Link Navigation for the **Schedule a Query** is as follows:

Portal Link	Description	Navigation
Schedule a Query	Use this component to schedule a query to run through the process scheduler. This will increase performance and ensure long running queries do not timeout.	Home Schedule a Query

How to Schedule a Query

Purpose The “Schedule a Query” functionality allows users to schedule a query to run through the process scheduler. This will increase performance and ensure long running queries do not timeout. The results of scheduled queries are routed to the Report Manager and are visible in the “My Reports” pagelet.

Step	Action
1	<p>To navigate to the Schedule a Query page, click on the Schedule a Query hyperlink from the Enterprise Menu.</p>  <p>The screenshot shows a window titled "Enterprise Menu" with a list of options. The option "Schedule a Query" is highlighted with a red box. A callout box points to this option with the text: "Use this component to schedule a query to run through the process scheduler. This will increase performance and ensure long running queries do not timeout."</p>

Step	Action
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- 2 To Schedule a Query, you must have a Run Control set up. If you have already created a Run Control ID, you may:
- Type the ID in the “**Run Control ID begins with**” field and click **Search**. The “Inbound Interface” page will be displayed. Go to Step 4.
 - OR you may just click **Search**.

Schedule a Query
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

Search by: Run Control ID ▾ begins with

Case Sensitive

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

The available Run Control IDs will display.

Schedule a Query
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

Search by: Run Control ID ▾ begins with

Case Sensitive

Search | [Advanced Search](#)

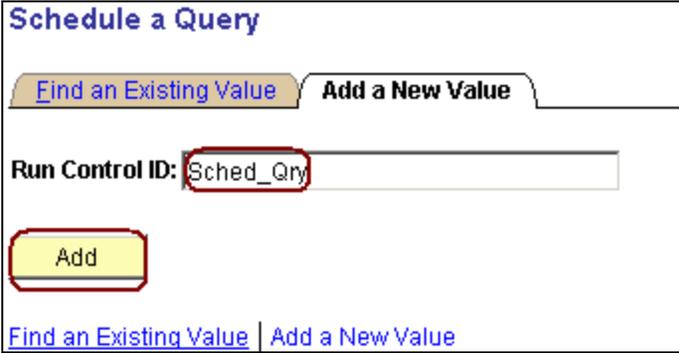
Search Results
View All First ◀ 1-2 of 2 ▶ Last

<u>Run Control ID</u>	<u>Description</u>	<u>Query Name</u>
1	Dept Missing from Hierarchy	CG_TCC_DEPT_MISSING_HIERARCHY
bh	Members by Hierarchy	CG_TCC_HIERARCHY_DEPT_EMPLID

[Find an Existing Value](#) | [Add a New Value](#)

Select your Run Control ID by clicking a hyperlink under Run Control ID.

Go to Step 4.

Step	Action
3	<p data-bbox="240 226 1409 296">If you have not already created a Run Control ID, you will need to do so before proceeding. Click on the Add New Value tab:</p> <div data-bbox="391 333 1370 697" data-label="Form">  <p>The screenshot shows the 'Schedule a Query' interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Underneath, there is a 'Search by:' section with a dropdown menu set to 'Run Control ID' and a text box containing 'begins with'. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are two buttons: 'Search' and 'Advanced Search'.</p> </div> <p data-bbox="240 737 1195 772">Enter “Sched_Qry” in the Run Control ID field. Click on the Add button.</p> <div data-bbox="542 808 1221 1161" data-label="Form">  <p>The screenshot shows the 'Schedule a Query' interface with the 'Add a New Value' tab selected. The 'Run Control ID' field now contains the text 'Sched_Qry', which is highlighted with a red box. Below the field is an 'Add' button, also highlighted with a red box. At the bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'.</p> </div> <p data-bbox="240 1199 764 1234">The new Run Control ID will be created.</p>

Step	Action
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4 The **Schedule Query** page will display.

If a Query Name exists in the box, **clear** the contents of the Query Name box to search through a list. The Run Control will save the last query run. If you wish to re-run the same query as is already displayed in the Query Name, skip to Step 6.

Schedule Query

Run Control ID: Sched_Qry [Report Manager](#) [Process Monitor](#)

Query Name:

*Description:

[Update Parameters](#)

Prompt Name	Value

Click **Search** to produce a list of queries you are authorized to run. The Scheduled Query Search Page will display. Note: The Query Type should be “Queries”.

Scheduled Query Search Page

*Query Type:

Query:

Query		
CG_TCC_DELIQUENCY_ROLL_UP	High Level Delinquency Roll Up	Public
CG_TCC_DEPT_MISSING_HIERARCHY	Dept Missing from Hierarchy	Public
CG_TCC_DETAIL_DELIQUENCY_ACT	Detailed Delinquency	Public
CG_TCC_HIERARCHY_DEPT_EMPLID	Members by Hierarchy	Public
CG_TCC_HIERARCHY_TREE_LISTING	Hierarchy/DeptID Relationship	Public
CG_TCC_MEMBERS_BY_DEPTID	Members by DeptID	Public

The Query Names are listed as hyperlinks with the Query Description (report name) displayed to the right of the hyperlink.

Step	Action																					
5	<p data-bbox="240 226 1425 336">Select the query you wish to schedule. For example, click the CG TCC HIERARCHY TREE LISTING hyperlink to schedule the Hierarchy/DeptID Relationship query to the Process Scheduler.</p> <div data-bbox="240 373 1523 949" style="border: 1px solid black; padding: 5px;"> <p data-bbox="240 373 649 403">Scheduled Query Search Page</p> <p data-bbox="279 441 844 478">*Query Type: Queries</p> <p data-bbox="279 504 1039 535">Query: <input style="width: 250px;" type="text"/> Search</p> <table border="1" data-bbox="279 562 1510 882"> <thead> <tr style="background-color: #000080; color: white;"> <th data-bbox="279 571 706 604">Query</th> <th data-bbox="706 571 1339 604"></th> <th data-bbox="1339 571 1510 604"></th> </tr> </thead> <tbody> <tr> <td data-bbox="279 613 706 646">CG TCC DELINQUENCY ROLL UP</td> <td data-bbox="706 613 1339 646">High Level Delinquency Roll Up</td> <td data-bbox="1339 613 1510 646">Public</td> </tr> <tr> <td data-bbox="279 655 706 688">CG TCC DEPT MISSING HIERARCHY</td> <td data-bbox="706 655 1339 688">Dept Missing from Hierarchy</td> <td data-bbox="1339 655 1510 688">Public</td> </tr> <tr> <td data-bbox="279 697 706 730">CG TCC DETAIL DELINQUENCY ACT</td> <td data-bbox="706 697 1339 730">Detailed Delinquency</td> <td data-bbox="1339 697 1510 730">Public</td> </tr> <tr> <td data-bbox="279 739 706 772">CG TCC HIERARCHY DEPT EMPLID</td> <td data-bbox="706 739 1339 772">Members by Hierarchy</td> <td data-bbox="1339 739 1510 772">Public</td> </tr> <tr style="border: 2px solid red;"> <td data-bbox="279 781 706 814">CG TCC HIERARCHY TREE LISTING</td> <td data-bbox="706 781 1339 814">Hierarchy/DeptID Relationship</td> <td data-bbox="1339 781 1510 814">Public</td> </tr> <tr> <td data-bbox="279 823 706 856">CG TCC MEMBERS BY DEPTID</td> <td data-bbox="706 823 1339 856">Members by DeptID</td> <td data-bbox="1339 823 1510 856">Public</td> </tr> </tbody> </table> <p data-bbox="240 913 446 949" style="text-align: center;">Return</p> </div>	Query			CG TCC DELINQUENCY ROLL UP	High Level Delinquency Roll Up	Public	CG TCC DEPT MISSING HIERARCHY	Dept Missing from Hierarchy	Public	CG TCC DETAIL DELINQUENCY ACT	Detailed Delinquency	Public	CG TCC HIERARCHY DEPT EMPLID	Members by Hierarchy	Public	CG TCC HIERARCHY TREE LISTING	Hierarchy/DeptID Relationship	Public	CG TCC MEMBERS BY DEPTID	Members by DeptID	Public
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Step	Action
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6 The **Schedule Query** page will be displayed with your query selection indicated in the Query Name box.

Schedule Query

Run Control ID: Sched_Qry [Report Manager](#) [Process Monitor](#) **Run**

Query Name: CG_TCC_HIERARCHY_TREE_LISTING **Search**

*Description: Hierarchy/DeptID Relationship

Save **+Add** **Update/Display**

Click **Run**. The Process Scheduler page will display.

Process Scheduler Request

User ID: 1234567 Run Control ID: Sched_Qry

Server Name: [Dropdown] Run Date: 10/19/2010 [Calendar]

Recurrence: [Dropdown] Run Time: 7:45:49PM **Reset to Current Date/Time**

Time Zone: [Dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	Web [Dropdown]	TXT [Dropdown]	Distribution

OK **Cancel**

Step	Action
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7 Select **PSUNX** from the dropdown for Server Name, if not already selected.

Process Scheduler Request

User ID: 1234567 Run Control ID: Sched_Qry

Server Name: PSUNX Run Date: 10/19/2010

Recurrence: Run Time: 7:45:49PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	Web	TXT	Distribution

OK Cancel

Click **OK** to submit request to scheduler.

8 The **Schedule Query** page will re-display, but with the **Process Instance** number under the Run button. The process instance number is assigned by the system as processes are submitted to the Process Scheduler.

Schedule Query

Run Control ID: Sched_Qry [Report Manager](#) Process Monitor Run

Process Instance: 24607

Query Name: Search

*Description:

Save Add Update/Display

Step	Action																				
9	<p>Click on the Process Monitor hyperlink to check on the status of your query process instance. The Process List tab is displayed for your User ID and contains any jobs you may have submitted in the past 7 days.</p> <div data-bbox="240 331 1523 714" style="border: 1px solid black; padding: 5px;"> <p>Process List Server List</p> <hr/> <p>View Process Request For</p> <p>User ID: <input type="text"/> <input type="button" value="Search"/> Type: <input type="text"/> Last: <input type="text" value="7"/> <input type="text" value="Days"/> <input type="button" value="Refresh"/></p> <p>Server: <input type="text" value="PSUNX"/> Name: <input type="text"/> <input type="button" value="Search"/> Instance: <input type="text"/> to <input type="text"/></p> <p>Run Status: <input type="text"/> Distribution Status: <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List Customize Find View All <input type="button" value="Grid"/> First <input type="button" value="Left"/> 1-11 of 11 <input type="button" value="Right"/> Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>24607</td> <td></td> <td>Application Engine</td> <td>PSQUERY</td> <td>1234567</td> <td>10/19/2010 7:45:49PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> </div> <p>When the process has completed successfully, the Run Status will be Success, the Distribution Status will be Posted.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	24607		Application Engine	PSQUERY	1234567	10/19/2010 7:45:49PM PDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	24607		Application Engine	PSQUERY	1234567	10/19/2010 7:45:49PM PDT	Success	Posted	Details												

Step	Action
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10 The output of the Scheduled Query is placed by the system into the **Reports Manager** which may be found in the “**My Reports**” pagelet.



Note: If you do not see the report output in the My Reports pagelet, click on the refresh button for the pagelet.



Step	Action																
11	<p data-bbox="240 226 1477 294">Click on the hyperlink within the My Reports pagelet to view the output. A new window will be opened.</p> <div data-bbox="311 331 1448 995" style="border: 1px solid black; padding: 5px;"> <p data-bbox="316 340 397 367">Report</p> <p data-bbox="316 388 1364 420">Report ID: 25394 Process Instance: 24607 Message Log</p> <p data-bbox="316 436 1128 468">Name: PSQUERY Process Type: Application Engine</p> <p data-bbox="316 485 836 516">Run Status: Success Query Description</p> <p data-bbox="316 541 657 573">Hierarchy/DeptID Relationship</p> <p data-bbox="316 579 544 611">Distribution Details</p> <p data-bbox="332 630 1153 661">Distribution Node: RPTNODE Expiration Date: <input type="text" value="10/26/2010"/></p> <p data-bbox="316 695 414 726">File List</p> <table border="1" data-bbox="316 730 1448 871"> <thead> <tr> <th data-bbox="316 730 389 762">Name</th> <th data-bbox="544 720 812 751" style="border: 1px solid red; padding: 2px;">Query Resulting Output</th> <th data-bbox="820 730 998 762">File Size (bytes)</th> <th data-bbox="1047 730 1250 762">Datetime Created</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 772 641 804">AE_PSQUERY_24607.stdout</td> <td data-bbox="698 762 706 804" style="border: 1px solid red; padding: 2px;"> </td> <td data-bbox="820 772 868 804">276</td> <td data-bbox="1047 772 1448 804">10/19/2010 8:02:01.000000PM PDT</td> </tr> <tr> <td data-bbox="316 814 763 867">CG_TCC_HIERARCHY_TREE_LISTING-24607.csv</td> <td></td> <td data-bbox="820 825 917 856">314,094</td> <td data-bbox="1047 825 1448 856">10/19/2010 8:02:01.000000PM PDT</td> </tr> </tbody> </table> <p data-bbox="316 884 462 915">Distribute To</p> <table border="1" data-bbox="316 919 1372 995"> <thead> <tr> <th data-bbox="316 919 535 951">Distribution ID Type</th> <th data-bbox="836 919 998 951">*Distribution ID</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 961 381 993">User</td> <td data-bbox="836 961 1372 993">.....</td> </tr> </tbody> </table> </div>	Name	Query Resulting Output	File Size (bytes)	Datetime Created	AE_PSQUERY_24607.stdout		276	10/19/2010 8:02:01.000000PM PDT	CG_TCC_HIERARCHY_TREE_LISTING-24607.csv		314,094	10/19/2010 8:02:01.000000PM PDT	Distribution ID Type	*Distribution ID	User
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