

How to navigate to query viewer in HCM:

This job aid outlines how those with Department, College/Division or Campus HR access navigate to query viewer in HCM.

Navigation: Employee Self Service > NavBar > Classic Home

Information

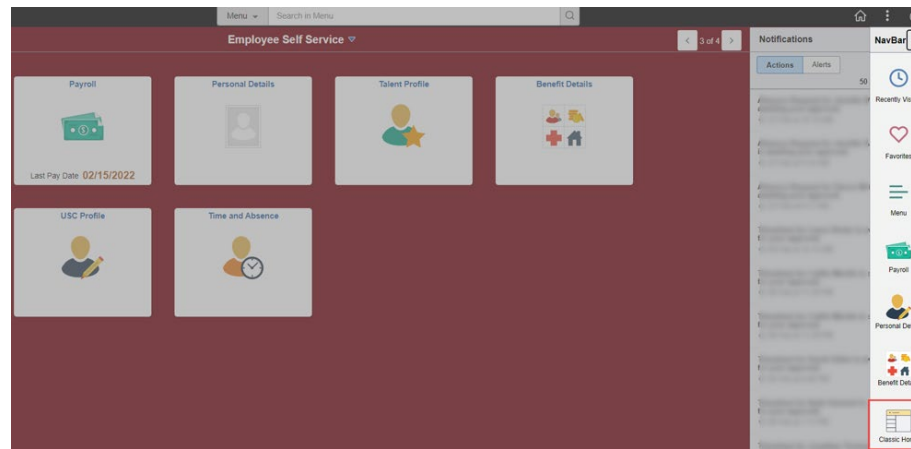
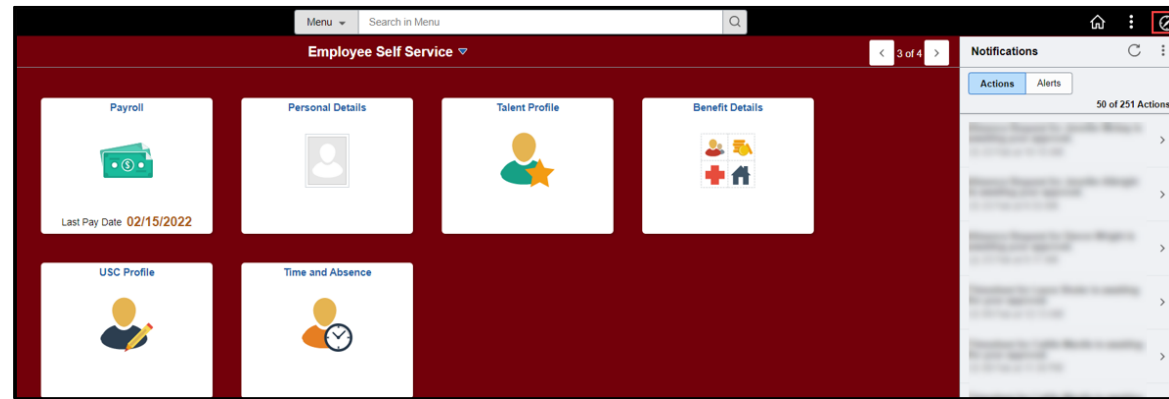
Those with Department, College/Division and Campus HR Contact access have access to query viewer to run set queries (reports) which display crucial data for employees within their security scope.

Note if you have **Query Viewer** saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below.

Navigating to Query Viewer: Take the following navigation steps:

1. Click the **NavBar** (compass icon) in the top right corner of the page.
2. Click the **Classic Home** option.

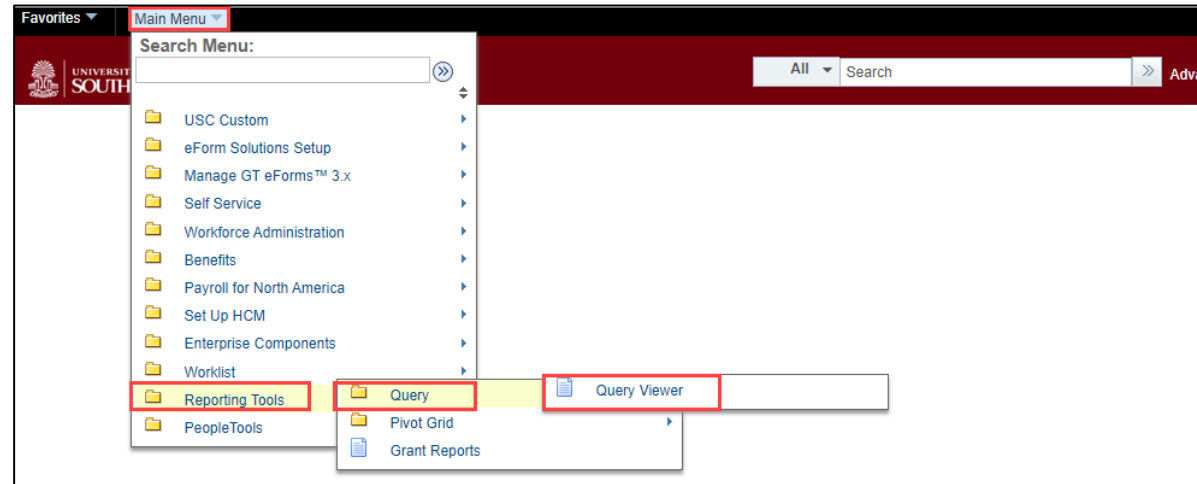
Screenshots



3. Once in **Classic Home** click the Main Menu drop-down button.
4. Make the following selections:
Reporting Tools > Query > Query Viewer.

Only search for queries which you know you have access to. HR maintains a current listing of available queries based on HR user group. Do not 'open search' for queries as it will populate several hundred that are for back-office HR and Payroll staff only. Two query lists are maintained on the HR Toolbox on the [HCM PeopleSoft System Resources page](#), one is for Department HR Contacts and the other is for College/Division and Campus HR Contacts.

5. In the Query Viewer search field, Copy/Paste the name of the query which you wish to view.
6. Click the **Search** button.



Query Viewer

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

*Search By begins with

[Advanced Search](#)

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For quick reference, HR recommends that you add all queries on the available query listing for your HR access group as favorites.

To add as Favorite:

Upon searching for the query in steps 5 and 6 above, the search results appear. Click the **Favorite** link to add this specific query to your favorite list.

That query will now appear under the **My Favorite Queries** section each time you visit the Query Viewer page.

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_HR_MONITOR_END_DATES	Monitor Upcoming Auto Terms	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Query Viewer

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

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Search Results

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Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_HR_MONITOR_END_DATES	Monitor Upcoming Auto Terms	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
SC_HR_MONITOR_END_DATES	Monitor Upcoming Auto Terms	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value=""/>

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HCM Navigation: Query Viewer (Including Adding a Favorite)**

7. Click the **Run to HTML** link to begin generating the query data.
8. Any required fields will be indicated by * and will be referenced on the query listing documents on the HR Toolbox.
9. Enter the required information and click the **View Results** button.

Query Viewer

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*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_HR_MONITOR_END_DATES	Monitor Upcoming Auto Terms	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

SC_HR_MONITOR_END_DATES - Monitor Upcoming Auto Terms

Selection Start Date

Selection End Date

Reg/Temp

Sal Plan

Resp Code

Set ID

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HCM Navigation: Query Viewer (Including Adding a Favorite)**

10. Once the query results have populated, review the information presented and if you need to download to your computer, click the **Excel Spreadsheet** link or other option.

SC_HR_MONITOR_END_DATES - Monitor Upcoming Auto Terms

*Selection Start Date: 05/15/2022 [G]
 *Selection End Date: 12/31/2022 [G]
 Reg/Temp: [v]
 Sal Plan: [Q]
 Resp Code: [v]
 Set ID: USC01

View Results

Download results in: [Excel Spreadsheet](#) CSV Text File XML File (5 kb)

View All First 1-10 of 10 Last

Row	Last Name	First Name	Employee ID	Dept ID	Descr	Empl Record	Reg/Temp	Empl Class	Auto End Job	Expected End Date	Job Indicator	Days Before End Date	Resp Code	Description
1	Weasley	Percy	U00000235	155201	CIVIL AND ENV ENGINEERING	0	T	TFC	Y	05/15/2022	P		0 CL040	College of Engineering and Computing
2	Krum	Viktor	U00000213	951000	SA PALMETTO COLLEGE	0	G	RGP	N	05/15/2022	P		0 SA000	Palmetto College
3	Lovegood	Luna	U00000119	115400	HEALTH PROMO EDU AND BEHAVIOR	0	T	TSF	Y	07/01/2022	P		47 CL034	Arnold School of Public Health
4	Moody	Alastor	U00000216	500300	FACILITIES CUSTODIAL	0	T	TSF	Y	07/31/2022	P		77 CL068	Division of Administration and Finance
5	Creedy	Colin	U00000247	100100	INST FAMILIES IN SOCTY	0	T	TSF	Y	08/15/2022	P		92 CL061	College of Social Work
6	Creedy	Dennis	U00000254	115007	CANCER PREVENTION & CNTRL CNTR	0	T	TSF	Y	08/30/2022	P		107 CL034	Arnold School of Public Health
7	Dairsley	Petunia	U00000230	212500	SMALL BUSINESS DEVP CNTR	0	T	TSF	Y	09/30/2022	P		138 CL028	Darla Moore School of Business
8	Weasley	Fred	U00000114	622800	POSTAL SERVICES	0	T	TSF	Y	12/17/2022	P		216 CL012	Division of Administration and Finance
9	Poller	Harry	U00000111	120400	U101 AND NATIONAL RESOURCE CTR	1	T	DLI	Y	12/23/2022	S		222 CL067	Division of Student Affairs and Academic Support
10	Weasley	Ronald	U00000113	155101	CHEMICAL ENGINEERING	0	G	RGP	Y	12/31/2022	P		230 CL040	College of Engineering and Computing

You have successfully learned how to access **Query Viewer** and add queries to your favorites list!