Overview
This guide demonstrates how to run queries in MySJSU (PeopleSoft HSJPRD).

Table of Contents
Sign in to MySJSU ............................................................................................................................................................... 2
Run a Query ......................................................................................................................................................................... 3
Navigation ......................................................................................................................................................................... 3
Basic Search .................................................................................................................................................................... 3
Advanced Search ............................................................................................................................................................. 4
Prompt Boxes ................................................................................................................................................................... 6
Sign in to MySJSU

The MySJSU homepage displays.

1. Navigate to MySJSU (http://my.sjsu.edu).
2. Click the MySJSU SIGN IN button.

The Sign In page displays.

3. Enter your SJSU ID and Password.
4. Click the Sign In button.
Run a Query

Navigation

1. From the **Menu**, navigate to **Home > Reporting Tools > Query > Query Viewer**.

   The **Query Viewer** search page displays.

Basic Search

2. Select the query you want to run from the **Search By** dropdown menu.

   **Note:** For a Basic Search, you can look up a public query or one of your own private queries using the parameters on this page. The default is to search by the Query Name.

3. **Search by the Query Name** if you know all or part of the name of the query that you are looking for.
Advanced Search

4. To do an advanced search, click the Advanced Search link.

The Advanced Search parameters display.

Notes: The other most commonly used search parameter is Description. Use this if you know a word of the 30-character description that you're looking for.

Two of the newest search parameters are Uses Field Name and Uses Record Name.

5. Search by Uses Field Name or Uses Record Name if you know the particular Field or Record (table) in PeopleSoft that a query uses.
6. Use the search parameters dropdown menus to narrow your search.

*Note: Enter a comma to separate values without quotes when you use the *in* or *between* operators.*

7. Click the **Search** button.

**The Query Viewer search results display.**

8. To select a query, click the link:

- **Run to HTML:** This link opens a new browser window with the query results.
- **Run to Excel:** This link runs the query results in Excel.

*Note: Depending on your computer settings, browser settings, or Microsoft Excel settings, the Run to Excel link can open in a new window.*

*If you need assistance contact the CMS Help Desk (cmshelp@sjsu.edu) at 408-924-1530.*
Prompt Boxes

Note: Most public queries are set up for many users to run. The query may prompt you with one or more Prompt boxes. The Prompt boxes display at the top of the page and request the user to identify one or more values.

9. If a Prompt box displays, click the down arrow to view valid values.

Or

10. Type in a value for the prompts.

11. Click the View Results button.
12. Scroll to navigate the rows of output in your browser or in MS Excel.

Note: Internet Explorer might only return the first 100 result rows. To see all the rows, click View All.