

Query Pre-Migration Checklist

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| Yes | No | I have verified that there is not already an existing query that would meet this need. |
| Yes | No | Does the query name meet naming standard? See ctcLink Query Naming Convention . |
| Yes | No | Is the query description included? See Query Definition and Description Requirements . |
| Yes | No | Is the query in the appropriate folder? <i>Queries not placed in the appropriate folder will not be migrated. Please see the folder* list on our website for reference. If you would like a new folder assignment, please submit a ticket for Data Services.</i> |
| Yes | No | Is the query public? <i>Private queries will not be migrated.</i> |
| Yes | No | Is the query definition included? See Query Definition and Description Requirements . |
| Yes | No | Does the query use prompts with lookup list instead of hard coding? E.g., <i>institution, term, business unit, etc.</i> View Prompt Tables to Use* list. <i>Queries that do not use prompts will not be migrated.</i> |
| Yes | No | Does the query run without errors and produce the expected results? |
| Yes | No | Does the query run in one minute or less? |

Pillar: Campus Solutions (CS) Human Capital (HCM) Finance (FIN)

Query name:

Query developer's name:

Query developer's college:

Source environment (in which environment is the query currently):

Target environment (to which environment it should it be migrated):

Is this a new query that is not in PRD? Yes No

Does this query include a prompt on Institution, Business Unit, Company, or SetID (depending on pillar)? Yes No

Please provide any pertinent information along with a brief description of the query/modification:

Please list valid prompt values for use in query testing (e.g., STRM = 2215):

Timing of Migration Requests

Query Migrations occur twice a week on Tuesdays and Thursdays. Requests for migration must be received the day before the migration occurs.

- Query migration requests sent in and approved by Data Services by **Monday at 12pm** will be available in PRD by **Wednesday**.
- Query migration requests sent in and approved by Data Services by **Wednesday at 12pm** will be available in PRD by **Friday**.

ctcLink Query Naming Convention

Query name consists of: the letter Q (for query), the two-character pillar abbreviation (from the [ctcLink PS Query Folder List per Pillar*](#)), the two-character module abbreviation (from the [ctcLink PS Query Module List by Pillar*](#)), and a brief description or name, e.g., QCS_FA_NEED_R2TF_WORKSHEET

Query Description and Definition Requirements

Describe the query using the Query Property Description and Definition fields. The Description field is 30 characters. Try to use a description that will best identify the query and will also facilitate searching. The Definition field allows for an unlimited number of characters. Use this field for a detailed description of the query to include its use, association to a business process, any criteria that have been applied, and the original creator of the query.

Include the following in the Query Definition field:

- Detailed description of purpose of the query.
- Any specific criteria applied, e.g., "Selects using Student Group SINT".
- Include key search terms.
- Describe any changes or updates made to an existing query.
- College code and email address of developer, e.g., 890: pmcdaniel@sbctc.edu.
- Date query was created or updated.
- Business Process Number, if applicable.
- Data that should be redacted per FERPA.
- Effective Dating Logic outside of the default. Specifically, for:
 - Describe Effective Dating logic (e.g., <= Term End Dates or <= Current Date)
 - Is Effective Dating Logic joined on Term End Date for historical reporting?
 - Is Effective Dating Logic aligned with Term Dates for prior term reporting?

Prior to migration, query will be tested for compliance and functionality by Data Services. Please attach this request to the Service Desk migration ticket.

Additional information related to all query development standards and requirements can be found in the Query Development Lifecycle document on the Data Services website under the heading ctcLink PS Query Documents.