

Verify Attachments

- Confirm the Query Migration Request Form (QMRf) file is attached to the migration ticket.
- Modifications require attached authorization or modification request included in the Detail Request.

Check Query Properties

- Verify Query Name, Description, and Folder meet standards
- Review Query Definition:
 - Add boilerplate if missing. Include all appropriate information
 - Ensure each boilerplate entry follows standards-
 - College Code
 - Developer Email and Name
 - Date
 - Ticket Number
 - Sort modification logs in descending order.
 - Add
 tags where needed.

Query Structure Review

- Records: Use recommended records when available
 - CS/HCM Bio-Demo Records: If PII is present, confirm the recommended record is used
 - (HCM) CTC_DATA_PROTECT directly follows employee name for non-payroll queries
 - (CS) FERPA_BLOCK directly follows student name
- Prompts: Validate the following:
 - Secure Prompts-
 - A college identifying prompt must be included in the query, or a secure record join must be used—unless the Query Governance Committee has approved an exception.
 - Secure prompts must use the correct record; Prompt Table edit type and cannot be optional nor defaulted.
 - All Other Prompts-
 - Edit type – where possible use Prompt Table Edit Type.
 - Prompt records – use required/recommended records when available.
 - Optional and Defaulted prompts must be labeled.
 - Prompt name is clear and easy to understand.

Evaluate Performance-Impacting Elements

- Left Outer Joins: Ensure that all left outer joins are necessary.
 - Include justification for left outer joins in the QMRf.
 - Do not left outer join the VCS_BIO records.
- Subqueries/Unions: When possible, use standard criteria over subqueries/unions:
 - Include justification for subquery/union in the QMRf.

Campus Solutions Specific Evaluation Items

- Population Select:
 - Folder = POPULATION SELECT (FA has some exceptions)
 - Prompts are not optional
 - All BIND record key fields are used
- Student Groups:
 - Use VCS_STDNTGRP_VW as the prompt table or a [secure student group record](#) base table.
 - If the above records are not used, then a secure join of VCS_QSEC_STDGRP is required.
- FTIM Labels: Check for FA queries.