ctcLink

Running Large Result Queries in ctcLink
Quick Reference Guide

> **Purpose**: Use this document as a reference for running Large Result Queries in ctcLink.
> **Audience**: All College Staff in Finance, Human Capital Management (HCM), and Campus Solutions (CS) functions. The procedures listed below may be limited based on security access.

What are Large Result Queries?

 Queries are queries that have been developed and are used to retrieve selected data. **Large Result Queries** are queries that have an output that is too large to view in **Query Viewer**. These queries should be run in **Query Scheduler**.

Who will use ctcLink Large Result Queries?

Finance, HCM, and CS staff when large amounts of operational data is needed. Usage is based on security access.

Running a Large Result Query

Navigation: Main Menu → Reporting Tools → Query → Query Viewer

Use the *Running Reports, Jobs, and Queries in ctcLink* Quick Reference Guide for steps on running a query.

1. If a query results are too large to view in **Query Viewer**, the below error message will result.

   > Query Result Set too Large. (124,87)
   >
   > Result of 'SQL Fetch' is over the maximum result size specified for the application server. Modify your query or increase the maximum result size.

2. **Query Scheduler** allows you to run **Large Result Queries**. In **Query Viewer,** under the **Search Results**, click on the **Schedule** link.

3. The **Scheduled Query** page will appear, prompting you to either create a new or find an existing **Run Control ID**.

4. **Run Control IDs** are tied to a user ID and are visible only to the creator. Instead of entering the same values each time a query is scheduled; a **Run Control** can be saved with these settings. The next time the query is scheduled, the **Run Control ID** is selected and the system completes the settings with the previously defined parameters.

   a. To run an existing **Run Control ID**, click the **Find an Existing Value** tab. Type in the name of the **Run Control ID** you wish to retrieve. Click **Search**. Click on the **Run Control ID** you want to run.

   b. To create a new **Run Control ID**, click on **Add a New Value** tab. Type a **Run Control ID**, using alpha numeric characters with no spaces. Underscore should be used for spacing. Click **Add**.

5. If there are prompt(s) associated with the query (i.e. Institution or Business Unit), a pop up screen will appear asking you to populate the prompt(s). Not all queries will have prompt(s).

6. The **Process Scheduler Request** screen will appear. Select additional choices on how the **Scheduled Query** will run.

   a. **Server Name** should remain blank.

   b. **Recurrence** will indicate how frequently the **Schedule Query** should run. Leave blank for a one-time occurrence.

   c. **Run Date** and **RunTime** indicates when the **Scheduled Query** will run. The default settings are to run the **Scheduled Query** immediately. **Scheduled Queries** can also be run at future dates and times.

7. From the **Process List,** use the dropdowns to make the below choices.

   a. **Type** (Emai/Feed/File/IB Node/Web/Window). It is recommended to run **Large Result Queries** as **Web**.

   b. **Format** (HTM/PDF /TXT/XFORM/XLS/XML/XMLP). It is recommended to run **Large Result Queries** as a **TXT** format. This will result in an Excel output file. Click **OK.**

Process Scheduler Request

User ID CTC_MJOHNSON   Run Control ID MJ_EXAMPLE_QUERY

Server Name	[blank] ▼
Recurrence	[blank] ▼
Time Zone	[blank] 🔍

Run Date 06/15/2015 📅
Run Time 4:09:58PM

[Reset to Current Date/Time]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	PSQUERY	PSQUERY	Application Engine	Web ▼	TXT ▼	Distribution

[OK] [Cancel]

Process Monitor

Navigation: Main Menu → PeopleTools → Process Scheduler → Process Monitor

1. To view the Query Scheduler output, navigate to **Process Monitor**.

2. The **Scheduled Query** should be listed in the **Process Monitor**. The **Scheduled Query** is ready to retrieve when the **Run Status** shows **Success**.

3. When the **Scheduled Query** indicates it has run successfully, click on the **Details** link.

4. The **Process Detail** screen will appear. This screen gives details on the **Parameters** used; the **Message Log** gives detail if there are errors running the **Scheduled Query**.

5. Click on the **View Log/Trace** link to retrieve the **Scheduled Query**.

6. Click on the output file. The output file will include the **Scheduled Query** name and the **Process Instance Number** in the name**.** It will be a .csv file if you selected to run a **TXT**.

7. A pop up window will ask what application to open the **Scheduled Query** with. If you selected **TXT**, the default is Microsoft Excel. Click **OK.**

8. The **Scheduled Query** output is now available as an Excel file.