

QUERY DEVELOPER STRUCTURE AND QUERY MANAGER ACCESS LEVELS

This document is designed to provide users with knowledge of Query Developer structure as well as the necessary information to grow as a Query Developer. Successful completion of training is closely related to the level of access a user has. As more and more training is successfully completed the user is able to gain more access to Query Manager as well as access to other reporting tools such as BI Publisher and Connected Query. At the end of this section users will be able to:

1. Explain Query Developer structure, roles and responsibilities of each role.
2. List what courses must be successfully completed in order to acquire access to Query Manager.
3. List what courses must be successfully completed in order to become an Advanced Query Developer, Report Developer and to gain Limited Query Manager Access in the production environment.

Query Developer Structure

There is a definitive structure that each institution will follow for managing query development and Query Developers.

Each institution will have:

- A Reporting Lead
- PS Query Developers

Each institution may have:

- Advanced PS Query Developers
- Report Developers

The Reporting Lead

Each institution will have a person designated as a Reporting Lead. This person will:

- Be the main point of contact for SBCTC relating to query development.
- Authorizes which college staff are designated query developers.
- Set up and follow an internal process that ensures all query development and/or modification requests from their college are first sent to the query developers at their institution. If the query is not able to be developed or modified by the college query developer team then the college query development staff will submit the request to the State Board, not the end user.
- Enforces the query development life cycle with their query developers.
- Serves as an active member of the Query Governance group by attending monthly meetings and other duties as needed.
- Address query development training needs.
- Have a high-level understanding of query security.
- Manage yearly query validation and archive process for their college.
- Assume responsibility for maintaining each of their college specific queries.

Though there may be some colleges who wish to designate an internal lead per pillar, there will need to be a single “main” reporting lead for SBCTC purposes.

Query Developer Levels and Query Manager Access

As Data services manages Query Developer training and access to Query Manager, it is our goal that all Query Developers are granted the correct access to fit their ability. As their ability and skills grow, their access to Query Manager can expand concurrently.

There are currently three levels of Query Developers:

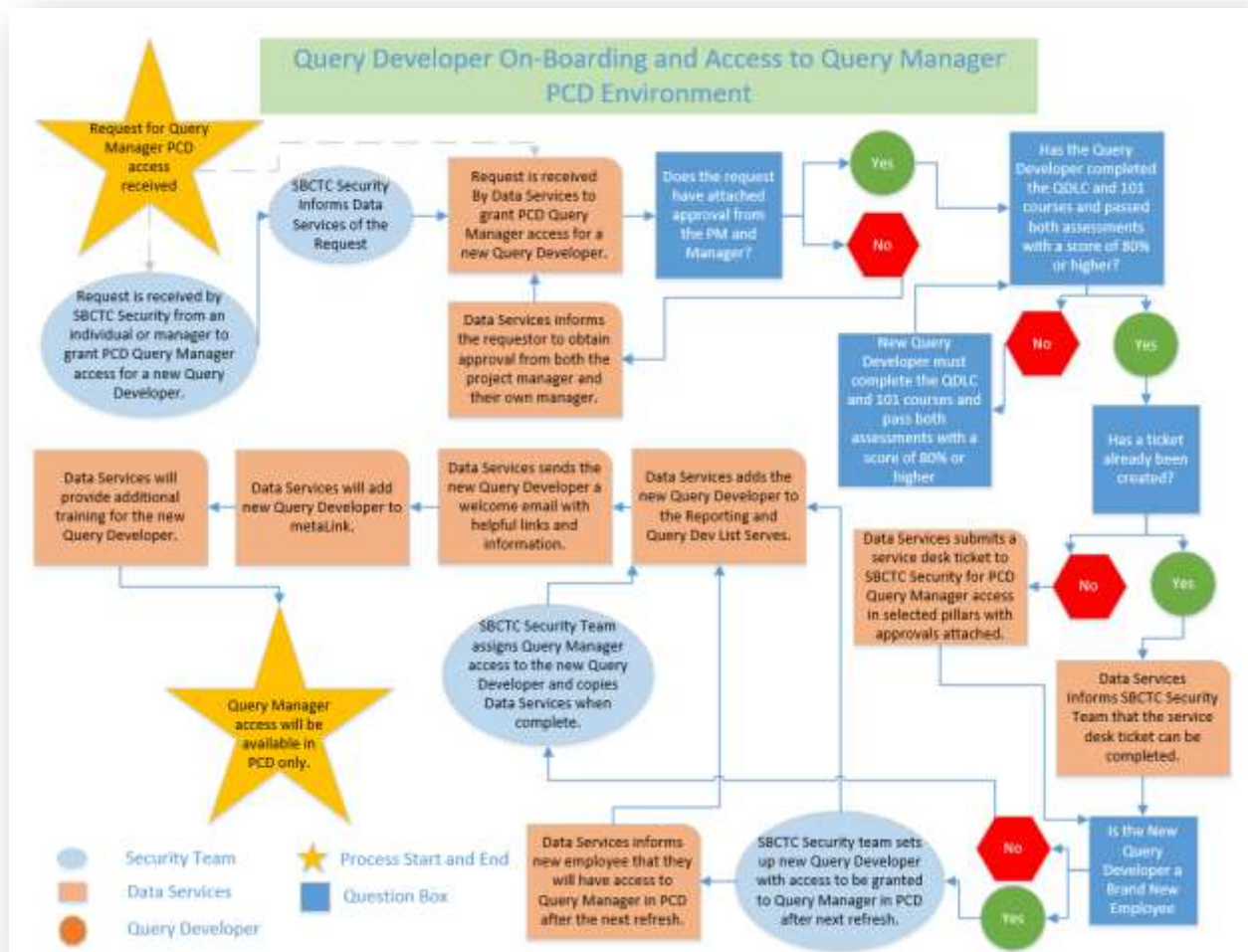
- Query Developer
- Advanced Query Developer
- Report Developer

Note: Only Advanced Query Developers and above have the opportunity to request to take the assessment to gain access to Query Manager in PRD (Production).

Query Developer

- Access to Query Manager in the PCD (Production College Development) environment only.
- Access to records and pillars is dependent on job function and security.
- Limited to creating only up to 6 joins in a single query.
- Follows the Query Development Life Cycle (QDLC) standards.
- Liaison between college report requester and the SBCTC ctLink Reporting Team.
- Understands and uses query search tools prior to submitting requests.
- Requires passing ctLink PeopleSoft Query 101 Basics and QDLC training with an assessment score of 80% or higher in each course. **PeopleSoft Query 101 is a competency based course and may be passed by only completing the assessment successfully, if desired.** The QDLC training is required to be completed by every Query Developer as it outlines our conventions and protocols.

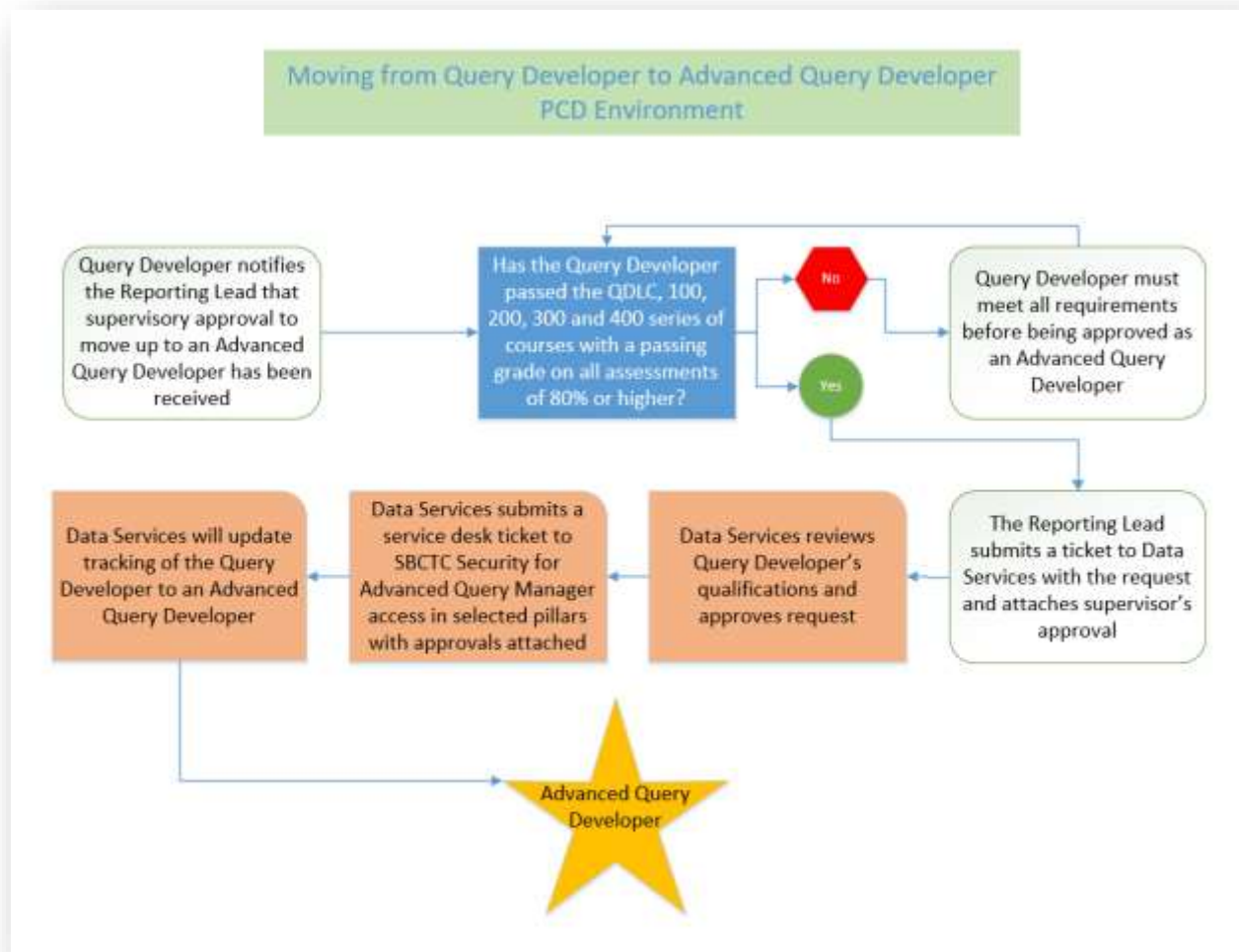
New Query Developers will need to follow the subsequent process to be granted access to Query Manager in PCD:



Advanced Query Developer

- Access to Query Manager in PCD.
- Access to records and pillars is dependent on job function and security.
- No limit on the number of joins used in a single Query.
- Follows the Query Development Life Cycle (QDLC) standards.
- Liaison between college report requester and the SBCTC ctLink Reporting Team.
- Understands and uses query search tools prior to submitting requests.
- Requires passing PS Query 101, 201, 301, 401 and QDLC training with an assessment score of 80% or higher for each course. **PeopleSoft Query 101, 201, 301 and 401 are competency based courses and may be passed by only completing the assessments successfully, if desired.**
- Opportunity to have limited Query Manager Access in Production (PRD).

Query Developers will need to follow the subsequent process to be designated an Advanced Query Developer:



Report Developer

Report developers enjoy all of the same benefits and access levels as Advanced Query Developers with the addition of access to BI Publisher and Connected Query or to Pivot Grid and Composite Query for true report development.

- Access to Query Manager in PCD.
- Access to records and pillars is dependent on job function and security.
- No limit on the number of joins used in a single Query.
- Follows the Query Development Life Cycle (QDLC) standards.
- Liaison between college report requester and the SBCTC ctclink Reporting Team.
- Understands and uses query search tools prior to submitting requests.
- Access to BI Publisher and Connected Query and/or access to Pivot Grid and Composite Query.
- Must be an Advanced Query Developer as well as pass the BI Publisher 101 or the Pivot Grid 101 training with an assessment score of 80% or higher. Users are able to select their track – either BI Publisher or Pivot Grid. Access is granted based on the selection so BI Publisher access is granted to users who pass the BI Publisher 101 course and Pivot Grid access granted to those who pass the Pivot Grid course. Users are not limited and may select to complete both tracks as desired. **BI Publisher and Pivot Grid 101, 201 and 301 are competency based courses and may be passed by only completing the assessments successfully, if desired.**

Advanced Query Developers will need to follow the subsequent process to be granted Report Developer access to Query Manager in PCD.

