Table of Contents

LESSON 1: OVERVIEW .................................................................................................................................................... 2

LESSON 2: LOCATE AN EXISTING QUERY ........................................................................................................................ 3

  DISCUSSION .......................................................................................................................................................... 3
  BASIC SEARCH ................................................................................................................................................. 3
  ADVANCED SEARCH ......................................................................................................................................... 6

LESSON 3: RUN AN EXISTING QUERY .......................................................................................................................... 8

LESSON 4: VIEW, PRINT AND SAVE THE QUERY RESULTS .......................................................................................... 11

LESSON 5: SET A QUERY AS A FAVORITE IN QUERY VIEWER .................................................................................... 13

LESSON 6: CREATE A BASIC QUERY .......................................................................................................................... 15

  DISCUSSION ....................................................................................................................................................... 15
  STEPS 1 AND 2: SELECTING RECORDS AND FIELDS ............................................................................................... 17
    Selecting the First Record .................................................................................................................................... 17
    Selecting the Fields ........................................................................................................................................... 20
    Saving a Query .................................................................................................................................................. 22
  STEP 3: EDIT FIELD PROPERTIES ........................................................................................................................ 24
  STEP 4: ADD FIELD CRITERIA .................................................................................................................................. 27
    Setting Constant Criteria from the Fields Page ................................................................................................. 27
    NOTE 1 - Using Wildcards .................................................................................................................................... 31
    NOTE 2 – Condition Types (Operators) .................................................................................................................. 32
    Review/Edit the Criteria on the Criteria Page ..................................................................................................... 33
  STEPS 5, 6 AND 7 .................................................................................................................................................... 33

LESSON 7: RUNNING A QUERY ....................................................................................................................................... 34

LESSON 8: VIEW AND EDIT QUERY PROPERTIES ........................................................................................................ 36

LESSON 9: VIEW THE SQL PAGE ..................................................................................................................................... 40

APPENDIX A: PUBLIC AND PRIVATE QUERIES ........................................................................................................ 41
  PUBLIC QUERIES ................................................................................................................................................ 41
  PRIVATE QUERIES ............................................................................................................................................... 41

APPENDIX B: STANDARD QUERY LIST FOR STUDENT ADMINISTRATION ............................................................... 42

APPENDIX C: NAMING CONVENTIONS ........................................................................................................................ 43

APPENDIX D: CONFIGURING THE INTERNET EXPLORER .......................................................................................... 44
  DISCUSSION .......................................................................................................................................................... 44
  CONFIGURE FOR EXCEL FILES .......................................................................................................................... 44
  CONFIGURE POP-UP BLOCKER ............................................................................................................................ 47
Lesson 1: Overview

Discussion

The **Query Manager** and **Query Viewer** are accessed through the PeopleSoft SA/HR menu.

- The **Query Manager** allows access to all the data stored in the PeopleSoft SA/HR database: historical, current and future. You can run existing queries that use data to which you have security access and, if your security level allows, you can create queries based on the data to which you have security access.

  The Query Manager is organized into 9 pages. Each page heading refers to a specific action that may be used when creating or editing a query.

- The **Query Viewer** is a read-only version of Query Manager. It is used by individuals who only need to view or print queries.

This course is for UA employees who need to run existing queries in PeopleSoft SA/HR version 9 and save or print the results. This also is the first of two courses required for UA employees who wish to request security to modify and write queries. An introduction to creating a query using a single table (record) is reviewed.

At the end of this course, you will be able to:

- Locate and run an existing query
- Run a query to Excel
- Print the query results
- Create a basic query
- Select a record (table) for a query
- Select fields for a query
- Edit field properties
- Use select criteria in a query
- Edit query properties
- Set the query property of Distinct
- Save a query as public or private and use naming conventions
Lesson 2: Locate an Existing Query

Discussion

To locate an existing query, sign in to PeopleSoft and navigate to the Query Viewer using the path: Reporting Tools > Query > Query Viewer.

The Query Viewer basic search page is displayed. The field on this page is not case sensitive.

- On the Query Viewer basic search page, you may search for a query by the first few characters of the name or the first few characters of the query’s description. You only need to know the beginning of the name or description in order to search.
- If the part of the name or description that you know may not be at the beginning of the name or description, click on the Advanced Search link. At the down arrow for name or description, select "contains."
- Then, type the part of the name or description that you know and click on the Search button. Select the query you need from the Search Results list.

In PeopleSoft version 9, only 300 rows may be returned in Search Results. This is not a limit on query results rows (the answer to your query); it is only a limit on Search Results displayed on the search pages.

Please see Appendix B for a list of sample queries that are representative of the questions that are asked by queries at The University of Akron. See Appendix C for information about naming conventions to follow when you save a query or need to locate a query written by someone else.

Basic Search

Steps

1. Sign-in to PeopleSoft Student Administration/HR version 9 with the UserID and password that your instructor has given you.
   The home page of PeopleSoft is displayed.
<table>
<thead>
<tr>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Select the following <strong>path</strong> to use the Query Viewer:</td>
</tr>
</tbody>
</table>

**Reporting Tools > Query > Query Viewer**

The Query Viewer basic search page is displayed.

<table>
<thead>
<tr>
<th>Query Viewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><em>Search By:</em></th>
<th>Query Name</th>
<th>begins with</th>
<th></th>
</tr>
</thead>
</table>

**Use the Search by fields to locate an existing query.**

3. Select the criteria to locate the query you need.
   a. Search by **Query Name** or **Description** by selecting at the down arrow.

   * In class, select **Query Name**.

   * In the edit box of the Search by row, **type the text** that is the beginning of the query’s name or description.

   * In class, type **upkr**.

   The criteria for your search are entered.

<table>
<thead>
<tr>
<th>Query Viewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
</tbody>
</table>

   | *Search By:* | Query Name | begins with | **upkr** |

   * The edit box is not case sensitive.
Steps

4. Click Search.

The queries that match your criteria are displayed in the Search Results at the bottom of the page.
Advanced Search

Steps
1. Select the following path to use the Query Viewer:

   Reporting Tools > Query > Query Viewer

   The Query Viewer basic search page is displayed.

   Query Viewer

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   *Search By: Query Name begins with

   Search Advanced Search

2. Click on the Advanced Search link.

   Query Viewer

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   Query Name: begins with
   Description: begins with
   Uses Record Name: begins with
   Uses Field Name: begins with
   Access Group Name: begins with
   Folder Name: begins with
   Owner: =

   The edit box is not case sensitive.

   Search Clear Basic Search

3. Select the criteria to locate the query that you need. The following selections are one example.

   In class, use the following criteria to locate a query where you know a few characters in its description.

   Search by Description.

   Select contains from the list at the down arrow.

   In the edit box of the Description row, type the text that is a part of the query's description.

   In class, type example.
**Steps**

4. Click **Search**.

The queries that match your criteria are displayed in the Search Results at the bottom of the page.

**Query Viewer**

Enter any information you have and click **Search**. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Name</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>contains</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>Uses Record Name</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Uses Field Name</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Access Group Name</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Folder Name</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>'Query Type'</td>
<td>=</td>
<td>User</td>
</tr>
<tr>
<td>Owner</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

When using the **IN** or **BETWEEN** operators, enter comma separated values without quotes, i.e. **JOB,EMPLOYEE,JRLN,UN**.

**Search Results**

<table>
<thead>
<tr>
<th>Folder View:</th>
<th>All Folders</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner Folder</th>
<th>Runtime</th>
<th>Run as</th>
<th>Schedule</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAHR_JNHMP</td>
<td>Class Example</td>
<td>Private CLASS4</td>
<td>HTML</td>
<td>Excel</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>UAHR_TIME_CONVERSION_EXAMPLE</td>
<td>TIME CONVERSION EXAMPLE</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
<tr>
<td>UPKR_COPY2_QRY</td>
<td>Example Query for class</td>
<td>Public CLASS QUERY</td>
<td>HTML</td>
<td>Excel</td>
<td>Schedule</td>
<td>Favorite</td>
</tr>
</tbody>
</table>

The number of queries returned is given in the view tools area.

5. Leave the search results on your screen to use in the next lesson.
Lesson 3: Run an Existing Query

Steps

1. Enter the path to the Query Viewer:
   Reporting Tools > Query > Query Viewer

   The Query Viewer basic search page is displayed.

   **Query Viewer**
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   *Search By: Query Name begins with [ ]
   [Search] [Advanced Search]

2. Select the criteria to locate the query you need. (See Lesson 2 for detailed instructions.)

3. Click [Search].
   The queries that match your criteria are displayed in the Search Results at the bottom of the page.

At the end of the Lesson 2, you had search results similar to what are shown below.

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
<th>Owner Folder</th>
<th>Run to</th>
<th>Run to</th>
<th>Schedule</th>
<th>Add to</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAAH_VHMP</td>
<td>Class Example</td>
<td>Private CLASS64</td>
<td>HTML Excel</td>
<td>Schedule</td>
<td>Favorite</td>
<td></td>
</tr>
<tr>
<td>UA_R_TIME_CONVERSION_EXAMPLE_TIME_CONVERSION_EXAMPLE</td>
<td>Public</td>
<td>HTML Excel</td>
<td>Schedule</td>
<td>Favorite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UPKR_COPY2_QRY</td>
<td>Example Query for class</td>
<td>Public CLASS QUERY</td>
<td>HTML Excel</td>
<td>Schedule</td>
<td>Favorite</td>
<td></td>
</tr>
</tbody>
</table>

4. Locate the query in the search results and select the link for **HTML** (to open the query in the web browser) or **Excel** (to run the query directly to a Microsoft Excel spreadsheet).

   In class, click on the **HTML** link for the query PKR_COPY2_QRY.
   A second, separate window opens in the Internet Explorer. In that window, one of two things will occur.
   a. The query will run and the results are displayed.
   b. You will be prompted for criteria.

   In this example, you will be prompted to enter the Term, as shown on the next page.
**Steps**

5. Enter the criteria. Use the Lookup tool if you are uncertain of the appropriate values to enter.

   In class, click on . The Lookup page for that field is displayed.

   **Look Up Term**

   **Search by:** Term \(\square\) begins with

   [Look Up] [Cancel] [Advanced Lookup]

6. Click on . A list of the valid values for the Term field is displayed.

   **Look Up Term**

   **Search Results**

   Only the first 100 results can be displayed. Enter more information above and search again to reduce the number of search results.

   View All \(\square\) 1-100 of 300 \(\square\) Last

<table>
<thead>
<tr>
<th>Term Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4087 Fall</td>
<td>2008 Fall</td>
</tr>
<tr>
<td>4172 2017 Fall</td>
<td>2017 Fall</td>
</tr>
<tr>
<td>4173 2016 Summer</td>
<td>2016 Summer</td>
</tr>
<tr>
<td>4175 2017 Spring</td>
<td>2017 Spring</td>
</tr>
<tr>
<td>4187 2016 Fall</td>
<td>2016 Fall</td>
</tr>
</tbody>
</table>

7. Click on the link for **2008 Fall**. The valid value for the 2008 Fall term populates the Term field.

   **Term:** 4087

   [View Results]

8. Click on to run the query. The query results are displayed.
**Steps**

**This page is meant as a preview page.** To print, save or manipulate the data, select one of the export options, which appear as links on the page.

<table>
<thead>
<tr>
<th>ID</th>
<th>Term</th>
<th>Career</th>
<th>Elig Enr</th>
<th>Prim Prog</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4087</td>
<td>UGRD</td>
<td>Y</td>
<td>FAAUP</td>
</tr>
<tr>
<td>2</td>
<td>4087</td>
<td>UGRD</td>
<td>Y</td>
<td>FAAUP</td>
</tr>
<tr>
<td>3</td>
<td>4087</td>
<td>UGRD</td>
<td>Y</td>
<td>FAAUP</td>
</tr>
<tr>
<td>4</td>
<td>4087</td>
<td>UGRD</td>
<td>Y</td>
<td>FAAUP</td>
</tr>
<tr>
<td>5</td>
<td>4087</td>
<td>UGRD</td>
<td>Y</td>
<td>FAAUP</td>
</tr>
<tr>
<td>6</td>
<td>4087</td>
<td>UGRD</td>
<td>Y</td>
<td>FAAUP</td>
</tr>
<tr>
<td>7</td>
<td>4087</td>
<td>UGRD</td>
<td>Y</td>
<td>FAAUP</td>
</tr>
<tr>
<td>8</td>
<td>4087</td>
<td>UGRD</td>
<td>Y</td>
<td>FAAU</td>
</tr>
<tr>
<td>9</td>
<td>4087</td>
<td>UGRD</td>
<td>Y</td>
<td>FAAU</td>
</tr>
</tbody>
</table>

Unless the query results consist of a small number of rows, the **View All** link is not the method to review your data.

The Excel file may open in Internet Explorer, rather than opening in Excel. In Appendix D, see the instructions labeled “Configuring the Internet Explorer.” These instructions are for changing the settings on your computer so that the files will open in the appropriate program.
Lesson 4: View, Print and Save the Query Results

Steps

1. Select one of the two options to download the query results.

   Download results in: Excel Spreadsheet, CSV Text File

   In class, select CSV Text File.

   a. Select Excel Spreadsheet for data that has been formatted for a report appearance.
   b. Select CSV (Comma Separated Values) for data that has little formatting. This file may be opened in Excel or a database program such as Access. The CSV format is recommended if the data will be used for a Word Mail Merge.

2. If this dialog box displays, click on Open.

3. If this message from Excel 2007 displays, click on Yes.

4. Excel opens and the query results display in a worksheet.
**Steps**

5. To format the Excel worksheet for printing, see the Excel Quick Guide handouts. (These guides are available at the Software Training website: [http://www.uakron.edu/its/learning/training/index.php](http://www.uakron.edu/its/learning/training/index.php))

6. When the results have been formatted, use the File, Print menu option in Excel 2003 or the Office button and the Print option in Excel 2007 to print the query results.

   **NOTE:** If the query results are only a few rows, you may consider using the File, Print option from the Internet Explorer menu. It is recommended that you check at File, Print Preview to be sure that it will print as you need. Use File, Page Setup to landscape the paper and/or change the paper size.

7. When you have completed your work with the query results, close Excel.

8. Close the query results window in the Internet Explorer. The Query Viewer window displays.
Lesson 5: Set a Query as a Favorite in Query Viewer

In the Query Viewer search results, there are links to set a query as a Favorite.

Steps

1. Complete the search for the query as outlined in Lesson 2.

2. In the search results, locate the query to be set as a favorite.
   
   In class, locate the UPKR_COPY2_QRY.

3. Click on the Favorite link for that query. The selected query is listed in a grid with the header My Favorite Queries.
**Steps**

4. To review the appearance of this page when there are no search results, click on the **Home** link in the navigation header.

Select the **path**: Reporting Tools > Query > Query Viewer.

**Query Viewer**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with **

[Search]  [Advanced Search]

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to</th>
<th>Run to</th>
<th>Schedule</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPHR_COPY2_0RY</td>
<td>Example Query for class</td>
<td>Public</td>
<td>CLASS QUERY</td>
<td>HTML</td>
<td>Excel</td>
<td>Schedule</td>
<td>Remove</td>
</tr>
</tbody>
</table>

[Clear Favorites List]

5. Click on the Expand/Collapse button .

The list of favorites is hidden.

[My Favorite Queries]

[Clear Favorites List]

6. Click on the Expand/Collapse button  again to display the list of Favorites.

[My Favorite Queries]

[Clear Favorites List]

7. Click on the **Remove** button to remove the query from the Favorites list.
Lesson 6: Create a Basic Query

Discussion

The Query Viewer can be used only to run queries and download the results. The Query Manager can be used to run queries and download results, as well as to create or modify a query.

The path to the Query Manager is:

Reporting Tools > Query > Query Manager

In the Query Manager, follow these steps to create a query:
1. Select the records.
2. Select the fields.
3. Edit field properties.
4. Add field criteria.
5. Add expressions (if applicable).
6. Save the query (optional).
7. Run the query.

The pages available in order of their display:

<table>
<thead>
<tr>
<th>Page</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records</td>
<td>Select the records (tables) to be included in the query.</td>
</tr>
<tr>
<td>Query</td>
<td>Select the fields to be included in the query.</td>
</tr>
<tr>
<td></td>
<td>Displays the selected records (tables) in the query and the fields in those records.</td>
</tr>
<tr>
<td>Expressions</td>
<td>Optional page that is used to add and edit expressions. Expressions represent a value and consist of at least one operand (such as B.FIRSTNAME or 1.03) and an operator (such as + ). Examples: A.ANNUALWAGE * 1.03 C.LAST NAME + ', ' + C.FIRST NAME</td>
</tr>
<tr>
<td>Prompts</td>
<td>Displays the prompts you have created. You may edit the prompts. Run-Time prompts allow you to enter a value to satisfy the criterion for a specific field at the time that the query is run. The query results will include only those rows of information that match the value entered at the prompt.</td>
</tr>
<tr>
<td>Fields</td>
<td>Displays the selected fields for output in the query. Edit field properties, such as column number, heading text, sort order and aggregate functions. Can delete a field from the query. Can select a field on which to set criteria.</td>
</tr>
<tr>
<td>Page</td>
<td>Comments</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Criteria</td>
<td>Displays the specific fields and values that will limit the rows of data that are returned. Can select any field (from the records included in the query definition) on which to set criteria. The field does not need to be included in the query results (on the Fields page). Can edit or delete criteria.</td>
</tr>
<tr>
<td>Having</td>
<td>Displays the specific fields and values that will limit the data returned when an aggregate function is used. Aggregate functions include Sum, Average, Max, Min and Count. This page was called Having Criteria in version 7.</td>
</tr>
<tr>
<td>View SQL</td>
<td>Displays the SQL SELECT statement that Query Manager creates after you create your query on the previous pages.</td>
</tr>
<tr>
<td>Run</td>
<td>Asks the question (query) and displays the query results.</td>
</tr>
</tbody>
</table>
Steps 1 and 2: Selecting Records and Fields

Selecting the First Record

Steps

1. Enter the path to the Query Manager:
   
   **Reporting Tools > Query > Query Manager**
   
   and click [Create New Query] on the Query Manager search page.
   
   -OR-
   
   If you are working in Query Manager, already, click [New Query].
   
   The Records tab of the Query Manager displays.
   
   The Find an Existing Record edit box displays.

   ![Records tab and Find an Existing Record](image)

   **Find an Existing Record**
   
   *Search By:* **Record Name** begins with __________

   ![Search](image)

   Use the Records page to search for the records (tables) that you need.

2. Search for the first record (table) that you need by entering criteria in the Search by row.

   In class, enter criteria to locate the records with **Record Name begins with STDNT**.

   The search is not case sensitive.

   ![Search](image)

   Use the Records page to search for the records (tables) that you need.

3. Click [Search].

   The records that meet the criterion are displayed in the Search Results area.
Steps

4. In the Search Results, locate the record that you need.

Use the scroll bar to view the results on a page. Use the view tools to move to additional pages of search results.

In class, locate the record:

STDNT_CAR_TERM.
Steps

5. Click on the **Add Record** link for the record to select it. The Query page is displayed. The record that you selected is listed and is expanded to show all the fields within it.
Selecting the Fields

Steps

6. Click on the Folder icon in front of the record name. The record is collapsed. The field names are no longer displayed.

7. Click again on the Folder icon in front of the record name. The record is expanded. The field names are displayed.
Steps

8. Select the fields that you want for your query by clicking on the checkbox in front of the field’s name.

In class, select the fields shown in the following screenshot.

- EmplID
- Acad_Career
- STRM
- Acad_Prog_Primary
- Elig_To_Enroll

Click on the Sort tool to place the field names in ascending alphabetical order.

Each record that you select is assigned an alias. The first record is A, the second record is B, etc.

In class, select five fields.
Saving a Query

In PeopleSoft version 9, you do not need to save your query before you run it.

Although, we are not ready to run the query in class, it is a good idea to save your work periodically.

Steps

1. Scroll to the bottom of the page and click on  .
   The “Enter a name to save this query” page is displayed.

2. In the *Query Name edit box, you enter a name for the new query.
   In class, follow the naming conventions as outlined in Appendix C. Name the query UXXX_QUERYINTRO, where XXX are your initials.
   This field is required.
   The Query Name is uppercase and can be a maximum of 30 characters. Spaces are not permitted. An underscore can be used to separate words or abbreviations within the name. Example: UPKR_ADVISOR_JULY

3. In the Description edit box, a brief explanation of the query’s purpose can be entered.
   In class, enter the description as Query Class 1.
   This is an optional field.
   The Description can be a maximum of 30 characters. Upper and lower case are permitted. Spaces are permitted.

4. In the Folder edit box, you may indicate a query folder in which to list this query. A Folder in Query Manager allows you to group queries. When you search for a query, you can ask to see either all queries or just the queries in a particular folder (group).
   Enter the name of an existing folder or enter a new name to create a new folder.
   Folders are discussed in the Query Advanced class.

5. Only the *Query Type of User is supported at this time. This is a required field that defaults to User.
   Do not change the value in this field.
Steps

6. Click on the down arrow for **Owner** to select either Public or Private.

   In class, select **Private**.

   Review the discussion of Public and Private Queries in Appendix A to ensure you make the appropriate choice.

7. In the **Query Definition** edit box, you may enter a more detailed description of the query than is allowed in the Description property. This field is optional.

The page will look similar to this:

```
Enter a name to save this query:

*Query:*
UPKR_QUERYINTRO

*Description:*
Query Class 1

*Folder:*

*Query Type:*
User

*Owner:*
Private

Query Definition:

[Text area]

OK   Cancel

---

8. Click **OK** to save any changes.

-OR-

Click **Cancel** if you did not make any changes or do not want to save the changes.

In class, click **OK**.

The Query page is displayed and the query is saved.

Note that the query name and description (if you entered one) are displayed at the top of the page.
Step 3: Edit Field Properties

On the Fields page, use the Edit button for a Field to change the field properties of:

- Heading
- Aggregate

On the Fields page, use the Reorder/Sort button to change the field properties of:

- Column Number
- Order By Descending
- New Order By

Steps

1. Click on the Fields folder tab.
   The Fields page is displayed.

   Use the Reorder/Sort button to change the Column Number, New Order By and Order By Descending properties of a field.

   Use the Edit button for a field to change the Heading, or Aggregate properties of the field.

   Note that the field names include the alias for the record from which they originate. The fieldnames use the format Alias.Fieldname. Example: A.STRM is the TERM field in the first (and here only) record, STDNT_CAR_TERM.

2. Verify that you have the Fields that you need.
   In class, the Fields page should look like the screenshot shown above.

   To select additional fields from the record already included in the query, click on the Query folder tab.

   To include additional records in the query from which to select fields, click on the Records folder tab.
Steps

3. Review the column labeled “Heading Text.” These are the labels that will appear at the top of each column in the query results.

Change the Heading Text for field 4, A.ACAD_PROG_PRIMARY.

a. Click Edit for that field.
b. On the Edit Field Properties page, edit the Heading Text field by selecting the RFT Long option.

c. Click OK.

The Fields page is displayed with your changes.

The Heading box offers four choices:
- No heading
- Text – Displays any text you enter in the Heading Text edit box.
- RFT Short – Displays the Record Field Table short name.
- RFT Long – Displays the Record Field Table long name.

The heading text for column 4 is now Primary Academic Program.
Steps

4. Change the *column number* of field number 3, A.STRM.
   a. Click **Reorder / Sort**.
      Note the instructions at the top of the Edit Field Ordering page.
   b. On the Edit Field Ordering page, enter a 2 in the New Column edit box for A.STRM.

5. Sort the rows in the query results by A. ACAD_PROG_PRIMARY and then by A.EMPLID.
   a. In the **New Order By** column, enter a 1 in the Acad_Prog_Primary field. This will sort the results by the value in this field.
   b. Enter a 2 in the A.Emplid field. This will sort the rows with the same Acad_Prog_Primary value by the Emplid value.
   c. Click **OK**.

6. Review the Fields page to see the changes in Field Properties.
   - The STRM field is now column 2.
   - Review the *Ord* property. The rows in the query results will be sorted first by ACAD_PROG_PRIMARY and then by EMPLID.

7. Click on **Save** to save your changes.
Step 4: Add Field Criteria

In this part of the lesson, you will restrict the results to Undergraduate students for a particular group of Primary Academic Programs who are eligible to enroll in the 2008 Fall term.

To add criteria for a field that is listed on the Fields page, click on the Add Criteria tool for that field.

Setting Constant Criteria from the Fields Page

<table>
<thead>
<tr>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create a criterion for the A.ACAD_CAREER field.</td>
</tr>
<tr>
<td>a. Click on the Add Criteria tool for that field.</td>
</tr>
<tr>
<td>b. Leave the default Expression 1 Type of Field.</td>
</tr>
<tr>
<td>c. The selected field’s name appears in the Expression 1 box.</td>
</tr>
<tr>
<td>d. In the Condition Type, make a selection at the down arrow.</td>
</tr>
<tr>
<td>In class, select equal to.</td>
</tr>
<tr>
<td>e. Leave the default Expression 2 Type of Constant.</td>
</tr>
<tr>
<td>f. In the Expression 2 edit box, type UGRD. (This field value is case sensitive so use upper case.)</td>
</tr>
<tr>
<td>g. Read the criterion to be sure it is correct.</td>
</tr>
</tbody>
</table>

Field A.ACAD_CAREER equal to Constant UGRD

h. Click .

After you click OK, the Fields page is displayed.
2. Create a criterion for the A.STRM field.
   a. Click on the Add Criteria tool for that field.
   b. Leave the default Expression 1 Type of Field.
   c. The selected field's name appears in the Expression 1 box.
   d. In the Condition Type, make a selection at the down arrow.
      In class, select equal to.
   e. Leave the default Expression 2 Type of Constant.
   f. In the Expression 2 edit box, type 4087.
   g. Read the criterion to be sure it is correct.

   Field A.STRM equal to Constant 4087

   h. Click OK.

After you click OK, the Fields page is displayed.
Steps

3. Create a criterion for the A.ACAD_PROG_PRIMARY field.

   a. Click on the Add Criteria tool for that field.
   b. Leave the default Expression 1 Type of Field.
   c. The field A.ACAD_PROG_PRIMARY appears in the Expression 1 box.
   d. Select the Condition Type of like. (For a list of Condition Types, see Note 2 after this step.)
   e. Select an Expression 2 Type of Constant.
   f. Enter the text for the criterion in the Expression 2 edit box.

   In class, type FAA%. In PeopleSoft, the percent sign, %, is a wildcard meaning “any characters here.”
   (This is a case sensitive field, so type in upper case.)
   g. Read the criterion to be sure it is correct.

   Field A.ACAD_PROG_PRIMARY like Constant FAA%

<table>
<thead>
<tr>
<th>Edit Criteria Properties</th>
<th>Expression 1</th>
<th>Expression 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>field</td>
<td>Choose Record and Field</td>
<td>A.ACAD_PROG_PRIMARY - Primary</td>
</tr>
<tr>
<td>Expression</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition Type</td>
<td>Like</td>
<td></td>
</tr>
<tr>
<td>Expression 2 Type</td>
<td>Constant</td>
<td></td>
</tr>
<tr>
<td>Constant</td>
<td>FAA%</td>
<td></td>
</tr>
</tbody>
</table>

Like is used when the value in Expression 2 is not an exact match. Whenever you use a wildcard like %, use Like.

FAA% will include the rows for students with any primary academic program code that begins with FAA (Fine and Applied Arts).

h. Click OK.
Steps

4. Create a criterion for the A.ELIG_TO_ENROLL field.

   a. Click on the Add Criteria tool for that field.
   b. Leave the default Expression 1 Type of Field.
   c. The field A.ELIG_TO_ENROLL appears in the Expression 1 box.
   d. Select the Condition Type of equal to.
   e. Select an Expression 2 Type of Constant.
   f. Enter the text for the criterion in the Expression 2 edit box.

   In class, use the Lookup tool to find the valid value that you need.
   Click on its Select Constant link. In class, select Y.

   g. On the Edit Criteria Properties page, click .
   h. Read the criterion to be sure it is correct.

   Field A.ELIG_TO_ENROLL equal to Constant Y

   i. Click .
NOTE 1 - Using Wildcards

The available wildcards are % and _.

- The percent sign, %, means “any characters here.” For example, 61% would return field values that begin with 61 and are followed by no or any number of characters. %61 would return field values that contain 61 anywhere within the value, at the beginning, in the middle or at the end.

- The underscore character, _, means “any one character here.” You may use more than one underscore in an expression. For example, 6_00 would return field values that were 4 characters in length, begin with a 6, then any character and end with 00. 6__0 (6, two underscores, 0) would return field values that are 4 characters in length, begin with a 6, then any two characters and end with 0.
**NOTE 2 – Condition Types (Operators)**

The Condition Type is the logical operator that tells Query Manager how to compare the Expression 1 to the Expression 2. This record provides information about the available Condition Types.

In this lesson’s example, the criterion reads: A.ACAD_PROG_PRIMARY like FAA% . The Condition Type is **like** and the Expression 2 Type (for FAA%) is **constant** (with wildcard).

<table>
<thead>
<tr>
<th>Condition Type (Operator)</th>
<th>Expression 2 Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| equal to / not equal to   | constant          | Use this operator if you have a field that could be equal to a number of different values. For example, if you want to find all students from OH, CA, and NY, use the `In List` operator. If you want to omit students who live in OH, CA, and NY, use `not in list`.
| greater than / not greater than | field | |
| less than / not less than | prompt | |
| in list / not in list | list | |
| between / not between | constant - constant | Use **between** when you need to select fields having a value that is between two specified values. For example, if you want to locate all the rows dated from 2001-10-01 through 2001-10-31, use the between operator and specify the beginning and ending dates as values. Between is inclusive, so rows of data with the beginning and ending dates will be included in the results. |
| | constant - field | |
| | constant - expression | |
| | field - constant | |
| | field - field | |
| | field - expression | |
| | expression - constant | |
| | expression - field | |
| | expression - expression | |
| like / not like | constant (with wild cards) | The wildcard character `%` (percent sign) is used for any string of zero or more characters. For example, `S%` finds any string beginning with the letter S. The wildcard character `_` (underscore) is used for a single character. For example `_ones` will find any string of five characters ending with "ones" - such as Jones and Cones. |
| | prompt | |
| is null / is not null | IS NULL checks for fields that have NO values. (Zero is a value.) Null fields have no data. | |
| in tree / not in tree | tree option | |

1 The Expression 2 Type of sub query has not been included in this list.
Review/Edit the Criteria on the Criteria Page

You have reviewed setting criteria on the Fields page, based on the fields selected for the query results.

In this part of the lesson, you review the criteria that you have set and how to edit those criteria.

Steps

1. Click on the Criteria folder tab. The Criteria page is displayed.

2. Review the criteria to determine if they are correct.
   To revise/edit a criterion, click on its Edit.
   To delete a criterion, click on its .

Steps 5, 6 and 7

Step 5 is to add expressions. This is not covered in the Query Introduction class.

In step 6, you save the query. If you need complete instructions for saving a query, refer to Lesson 4. In class, you have saved your query. You only need to save the changes.

Click to save the changes to the query definition.

When the query definition is complete and the query is saved, perform step 7, run the query, as outlined in the next lesson.
Lesson 7: Running a Query

Discussion

To run the query, click on the **Run** folder tab.

A query also may be run from the Query Viewer or Query Manager basic or advanced search page. Search for the query, locate it in the search results and click on its **HTML** or **Excel** link.

When you click on Run or HTML or Excel, one of three events will occur:

1. A new, separate browser window opens; the query runs and the preview results are displayed.
2. A new, separate Excel window opens and the results are displayed in an Excel worksheet.
3. A new, separate report window opens with the prompts displayed and a button to run the query and display the results.

When the results of the query are displayed in a separate browser window, the number of rows returned is noted in a header bar. This page is meant as a preview page. To review your data, select one of the export options, which appear as links on the page. Unless the query results consist of a small number of rows, the **View All** link is not the method to review your data.
Steps

1. If you are on the Query Viewer or Query Manager basic or advanced search page, click on either the HTML link or the Excel link for the query you need in the Search Results.
   - OR -
   If the query is open, click on the Run folder tab in the Query Manager.

2. If prompts are displayed, enter your criteria and click View Results.

   UPKR_QRYCLASS - for query class

   Term:  
   View Results

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Career</th>
<th>Term</th>
</tr>
</thead>
</table>

The query runs and the preview results are displayed in the browser or in Excel, depending on what you selected.

UPKR_QUERYINTRO- Query Class 1

Download results in  Excel Spreadsheet  CSV Text File  (193 kb)

Select one of these export options to save and view the query results.

<table>
<thead>
<tr>
<th>ID</th>
<th>Term</th>
<th>Career</th>
<th>Primary Academic Program</th>
<th>Elig Enrl</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10364</td>
<td>4987</td>
<td>UGRD</td>
<td>FAU</td>
</tr>
<tr>
<td>2</td>
<td>1133225</td>
<td>4987</td>
<td>UGRD</td>
<td>FAU</td>
</tr>
<tr>
<td>3</td>
<td>1133226</td>
<td>4987</td>
<td>UGRD</td>
<td>FAU</td>
</tr>
<tr>
<td>4</td>
<td>1133230</td>
<td>4987</td>
<td>UGRD</td>
<td>FAU</td>
</tr>
<tr>
<td>5</td>
<td>1133308</td>
<td>4987</td>
<td>UGRD</td>
<td>FAU</td>
</tr>
<tr>
<td>6</td>
<td>1133774</td>
<td>4987</td>
<td>UGRD</td>
<td>FAU</td>
</tr>
<tr>
<td>7</td>
<td>113385</td>
<td>4987</td>
<td>UGRD</td>
<td>FAU</td>
</tr>
</tbody>
</table>

The Excel file may open in Internet Explorer, rather than opening in Excel. In Appendix D, see the instructions labeled “Configuring the Internet Explorer.” These instructions are for changing the settings on your computer so that the files will open in the appropriate program.

3. See Lesson 4 for instructions to view, print and save the query results.
Lesson 8: View and Edit Query Properties

Discussion

The following items are considered Query Properties:

- Query (Name)
- Description
- Folder
- Query Type
- Owner
- Distinct
- Query Definition
- Last Updated Date/Time (read only)
- Last Update User ID (read only)

To review or change any of the query properties:
Open the query to change (by clicking on its Edit link on the Query Manager basic or advanced search page) and click on the Properties link that appears at the bottom of most of the pages in the Query Manager component.

The query properties may be changed at any time with the exception of the read only properties of Last Updated Date/Time and Last Update User ID, which are for your information only. To save the changes on the Query Properties page, click OK on the page and then Save on the Query Manager pages.
**Steps**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter the path to the Query Manager:</td>
<td></td>
</tr>
<tr>
<td><strong>Reporting Tools &gt; Query &gt; Query Manager</strong></td>
<td></td>
</tr>
<tr>
<td>The Query Manager basic search page is displayed.</td>
<td></td>
</tr>
<tr>
<td>* Search By: [Query Name] begins with [value]</td>
<td></td>
</tr>
<tr>
<td><img src="Search" alt="Search" /></td>
<td>![Advanced Search](Advanced Search)</td>
</tr>
<tr>
<td>2. Select the criteria to locate the query you need.</td>
<td>(See Lesson 2 for detailed instructions.)</td>
</tr>
<tr>
<td>3. Click <a href="Search">Search</a>. The queries that match your criteria are</td>
<td></td>
</tr>
<tr>
<td>displayed in the Search Results at the bottom of the page.</td>
<td></td>
</tr>
<tr>
<td>4. Click on the <a href="Edit">Edit</a> link of the query that you need to open.</td>
<td></td>
</tr>
<tr>
<td>The Fields page is displayed.</td>
<td></td>
</tr>
<tr>
<td>5. Click on the <a href="Properties">Properties</a> link at the bottom of the</td>
<td></td>
</tr>
<tr>
<td>page. The Query Properties page is displayed. Use this page to view or change the properties.</td>
<td></td>
</tr>
</tbody>
</table>
Steps

Query Properties

*Query:  UPKR_QUERYINTRO
Description:  Query Class 1
Folder:  
*Query Type:  User
*Owner:  Private

Query Definition:

Last Updated Date/Time:  12/23/2008  3:00:26 PM
Last Update User ID:  TRAIN01

6. In the *Query Name edit box, you may review an existing query’s name or change its name. When you save this change, the original query remains with the original name and a copy is created with the new name. This field is required.

The Query Name is uppercase and can be a maximum of 30 characters. Spaces are not permitted. An underscore can be used to separate words or abbreviations within the name. Example: UPKR_ADVISOR_JULY

Each query must have a unique name.

7. In the Description edit box, a brief explanation of the query’s purpose can be entered. This is an optional field.

The Description can be a maximum of 30 characters. Upper and lower case are permitted.

8. Only the *Query Type of User is supported at this time. This is a required field that defaults to User.

Do not change the value in this field.

9. Click on the down arrow for Owner to select either Public or Private. Review the discussion of Public and Private Queries, in Appendix A, to ensure you make the appropriate choice.
<table>
<thead>
<tr>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. If you want to use the <strong>Distinct</strong> property, click to mark its checkbox. This field is optional.</td>
</tr>
<tr>
<td>Selecting the Distinct property will eliminate duplicate rows of data from the query results. Some queries will return the same row more than once because it satisfies the query in more than one case.</td>
</tr>
<tr>
<td>For example, if you select the Distinct property and two rows contain exactly the same data, only one row will appear in the query results.</td>
</tr>
<tr>
<td>It will take longer for a query to run if you use the Distinct property.</td>
</tr>
<tr>
<td>11. In the <strong>Query Definition</strong> edit box, you may enter a more detailed description of the query than is allowed in the Description property. This field is optional.</td>
</tr>
<tr>
<td>12. The <strong>Last Updated Date/Time</strong> property indicates the date and time that the query definition was last saved. This field is read only. It cannot be modified by the user.</td>
</tr>
<tr>
<td>13. The <strong>Last Update User ID</strong> property indicates the name of the last user to save the query definition. This field is read only. It cannot be modified by the user.</td>
</tr>
</tbody>
</table>
| 14. Click **OK** if you made any changes. **Click **Save** to save the changes.** -OR- **Click **Cancel** if you did not make any changes. **The Fields page is displayed.**
Lesson 9: View the SQL Page

The eighth page of the Query Manager component is named View SQL. SQL is an acronym for Structured Query Language. SQL is the programming language in which PeopleSoft’s Query Manager writes your query. You create a query by example. In other words, you select the records and fields, the field properties and criteria. From your choices, the Query Manager writes a computer program that will locate the data you requested.

Reviewing the program on the SQL page is one way to check for your errors.

Steps

1. With a query open to its definition, click on the  folder tab. The View SQL page is displayed.

   View SQL

   Query Name: UPRK_QUERYNTR0
   Description: Query Class 1
   Query SQL:
   SELECT A.EMPLID, A.STRM, A.ACAD_CAREER, A.ACAD_PROG_PRIMARY, A.ELIQ_TO_ENROLL
   FROM FS_STDNT_CAR_TERM A
   WHERE A.ACAD_CAREER = 'UORD'
   AND A.STRM = '10BY1'
   AND A.ACAD_PROG_PRIMARY LIKE 'FANA'
   AND A.ELIQ_TO_ENROLL = 'Y'
   ORDER BY 1, 7

2. Review the SQL statements to check for errors in your query definition.

3. Return to the appropriate page of the Query Manager component if you want to make changes to the query definition.
Appendix A: Public and Private Queries

When you save a query, you need to decide whether the query will be a Public or a Private query. Here are some items to consider.

Public Queries

- It may be used by anyone with the appropriate security.
- If you want to use someone else’s public query and make changes to it, make a copy for yourself, first. Then, modify only your own queries.
- Each query must have a unique name.
- Follow naming conventions, as outlined in Appendix C.
- If you save a query as a Public query, save a Private copy for yourself. This is helpful if the Public query is damaged or modified accidentally.
- You must have security to the records that are used in a query in order to see the results. If you run a query and receive no results, one reason may be that you do not have security to view the data.

Private Queries

- It may be used only by the individual who created it.
- In search results on the Find an Existing Query page, your private queries will be listed first. Only you will see your private queries.
Appendix B: Standard Query List for Student Administration

At The University of Akron, there are some frequently-asked questions of the PeopleSoft Student Administration data that are memorized as queries. In many circumstances, the query you need is in this list.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Prompts</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA_R_EMPLID_FROM_UANET_ID</td>
<td>Get EMPLID for a UAnet ID</td>
<td>Email</td>
<td><a href="mailto:rodehav@uakron.edu">rodehav@uakron.edu</a> (case sensitive)</td>
</tr>
<tr>
<td>UA_UNIV_ADMISERS</td>
<td>Adviser List with email</td>
<td>Academic Program</td>
<td>BUSU, A&amp;SU, EDUCU, ENGRU</td>
</tr>
<tr>
<td>UA_UNIV_ADMISERS_NAME</td>
<td>Adviser List by Acad Plan</td>
<td>Term, Career, Academic Plan Like</td>
<td>4053 UGRD 3%</td>
</tr>
<tr>
<td>UA_UNIV_COURSES_TAUGHT</td>
<td>Fall Class Sections</td>
<td>Subject area</td>
<td>5%</td>
</tr>
<tr>
<td>UA_UNIV_DEANS_LIST_MAILING</td>
<td>Dean’s List</td>
<td>Institution, Academic Career, Academic Group, Term</td>
<td>Akron UGRD A&amp;S 4047</td>
</tr>
<tr>
<td>UA_UNIV_ENROLLED</td>
<td>Enrolled by Academic Program</td>
<td>Academic Program</td>
<td>BUSU, A&amp;SU, EDUCU, ENGRU</td>
</tr>
<tr>
<td>UA_UNIV_GRAD_ACAD_STANDING</td>
<td>Graduate School Academic Standing</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>UA_UNIV_HONORS</td>
<td>Honors</td>
<td>Academic Program</td>
<td>BUSU, A&amp;SU, EDUCU, ENGRU</td>
</tr>
<tr>
<td>UA_UNIV_MAJORS</td>
<td>Choose Major by Academic Plan</td>
<td>Academic Plan</td>
<td>3%</td>
</tr>
<tr>
<td>UA_UNIV_ROSTER_INFO</td>
<td>Class Rosters</td>
<td>Term, Class Number</td>
<td>4047 76444, 72437</td>
</tr>
<tr>
<td>UA_UNIV_SCH_ACAD_GROUP</td>
<td>Student Credit Hours by Academic Group</td>
<td>Academic Group</td>
<td>BUS, C&amp;T, A&amp;S</td>
</tr>
</tbody>
</table>
Appendix C: Naming Conventions

When saving a query, if public is NOT selected, you will be the only person who can open or run this query.

If public is selected, any user who has security access to the Query tool can open, modify, delete and run the query.

General guidelines to be used:

1. Save as public only those queries you anticipate sharing with others. Use Save As to make a private copy of the query for you. This private copy will ensure that you can replace the public copy if someone damages it.

2. All public queries should be saved using the following format:
   - All public queries must begin with a “U” this denotes a University of Akron query as opposed to a NEOUCOM or system-delivered report.
   - The second, third and fourth characters must be your initials.
   - The last characters are the user’s choice.
   - Each user is responsible for maintaining an individual log of queries.
   EXAMPLE: John J. Doe’s public query could be “UJJD_ENR_STDNT”.

3. Be respectful of others. Do not copy (save as), modify or run a query that does not belong to you without the permission of the author.
Appendix D: Configuring the Internet Explorer

Discussion

In order for the proper functioning of PeopleSoft reporting and downloading, follow these instructions to:

- Configure for Excel Files
- Set Pop-up Blocker

Configure for Excel Files

When you click on a link to a Microsoft Office file from within Internet Explorer, the file may open in Internet Explorer, rather than opening in the appropriate Office program. These instructions walk through the process of changing your settings so that the files will open in the appropriate program.

Steps

1. Open My Computer by double clicking on the **My Computer** icon on the desktop.

2. From the menu bar select **Tools, Folder Options**.

3. Click on the **File Types** tab.

4. In the **Registered file types** list, click the specific Office document type (for example, **XLS** for a Microsoft Excel Worksheet (or, it may read, Microsoft Office Excel 97-2003 Worksheet). It will be near the bottom of the list.

   ![Screenshot of File Type Settings]

   Then, click on the **Advanced** button.
Steps

5. In the **Edit File Type** dialog box, click to clear the **Browse in same window** check box (or click to clear the **Open Web documents in place** check box). Also, clear the **Confirm open after download** check box.

Click on the **OK** button. The Folder Options dialog box displays.
### Steps

6. Complete Steps 4-5 for the following file types:
   - XLA
   - XLB
   - CSV

   **NOTE:** If you are using Office 2007, you need to follow steps 4-5 for the following file types as well: XLSX and XLAM.

7. Click on the **OK** button.

8. In the My Computer Window, click on the **Close** button.
Configure Pop-Up Blocker

Most computers on campus are set up to block pop-up windows from appearing and this can interfere with your ability to work with many PeopleSoft pages and reports because PeopleSoft uses pop-ups to present information. Therefore, you will need to adjust the setting for the Pop-up Blocker in Internet Explorer so that you can use PeopleSoft without having pages blocked.

**Steps**

1. From within Internet Explorer select **Tools, Internet Options**.

   **Note**: If you are using Internet Explorer 7, you can click on the **Tools** icon and then select Internet Options.

2. Click on the **Privacy** tab.

   ![Internet Options](image)

   The **Block pop-ups** option should be selected.
<table>
<thead>
<tr>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Click on the <strong>Settings</strong> button.</td>
</tr>
<tr>
<td><img src="92x513" alt="Image of Settings button" /></td>
</tr>
<tr>
<td>4. In the <strong>Address of Web site to allow</strong> field, enter: <strong>uakron.edu</strong></td>
</tr>
<tr>
<td>5. Click on the <strong>Add</strong> button.</td>
</tr>
<tr>
<td>6. Enter <strong>uanet.edu</strong> in the <strong>Address of Web site to allow</strong> field and click on the <strong>Add</strong> button.</td>
</tr>
<tr>
<td>7. Under <strong>Allowed Sites</strong>, you should see *<strong>.uakron.edu</strong> and *<strong>.uanet.edu</strong>.</td>
</tr>
<tr>
<td><img src="92x158" alt="Image of Allowed Sites" /></td>
</tr>
<tr>
<td>8. Verify that the checkbox for <strong>Show Information Bar when a pop-up is blocked</strong> is selected.</td>
</tr>
<tr>
<td>9. Click on the <strong>Close</strong> button. Click on the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>