

**How to navigate to query viewer in HCM:**

This job aid outlines how those with Department, College/Division or Campus HR access navigate to query viewer in HCM.

**Navigation:** Employee Self Service > NavBar > Classic Home

**Information**

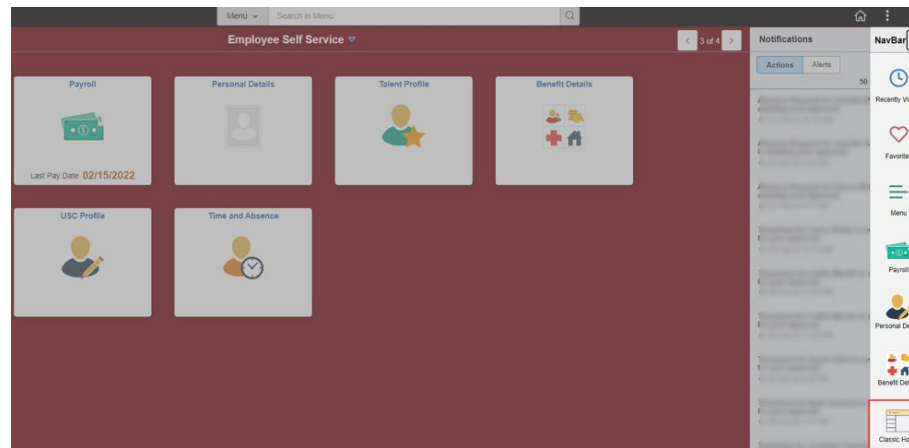
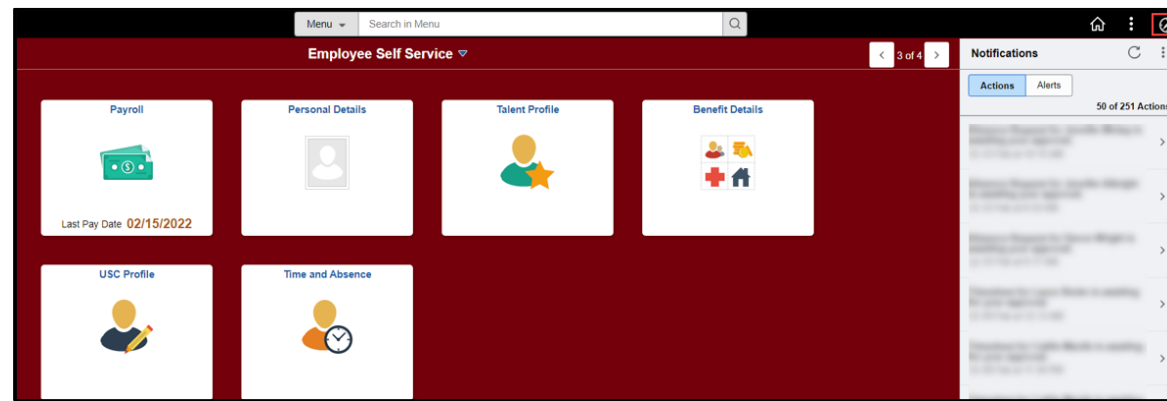
Those with Department, College/Division and Campus HR Contact access have access to query viewer to run set queries (reports) which display crucial data for employees within their security scope.

Note if you have **Query Viewer** saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below.

**Navigating to Query Viewer:** Take the following navigation steps:

1. Click the **NavBar** (compass icon) in the top right corner of the page.
2. Click the **Classic Home** option.

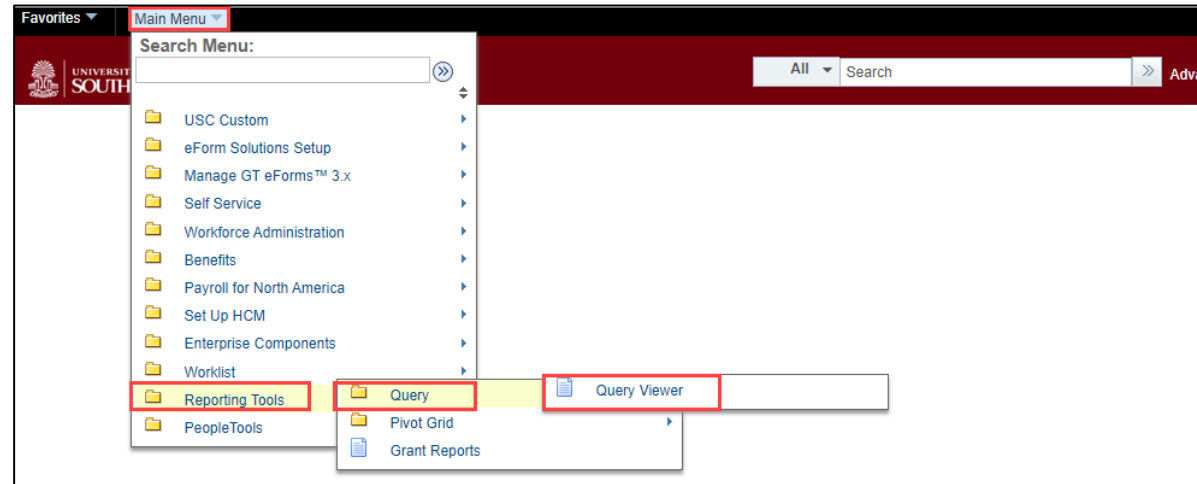
**Screenshots**



3. Once in **Classic Home** click the Main Menu drop-down button.
4. Make the following selections:  
**Reporting Tools > Query > Query Viewer.**

Only search for queries which you know you have access to. HR maintains a current listing of available queries based on HR user group. Do not 'open search' for queries as it will populate several hundred that are for back-office HR and Payroll staff only. Two query lists are maintained on the HR Toolbox on the [HCM PeopleSoft System Resources page](#), one is for Department HR Contacts and the other is for College/Division and Campus HR Contacts.

5. In the Query Viewer search field, Copy/Paste the name of the query which you wish to view.
6. Click the **Search** button.



### Query Viewer

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

\*Search By  begins with

[Advanced Search](#)

## University of South Carolina HCM HR Contact Resources HCM Navigation: Query Viewer (Including Adding a Favorite)

For quick reference, HR recommends that you add all queries on the available query listing for your HR access group as favorites.

**To add as Favorite:**

Upon searching for the query in steps 5 and 6 above, the search results appear. Click the **Favorite** link to add this specific query to your favorite list.

That query will now appear under the **My Favorite Queries** section each time you visit the Query Viewer page.

**Query Viewer**

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

\*Search By  begins with   [Advanced Search](#)

**Search Results**

\*Folder View

**Query**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_HR_MONITOR_END_DATES	Monitor Upcoming Auto Terms	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

**Query Viewer**

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

\*Search By  begins with   [Advanced Search](#)

**Search Results**

\*Folder View

**Query**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_HR_MONITOR_END_DATES	Monitor Upcoming Auto Terms	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

**My Favorite Queries**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
SC_HR_MONITOR_END_DATES	Monitor Upcoming Auto Terms	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<input type="button" value=""/>

**University of South Carolina  
HCM HR Contact Resources  
HCM Navigation: Query Viewer (Including Adding a Favorite)**

7. Click the **Run to HTML** link to begin generating the query data.
8. Any required fields will be indicated by \* and will be referenced on the query listing documents on the HR Toolbox.
9. Enter the required information and click the **View Results** button.

**Query Viewer**

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

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

**Query**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_HR_MONITOR_END_DATES	Monitor Upcoming Auto Terms	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

**SC\_HR\_MONITOR\_END\_DATES - Monitor Upcoming Auto Terms**

\*Selection Start Date\*

\*Selection End Date\*

Reg/Temp

Sal Plan

Resp Code

Set ID

**University of South Carolina  
HCM HR Contact Resources  
HCM Navigation: Query Viewer (Including Adding a Favorite)**

10. Once the query results have populated, review the information presented and if you need to download to your computer, click the **Excel Spreadsheet** link or other option.

SC\_HR\_MONITOR\_END\_DATES - Monitor Upcoming Auto Terms

\*Selection Start Date: 05/15/2022 [G]  
 \*Selection End Date: 12/31/2022 [G]  
 Reg/Temp: [v]  
 Sal Plan: [Q]  
 Resp Code: [v]  
 Set ID: USC01

**View Results**

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

View All First 1-10 of 10 Last

Row	Last Name	First Name	Employee ID	Dept ID	Descr	Empl Record	Reg/Temp	Empl Class	Auto End Job	Expected End Date	Job Indicator	Days Before End Date	Resp Code	Description
1	Weasley	Percy	U00000235	155201	CIVIL AND ENV ENGINEERING	0	T	TFC	Y	05/15/2022	P		0 CL040	College of Engineering and Computing
2	Krum	Viktor	U00000213	951000	SA PALMETTO COLLEGE	0	G	RGP	N	05/15/2022	P		0 SA000	Palmetto College
3	Lovegood	Luna	U00000119	115400	HEALTH PROMO EDU AND BEHAVIOR	0	T	TSF	Y	07/01/2022	P		47 CL034	Arnold School of Public Health
4	Moody	Alastor	U00000216	500300	FACILITIES CUSTODIAL	0	T	TSF	Y	07/31/2022	P		77 CL068	Division of Administration and Finance
5	Creedy	Colin	U00000247	100100	INST FAMILIES IN SOCTY	0	T	TSF	Y	08/15/2022	P		92 CL061	College of Social Work
6	Creedy	Dennis	U00000254	115007	CANCER PREVENTION & CNTRL CNTR	0	T	TSF	Y	08/30/2022	P		107 CL034	Arnold School of Public Health
7	Dairsley	Petunia	U00000230	212500	SMALL BUSINESS DEVP CNTR	0	T	TSF	Y	09/30/2022	P		138 CL028	Darla Moore School of Business
8	Weasley	Fred	U00000114	622800	POSTAL SERVICES	0	T	TSF	Y	12/17/2022	P		216 CL012	Division of Administration and Finance
9	Poller	Harry	U00000111	120400	U101 AND NATIONAL RESOURCE CTR	1	T	DLI	Y	12/23/2022	S		222 CL067	Division of Student Affairs and Academic Support
10	Weasley	Ronald	U00000113	155101	CHEMICAL ENGINEERING	0	G	RGP	Y	12/31/2022	P		230 CL040	College of Engineering and Computing

You have successfully learned how to access **Query Viewer** and add queries to your favorites list!