HR Links Guide: Scheduling Report Queries

When you run a large query/report, you may receive an error message stating that the query result set is too large:

This error results because the system times out before the query is complete. If you receive this error, follow the instructions to schedule the query and avoid the error.

Navigation: Employee Self Service - Navigator - Reporting Tools – Query - Query Manager

1. Input the name of the query you want to run. We will use Z_GS_EP_CRITELEMENTS in our example.

2. Click Search

3. Search for query and then select Schedule
4. On the Add a New Value tab, enter the name of your report in the Run Control ID field, then Add. In the example below EMAIL_REPORT was entered.

5. On the next page enter a description for your report, then OK. In the example below, Email_Report 4/26 was entered.

6. On the next pop up page, if you want to have a reoccurring report of this scheduled query Select your Recurrence and the Starting Run Date and Time Zone. Update the Type to Email; update the Format to XLS and then Click Ok.
7. The query will run and be sent to your email. (If you don’t see it in your email, check your spam folder.) Use the following navigation to check the status of the query: NavBar - Navigator - PeopleTools - Process Scheduler - Process Monitor