Running Queries

This guide describes how to access and run queries from the HCM User WorkCenter.

1. From the HCM Community Users dashboard, click the HCM WorkCenter tile. The CU HCM User WorkCenter page appears:

![CU HCM User WorkCenter](image)

2. Click the Resources tab.
At the top of the Resources listing, you will see HCM Queries with the top 15 most run queries listed:

From this listing you can:

- Run a query by clicking the query name:
- Display a list of queries available to all HCM users by clicking **Click here for ALL**. You may need to drag the border (circled below) between the HCM Queries section and the Reports/Processes section to see this link.

A list of all HCM user queries appears to the right of the WorkCenter that includes a description of each query. You can click a query name to select it.

- Search for queries by clicking **Query Manager**.

From Query Manager, you can search for queries using a variety of criteria. The default search is by query name, and you can enter all or part of the name to find the query you want. You can also use the
begins with field to specify a search term followed by any string of characters. You can use a wild card (%) before the search term, and the system will search for the term anywhere in a query name:

Note: About query names – for publically available queries, the query name will start with CUES. If you find a query that does not begin with CUES, we advise against using it, because it is not current and may not produce correct results.

After you locate the query you can:

- Click HTML to run the query and display results in a new tab.
- Click Excel, to run the query and display results in an Excel file.
- Add the query to your favorites so it appears in Query Manager without having to search:
  1. From the Select column, click the check box next to the query name.
  2. From the Action dropdown, select Add to Favorites.
  3. Click Go.
Query Manager displays your favorite queries below the Query list:

Narrowing Results Using Query Prompts

Many queries have prompts you can use to narrow your results:

**CUES_HCM_JOB_LIST - Job List**

- Employee ID (Optional)
- Last 4 of SSN (Optional)
- Last Name (Optional)
- A=Active, Blank=All

Optional prompts may be left blank, which will return all results you are authorized to see based on your row-level security. After you enter any prompt values, click **View Results** to run the query.

After a query has run, you can download the results in a variety of formats, including an Excel spreadsheet:
Modifying and Creating Queries

In Query Manager, you have the options to **Edit** an existing query, or **Create a New Query**:

These options are available to all users, but require some knowledge of PS Query and CU’s data table structure. When editing a public query, you must save it as a private query with a different name, so as not to overwrite the version available to all users. For more information about creating and editing queries, refer to *Creating and Modifying Queries Step-by-Step Guide*. 