
Announcement

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: September 19, 2016

SUBJECT: Two-Day Query Training

In the GeorgiaFIRST November 2015 Training Survey, twenty-five percent of users expressed interest in query training. In response to this need, we are offering two query training opportunities.

- I. First, in addition to the job aids available online, we have posted five YouTube videos (running time 4-7 minutes):
 - Lesson 1: Introduction to PeopleSoft Query
 - Lesson 2: How to Use Query Manager to Find the Query You Need
 - Lesson 3: How to Use the GeorgiaFIRST Website to Find the Query You Need
 - Lesson 4: Running, Saving, and Printing Existing Queries
 - Lesson 5: How to Schedule and Retrieve a Query

To watch these videos, go to the GeorgiaFIRST training page and scroll to the bottom, where you will see Query Resources: <http://www.usg.edu/gafirst-fin/training>

- II. In addition to the online videos, we are offering a two-day, in-person class in Athens on November 8-9, 2016. Users may attend one or both days.

Day 1: Query Training for Beginners

- Relational Databases
- Working with Existing Queries
- Creating a Basic Query
- Adding Criteria to a Query
- Query Maintenance Best Practices

Link: <https://querytrainingforbeginners.eventbrite.com>

Day 2: Query Training for Advanced Users

- Advanced Selection Criteria
- Run Time Prompts
- Aggregate Functions
- Working with Multiple Tables
- Finding Data in PSFIN

Link: <https://querytrainingforadvancedusers.eventbrite.com>

Each class is limited to sixteen participants. If the class is full, you will be placed on a waiting list and asked to give your name, email address, and phone number. If enrolled attendees cancel, the system will automatically enroll the next person on the list.

Location: Information Technology Services (ITS), 2500 Daniels Bridge Rd, Bldg. 300, Room 104, Athens, GA 30606

Time: 9:00 am to 4:30 pm (classroom opens at 8:30)

MORE INFORMATION and SUPPORT

BUSINESS IMPACT EMERGENCY ISSUES CONTACT ITS HELPDESK IMMEDIATELY
706-583-2001, or 1-888-875-3697 (toll free within Georgia)

ALL OTHER NON-URGENT ISSUES contact ITS Helpdesk via Self-service support website http://www.usg.edu/customer_services (requires a User ID and password, email helpdesk@usg.edu to obtain credentials)E-mail: helpdesk@usg.edu

ADDITIONAL RESOURCES

ITS Maintenance Schedule and Service Level Guidelines:
http://www.usg.edu/customer_services/service_level_guidelines/

