

Running PS Query Reports in PeopleSoft

- Navigate into Reports Portfolio > Student Administration
- Click on the Name link of the report you need to run
(Note: to see a full User's Guide on how to run the report click on the **Detail...** link next to the report name)

The screenshot shows a PeopleSoft report interface. At the top, there are search fields for 'Term:' with the value '2117' and 'Class Nbr:' with the value '74281'. A 'View Results' button is highlighted. Below the search fields, there are download options: 'Excel Spreadsheet' and 'CSV TextFile (247 kb)'. A 'View All' link is also present. The main part of the screenshot is a table with 17 rows of data. The table has columns for Term, Class Nbr, Subject, Catalog, ID, Name, First Name, Last Name, Address 1, Address 2, Address 3, Address 4, City, State, Postal, Country, and Email. The data rows show student information for various classes.

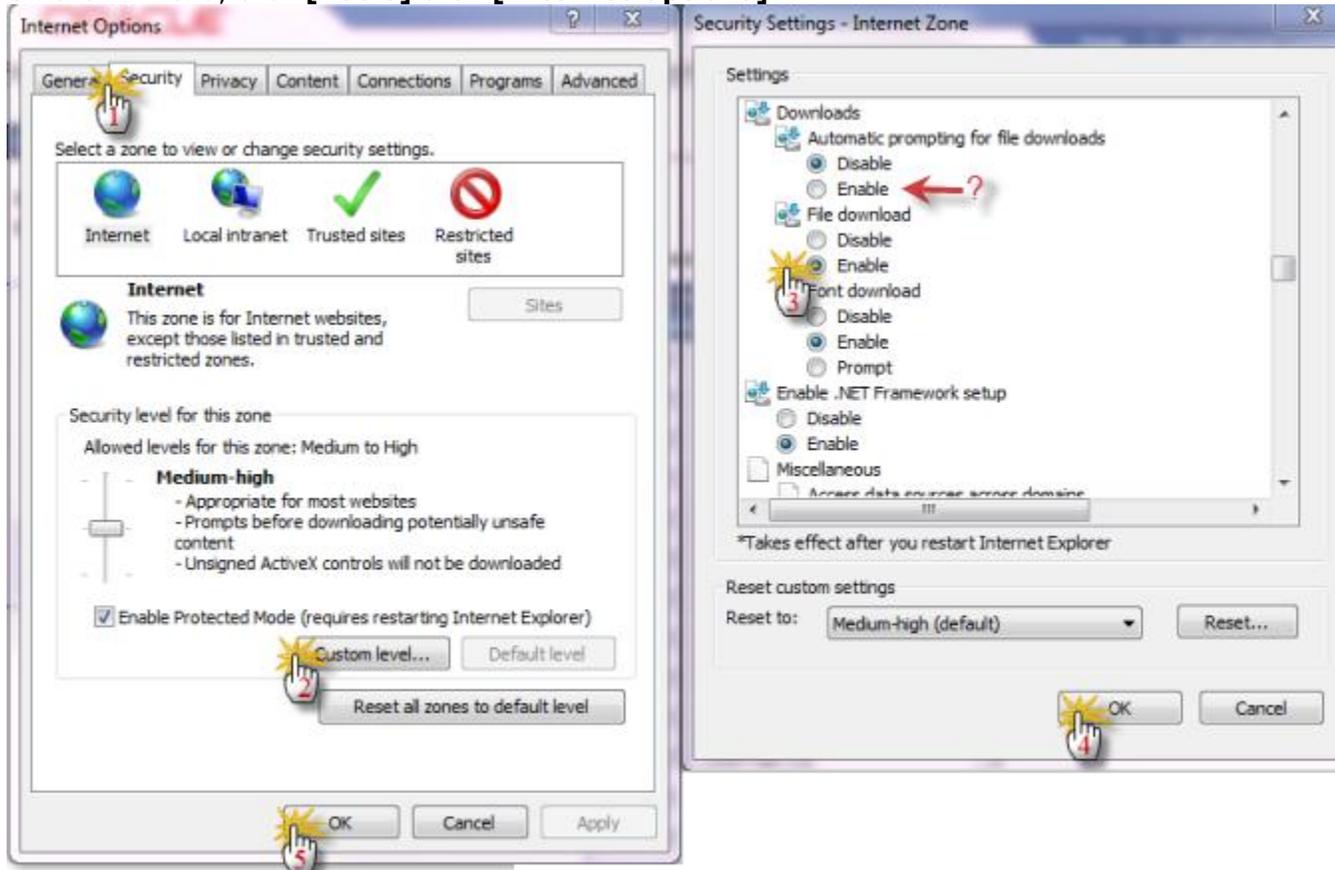
Term	Class Nbr	Subject	Catalog	ID	Name	First Name	Last Name	Address 1	Addr2	Addr 3	Addr 4	City	State	Postal	Country	Email
1	2117	74281	BIOL	10	105	Adler,Emily Rose	Emily	Adler	78860 Wake			La Quinta	CA	92253	USA	emil...
2	2117	74281	BIOL	10	10	Aguilar,Gabriel James	Gabriel	Aguilar	3316 Hid			Modesto	CA	95355	USA	ga...
3	2117	74281	BIOL	10	10	Aguilar,Steffany Fierro	Steffany	Aguilar	206 Mitch			Clovis	CA	93612	USA	st...
4	2117	74281	BIOL	10	10	Alarcon,Angelina Anita	Angelina	Alarcon	3775 n m		apt C	Fresno	CA	93726	USA	al...
5	2117	74281	BIOL	10	10	Allen I,Karson Blake	Karson	Allen	8513 N Fi			Fresno	CA	93720	USA	kr...
6	2117	74281	BIOL	10	10	Amaral,Kallynn Nichole	Kallynn	Amaral	5651 Em			Livermore	CA	94550	USA	ka...
7	2117	74281	BIOL	10	10	Andrew,Tyke Daniel	Tyke	Andrew	4109 Fou			Modesto	CA	95357	USA	ty...
8	2117	74281	BIOL	10	10	Anton,Austin James	Austin	Anton	1256 E C			Fresno	CA	93730	USA	au...
9	2117	74281	BIOL	10	10	Armenta,Stephanie	Stephanie	Armenta	255 S Jac			Fresno	CA	93702	USA	st...
10	2117	74281	BIOL	10	10	Arnold I,Jessica Lynn	Jessica	Arnold	75 W Ban		104	Clovis	CA	93612	USA	je...
11	2117	74281	BIOL	10	10	Arredondo,Tianna Renee	Tianna	Arredondo	3150 E Tr			Fresno	CA	93710	USA	ti...
12	2117	74281	BIOL	10	10	Avila,Samantha Rae	Samantha	Avila	626 E Uni			Fresno	CA	93704	USA	sa...
13	2117	74281	BIOL	10	10	Ayala,Marcos Francisco	Marcos	Ayala	10648 11			Hanford	CA	93230	USA	ma...
14	2117	74281	BIOL	10	10	Baltazar,Carmen	Carmen	Baltazar	321 N. W			Visalia	CA	93291	USA	ca...
15	2117	74281	BIOL	10	10	Banuelos,Claudia Paulin	Claudia	Banuelos	3102 E. S			Fresno	CA	93710	USA	cl...
16	2117	74281	BIOL	10	10	Barajas,Victor	Victor	Barajas	416 W Be			Fresno	CA	93650	USA	vi...
17	2117	74281	BIOL	10	105	Barker,Myles Clyde	Myles	Barker	5511 W W			Fresno	CA	93722	USA	my...

- Enter the input values (if available, use the magnifying glass next to the field to find the correct input needed)
- Click the **[View Results]** button
- Wait for your report to run
- If the report contains more than 100 rows of data, only the first 100 row will display, and the total number of rows will be displayed at the top right of the report.
(Note: If no data matched the input values, then the "No matching values were found." message will display.)

You may click on the **Excel Spreadsheet** link to download the full report into Microsoft Excel (for further sorting or analysis).

- **If you are prompted for allowing Pop-Ups, it is OK to allow All popups from this web site**
- **If you are prompted if it is OK to open a file from a different format, click the [OK] or [Yes] or [Allow] button to open the report**
- In Internet Explorer you may have to modify setting to allow the report to download;

- On the IE menu, click **[Tools]** then **[Internet Options]**



- Click on the **[Security Tab]** then **[Custom level...]** button
- Scroll down to the "Downloads" area and click on the File download **[Enable]** button.
- Click both **[OK]** buttons to save your changes and exit out of the setup pages
- *If this doesn't correct the problem, try also checking the "Automatic prompting for file downloads" button (see red arrow above).*
- *If you still are having browser problems, contact the help desk and ask for desktop support.*