

PeopleSoft User Productivity Kit (UPK)

<http://upk.services.wisc.edu/hrstestplayer/toc.html>

1. Navigate to link above.
2. In menu on left, double-click "Enterprise Query for HRMS 9.0" or any other topic.
3. Double-click a sub-topic (e.g. PeopleSoft Query Basics).
4. Select a Concept from the sub-topic list (e.g. Running Existing Query Using Query Viewer).
5. Use the "See it!", "Try It!", and "Know It?" buttons in the top right corner of the screen to See a Demonstration of the Concept, Try a walk-through, and Test your Knowledge, respectively.

The screenshot displays the Oracle User Productivity Kit (UPK) interface. The top navigation bar includes the title "UPK - HR59Content" and a search bar. The main content area is divided into two sections: "Outline" on the left and "Concept" on the right. The "Outline" section shows a hierarchical tree of topics, with "Enterprise Query for HRMS 9.0" and its sub-topic "PeopleSoft Query Basics" highlighted. The "Concept" section displays the content for the selected topic, "Running Existing Query Using Query Viewer". The "Introduction" section is currently blank.

Oracle User Productivity Kit

Playback Mode | **Preferences** | **Help**

See It! **Try It!** **Know It?**

Outline **My Roles**

Search **GO**

All

- Enterprise HR 9.0 - Track Faculty Events
- Enterprise HR 9.0 - Administer Base Benefits
- Enterprise HR 9.0 - Administer Company Cars
- Enterprise HR 9.0 - Plan Careers and Successions
- Enterprise HR 9.0 - Running HCM 9.0 Reports
- Enterprise Payroll for North America 9.0
- Enterprise Query for HRMS 9.0**
 - PeopleSoft Query Basics**
 - Running Existing Query Using Query Viewer**
 - Running an Existing Query Using Query Manager
 - Creating a Query
 - Downloading Queries to Excel and CSV files
 - Submitting Process Requests
 - Making a Query Distinct
 - Renaming Queries
 - Editing Queries
 - Deleting Queries
 - Defining Query Selection Criteria
 - Advanced Query Options
- Crystal Reports for HRMS 9.0
- Enterprise Time and Labor 9.0
- Enterprise Talent Acquisition Manager 9.0

Concept

You can run existing queries and view the results in a new browser window using **Query Viewer**.

Query Viewer enables you to:

- Search for a query.
- Preview a query in the active browser window.
- Run a query and display results in a new browser window.
- Print a query.
- Schedule a query.

In this topic, John Peterson works in your company's Australia office. You know that he is in the Information Services department, but are unsure if his actual title. You decide to run a query for global employees to verify his job title. Search for and run the **CUSTOM04_GLOBAL_EMPLOYEE_LISTI** query to verify John Peterson's job title.

Introduction