

Run and Schedule Queries

Queries perform customized searches for information in a particular module in SWIFT. This Quick Reference Guide shows how to run queries using the *Query Viewer* as well as how to schedule queries using the *Process Scheduler*.

Run Queries

Steps to complete

- Step 1: Open a query in the Query Viewer.
- Step 2: Run the query and view query results.

Step 1: Open a query in the Query Viewer.

1. Navigate to the *Query Viewer*.

Navigation Option	Navigation Path
NavBar	Navigator, SWIFT 9.2, Reporting Tools, Query, Query Viewer.

2. The *Query Viewer* page will display. In the *Search By* field, select the “Query Name” option.
3. In the *begins with* field, enter the naming convention for a query.
4. Press the **Search** button. The *Search Results* for the query will display below the *Query* section.
5. To open the query, select either the *HTML* link (to display the query search results in a browser tab or window) or the *Excel* link (to display the query search results in an Excel spreadsheet).

The screenshot shows the Query Viewer interface. At the top, there is a search bar with the text "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there are two dropdown menus: "*Search By" set to "Query Name" and "begins with" set to "M_VND_GBL_DBA_NAME". A green "Search" button is highlighted. Below the search bar, there is a "Folder View" dropdown set to "-- All Folders --". The "Query" section shows a table with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_VND_GBL_DBA_NAME	Search for Vendor by DBA Name	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Step 2: Run the query and view query results.

1. The query window will open. In the open field, type your search criteria.

Hint: You may use the wildcard symbol (%) as a placeholder for unknown information

2. Press the **View Results** button. A list of query results will display.

Note: Query results will display in another window if you selected *HTML*, or they will open in an Excel spreadsheet if you selected *Excel*. Opening the query in Excel allows you to sort and filter the query results by column.

Schedule Queries

Steps to complete

- Step 1: Open a query in the Query Viewer.
- Step 2: Schedule a Query.

Step 1: Open a Query in the Query Viewer.

1. Navigate to the *Query Viewer*.

Navigation Option	Navigation Path
NavBar	Navigator, SWIFT 9.2, Reporting Tools, Query, Query Viewer.

2. The *Query Viewer* page will display. In the *Search By* field, select the “Query Name” option.
3. In the *begins with* field, enter the naming convention for a particular query.
4. Press the **Search** button. A list of *Search Results* for queries will display in the *Query* section.
5. Select the *Schedule* link for the query to schedule.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_VND_GBL_DBA_NAME	Search for Vendor by DBA Name	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Step 2: Schedule a Query.

1. The *Scheduled Query* screen will display. Select the *Add a New Value* tab.
2. Enter a name for a Run Control ID in the *Run Control ID* field.

Note: The Run Control ID will identify the parameters for running a particular query. You will enter those parameters next.

3. Press the **Add** button.

Scheduled Query

Find an Existing Value **Add a New Value**

Query Name M_VND_GBL_DBA_NAME

Run Control ID SUPPLIER_QUERY_2020

Add

4. A window will open with fields to enter parameters for the Run Control ID. Enter the appropriate information in these fields, and press **OK**.

M_VND_GBL_DBA_NAME

DBA Name (Use % as wild card)

OK Cancel

5. The *Schedule Query* screen will display with parameters appearing in the *Updated Parameters* section. In the *Description* field, enter a description for the query.
6. Press the **Apply** button.

Schedule Query

Run Control ID SUPPLIER_QUERY_2020 [Report Manager](#) [Process Monitor](#)

Query Name M_VND_GBL_DBA_NAME

*Description Search for Vendor by DBA Name

[Update Parameters](#)

Prompt Name	Value
NAME1	TEST

OK Cancel **Apply**

- The *Process Scheduler Request* screen will display. In the *Run Date* and *Run Time* fields, make sure the correct date and time are entered.
- In the *Recurrence* field, select the appropriate option to determine how often the query runs.
- In the *Process List* section, select “Web” from the *Type* field and “TXT” from the *Format* field.
- Press **OK**.

Process Scheduler Request

User ID TESTER02 Run Control ID SUPPLIER_QUERY_2020 [Help](#)

Server Name Run Date 07/14/1995

Recurrence **Daily** Run Time 6:00:00AM [Reset to Current Date](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

OK Cancel

- You will receive an email with a link to the query when it runs according to the schedule. Open the link from your email to view the query during those scheduled times.