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D S D Q U E R Y M E N U

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**Support Center – Training & Development**  
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## Introduction

### What is QMENU?

The DSD Query Menu (QMENU) is a Web interface to the Decision Support Database (commonly referred to as “DSD” or “data warehouse”). University of Alaska staff and faculty members use QMENU to retrieve administrative information relating to students, human resources, and finances.

QMENU is accessed via the Web using Internet browser software (e.g. Internet Explorer or Firefox). After logging onto QMENU, pick a query category and then a specific query. Enter query criteria in the associated parameter form, then submit the query and view its output. QMENU output is formatted as HTML and displayed in a separate window by the Internet browser.

### What QMENU is NOT!

QMENU is *not* an ad hoc query tool. The information accessible by QMENU is limited to that delivered by predefined, stored queries. Query parameter forms provide only limited means for customizing query output. In addition, QMENU limits the quantity of records that may be retrieved by a single query request. In many cases it takes multiple presses of the “fetch more records” button in order to retrieve all qualifying records.

### System Requirements

To access and use QAdhoc you need current internet browser software that supports HTML frames and JavaScript, Internet Explorer and Firefox are the supported browsers.

QAdhoc uses the Internet browser’s network connection when submitting query requests; therefore the computer must be Internet-connected. In addition, users must have a University of Alaska RPTP database account and QMENU web access code.

### Secure Access

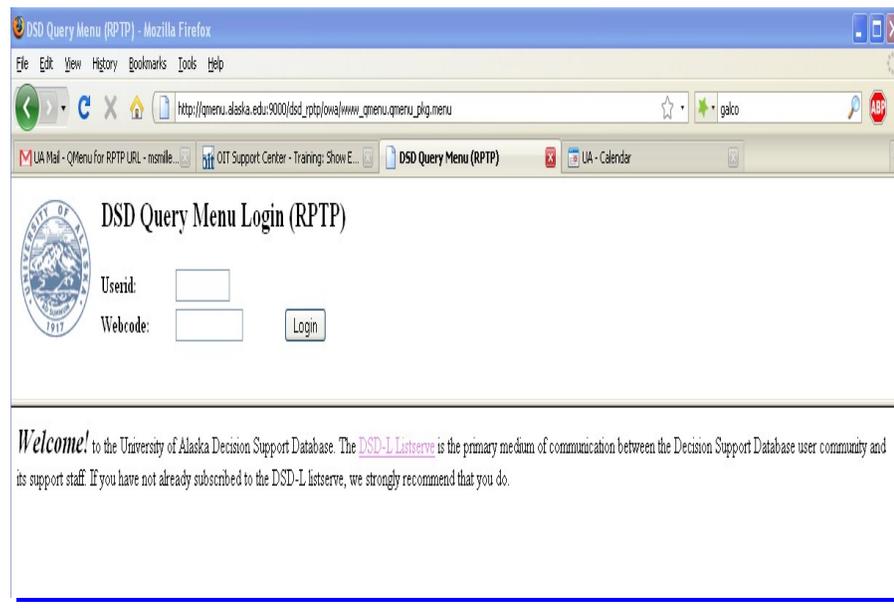
Login to QAdhoc requires a **Userid** and **Webcode**. **Userid** is an Oracle RPTP database account id. **Webcode** is a special code used only during QMENU login; it is not an RPTP password. You must request access through your University of Alaska Security Account Coordinator. A short list of Security Account Coordinators is at the back of this book. A current, expanded list can be found on the OIT web site at: <https://www.alaska.edu/oit/services/unixoraclebanner-admin/>

## Logging “ON”

To load the QMENU login screen, start your Internet browser and enter the following URL:

<https://qmenu.alaska.edu>

*Shortcut: Add QMenu to your personal toolbar.*



1. Click in the **Userid** field located in the login frame.
2. Enter your QMenu database user ID.
3. Press TAB to move to the **Webcode** field.
4. Enter your QMENU **Webcode** (*not* your Banner database password).
5. Click the LOGIN button.

### Important Note

Initial QMENU webcodes are the letter ‘s’ followed by the 9 digits of your SSN (e.g. s123456789).

Access Denied Error: On login you may receive a message labeled “Access Denied”. The first step to resolve it is to clear your browser history and cache. The exact steps vary by browser. You can also start “Private Browsing” from the tools menu of Firefox or “InPrivate Browsing” from the tools menu of Internet Explorer. Start either before going to the QMenu link.

If the error persists; contact your local security account coordinator.

QMENU responds with a display featuring pick boxes for “Categories” of QMENU reports, a “Queries” pick box to display the Queries associated with each of the QMENU categories, and a line specifying when the current QMENU session will time out.



## QMenu/QAdhoc “Tickets”

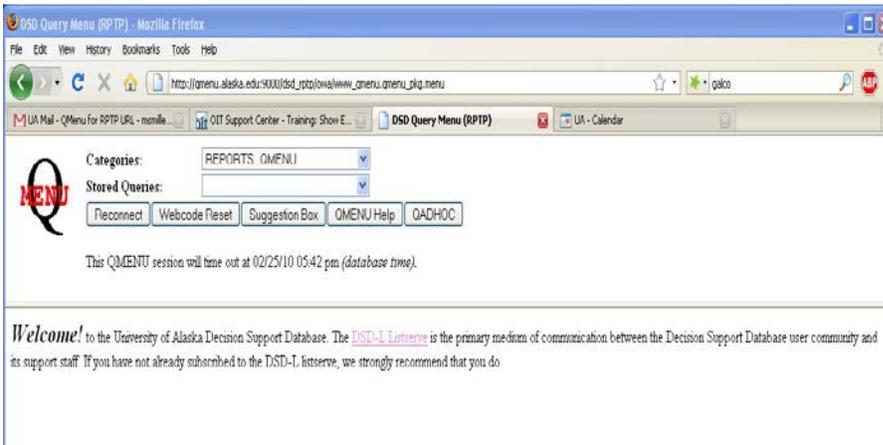
The QMENU/QADHOC web interface to the Decision Support Database (DSD, RPTP) incorporates the use of session “tickets”. When you login to QMENU, you will be granted a session “ticket,” which is valid for two hours. When your “ticket” expires, you will be required to reconnect before you can continue with your query activity. This feature of QMENU security is intended to help insure that only authorized users are accessing University of Alaska data via the web.

## How to Handle Expired Tickets during Active Query Session

If your ticket “expires” after you’ve clicked the **FETCH MORE RECORDS** button from the output window of active query, locate the main window for QMENU/QADHOC and click the **RECONNECT** button. After logging in, return the output window of your active query and click the **BACK** button on the tool bar. Once the output from your last successful query is displayed, click the **FETCH MORE RECORDS** button. Although the main QMENU window no longer displays your query form and input parameters, the output window from your active query will still be able to **FETCH MORE RECORDS**.

## Logging “OFF”

To log out of QMenu yet keep your Internet browser session open, click the RECONNECT button. Then close QMenu by closing your tab or browser window.

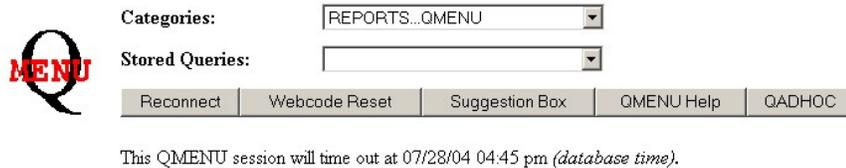


### Important Note

Closing all QMenu windows does not serve the same purpose as the [RECONNECT] button. Both userid and webcode are stored in your browser's memory and remain there until either QMenu or the browser software is terminated. Prior to one of those two events anyone sitting at your computer is able to submit QMenu queries using your login. To prevent this breach in security always use the [RECONNECT] button.

## Resetting Your Webcode

Reset your webcode after logging into QMENU for the first time. QMENU webcodes *should not* be set to be identical to your Banner production password.



The screenshot shows the QMENU interface. On the left is the QMENU logo. To its right are two dropdown menus: 'Categories:' with 'REPORTS...QMENU' selected, and 'Stored Queries:' which is empty. Below these are five buttons: 'Reconnect', 'Webcode Reset', 'Suggestion Box', 'QMENU Help', and 'QADHOC'. At the bottom, a message states: 'This QMENU session will time out at 07/28/04 04:45 pm (database time).'

### Webcode Reset Parameter Form

This page was produced by the **PL/SQL Cartridge** on July 28, 2004 03:46 PM

User ID:

Old Web Code:

New Web Code:

Confirm New Web Code:

#### **Important Note:**

*Case is not critical except when keying in a new web code and confirming the new web code you just keyed in. It is essential that you type the new web code and the confirmation exactly the same way.*

1. Click the **WEBCODE RESET** button located in the top to the right of the reconnect button.
2. Complete the “Webcode Reset Parameter Form,” supplying the following:
  - User ID for RPTP (automatically filled in for you)
  - Old QMENU Web Code
  - New QMENU Web Code
  - Confirmation of New QMENU Web Code
3. Click the **WEBCODE RESET** button in the parameter form. The following Java alert message is displayed:

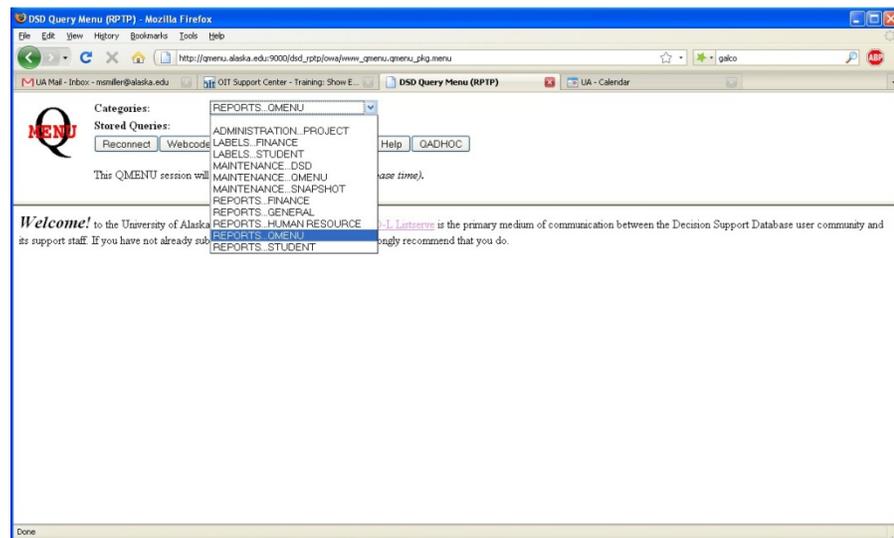


4. Click **OK** or **CANCEL** to continue or cancel this request.
5. You will have to log in with your new password after this change.

## Selecting a Query Category

The QMENU interface consists of a two-section (frame) window. The top frame of QMENU is used for query selection. Changing the query “category” causes QMENU to repaint the window with refreshed category and query lists.

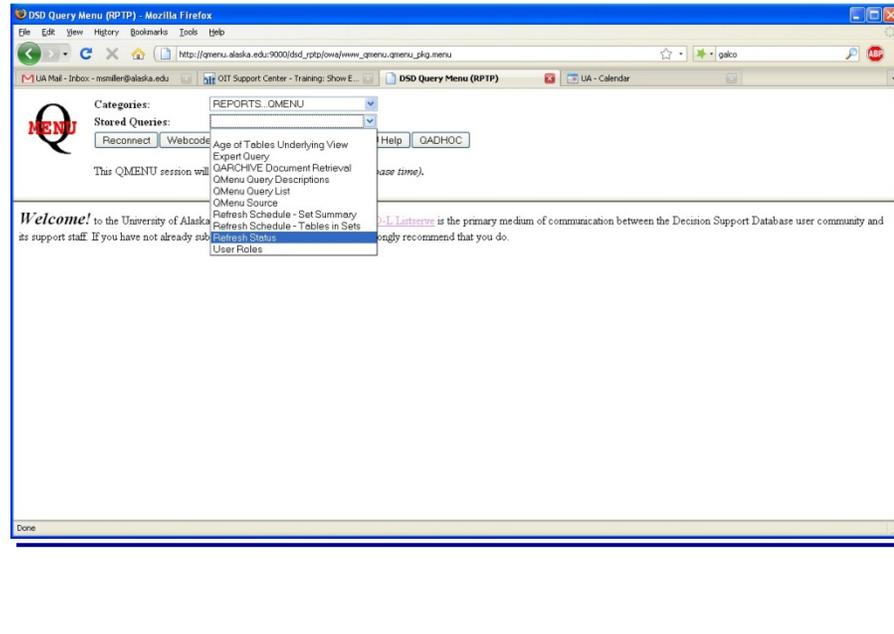
Click in the **Categories** pick list and highlight an entry to select a query category.



## Selecting a Query

The bottom frame of the QMENU window displays dynamic documentation or “metadata,” as well as parameter forms, for the query. Changing your query selection causes QMENU to display metadata for the newly selected query. Metadata include the names and ages of the data sources used in the query and descriptive text about the query.

Click in the **Queries** pick list and highlight an entry to select a query.



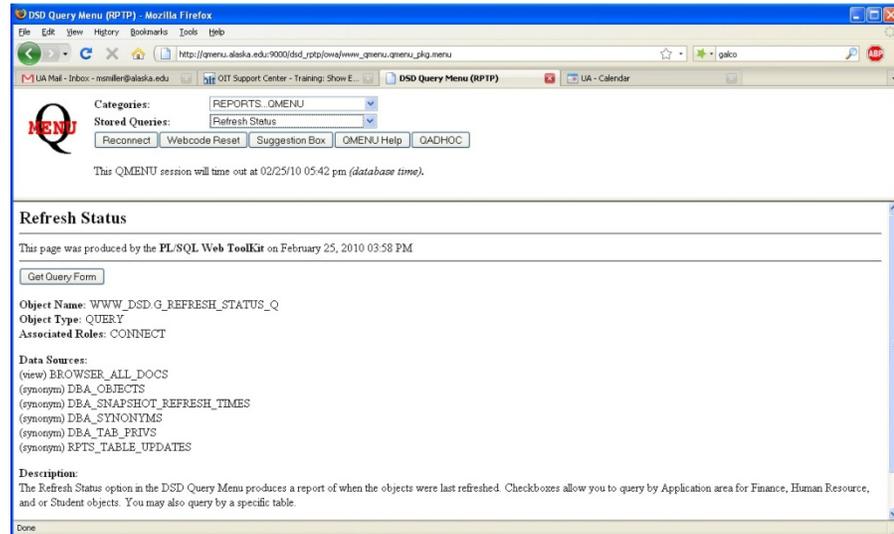
## Reviewing Online Documentation, or “Metadata”

The metadata display for a selected query contains valuable information. Do not ignore this screen!

### Important Note:

The term “Snapshot” is being replaced with “Materialized View”. A materialized view in QMenu is a table refreshed either by copying the whole table from Database A to Database B or by copying only the changes from Database A to Database B.

Student data from earlier than 1997 is not available in QMenu/QAdhoc.



### User Authorized

Indicates whether or not you are authorized to run the query (see Associated Roles). If authorized, a GET QUERY FORM button is displayed. Otherwise, the word ‘NO’ is displayed.

### Object Name, Type and Associated Roles

Displays the actual name of the query (which may not be the same as the title displayed in the parameter form). States that the object is a ‘query’. Lists associated Oracle security role(s) that constrain who may run the query.

## Data Sources

**Important Note:**

*Any table drawing from TRND or TRNH only has current FY information.*

Displays the names and ages of data sources used by the query. Query output is only as good as its input – note the age of the data sources before submitting a query!

A vertical scroll bar is displayed in the lower frame of the QMENU interface if metadata cannot be fully displayed. Click within the scroll bar to reposition the metadata display.

## Description

Includes a brief description of the query, statement of purpose and discussion of parameters (which are required, which are optional and what values are acceptable).

## Retrieving Query Parameter Form

Before a query may be submitted, the associated query parameter form must be retrieved and completed. Parameter forms allow limited query customization so that only records meeting query criteria are displayed in the query output.

Click the GET QUERY FORM button.

The screenshot shows the DSD Query Menu (QMenu) web application. The browser window title is "DSD Query Menu (RP1P) - Mozilla Firefox". The address bar shows the URL: [http://qmenu.alaska.edu:9000/dsd\\_rptj/owa/www.qmenu.plg.menu](http://qmenu.alaska.edu:9000/dsd_rptj/owa/www.qmenu.plg.menu). The page content includes a navigation menu with "MENU" highlighted, a "Categories:" dropdown set to "REPORTS\_QMENU", and a "Stored Queries:" dropdown set to "Refresh Status". Below these are buttons for "Reconnect", "Webcode Reset", "Suggestion Box", "QMENU Help", and "QADHOC". A session timeout message states: "This QMENU session will time out at 02/25/10 05:42 pm (database time)".

The main content area is titled "Refresh Status" and contains the following information:

This page was produced by the **PL/SQL Web ToolKit** on February 25, 2010 03:58 PM

[Get Query Form](#)

**Object Name:** WWW\_DSD\_G\_REFRESH\_STATUS\_Q  
**Object Type:** QUERY  
**Associated Roles:** CONNECT

**Data Sources:**  
 (view) BROWSER\_ALL\_DOCS  
 (synonym) DBA\_OBJECTS  
 (synonym) DBA\_SNAPSHOT\_REFRESH\_TIMES  
 (synonym) DBA\_SYNONYMS  
 (synonym) DBA\_TAB\_PRIVS  
 (synonym) RFTS\_TABLE\_UPDATES

**Description:**  
 The Refresh Status option in the DSD Query Menu produces a report of when the objects were last refreshed. Checkboxes allow you to query by Application area for Finance, Human Resource, and or Student objects. You may also query by a specific table.

## Submitting a Query Request

First complete the query parameter form, then click the SUBMIT REQUEST button.



The screenshot shows the QMenu interface. At the top left is a logo with a large 'Q' and the word 'MENU' in red. To the right, there are two dropdown menus: 'Categories:' set to 'REPORTS..QMENU' and 'Stored Queries:' set to 'Refresh Status'. Below these are five buttons: 'Reconnect', 'Webcode Reset', 'Suggestion Box', 'QMENU Help', and 'QADHOC'. A message states: 'This QMENU session will time out at 02/25/10 05:42 pm (database time)'. The main section is titled 'Refresh Status Parameter Form'. Below the title, it says 'This page was produced by the PL/SQL Web Toolkit on February 25, 2010 04:01 PM'. Under 'Application Area:', there are three checked checkboxes: 'Finance', 'Human Resource', and 'Student'. Below that is a text field labeled 'Or Specific Table:' containing a '%' character. At the bottom are two buttons: 'Reset' and 'Submit Request'.

QMENU parameter forms use a variety of field types to solicit query criteria from users. Possible parameter field types include:

Text	Highlight and enter a specific value or “mask.”
Pick list	Select a value from list.
Checkbox	Check one or more boxes.
Radio buttons	Select only one button.
Submit button	Click to submit.
Reset button	Click to reset form to initial values.

Error messages are displayed if a query is submitted without required query parameters. Invalid or missing values in optional parameter fields may also generate error messages. Read the online documentation (metadata) to determine which parameters are required, which are optional and what values are acceptable.

## Viewing Query Output

Output from all QMENU queries is written to a separate window - one window per query. Rerunning the same query with new criteria will overwrite the data displayed in that query's output window.

Refresh Status (RPTP)						
This page was produced by the PL/SQL Web ToolKit on February 25, 2010 04:02 PM						
DATA SOURCE	DATA TYPE	LAST REFRESH	OWNER	STATUS	ROLE	GRANTS
<input type="radio"/> FAB2CCH	SNAPSHOT	02/21/10 01:42:43	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FAB2STL	SNAPSHOT	02/21/10 01:44:31	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FABBKTP	SNAPSHOT	02/21/10 01:44:32	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FABCHKA	TABLE	02/23/10 19:08:57	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FABCHKS	TABLE	02/23/10 19:08:35	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FABINCK	TABLE	02/23/10 19:08:36	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FABINVH	TABLE	02/23/10 19:08:38	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FARINVA	TABLE	02/23/10 19:08:44	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FARINVC	TABLE	02/23/10 19:08:51	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FARINVV	SNAPSHOT	02/21/10 01:52:06	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FBA2SBS	TABLE	02/23/10 19:20:58	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FBB2GRT	TABLE		FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FBB2SBD_96	TABLE	08/11/97 19:01:18	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FBB3GRT	TABLE		FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FBBBLIN	TABLE	02/23/10 19:20:58	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FFB2MAU	TABLE	02/24/10 18:07:29	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FFBADJH	SNAPSHOT	02/24/10 18:06:01	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FFBAMST	TABLE		FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FFBMAST	TABLE	02/24/10 18:05:19	FIMSMGR	VALID	FINUSER	SELECT
<input type="radio"/> FFRADIA	SNAPSHOT	02/24/10 18:06:01	FIMSMGR	VALID	FINUSER	SELECT

Use the scroll bar in the right margin of the window to scroll up and down through the results. At the bottom of each page of the query output is a CLOSE WINDOW button and (possibly) FETCH MORE RECORDS button. The CLOSE WINDOW button serves the same purpose as the window "close box" in the Windows and Macintosh operating systems. The FETCH MORE RECORDS button is used to retrieve additional records matching the query criteria and appears only when there are additional records to be retrieved.

### Important Note

The results window will refresh each time you run a query. It will not be brought back to the front. You will have to click the window or tab to see the results. If you close the window before running your next query results will be brought to the front.

## Saving and Printing Your Query Report

### Printing Query Output

QMENU output exists within the world of your Internet browser. If your browser is connected to a printer – either directly or via a network - then QMENU output may be printed from the output window.

Before printing, you may want to check your browser's print properties. Depending on the width of the query output, it may be desirable to print in "landscape" mode and to change the scale of the report, sizing it down so that all output columns will fit on one printed page. Refer to your Internet browser documentation for help with printing.

#### Important Note

Print properties and the type and size of font used to display query output are a function of the selected printer and of the browser software. How QMENU output looks on screen or when printed is largely a function of selected browser options.

### Saving Query Output and Importing into Excel

To save the QMENU query output to a file, select **Save As** from the **File** menu of the browser and give the file a name. The output file type will vary with the software doing the import. In general, saving as TEXT or PLAIN TEXT should work in most cases.

A feature on some views is a selection for exporting to directly to MS Excel. One example is REPPORTS...FINANCE, Fund List (Used and Unused).

## Using “REPORTS... QMENU”

QMENU is changing all the time. New queries are being written, and old queries are being improved. The **Query Listing** query creates a concise query listing indicating the roles required when running each query. The **Query Descriptions** query provides a longer report of queries and their descriptions.

The **Refresh Status** query allows you to see the date and time when copies of Banner tables were last updated. You can learn more about the data source by selecting the “radio dial” button to the left of the data source. When you do so, a new browser window is spawned that contains the table name for the data source as well as the column names within that table their types and associated comments.

The **User Roles** query produces a report of Oracle “roles” granted to the user logged on at the time this query was run. Oracle roles are used to limit the user’s access to data in the data warehouse. The **QMENU Source Code** query is especially helpful for those who are familiar with SQL code and would like to see where information is being drawn from and how to create the specific report. This query covers QADHOC source code as well as QMENU source code.

## Learning More About QMenu Data

### Data Sources

When you are unfamiliar with the potential contents of a parameter field, you should refer to the validation tables. Validation tables begin with STV for Student, TTV for Accounts Receivable, FTV for Finance, PTV for Payroll, NTV for HR Position Control, GTV for General, and RTV for Financial Aid (future). If the name of the field has the word code in it, generally it will have a validation table associated with it. For example, Subject Code validation table is STVSUBJ; Organization Code is FTVORGN, etc. More information on validation tables is available in the QADHOC training session and documentation.

To find the name of a validation table in Banner, simply tab to the field in Banner, press <help> function key to bring up the help screen for that field. The first line will tell you the name of the table and the column name within that table. For example, on Banner form SSASECT, tab to the TERM field and press the <help> function key. This brings up the help screen and the top line shows SSASECT\_TERM\_CODE. From this information you are reasonably certain the validation table is STVTERM. You can key in STVTERM in Banner and you will see a listing of the term codes and their associated descriptions for those codes.

General information for names, addresses, and biographical demographic information will be found in the STV validation tables. Validation tables are not updated frequently—because they contain a listing of all of the possible choices IE ‘F’ for the Fairbanks campus or ‘A’ for the Anchorage campus as a campus code—which do not change often.

#### Important Note

You can easily determine validation tables by the third character in the name of the data source as listed in the metadata for each query. For example, the **Class List** query under the REPORTS... STUDENT category has the following data sources. The last in the list is STVRSTS, which has ‘V’ as the third character.

```
(Materialized View) SCBCRSE last refreshed Sep 07th 1998 at
17:58:45 ...
(Materialized View) STVRSTS last refreshed Sep 02nd 1998 at
```

## Appendix

### Security Coordinators

#### University of Alaska Anchorage

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## Keeping Current with RPTP

Because QMENU accesses the Decision Support Database rather than the live production system, it is important to keep apprised of the status of RPTS. Data in RPTS is refreshed on a periodic basis and may not be current at the time a query is submitted. QMENU displays important online documentation (metadata) which describes the selected query and indicates the age of query data sources.

The DSD-L list is the primary medium of communication between QMENU developers and its user community. DSD-L list members receive proactive notification when new queries are developed and old queries are modified and enhanced. Subscribe to DSD-L so that you too receive notification of changes in RPTS and QMENU.

## Requests for New DSD QMENU Reports

If you would like to see a new query in the DSD QMENU, please send your request to the DSD-L list. When making your request, please include details: desirable query parameters, columns to include in output and preferred sort order of records. Each request is prioritized by the project lead for that subject area. SDHAT is processing these requests.

## QMENU Training Support OIT Training & Development

### Contact Information

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