# Recommended Methods of Searching for Queries and Reports

## Searching for Queries

### PeopleSoft Query Basic Search

* Search using the Operator “Begins With” by multiple criteria including:
  + *Access Group Name*
  + *Description*
  + *Folder Name*
  + *Owner*
  + *Query Name*
  + *Type*
  + *Uses Field Name*
  + *Uses Record Name*

### PeopleSoft Query Advanced Search

* Search using the Operator’s:
  + *<*
  + *<=*
  + *=*
  + *>*
  + *>=*
  + *Begins With*
  + *Between*
  + *Contains*
  + *In*
  + *Not =*
* Search using any of the Operators listed above by multiple criteria including:
  + *Access Group Name*
  + *Description*
  + *Folder Name*
  + *Owner*
  + *Query Name*
  + *Type*
  + *Uses Field Name*
  + *Uses Record Name*

### MetaLink

* MetaLink is a data dictionary provided by Data Services where users can search for Queries, Reports and Records. MetaLink offers the benefit of being able to search for queries based on the Definition Field (Long Description) which is not available in PeopleSoft Query searches. Use MetaLink to search records for both field and record information to gain valuable insight into the data structure, as well as search for existing queries.
* The key features of MetaLink allows designated users to:
  + *Document structures and properties for a given record or field.*
  + *Track and record changes by user, date, and what was changed.*
  + *View users to view completed data dictionary reports.*
  + *View the ctcLink reporting catalog.*
  + *Search for available PeopleSoft data queries.*
* **In order to gain access to MetaLink you must first request a password. Please submit all requests for MetaLink passwords to: Carmen McKenzie or Paula McDaniel.** [**cmckenzie@sbctc.edu**](mailto:cmckenzie@sbctc.edu) **or** [**pmcdaniel@sbctc.edu**](mailto:pmcdaniel@sbctc.edu)**.**

## Searching for Reports

### PeopleSoft Menu Path

* When working in PeopleSoft, each module has a corresponding report menu. For example, under Workforce Administration there is a folder called Workforce Reports. Look for these folders in your area and get familiar with the available delivered reports.

### MetaLink

* In addition to searching Queries and Records, MetaLink also offers the ability to search existing BI Publisher Reports created by Data Services as well as delivered Reports.

### Google

* Use Google to search for existing delivered Reports. See the following sites as examples of the information that can be found online.

[**Basic PeopleSoft HCM Reports**](https://docs.oracle.com/cd/E39904_01/hcm92pbr0/eng/hcm/hhaf/ref_BasicPeopleSoftHCMReportsAtoZ-e32366.html)

[**Campus Solutions Application Fundamentals Reports**](https://docs.oracle.com/cd/E29376_01/hrcs90r5/eng/psbooks/lsfn/chapter.htm?File=lsfn/htm/lsfn30.htm)

[**PeopleSoft Contracts Reports**](http://docs.oracle.com/cd/E81622_01/fscm92pbr11/eng/fscm/fcam/task_PeopleSoftContractsReports_AToZ.html#ContentsNavBar)

[**PeopleSoft Item Reports**](http://docs.oracle.com/cd/E81622_01/fscm92pbr11/eng/fscm/fsit/task_PeopleSoftItemReports.html?pli=ul_d245e118_fsit)

[**PeopleSoft Receivables Reports**](https://docs.oracle.com/cd/E39583_01/fscm92pbr0/eng/fscm/fare/ref_PeopleSoftReceivablesReports_AToZ.html)

[**PeopleSoft Billing Reports**](https://docs.oracle.com/cd/E39583_01/fscm92pbr0/eng/fscm/sbil/ref_PeopleSoftBillingReportsAtoZ-c9fa1a.html)

[**PeopleSoft Supplier Contract Management Reports**](http://docs.oracle.com/cd/E81622_01/fscm92pbr11/eng/fscm/sscm/ref_PeopleSoftSupplierContractManagementReports_AToZ.html#ContentsNavBar)