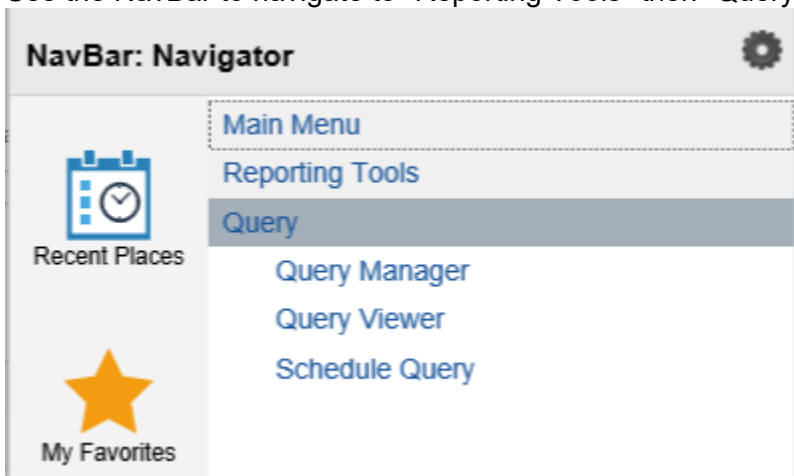# Running Queries in PeopleSoft

NOTE: in May 2021 SISS retired the REPORT database that used to house these queries. Now all queries will be run in the PRODUCTION database, which is the same DukeHub that you use for all your work in PeopleSoft/SISS/STORM.

Please follow these steps to access and run queries:

1. Go to DukeHub: https://dukehub.duke.edu.

2. Log in using your netid and password.

3. Navigate to the Query Viewer page, by one of the following methods:

   a Click on the "Query & Reporting" tile, and select "Query Viewer" in the left menu.

   b Use the NavBar to navigate to "Reporting Tools" then "Query" then "Query Viewer."

4. Search for the desired query by entering the name and clicking "Search."

5. Once you find the query, you can save it to your favorites by clicking on the "Favorite" link.

6. After the query has been saved to your favorites, click on the "Excel" link next to the query to run it (this will open the output in an excel spread sheet). When prompted, enter the requested information (e.g. Term, Acad Plan, etc.)

| DU_GRAD_SW_AFG_CAR | Apply for Graduation | Public | GRAD DPMT QUERY | Edit | HTML | Excel | XML | Schedule | – |
| DU_GRAD_SW_NOT_REG | active students not enrolled | Public | | Edit | HTML | Excel | XML | Schedule | – |

7. Click on the "View Results" button, then select the "Open" option

Enrollment Term: [   ] 🔍

View Results

| plID | Duke UID | Name | Last Name | First Name | Middle Name | Descr | Acad Prog | Acad Plan | Term | Take Prgrs | Sex | Birthdate | Age | Ethnic Group | |

8. The list should contain only students in your department (if any meet the criteria of the query).

9. For questions or assistance please email grad-support@duke.edu.

List of available queries

Query Name
1- DU_GRAD_JSAL_ADVISOR_PHD_STDNT
2- DU_QUERY_ACTIVE_SEC_PLAN
3- DU_GRAD_SW_NOT_REG
4- DU_GRAD_SW_AFG_CAR
5- DU_GRAD_PAP_ENRLMT_BY_TERM_2
6- DU_GRAD_JSAL_PHD_PRELIM_SW
7- DU_GRAD_APPS_BY_PLAN

Description
Advisors by Plan.
Active students by plan.
Active students not enrolled.
Apply for Graduation.
Enrollment w/ Continuing Ed by Term.
Used for Prelim date completion.
Applicant contact information.

Term Code List

Term	Description	Term	Description
1405	2012 Summer Term 1	1620	2017 Fall Term
1410	2012 Summer Term 2	1630	2018 Spring Term
1420	2012 Fall Term	1645	2018 Summer Term 1
1430	2013 Spring Term	1650	2018 Summer Term 2
1440	2013 Summer Term - Full	1660	2018 Fall Term
1445	2013 Summer Term 1	1670	2019 Spring Term
1450	2013 Summer Term 2	1685	2019 Summer Term 1
1460	2013 Fall Term	1690	2019 Summer Term 2
1470	2014 Spring Term	1700	2019 Fall Term
1480	2014 Summer Term - Full	1710	2020 Spring Term
1485	2014 Summer Term 1	1725	2020 Summer Term 1
1490	2014 Summer Term 2	1730	2020 Summer Term 2
1500	2014 Fall Term	1740	2020 Fall Term
1510	2015 Spring Term	1750	2021 Spring Term
1520	2015 Summer Term - Full	1765	2021 Summer Term 1
1525	2015 Summer Term 1	1770	2021 Summer Term 2
1530	2015 Summer Term 2	1780	2021 Fall Term
1540	2015 Fall Term	1790	2022 Spring Term
1550	2016 Spring Term	1805	2022 Summer Term 1
1560	2016 Summer Term - Full	1810	2022 Summer Term 2
1565	2016 Summer Term 1	1820	2022 Fall Term
1570	2016 Summer Term 2	1830	2023 Spring Term
1580	2016 Fall Term	1845	2023 Summer Term 1
1590	2017 Spring Term	1850	2023 Summer Term 2
1600	2017 Summer Term - Full	1860	2023 Fall Term
1605	2017 Summer Term 1	1870	2024 Spring Term
1610	2017 Summer Term 2	1885	2024 Summer Term 1