

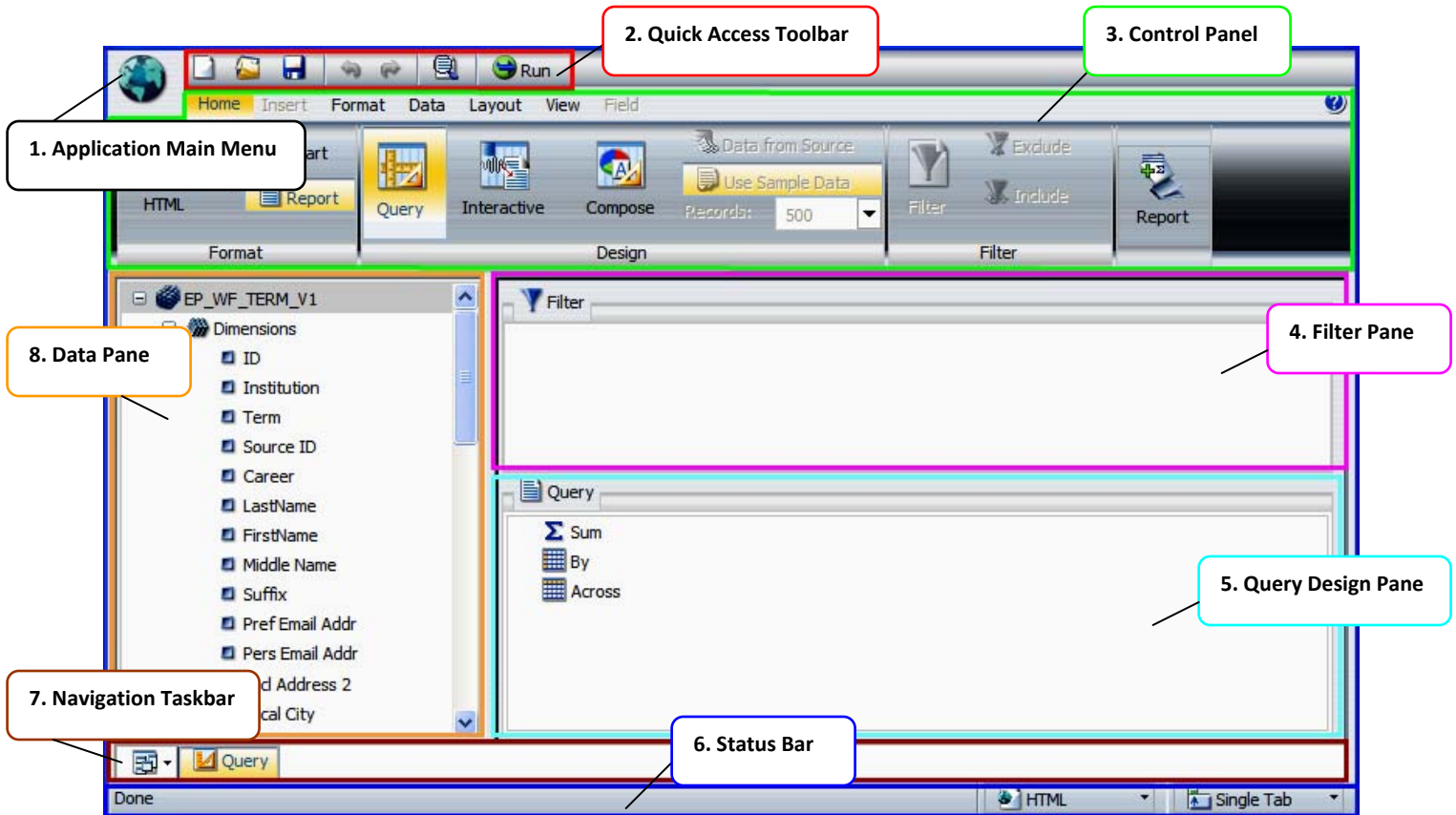


EPM Query Instructions – Environment Overview

PeopleSoft Data Warehouse (EPM)

Environment Overview:

In order to gain a better understanding of how to use InfoAssist and the tools it provides, it may be helpful to familiarize yourself with the different components of the InfoAssist Application Window.



1. **Application Main Menu:** Opens when you click the globe and contains common functions like: New, Open Query, Save, Save As, Run, Run Deferred, and Close. User preferences can be accessed here.
2. **Quick Access Toolbar:** Always visible, and contains speed buttons for common functions like: New, Open Query, Save, Undo, Redo, View Code, and Run.
3. **Control Panel:** Displays property controls as icons grouped by functionality within each tab. Tabs include: Home, Insert, Format, Data, Layout, View, and Field.
4. **Filter Pane:** This is where you indicate your criteria for data rows to include in your query. The rest is excluded, or “Filtered” out.
5. **Query Design Pane:** This is where you indicate which data fields to display in your report. This includes how to display them, such as column order, summarization and sorting.
6. **Status Bar:** Displays the status of the last action, name of the current query, selected format, and selected option for displaying new output windows/tabs.
7. **Navigation Taskbar:** Displays icons used to access different views, active queries, and reports.
8. **Data Pane:** Displays the contents of your table by title, description or field. From this listing, you can choose your fields to design your query.