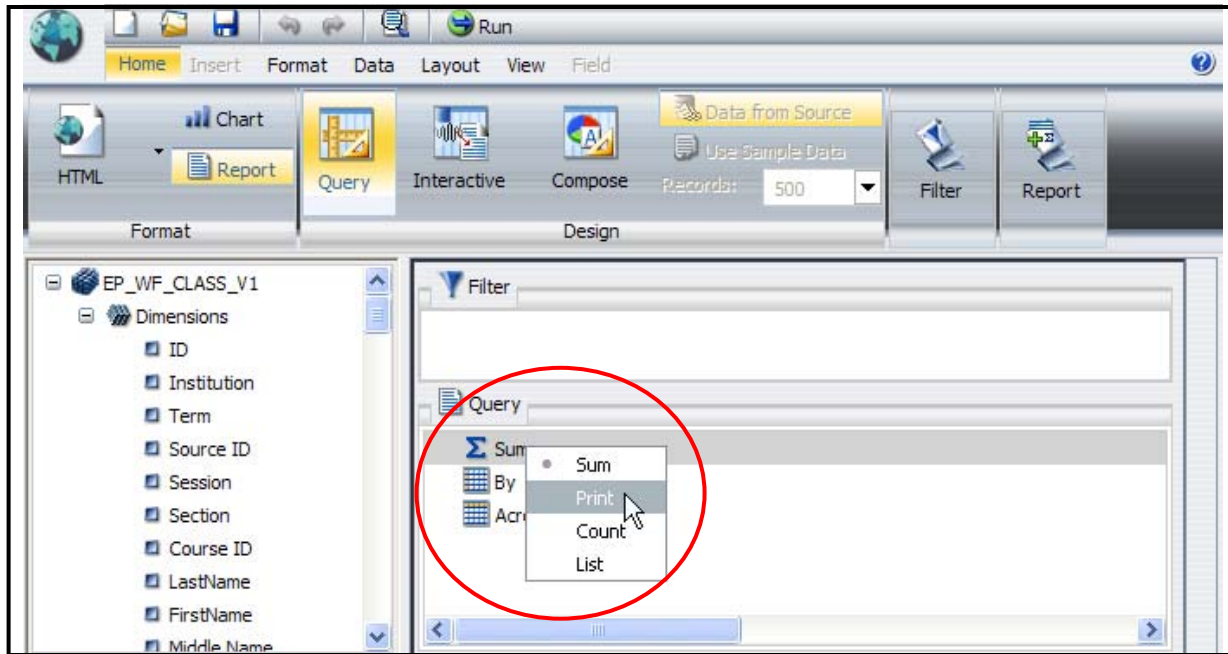




PeopleSoft Data Warehouse (EPM)

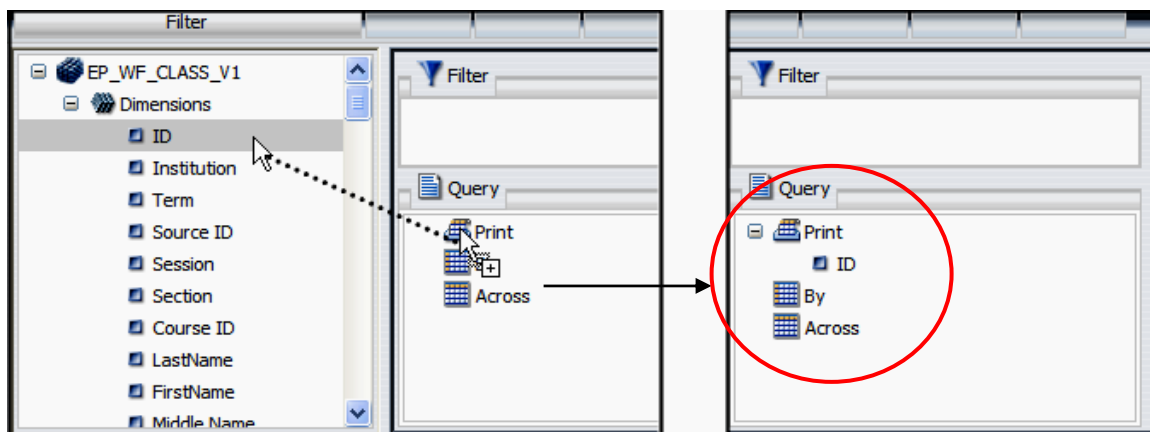
Selecting Fields for the Report:

1. Navigate to InfoAssist and select the table you want to design a query from.
2. Under **Query**, right click on **Sum** and change to **Print**. The 'Print' option creates a detail report, the 'Sum' option creates a summary report.



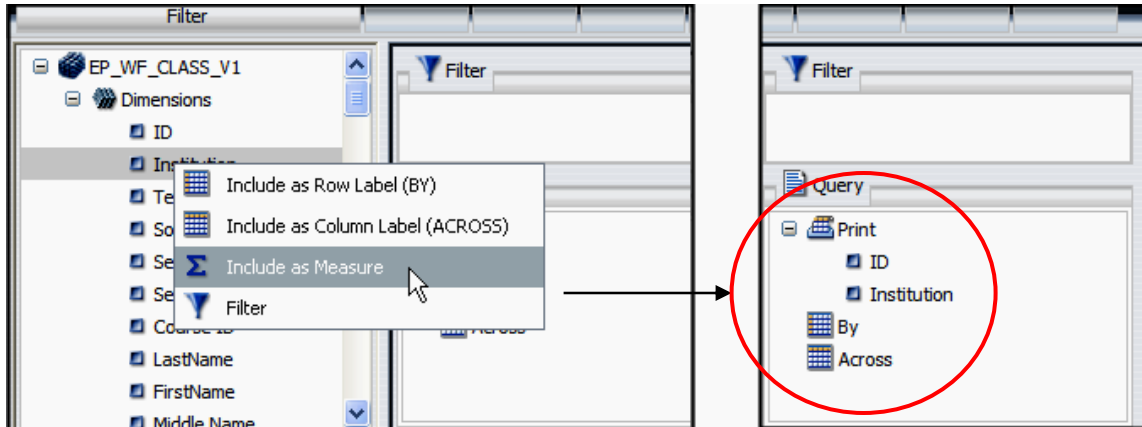
3. After you have decided which fields to include in your report, you must move them under the **Print** icon in Query. The fields you choose will appear in your report (by columns left-to-right) in the order in which they are listed under the Print icon. There are multiple ways to select fields to print including the following:

- A. Click on a field from the list and drag it to the **Print** icon.

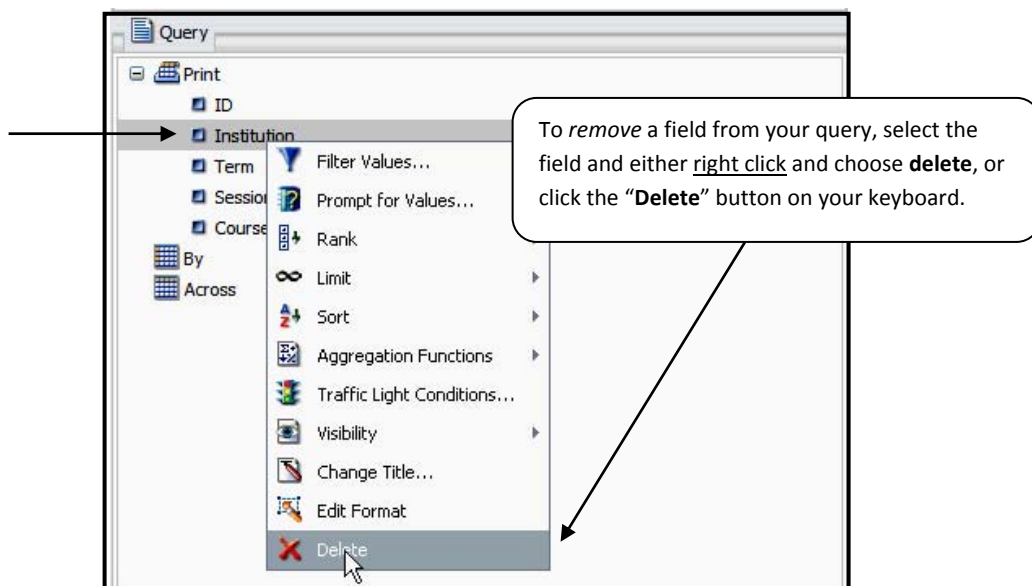
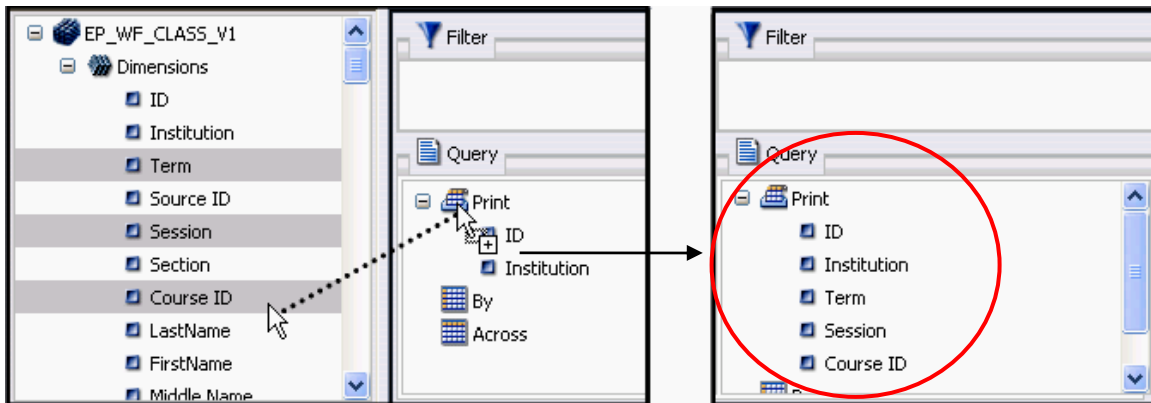


EPM Query Instructions – Selecting Fields

B. Right click on the field and select “**Include as Measure**”.

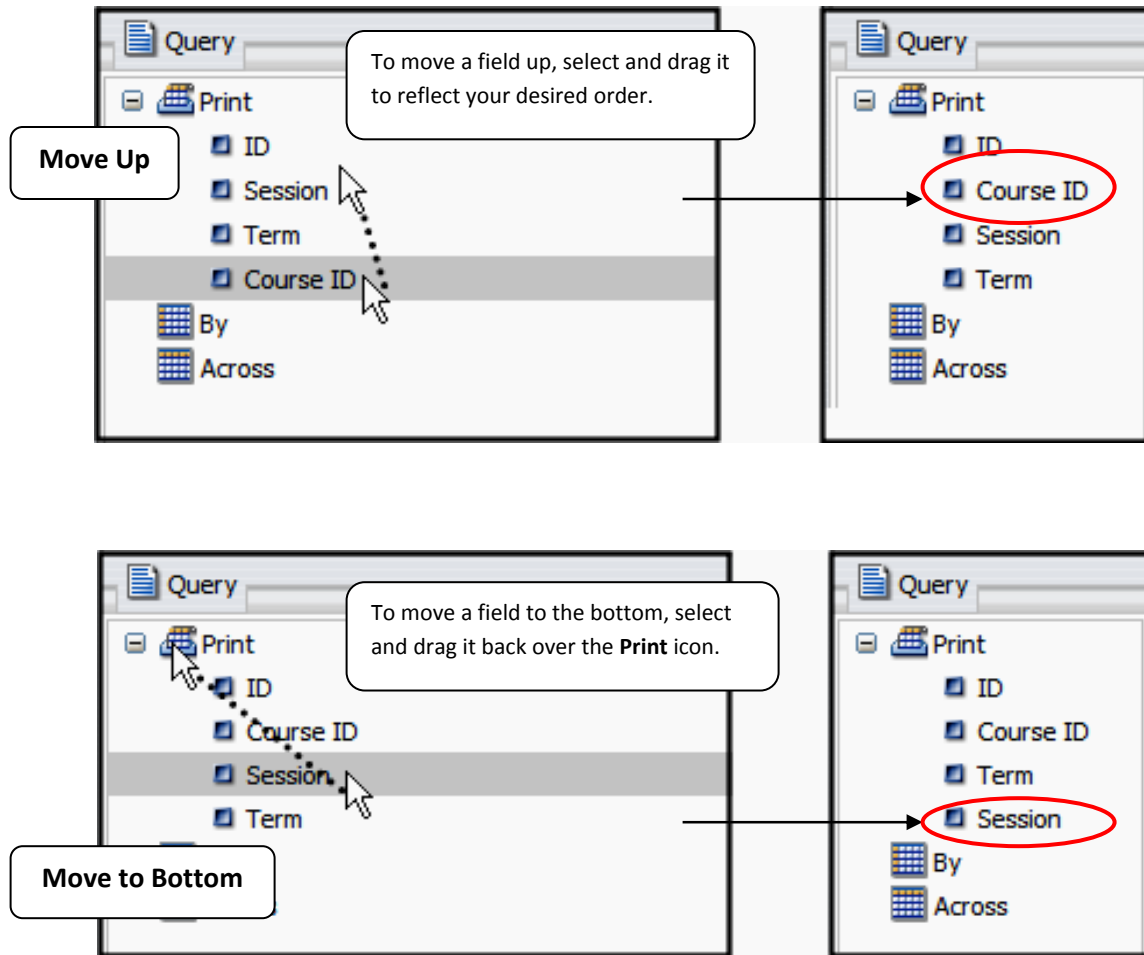


C. To select multiple fields at once, hold the **Ctrl** key, click on multiple fields, and drag to **Print**.

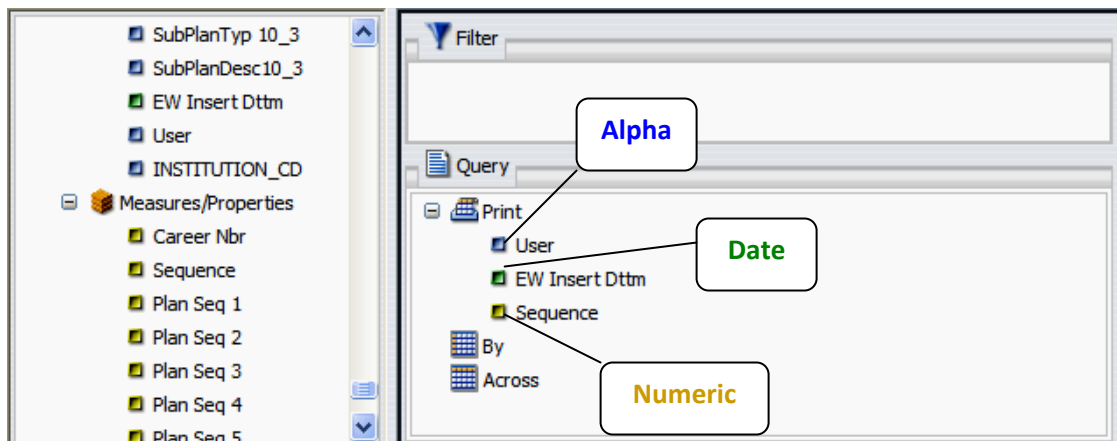


EPM Query Instructions – Selecting Fields

4. If you want to change the order of fields for your query, you can do the following:

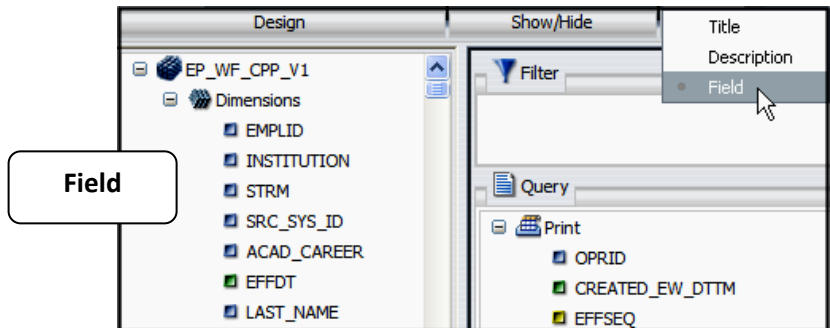
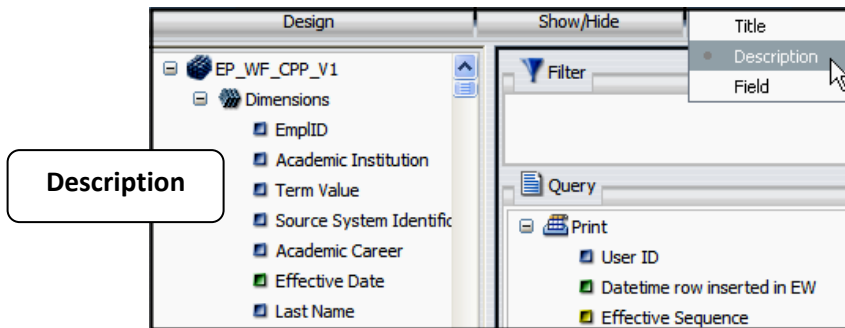
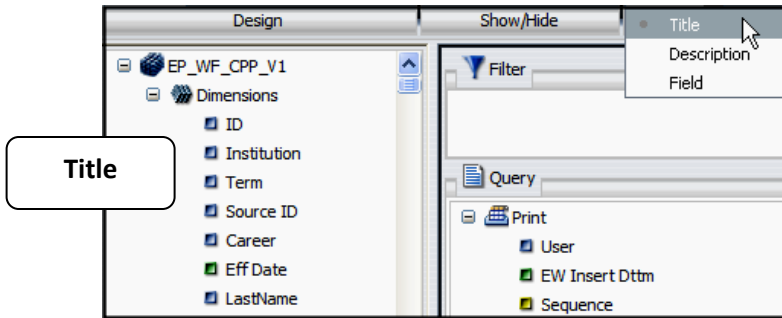


The fields listed under each table are initially sorted and distinguished by different colored boxes. For instance, the **Alpha** and **Date** fields are listed in the top “Dimensions” section of the list and are identified with **blue** and **green** boxes respectively. The **Numeric** fields are initially separated as “Measures/Properties” and listed in the bottom portion of the list. Numeric fields are identified with **yellow** boxes.



EPM Query Instructions – Selecting Fields

Initially, the list of fields reports the **Title** of each field. If you prefer, you can also see the fields report as a **Description**, or **Field**.



To change the way the fields are reporting, do the following:

1. At the top of the InfoAssist screen, select **View**.
2. Next to **Logical**, select the drop-down box and choose from **Title**, **Description**, and **Field**.

