

# **CUNYfirst Query Training**

**September 2017**

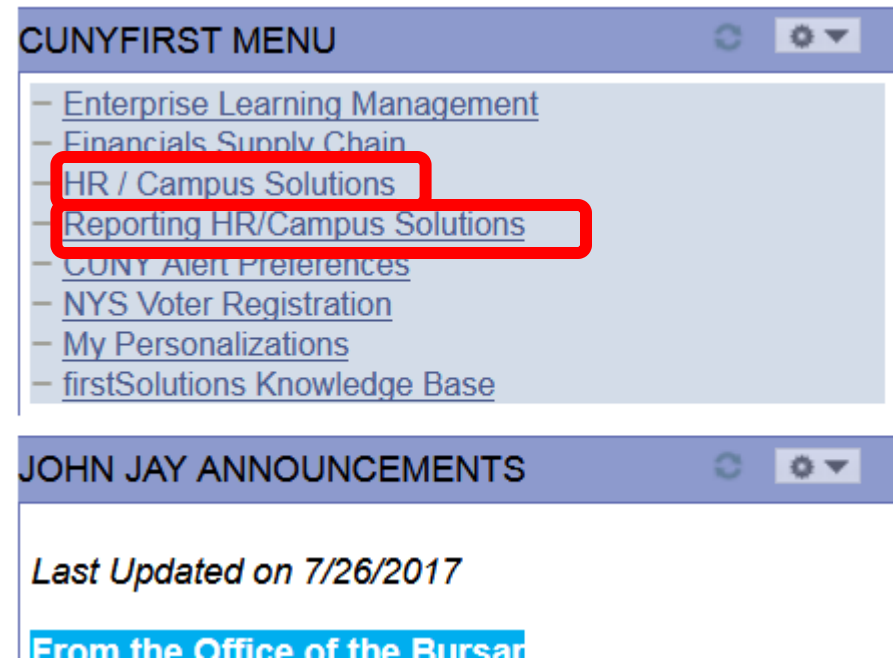
# Outline

- Data Sources
- Access needed
- Running queries in CUNYfirst
- Examples
- EXCEL Basics
- Resources

# Data Sources-CUNYfirst Live Instance

## CUNYfirst Live Instance

- can only run existing queries, cannot view or customize the queries



CUNYFIRST MENU

- [Enterprise Learning Management](#)
- [Financials Supply Chain](#)
- [HR / Campus Solutions](#)
- [Reporting HR/Campus Solutions](#)
- [CUNY Alert Preferences](#)
- [NYS Voter Registration](#)
- [My Personalizations](#)
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JOHN JAY ANNOUNCEMENTS

*Last Updated on 7/26/2017*

[From the Office of the Bursar](#)

# Data Sources-CUNYfirst Reporting

## CUNYfirst Reporting Instance

- Full nightly copy of CUNYfirst
- Include all production queries
- Query Managers can view and edit existing queries, or build new queries for other users
- Query Viewers can run queries on data they have access to

# Data Sources-I805 Data Warehouse

## I805 Database/Data Warehouse

- Built and administered by John Jay DoIT
- 10 years of data
- Current 3 semesters' data update overnight
- More efficient and flexible for developers to build customized queries than the CUNYfirst Reporting Instance

# Data Sources-IRDB

- **Institutional Research Database (IRDB)**  
Frozen census data for Institutional Research reports and historical analyses. Due to the time delay for data collection and processing, data for the current semester are usually not available.
- **CUNY Business Intelligence Light (CBIL)**  
Daily refreshed enrollment and course data from CUNYfirst to facilitate daily enrollment tracking . Limited data, only for current term.

# Data Sources-IRDB

John Jay IR Reports

<http://www.jjay.cuny.edu/office-institutional-research>

Central IR (OIRA) Reports

[www.cuny.edu/ir](http://www.cuny.edu/ir)

Official reports of census data and outcomes:  
retention, graduation, degrees, student profiles

# Access

- Live Instance vs. Reporting Instance
- Query Viewer vs. Query Manager
- Solution for data demands
  
- Query access vs. data access
- [Live Instance Access Application](#)
- [Reporting Instance Access Application](#)



# CUNYfirst Query Tool

- Navigation
- Demonstrate search, add to favorite
- Steps to run a query
  
- [https://home.cunyfirst.cuny.edu/oam/Portal\\_Login1.html](https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html)

# 1. After log into CUNYfirst, navigate to Reporting Tools>Query>Query Viewer

**CUNYfirst**  
Fully Integrated Resources & Services Tool

**Menu**

Search:

- My Favorites
- CUNY
- CUNY Student Summary View
- Self Service
- Manager Self Service
- Recruiting
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools**
  - Query**
    - Query Viewer**
- PeopleTools
- My Personalizations
- firstSolutions Knowledge Base

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\***Search By:** Query Name

[Advanced Search](#)

**Search Results**

\***Folder View:** -- All Folders --

Query	Description	Owner	Folder
CU_SR_STDGRP_ENRL	Term Enrl Stdgrp by Crs	Public	STUDENT RECORDS
CU_SR_STDGRP_ENRL_CNOW	Term enrollment by Student Grp	Public	STUDENT RECORDS
CU_SR_STDGRP_ENRL_CRS	Enrl Stdgrp by prompted Crs	Public	STUDENT RECORDS
CU SR STDGRP ENRL INSTR	Term Enrl by Crs Stdarp Inst	Public	STUDENT RECORDS

## 2. Input the Query Name to search for the query After finding the query, click run to Excel to run the query.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\***Search By:** Query Name  begins with

[Search](#) [Advanced Search](#)

**Search Results**

\***Folder View:** -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
CU_SR_STDGRP_ENRL	Term Enrl Stdgrp by Crs	Public	STUDENT RECORDS	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>
CU_SR_STDGRP_ENRL_CNOW	Term enrollment by Student Grp	Public	STUDENT RECORDS	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>
CU_SR_STDGRP_ENRL_CRS	Enrl Stdgrp by prompted Crs	Public	STUDENT RECORDS	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>
CU_SR_STDGRP_ENRL_INSTR	Term Enrl by Crs_Stdgrp_ Inst	Public	STUDENT RECORDS	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>
CU_SR_STDGRP_ENRL_STUD	Term enrollment by Student Grp	Public	STUDENT RECORDS	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>

*Note: A red arrow points to the search input field containing 'CU\_SR\_STDGRP'. Another red arrow points to the 'Excel' link in the 'Run to Excel' column of the table row for 'CU\_SR\_STDGRP\_ENRL\_CNOW'.*

### 3. Set up the parameters for the query

For term, use 1162 for Spring 16, 1166 for Summer 16, 1169 for Fall 16

If you would like to include multiple term sessions, run multiple times for 8W1, 8W2 etc.

https://hrsa.cunyfirst.cuny.edu/psc/cnyhcrpd\_1/EMPLOYEE/HRMS/q/?ICQryName=CU\_SR\_STDGRP\_ENRL\_INSTR&ICDummy=1266149541

#### CU\_SR\_STDGRP\_ENRL\_INSTR - Term Enrl by Crs\_Stdgrp\_Inst

**Institution:**

**Term:**

**Session:**

**Group Name:**

**Status\_GRP:**

[View Results](#)

Institution	Group Name	Eff Date	Status	Term	Session	Career	ID	Name	Subject	Catal
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# Examples Demo

- Parameters
  - Term 1179 (1-century, 17-year, 9-semester)
  - Institution JJC01
  
- Excel Basics
  - Duplicates
  - Filter
  - Vlookup
  - Pivot Table

# Resources

- More on search for queries
  - Advanced search
  - CU, SF, SR, PER, FA, AD
  - Test and compare
  - Seek help from query manager
- List of useful queries
  - CUNY Councils
  - Cross-campus sharing
- Reporting website  
<http://www2.cuny.edu/about/administration/offices/cis/cunyfirst/reporting/>