

QUERY DEVELOPER STRUCTURE AND QUERY MANAGER ACCESS LEVELS

This document is designed to provide users with knowledge of Query Developer and advancement. Successful completion of training is closely related to the level of access a user has. As more and more training is successfully completed the user is able to gain more access to Query Manager as well as access to other reporting tools such as Pivot Grid. At the end of this section users will be able to:

- Explain Query Developer structure, roles and responsibilities of each role.
- Define the steps that must be successfully completed in order to acquire access to Query Manager.
- Define the steps that must be successfully completed in order to become an Advanced Query Developer or Report Developer.

Query Developer Structure

There is a definitive structure that each institution will follow for managing query development and Query Developers. Each institution will have:

- A Reporting Lead
- PS Query Developers

Each institution may have:

- Advanced PS Query Developers
- Report Developers

The Reporting Lead

Each institution will have a person designated as a Reporting Lead. This person will:

- Be the main point of contact for SBCTC relating to query development.
- Authorizes which college staff are designated query developers.
- Set up and follow an internal process that ensures all query development and/or modification requests from their college are first sent to the query developers at their institution. If the query is not able to be developed or modified by the college query developer team then the college query development staff will submit the request to the State Board, not the end user.
- Enforces the query development life cycle with their query developers.
- Serves as an active member of the Query Governance group by attending monthly meetings and other duties as needed.
- Address query development training needs.
- Have a high-level understanding of query security.
- Manage yearly query validation and archive process for their college.
- Assume responsibility for maintaining each of their college specific queries.

Though there may be some colleges who wish to designate an internal lead per pillar, or designated co-leads, there will need to be a single “main” reporting lead for SBCTC purposes.

Query Developer Levels and Query Manager Access

As Data services manages Query Developer training and access to Query Manager, it is our goal that all Query Developers are granted the correct access to fit their ability. As their ability and skills grow, their access to Query Manager can expand concurrently.

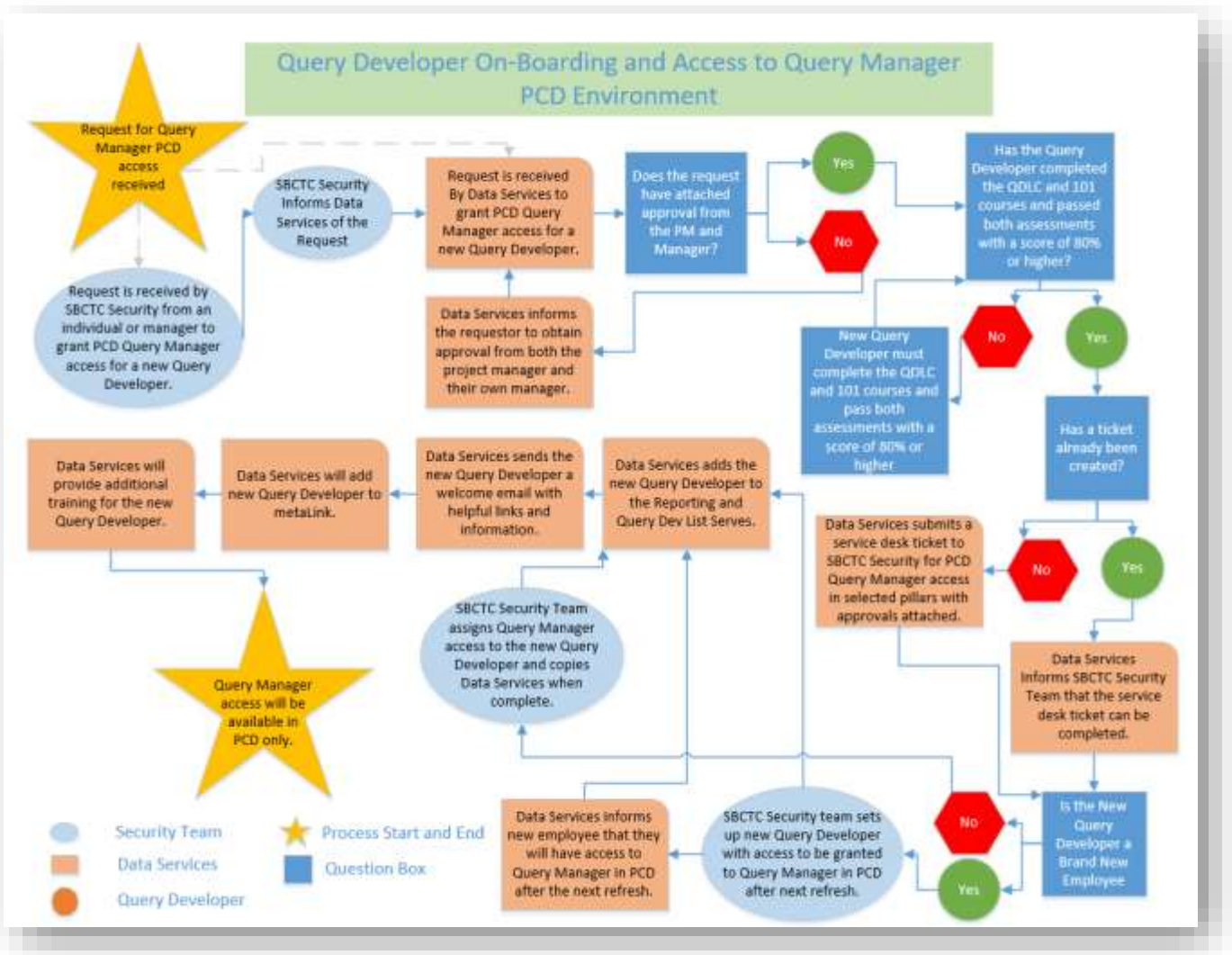
There are currently three levels of Query Developers:

- Query Developer
- Advanced Query Developer
- Report Developer

Query Developer

- Access to Query Manager in the PCD (Production College Development) environment only.
- Access to records and pillars is dependent on job function and security.
- Limited to creating only up to 6 joins in a single query.
- Follows the Query Development Life Cycle (QDLC) standards.
- Liaison between college report requester and the SBCTC ctLink Reporting Team.
- Understands and uses query search tools prior to submitting requests.
- Requires passing ctLink PeopleSoft Query 101 Basics and QDLC training with an assessment score of 80% or higher in each course.
- Submits a Non-Disclosure Agreement signed by the Reporting Lead.
- The QDLC training is required to be completed by every Query Developer as it outlines our conventions and protocols.
- **PeopleSoft Query 101 is a competency based course and may be passed by successfully completing only the assessment, if desired.**

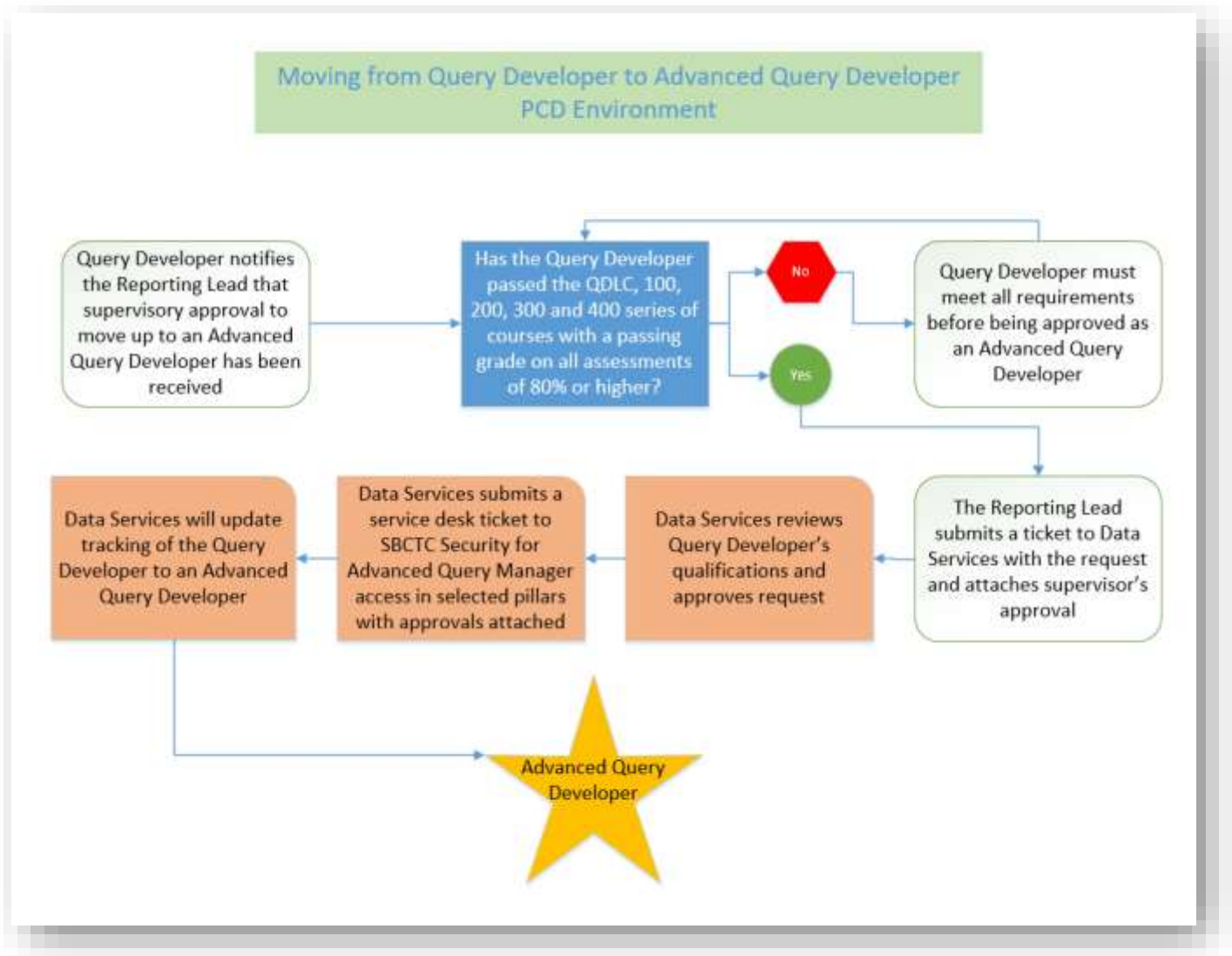
New Query Developers will need to follow the subsequent process to be granted access to Query Manager in PCD:



Advanced Query Developer

- Access to Query Manager in PCD.
- Access to records and pillars is dependent on job function and security.
- No limit on the number of joins used in a single Query.
- Follows the Query Development Life Cycle (QDLC) standards.
- Liaison between college report requester and the SBCTC ctLink Reporting Team.
- Understands and uses query search tools prior to submitting requests.
- Requires passing PS Query 101, 201, 301, 401 and QDLC training with an assessment score of 80% or higher for each course.
- Submits a Non-Disclosure Agreement signed by the Reporting Lead.
- **Courses are competency based and may be passed by only completing the assessments successfully, if desired.**

Query Developers will need to follow the subsequent process to be designated an Advanced Query Developer:



Report Developer

Report developers enjoy all of the same benefits and access levels as Advanced Query Developers with the addition of access to Pivot Grid or Composite Query for true report development.

- Access to Query Manager in PCD.
- Access to records and pillars is dependent on job function and security.
- No limit on the number of joins used in a single Query.
- Follows the Query Development Life Cycle (QDLC) standards.
- Liaison between college report requester and the SBCTC ctcLink Reporting Team.
- Understands and uses query search tools prior to submitting requests.
- Access to Pivot Grid.
- Must be an Advanced Query Developer as well as pass the Pivot Grid 101 with an assessment score of 80% or higher.
- Courses are competency based and may be passed by only completing the assessments successfully, if desired.

Advanced Query Developers will need to follow the subsequent process to be granted Report Developer access to Query Manager in PCD.

