

## RPTP Table Refresh Status - QMenu Queries

**Purpose:** This document covers how the QMenu application is used to query the day/time when Banner table data was refreshed (captured) and/or is scheduled to be refreshed in the RPTP database. Procedures for each type of query (search) via the QMenu web site are included in this document.

[Login to QMenu](#)

[Login Help](#)

[Table Refresh Status](#)


[Table Refresh Schedule](#)

[Exit QMenu](#)

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### Login to QMenu

**Before trying to login to the QMenu site, perform the following steps in your browser:**

- clear your browser's history (cache); otherwise, an **Access Denied** message may be displayed when you try to login
- after clearing your browser's history, select "Private Browsing"
  - in Firefox, select File -> New Private Window; a "private" window/tab will open
  - in Internet Explorer, select the Tools icon  -> Safety -> InPrivate Browsing; "InPrivate" will be displayed to the left of the URL field

**NOTE:** Some users can only login using Mozilla Firefox, while others must use Internet Explorer; if you receive a connection or access error message when trying to login, try an alternate browser.

1. Login to QMenu at the following URL: [gmenu.alaska.edu](http://gmenu.alaska.edu)
2. On the main QMenu page, enter your credentials as noted below:

**Userid:** Enter your Banner user ID (e.g., fn\*\*\*, an\*\*\*, jn\*\*\*, sn\*\*\*)

**Webcode:** Enter s+SSN (default password; enter **lowercase** "s" followed by SSN)<sup>1</sup>

3. Select **Login**

<sup>1</sup>To change your Webcode (password), click on the "Webcode Reset" button on the main QMenu web page. When logging back in to QMenu, use this webcode rather than s+SSN.

After a few failed attempts, you may need to have your password reset. Contact your campus security coordinator for assistance. A list of campus contacts is available on the OIT web site at <http://www.alaska.edu/oit/services/unixoraclebanner-admin/>.

**NOTE:** Statewide HR Systems cannot setup QMenu access nor reset QMenu passwords.

The QMenu/QAdhoc web site can time out fairly quickly if it has been idle (no entries by the user). If you begin getting an **Access Denied** message when trying to select a Query, you may need to login again. You may need to clear your browser's history (cache) again and select "private browsing" before trying to log back in to the site.

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## Login Help

QMenu instructions are available in OIT's *QMenu Handbook* available at <https://www.alaska.edu/oit/services/faculty-staff-training/resources/qmenu-qadhoc/>

For password assistance, contact your campus security coordinator; a list of campus contacts is available on the OIT web site at <http://www.alaska.edu/oit/services/unixoraclebanner-admin/>.

**NOTE:** *Statewide HR Systems cannot setup QMenu access nor reset QMenu passwords.*

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## Table Refresh Status Query

To find the date/time a table was last refreshed (updated):

1. Login to QMenu at the following URL: [qmenu.alaska.edu](http://qmenu.alaska.edu)
2. Make the following selections from the **Categories** and **Stored Queries** drop-down fields:

**Categories:** REPORTS...QMENU

**Stores Queries:** Refresh Status

3. On the bottom portion of the screen, information about the **Refresh Status** query will appear. Select the **Get Query Form** button.



The screenshot shows the QMenu interface. On the left is a logo with the word 'MENU' in red and a large 'Q' in black. To the right, there are two dropdown menus: 'Categories:' with 'REPORTS...QMENU' selected, and 'Stored Queries:' with 'Refresh Status' selected. Below these are five buttons: 'Reconnect', 'Webcode Reset', 'Suggestion Box', 'QMENU Help', and 'QADHOC'. At the bottom, a message states: 'This QMENU session will time out at 02/03/14 09:30 am (database time).'

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## Refresh Status

This page was produced by the **PL/SQL Web ToolKit** on February 03, 2014 07:31 AM

4. The **Refresh Status Parameter Form** will appear. Select the type(s) of tables you want to search using the checkboxes under **Application Area** (you can select one or more).

**Finance** - mainly tables that begin with **F** (e.g. FGBTRNH, FGBTRND, FTVORGN)

**Human Resources** – mainly tables that begin with **P** or **N** (e.g. PEBEMPL, PHIHIST, NBRJOBS)

**Student** - mainly tables that begin with **S** (e.g. SGBSTDN, SIBTERM, )

If you're interested in a specific table, enter the table name in the **Specific Table** field. To search for table names that share certain criteria, use the wildcard % for your search.

For example, you could type **PEBEMPL** in the field to find the refresh status of the table data from the PEAEMPL form in Banner. Or you could enter **P%** if you want to see the refresh status of all of the tables that begin with **P** (payroll-related tables).

- After entering your parameters (search criteria), select **Submit Request**.

### Refresh Status Parameter Form

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**Application Area:**

- Finance
- Human Resource
- Student

Or Specific Table: %

- Your results will be displayed in a separate window or tab. Only a certain number of results are displayed; if you do not see the table name you need, scroll down to the bottom of the page and select **Fetch More Records**.

<input type="radio"/>	PERAPPT	TABLE	01/30/14 20:21:23 PAYROLL	VALID	HRUSER/SELECT
<input type="radio"/>	PERBFAC	TABLE	01/30/14 20:21:26 PAYROLL	VALID	HRUSER/SELECT
<input type="radio"/>	PERBFML	TABLE	02/01/14 23:52:01 PAYROLL	VALID	HRSECUR/SELECT

**NOTE:** Some tables are shared/used by two or more application areas (e.g. SPRIDEN, GOREMAL). If you selected to view just the **Human Resources** tables, your query results will include tables that are shared/used by the Finance and/or Student areas (e.g. SPRIDEN, FTVORGN, GXVDIRD, GOREMAL...).

### Table Refresh Schedule Query

To find the date/time a table was last refreshed (updated):

- Login to QMenu at the following URL: [qmenu.alaska.edu](http://qmenu.alaska.edu)
- Make the following selections from the **Categories** and **Stored Queries** drop-down fields:

**Categories:** REPORTS...QMENU

**Stores Queries:** Refresh Schedule – Tables in Sets



Categories:

Stored Queries:

This QMENU session will time out at 02/03/14 01:07 pm (database time).

- On the bottom portion of the screen, information about the **Refresh Schedule...** query will appear. Select the **Get Query Form** button.
- The **Refresh Schedule... Parameter Form** will appear.

## Refresh Schedule - Tables in Sets Parameter Form

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**Instance:**  *unique key*  
**Refresh Set:**  *unique key*  
**Special Flag:**   
**Application:**   
**Table Name:**   
**Frequency:**   
**Pattern:**

**RPTP** will default in the **Instance** field.

If you're interested in the refresh schedule of a specific table, enter the full table name in the **Table Name** field. To search for table names that share certain criteria, use the wildcard **%** for your search.

For example, you could type **PHRHIST** in the Table Name field to find the normal refresh schedule of that specific table. Or you could enter **P%** if you want to see the refresh status of all of the tables that begin with **P** (payroll-related tables).

You can also use the **Application** field if you want to see the refresh schedule for sets of tables in an application area (Finance, HR, Student). To see all of the payroll-related tables, you can enter **Payroll%** in the field. To view a list of all of the position-related tables, you can enter **HR% or HR-Posn Ctl%** in the field.

- After entering your parameters (search criteria), select **Submit Request**.
- Your results will be displayed in a separate window or tab in your browser. Only a certain number of results can be displayed on the results page. If you see a **Fetch More Records** button at the end of the page, then more query results are available. Selecting the button will redisplay the page with the next batch of results.

In the sample below, you can see the detailed schedule data for each of the position-related tables (by using **HR – Pos Ctl** in the **Application** field). The most pertinent fields to reference are: Table, Application, Frequency, Pattern, Last Refreshed, and Next Refresh.

INST	TABLE	SET #	SET ID	APPL	FREQUENCY	PATTERN	METHOD	COMMENTS	LAST REFRESHED	NEXT REFRESH
RPTP	NBRBHIS	0303	XBDP0303	HR-Pos Ctl	Daily	xMTWRxS	S/S-F	09/11/2007: changed from ? to fast refresh	01-FEB-14	03-FEB-14
RPTP	NBRJLH	0303	XBDP0303	HR-Pos Ctl	Daily	xMTWRxS	S/S-F	changed owner from bhrmgr to posnctl on 9/22/02 changed from ? to fast refresh on 9/11/07	01-FEB-14	03-FEB-14
RPTP	NBRJOB	0303	XBDP0303	HR-Pos Ctl	Daily	xMTWRxS	S/S-F	09/11/2007: changed from C to F refresh	01-FEB-14	03-FEB-14
RPTP	NBREARN	0303	XBDP0303	HR-Pos Ctl	Daily	xMTWRxS	S/S-C		01-FEB-14	03-FEB-14
RPTP	NBRFOT	0301	XAWP0301	HR-Pos Ctl	Weekly	xMxxxx	S/S-?	changed owner from bhrmgr to posnctl on 9/22/02	27-JAN-14	03-FEB-14
RPTP	NBRJLBD	0303	XBDP0303	HR-Pos Ctl	Daily	xMTWRxS	S/S-F	changed owner from bhrmgr to posnctl on 9/22/02 changed from ? to fast refresh on 9/11/07	01-FEB-14	03-FEB-14
RPTP	NBRJLHS	0303	XBDP0303	HR-Pos Ctl	Daily	xMTWRxS	S/S-F	changed owner from bhrmgr to posnctl on 9/22/02 changed from ? to fast refresh on 9/11/07	01-FEB-14	03-FEB-14
RPTP	NBRJOBS	0303	XBDP0303	HR-Pos Ctl	Daily	xMTWRxS	S/S-F	09/11/2007: Changed from C to F refresh	01-FEB-14	03-FEB-14
RPTP	NBRPLBD	0303	XBDP0303	HR-Pos Ctl	Daily	xMTWRxS	S/S-C	changed owner from bhrmgr to posnctl on 9/22/02	01-FEB-14	03-FEB-14
RPTP	NBRPTOT	0303	XBDP0303	HR-Pos Ctl	Daily	xMTWRxS	S/S-C		01-FEB-14	03-FEB-14
RPTP	NBRRTOT	0301	XAWP0301	HR-Pos Ctl	Weekly	xMxxxx	S/S-?	changed owner from bhrmgr to posnctl on 9/22/02	27-JAN-14	03-FEB-14
RPTP	NBRWKSH	0301	XAWP0301	HR-Pos Ctl	Weekly	xMxxxx	S/S-?	changed owner from bhrmgr to posnctl on 9/22/02	27-JAN-14	03-FEB-14

**NOTE:** Some tables are shared/used by more than one application area, but the table is housed under a particular application (e.g. SPRIDEN, GOREMAL). To view tables such as SPRIDEN or SPBPERS, you would

need to enter **Student** in the **Application** field. To view tables such as GOREMAL or GXVDIRD, you would need to enter **General** in the **Application** field.

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### **Exiting QMenu**

13. To exit QMenu and leave your browser open, select the **Reconnect** button or select your browser's reload/refresh button. You can also just close the tabs in your browser (the QMenu site doesn't have a "logout" button or link).

If you are using a shared computer, be sure to close all of the browser windows/tabs, and clear the browser's history (cache).