RHODE ISLAND COLLEGE

PeopleSoft: MyRIC Portal

Department Chair Query Guide

Last Update: **07/09/2013**

MyRIC_pdf_Charlie_Chair_Queries_list

The information contained herein is intended to be used solely by Rhode Island College and its employees.

Please call MISHelpDesk @9873 for assistance.
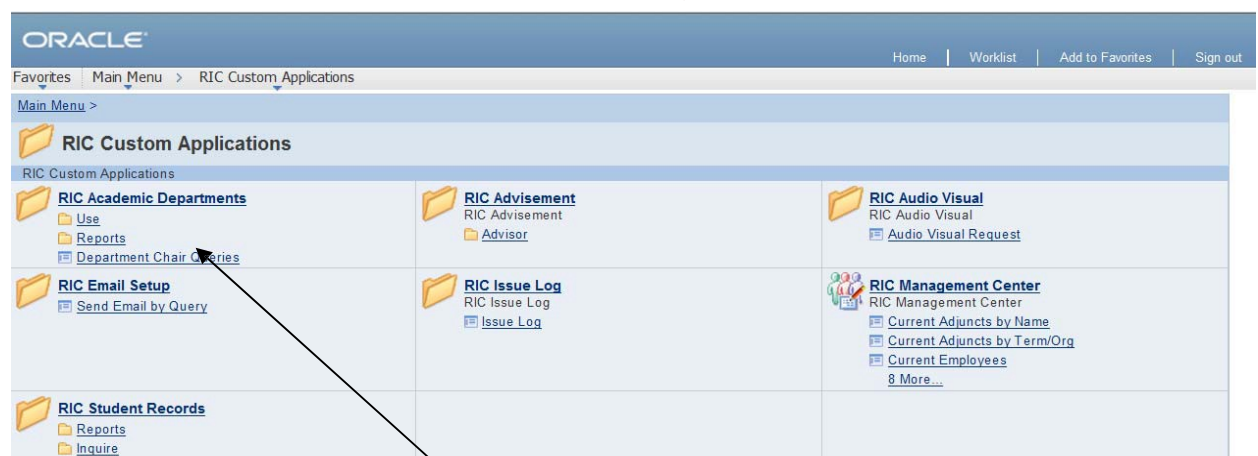
Department Chair Query Guide

Department Chair Query

MIS will review any new requested queries to be added to the Department Chair Query List.

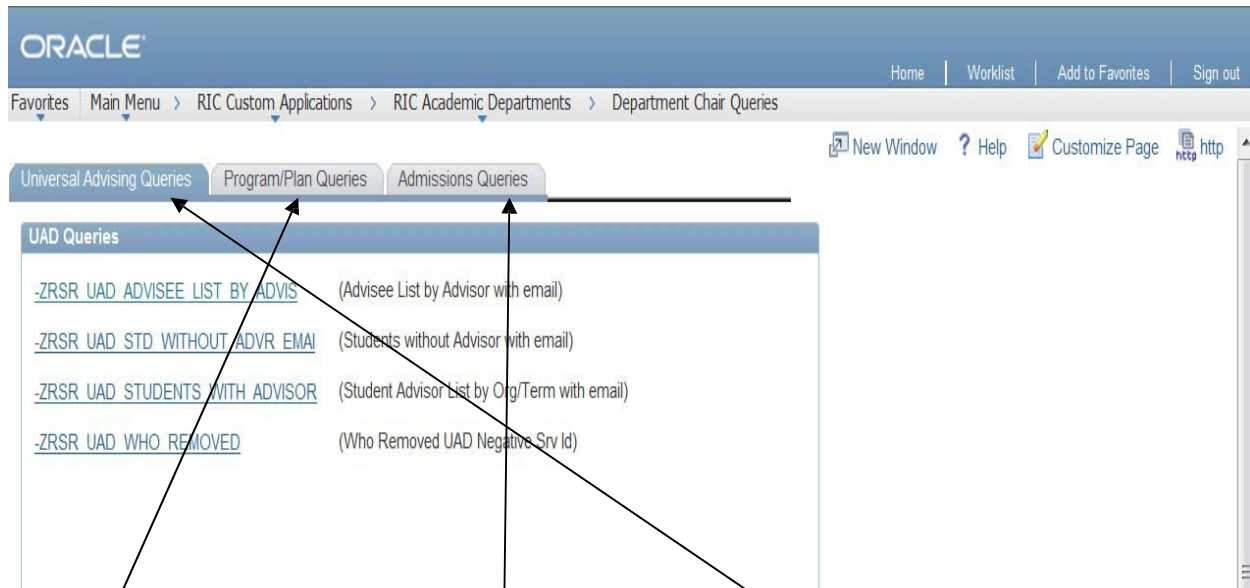Please send your requests to **byu@ric.edu**

To execute Chairs Master list: Click: ➡️ **RIC Custom Applications**

Click: ***Department Chair Queries***

Department Chair Query Guide

The Department Chair Query is made up of three tabs: **Universal** *Advising* **Queries ProgramPlan Queries** and **Admissions Queries**.

==**Select a Tab to see the various queries available to you**.==

Example:

Click: ***Program/Plan Queries Tab***

Click: ***ZRSR_DEPT_MAJ_REP_BY_PLAN*** (Dept Major GPA within Subject)

See: Selected query – next-page:

Department Chair Query Guide

Click: Magnify Glass – Institution: Select: ***RICOL*** or Type: ***RICOL***

Click: Down Arrow in Career field:

Select: ***Graduate*** or ***Undergraduate***

Click: Magnify Glass – Academic Organization:

Select: ***Academic Organization from the Table***

Click: Magnify Glass – Subject:

Select: ***Subject from the Table***

Click: Magnify Glass – Acad Plan:

Select: ***Acad Plan from the Table***

Enter: Cum GPA (***Based on your requested report***).

Enter: ***3.50***

Click: ***VIEW RESULTS***

Department Chair Query Guide

To create an Excel SpreadSheet – Click: ***Excel SpreadSheet***

Do you want to open or save this file? **Select Option**

Click: **Open** or **Save** (give file a name before clicking on Save).

	Home	Insert	Page Layout	Formulas	Data	Review	View	Acrobat		

A1 · fx Dept Major GPA within Subject

	A	B	C	D	E	F	G	H
1	Dept Major GPA	2						
2	ID	Name	Subject Units	Subject Grade Points	Total Units	Cum GPA		
3	0433969	Dumas,Sara A	4.00	12.000	87.000	3.628		
4	0426418	Fox,Kristen A	4.00	16.000	44.000	3.972		
5								
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