

IT Service Notice

Subject: PeopleSoft Reminders for all PS Users

Details: When using PeopleSoft please keep the following items in mind to help maintain optimum performance.

1) Effective Searches in PeopleSoft

Reminder: Use “=” whenever possible in search pages rather than “begins with”

Full Description: When navigating to the various pages/applications in Campus Solutions, you will always be required to fill in search criteria to retrieve the desired information. V8.9 allows you to specify various operators in your search (=, begins with, between,...). Of special note are search pages involving "people". We strongly urge you to use the = operator as often as possible due to performance considerations, particularly on EMPLID searches. This may not always be the default operator that comes up and you will need to modify the value. We also recommend that you check the Case Sensitive Checkbox when searching with EMPLIDs or other fields that contain numeric type information.

While it may be necessary to use other operators on occasion – please be advised that performance will suffer.

We appreciate your cooperation as we continue to tune our environment.

2) Running the same processes multiple times in one night using the same run control id

Reminder: Avoid Repeat Processing

Full Description: Every now and then someone submits or schedules the same process to run multiple times one after the other. This can create several issues. First off, it may cause locking or blocking issues if they should happen to be running at the same time. Please schedule them far enough apart so this will not be an issue. The second part to this issue is unless you have created completely different run controls you will likely end up with duplicate processes (thus wasting valuable run time). This happens because the scheduled process does not read/pickup the information in the run control until the time they actually begin to execute. So if you updated the run control with option “A” selected on the run control page and submit the process, then 30 minutes later you update the same run control page and select option "B" and submit the process followed by 30 minutes later someone else updates the same run control and selects option "C" -- trying to get ready for the next day's run. Once the first process begins to execute that night as scheduled it will select option “C” to execute and so will the second process. Both processes will pick up the data stored in the run control table at the time they begin to execute, not what was in the table at the time it was submitted. If you create 3 different run controls A,B, & C and point the 3 processes to each one then you will have the 3 different results you desired.

If you have received this email from a colleague and would like to be permanently added to the dlist for these reminders, please contact VCCS ITS Client Services.

To view this information at anytime as well as all other PeopleSoft reminders click on the following link.

<http://helpnet.vccs.edu/ASC/Psoft/PsoftReminders.htm> *(This is not a real link at this time)*

Thank you,

VCCS ITS Client Services

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