Request to Add/Change/Delete a Reporting Instance Public Query

**FOR THE REQUESTOR**

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<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>MI:</th>
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<thead>
<tr>
<th>CUNYfirst ID (Empl ID):</th>
<th>Business Unit / Campus:</th>
<th>Dept / Office:</th>
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<tr>
<th>Work Phone:</th>
<th>Ext:</th>
<th>CUNY email address:</th>
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**Action Requested (Check Only One):**

- ☐ Change Private Query to Public
- ☐ Update Existing Public Query
- ☐ Delete Public Query

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<tr>
<th>Date Requested:</th>
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**Private Query Name:**

**Existing or Proposed Public Query Name:**

**Justification – Describe impact if query is, or is not, made public:**

**PERFORMANCE TESTING**

**List all prompt names:**

1.  2.
3.  4.
5.  6.
7.  8.

**Sample prompt values to return small # rows:**

1.  2.
3.  4.
5.  6.
7.  8.

**Approximate # Rows Expected:**

**Amount of Time to Process:**

- 1.  2.
- 3.  4.
- 5.  6.
- 7.  8.

**Sample prompt values to return large # rows:**

1.  2.
3.  4.
5.  6.
7.  8.

**Approximate # Rows Expected:**

**Amount of Time to Process:**

**Sample prompt values to return typical # rows, if applicable:**

1.  2.
3.  4.
5.  6.
7.  8.

**Approximate # Rows Expected:**

**Amount of Time to Process:**

**FOR THE REVIEWER**

<table>
<thead>
<tr>
<th>Reviewer Name:</th>
<th>CUNYfirst ID (Empl ID):</th>
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<table>
<thead>
<tr>
<th>Pass</th>
<th>Fail</th>
<th>Review Criteria</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>1. Meets threshold for uniqueness.</td>
<td></td>
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<tr>
<td>☐</td>
<td>☐</td>
<td>2. Is relevant to a broad audience.</td>
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<tr>
<td>☐</td>
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<td>3. Has been globalized to the University.</td>
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<td>☐</td>
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<td>4. Satisfies justification for NPI.</td>
<td></td>
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<tr>
<td>☐</td>
<td>☐</td>
<td>6. Meets Coding Standards.</td>
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<tr>
<th>Review completed date:</th>
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**FOR THE PROMOTER**

<table>
<thead>
<tr>
<th>Promoter Name:</th>
<th>CUNYfirst ID (Empl ID):</th>
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<thead>
<tr>
<th>Complete</th>
<th>Promotion Steps</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>Project Name:</td>
</tr>
<tr>
<td>☐</td>
<td>Fully qualified project folder name:</td>
</tr>
<tr>
<td>☐</td>
<td>Migration form created:</td>
</tr>
<tr>
<td>☐</td>
<td>CEMLI Search updated:</td>
</tr>
<tr>
<td>☐</td>
<td>Data dictionary updated:</td>
</tr>
<tr>
<td>☐</td>
<td>Promotion completed date:</td>
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</tbody>
</table>
Explanation of Review Criteria

1. Meets threshold for uniqueness.
The new query must serve a unique purpose. If the requirement can be met by simple changes to an existing query, then the new query does not meet the criterion of uniqueness. The reviewer must use his/her judgment.

Simple changes include, but are not limited to:
   a. Adding output columns to an existing query without changing the join structure.
   b. Adding records and output columns to an existing query without changing the structure in any significant way.
   c. Making the query more flexible by adding prompted criteria.

2. Is relevant to a broad audience.
The new query must be relevant to multiple schools or offices. It should not have logic built-in that prevents its general use.

3. Has been globalized to the University.
The new query should have relevant prompts, such as for Institution. It must have no logic built-in that constrains its use to certain schools or departments.

4. Satisfies justification for NPI.
A justification must be given for any Non-Public Information that is presented in the query.

Security policies are found at http://www.cuny.edu/about/administration/offices/CIS/security/pnp.html.

As of this writing, Non-Public Information includes, but is not necessarily limited to:

… personally identifiable information (such as an individual’s Social Security Number; driver's license number or non-driver identification card number; account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual’s financial account; personal electronic mail address; Internet identification name or password; and parent’s surname prior to marriage)…

Use common sense and thoughtfulness when including fields that may be sensitive.

The reviewer must use his/her judgment as to whether the query is coded properly in terms of performance. If the query does not meet the performance, the reviewer must explain why.

   a. Tables should be linked via indexed fields.
The Query Manager will usually insure that records are linked by indexed fields. This is true ONLY in the case that the indexed fields have the same names on each record.

   When linking records where some of the indexed fields do not have the same names, you must manually add the link to the query Criteria. For example, when linking JOB and DEPT_TBL, the correct linking is:

   \[
   \text{JOB.SETID\_DEPT} = \text{DEPT.SETID} \\
   \text{AND} \quad \text{JOB.DEPTID} = \text{DEPT.DEPTID}
   \]

   b. Care should be taken with using part of an index. When joining records, often part of an index is used. If an index has several columns, and some are skipped, the database engine may not be able to use the index.

   For example, for record ACAD_PROG, the index has, in order, EMPLID, ACAD_CAREER, STDNT_CAR_NBR, EFFDT, EFFSEQ.

   If you specify EMPLID and ACAD_CAREER in joins or criteria, the query will be able to use this index.

   If, however, you specify EMPLID, ACAD_CAREER, and EFFDT, skipping STDNT_CAR_NBR, the query may NOT be able to use the index, making it potentially very inefficient.
c. **When using views, delete redundant EFFDT logic.** For example, the view NAMES_VW contains EFFDT logic in it, to get the current name. However, when adding NAMES_VW to a query, PS Query also adds EFFDT logic. Thus, this logic is being performed twice. You should explicitly delete the redundant EFFDT criterion from the Criteria tab.

d. **Use views only when there is valued added.** There are many views available, many of which are not meant for query use. For example, the view ADDRESSES_NPC_VW selects fields from the ADDRESS table. It does not have any additional code that provides useful information. Therefore, using this view adds to the processing time needed for a view, but gives no value in return. In these cases, use the original table, in this example, ADDRESSES.

e. **Ensure that appropriate Security Join Tables are automatically or manually invoked for all appropriate tables.** For example, when using the record NAMES, a security clause is automatically added to the SQL. However, when using the view NAMES_VW, the security clause is NOT added. Therefore, you must manually add the clause. In the case of NAMES_VW, a link is provided to add a join to PEOPLE_SRCH.

**Note:** To examine the SQL used in a view, run the query “CU_VIEW_SQL”, entering the view name in the prompt.