

From: The Cardinal Project <cardinal-comms@public.govdelivery.com>
Sent: Friday, February 17, 2023 8:23 AM
To: Cardinal Project <ProjectCardinal@doa.virginia.gov>
Subject: Schedule Query Option Now Available in Cardinal HCM

This communication is being sent to all Core Users for HCM agencies.



The Schedule Query feature is now available as an option to core users. As an alternative to the Query Viewer, this enhancement allows users to schedule queries that may exceed five (5) minutes to process and potentially “time-out”, resulting in no data returned. Scheduling queries also utilizes run controls, allowing users to save run controls, similar to reports.

Instructions are now available in the [NAV225 Running an HCM Query](#) job aid. Be sure to utilize the Schedule Query instructions along with the query specific data provided in the [Cardinal HCM Reports Catalog](#) to successfully run any applicable query.

Need additional assistance?

For functional/technical question or assistance using the Schedule Query, we ask that you please submit a help desk ticket to vccc@vita.virginia.gov and include “Cardinal - ...” in the subject line with a brief summary for routing.

- In the email, provide detailed information about your issue (i.e., functional area, page, actions, error).
- Include your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal Team