Using the Query Watch Function in My Placement

This guide will provide information on what the Query Watch function within My Placement is, what it can be used for, and how to set up a Query Watch.

This guide can be read in conjunction with the relevant video available on StaffNet. Timestamps for the corresponding section of the video are listed in each section of this guide.

1. What is a Query Watch?

2. Setting up a Query Watch

3. Creating a Query Watch

4. Using the results from a Query Watch

5. Managing Query Watches

Please contact myplacement@manchester.ac.uk if you have any further questions about the My Placement system.

Please note that before following this tutorial, you should have an understanding of how to search for students in My Placement and how to create a 'saved search' – also known as a 'saved query'. These functions are covered in the My Placement video called 'Searching For Students', which can be found on StaffNet.

What is a Query Watch? (00:00:35)

A Query Watch is a report that the My Placement system runs at a specified time interval, using a 'saved search' (often known as a 'saved query'). The Query Watch will look in the saved search results to identify differences in the results from the last time the Query Watch was executed. For example, you can run a daily Query Watch to see which students have been added to a program, or a weekly Query Watch to check which students have not submitted a questionnaire on My Placement. The Query Watch functionality saves you from having to manually check each student's record, saving you time.

The results of a Query Watch can be utilised in the following ways:

1. Internal alerts. The Query Watch results can be sent to you (or your colleagues) via email to show which students have joined or left the search results.

2. Emails to students – you can also set up a Query Watch so that the students who have joined or left the search results receive an automated email. For example, if you have run a Query Watch to check which students have not submitted a questionnaire to My Placement, you can send the students in the results an automated email, reminding them to submit the questionnaire.

Setting up a Query Watch (00:02:02)

To set up a Query Watch you should first log into your My Placement account.

Check that you have a saved query that you can use with the Query Watch. Saved queries that you have created are shown on your Administration homepage. If you need help creating a saved query, please refer to the video referenced at the start of this guidance document.

Next, click the purple 'Query Watch' tile and then select 'New Query Watch'.
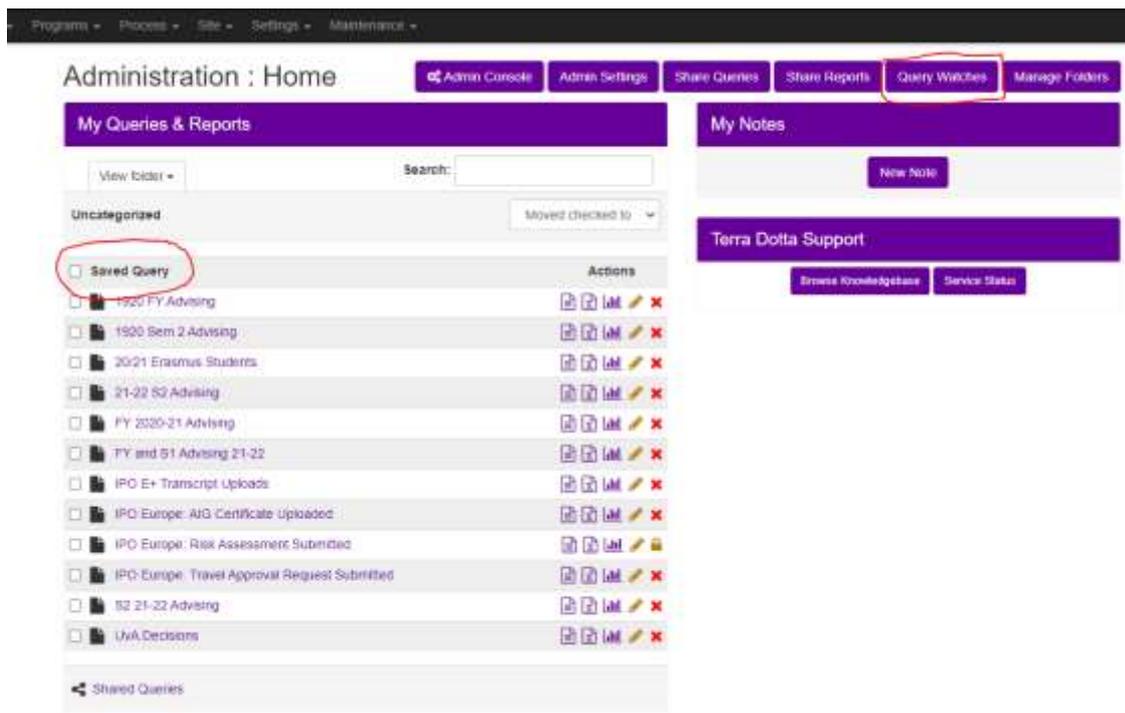
Creating the Query Watch (00:02:54)

1. Name your query watch

2. Select the frequency from the drop down menu. In other words, 'how often the Query Watch should be executed'. There are 4 options to choose from:

- **Interval** – this option covers any time period which is less than 24 hours. For example, you may want to run a Query Watch every hour or every 5 minutes. It is advised that intervals of 1 hour or less are only selected when absolutely necessary, as the My Placement server will slow down for all users when a Query Watch is executed every hour or less. If you select the Interval option, you will need to fill in the interval box with details of the desired frequency.
- **Daily** – this option runs the Query Watch every 24 hours. It is possible to select a specific time (i.e every 24 hours at 10am). If no specific time is selected, the Query Watch will run automatically from the time the Query Watch is set up and saved.
- **Weekly** – this option runs the Query Watch each week on a specified day(s). It is also possible to select a time.
- **Monthly** – this option runs the Query Watch once a month on a specified day(s). It is also possible to select a time.
- Whichever frequency is selected, you will be asked to pick a date for the first Query Watch to run. It is also possible to select an end date. If no end date is selected, the Query Watch will run at the set frequency forever (or until the Query Watch is deleted).

Query Watches : Edit Watch

Query Watch Configuration:

Query watch name:	IPO Europe: Risk Assessment Submitt
Frequency:	Weekly
On:	Thursday
At:	12:12 PM (optional)
First Date to Run:	10-JUN-2021
Last Date to Run:	dd-MMM-yyyy (optional)

3. The next step is to select the 'saved query' from the drop down list, so that the Query Watch knows what data it will be searching

The next section of the Query Watch set up asks what you want the Query Watch to *do* with the search results it produces.

4. In the 'Actions taken on update' section, tick 'email'. It is currently not possible to select or use the other options listed.

5. You will then need to select what information should be included in the search results/email:

- IN = new students who have joined the search results since the last time the Query Watch ran.
- OUT = students who were in the Query Watch the previous time it ran, but are not in the new one (e.g if a student submitted a questionnaire, but a staff member deleted the submission as there were mistakes, they would show as OUT, assuming the Query Watch is set up against that particular questionnaire).
- ALL = shows all students who are in the search results, not just the new students who will be shown under IN.

    Depending on your needs, you can select one, two or all 3 of the above options.

6. Report format – leave this blank as we are not producing a report (this functionality is not possible).

7. Email – when the My Placement system emails out the Query Watch search results, which email should it be sent from? There will be the option of your email address, myplacement@manchester.ac.uk, or myp-noreply@manchester.ac.uk.

Last Date to Run:	dd-MMM-yyyy (optional)
Name of saved query:	IPO Europe: Risk Assessment Submitted ⌄
Actions taken on update:	☐ export
	☑ email
	☐ custom process ⌄
	☐ workflow
Records included in actions:	☑ IN
	☐ OUT
	☐ ALL
Report format for export:	Please select one ⌄
	(saved report definitions provide the field selections for exports)
Email from:	victoria.rowlands@manchester.ac.uk ⌄

The steps outlined above are applicable to all Query Watch set ups. The next section of the set up will vary depending on if you want to use the results internally, or if you want the My Placement system to email the students in the results.

Using the results of a Query Watch (00:09:09)

The first way of using the results of a Query Watch is to send an email to yourself/your colleagues. This will enable you to keep track of students, without needing to manually check each individual student's My Placement account.

- In the recipient box, type the email addresses you want to send the results to. Separate each address with a semi colon. **Do not** tick the box below, which asks if you would like to send the email to the students in the search results. If this box was ticked, it would lead to a GDPR breach as all students would receive a list of the other students in the search results!
- In the email message body box, you can type a message to accompany the search results, or you can leave it blank.
- Set the 'include list of records' toggle to YES.
- Save

Email recipient list:

erasmus@manchester.ac.uk,victoria.rowlands@manchester.ac.uk

`3941` characters left

☐ Send email to the addresses in query watch search results

Email message body:

(displayed above included data records)

Privacy Warning: Any images or other files linked or embedded through the WYSIWYG editor into the body of the message are accessible by public URL, meaning that no secured access restrictions are applied. Care should be taken not to attach sensitive or confidential information.

Font ▾	Size ▾	Format ▾	Mail Merge ▾	Source Ω

B I U S x₂ x²

Hi all,

Please see below for this week's submitted risk assessments.

Thanks,

Include list of records in email

◉ Yes ○ No

Update   Cancel

The email addresses you wrote in the recipient box will then receive an email of the search results, like this:

⤺ Reply   ⤺ Reply All   ⤻ Forward   💬 IM

~~████████~~@manchester.ac.uk   ■ ~~████████~~

My Placement Alert IPO Europe: Risk Assessment Submitted

My Placement - My Placement Alert IPO Europe: Risk Assessment Submitted

Hi all,

Please see below for this week's submitted risk assessments.

Thanks,

~~████████~~ - GEOG: University of Bergen Full Year, 2021
~~████████~~ - LAWS: University of Bergen Full Year, 2021
~~████████~~ - GEOG: University of Bergen Full Year, 2021

To send an automated email to **students** in the Query Watch results:

- Email recipient list – here you can add your email address or your colleagues', if you want to be copied into the correspondence sent to students. Alternatively, it can be left blank.
- Tick the box which says 'send email to students from Query Watch results' – this will send the email to all students who are covered by the IN/OUT/ALL selections made earlier in the set up process. For example, if IN + OUT are ticked, then all students who fit into one of these categories will be emailed.
- Type out the body of the email. You can make use of the mail-merge function to personalise the email to each student.
- Ensure that the 'include list of records box has **NO** ticked. If 'yes' is ticked this would cause a GDPR breach as all students in the Query Watch result would receive a list of the other students in the results
- Click 'save'/'update'.

Managing Query Watches (00:14:43)

You can check when a Query Watch was last executed by going to your homepage and clicking the purple Query Watch tile.

On this page you will see a summary of all the Query Watches on your account, and details of when each Query Watch was last executed.

: Manage All   [New Query Watch]

Query Watches(View Usage)

Name	Saved Query	Duration	Frequency	Last Update	Actions on Update	Record Logged	Actions
IPO Europe: Risk Assessment Submitted	IPO Europe: Risk Assessment Submitted	Start: 10-JUN-2021 End:	Weekly on Thursdays at 12:12 PM	17-JUN-2021 12:13 PM GMT	email	IN	✏ ✖

For an in-depth look at each Query Watch, click the name of the Query Watch for a summary of the numbers of students in each category (In/Out/All), and a list of times the Query Watch has been executed.

You can then click the magnifying glass to see the names of the students in the results.

Query Watches : Query Watch Stats   [Watch Listing]

Watch History for IPO Europe: Risk Assessment Submitted

Query Watches

ID	Executed	IN	OUT	IN+OUT	All
2	17-JUN-2021 12:13 PM GMT	3 Q	0 Q	3 Q	5 Q
1	10-JUN-2021 05:13 PM GMT	2 Q	0 Q	2 Q	2 Q

Q The magnifying glass icons represent applicant data in its present state, not the data at the time of execution. To view data at the time of execution, use the export icons (if export was enabled for the watch at the time of execution and data existed to export).

You should note that a Query Watch can only be edited by the My Placement account it was set up with.

If a 'saved query' is being used by a Query Watch, you will see a padlock icon next to the saved query on the My Placement Administrative homepage, to prevent it from being deleted. To delete the saved query, you would first need to delete the Query Watch, or edit the Query Watch, to run against a different saved query.

☐ 📄 IPO Europe: AIG Certificate Uploaded		📄 🗎 📊 ✏ ✖
☐ 📄 IPO Europe: Risk Assessment Submitted		📄 🗎 📊 ✏ 🔒
☐ 📄 IPO Europe: Travel Approval Request Submitted		📄 🗎 📊 ✏ ✖