



# UNIVERSITY OF SOUTH CAROLINA

## PeopleSoft Newsletter

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### Resources Available for Grant Users on PeopleSoft Website



If you are responsible for managing Grant funds, there are several training videos and quick reference documents available on the [PeopleSoft New User Information](#) page to help you. Additional grant-related quick reference documents and webinar recordings are also available on the [PeopleSoft Resources](#) page.



### Query Viewer Classroom Training - October 12

Query is a powerful tool used to extract data from PeopleSoft. There are hundreds of pre-built queries available for use in PeopleSoft. Attend this hands-on session to learn how to use query to extract the information you are seeking. This class also serves as a required prerequisite for the more advanced Query Manager class that's offered quarterly. Seating is limited; click [here](#) to register.

### FEATURE HIGHLIGHT - Favorites in PeopleSoft

Favorites allow shortcuts to be created to pages instead of navigating using the menu. They work like bookmarks in various Internet browsers. Use the steps [here](#) to create and access favorites in PeopleSoft.

### UPDATE - Location of Link to Live Training Webinars

Anyone who does not receive the Outlook invitation for live training webinars can find the link on the training schedule under the session title. The link will be available approximately 24 hours prior to the start of the webinar.

### Classroom Training: Requisition and Receiving

October 4th at 1600  
Hampton Street,  
Professional Development,  
1st Floor at 9am

Click [here](#) to register.

### Live Webinar: Supplier Training

On October 27th, the Con-  
troller's office will be host-  
ing Supplier training  
at 9am.

Click [here](#) to register.

### Previous Newsletter Issues

Click [here](#) to access  
previous issues of the  
PeopleSoft newsletter.

Questions or comments? Use the [Contact Us](#) page to determine where to send your questions or comments.