FO Queries

1. **Click the** Reporting Tools **link.**
   ▷ Reporting Tools

2. Click the **Query** link.
   Query

3. Click the **Query Viewer** link.
   Query Viewer

4. Enter **Query Name** (or the first part of the query name) into the **begins with** field.

5. Click the **Search** button.
   Search

6. Click the **HTML** link to run the query to HTML. You may also export the results to Excel or XML format.
   HTML

7. **Note:** If prompted, enter the appropriate data requested.

8. Click the **View Results** button.
   View Results

9. The approved scholarships are displayed. You can also see the ID of who entered and approved the scholarship.

10.
   End of Procedure.

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