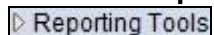


Run Queries

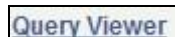
1. Click the **Reporting Tools** link.



2. Click the **Query** link.



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



4. If the Query Name is known it can be entered on this page. Otherwise, click the **Advanced Search** link.

5. Most Queries begin with the naming convention "U_".
For example, some of the naming conventions you may see include:

U_AA	Academic Advisement
U_DC	Dedman College
U_FA	Financial Aid
U_MSA	Meadows School of the Arts
U_MLS	Master of Liberal Studies
U_THEO	Theology

Please check with a staff member in your department for the name of the query you should be running.

6. If known, enter the beginning of the **Query Name**.
7. You can narrow down a search by filtering criteria as needed. Clicking the "**contains**" list item may be helpful to search by a **Description** of the query.

 Description **contains** 

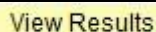
If known, enter part of the **Description**.

8. Click the **Search** button.



9. The Search Results will display. To view the query click the **HTML** link from the desired row.

10. Some queries require further information. Enter prompts as requested then click the **View Results** button.



11. Results are displayed. To export to Excel, click the **Excel Spreadsheet** link.
- End of Procedure**

