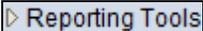
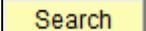
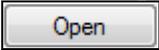


## Running Queries Using Query Manager

Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query</b> link. 
3.	Click the <b>Query Manager</b> link. 
4.	Click the <b>Advanced Search</b> link. 
5.	<p>Enter the desired information into the search fields. The most common fields used on this page are Query Name and Description. For example, most queries begin with "U_X" (X representing the academic areas, schools, or dean's offices). You will need to check with your department for the name of the query you should run.</p> <p><b>Note:</b> You can use "begins with" or "contains" as search criteria for the name. Do not use spaces in the search field, instead use underscores. "Contains" works like a wildcard and will find all queries you have access to run that contain the value you entered.</p>
6.	Click the <b>Search</b> button. 
7.	<p>Click the <b>Edit</b> link of the desired query to review the fields and criteria of the query. If you do not need to review the query, you can just run the query.</p> <p>Click the <b>Excel</b> link to show query results in Microsoft Excel or click <b>HTML</b> link to show query results in Internet Explorer window.</p>
8.	If you clicked the <b>Edit</b> link to review the query, click the <b>Fields Tab</b> to display the data fields used in this query.
9.	Click the <b>Criteria</b> tab. 
10.	The <b>Criteria Tab</b> will provide the parameters for the data selected and captured in this query.
11.	Click the <b>Run</b> tab. 
12.	<b>Note:</b> Some queries will prompt you to enter additional information. If prompted, enter the desired information into the appropriate field and then, if prompted, click the <b>OK</b> button.

Step	Action
13.	Depending on the size of the search results, it may take a while for the query to return the results. When the results are displayed, click the <b>Download to Excel</b> link to view the results in Microsoft Excel. <a href="#">Download to Excel</a>
14.	Click the <b>Open</b> button. 
15.	The query data is displayed in an Excel spreadsheet. The data can be manipulated, sorted, and saved in this format.
16.	<b>End of Procedure.</b>