

Running Queries using Query Viewer

Step	Action
1.	Click the Reporting Tools link. D Reporting Tools
2.	Click the Query link. Query
3.	Click the Query Viewer link. Query Viewer
4.	You may use the Advanced Search option to search with a descriptive text.
5.	Type the name of the desired query into the begins with field. 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. Enter the desired information into the begins with field.
6.	Click the Search button.
0.	Search Search
7.	You can view the query results in HTML , Excel , or XML format. Select the desired format.
8.	Some queries may require additional information for viewing the results. If prompted, provide the requested information.
9.	Click the View Results button. View Results
10.	To view the results in other formats (Excel, CSV , or XML), click the appropriate links and follow the prompts as instructed. Excel SpreadSheet
11.	End of Procedure.