FO Queries

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

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

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

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

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

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

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

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

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

10. **End of Procedure.**