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 filter]

   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*