

Running an Existing Query Using Query Viewer

Purpose: Use Query Viewer to search for and view a query. Query Viewer is a read-only version of Query Manager, which enables security administrators to easily limit user access to queries.

Step	Action									
1.	In Campus Solutions, navigate to the Query Viewer . Select Main Menu > Reporting Tools > Query > Query Viewer . <i>Result:</i> The Query Viewer search page displays.									
	Favorites Main Menu > Reporting Tools > Query > Query Viewer									
	Query Viewer									
	Enter any information you have and click Search. Leave fields blank for a list of all values.									
	*Search By: Query Name	 begins w 	ith							
	Search Advanced Search									
2.	Enter the desired search criteria or leave the fields blank for a list of all values. Click the Search button. <i>Tip</i> – For Financial Aid Queries, enter "UNI_FA"all matches starting with that string display. Result: Matching results display Search Results Totatalize all folder									
	Query		Customize Fir	nd View All 🖓 🛅 First	▲ 1-30 of 53 ▶ Last					
	Query Name	Description	Owner Folder	Run to Run to Run to HTML Excel XML	Schedule <u>Add to</u> Favorites					
	UNI_AD_RPT_ADM_TYPE_ALL_01	Students w/ Admit Typ	Public Public	HTML Excel XML	Schedule Favorite					
	UNI_AD_RPT_APPLICATION_LABELS	Application Labels	Public	HIML Excel XML	Schedule Favorite					
	UNI_AD_RPT_APPS_PRG_ACT_EY_DTE	Appls by Prg Actn Between date	Public	HTML Excel XML	Schedule Favorite					
	UNITAD RPT APPS UNRAnked SCIS	applicants from unranked schoo	Public	HIML Excel PAL	Schedule Favorite					
3.	From here you can open a spreadsheet, schedule a que Suggestion: Click Favori not need to search for this Find the query you wish to	query in a new brow ery to run, or add a d ites to add the query query, simply access o view (e.g. UNI_AI	vser window, query to your to your Favo s your Favori D_RPT_LST_	download a que Favorites. orites nownext tes to select. _XFER_CRS_A	ery to an Excel t time you will LL)					
	UNI_AD_RPT_LST_XFER_CRS_ALL	ransfer Courses by College	Public	HTML Excel XM	L Schedule Favorite					



Step	Actio	n												
4.	Click	Click the HTML link.												
	Resu	<i>Result:</i> The query opens in a new browser window.												
	LINI	LINE AD RET LST XEEP, CRS ALL - Transfer Courses by College												
	UNI_	COUSES by College												
	Oral	Org ID:												
	Orgi													
	Vie	View Results												
		Ora ID Sah Subi Courae Mhr					Eff Data Status Subia							
		Olgib	a a cir a		uise NDI	EILDO		Status	Subject					
		<i>Note:</i> This query contains a prompt: you must select the appropriate Org ID to												
	Note	 This of 	merv com		view results									
	Note	: This q	luery con	anis a pron	ipt, you mu			1	0					
5.	NoteviewSelect	t the desi	ired Org II	D.	ipt, you mu			1	- 6					
5.	Note view Selec Resu	: This q results. t the desi <i>lt</i> : The q	ired Org II	D. ays.				1						
5.	Note view Selec Resu	<i>:</i> This q results. t the desi <i>lt:</i> The q	ired Org II	D. ays.	Eff Date	Status	Subject	Career	Course Type					
5.	Note view Selec Resu	t the desi	ired Org II	D. ays. Course Nbr	Eff Date 01/01/1901	Status A	Subject CT	Career	Course Type CRS					
5.	Note view Selec Resu	This q results. t the desi lt: The q	ired Org II uery displ sch Subj ACC	D. ays. Course Nbr 111 115	Eff Date 01/01/1901 01/01/1901	A A	Subject CT CT	Career UGRD UGRD	Course Type CRS CRS					
5.	Note view Selec Resu	This q results. t the desi lt: The q	ired Org II uery displ sch subj ACC ACC	D. ays. Course Nbr 111 115 116	Eff Date 01/01/1901 01/01/1901 01/01/1901	Status A A A	Subject CT CT CT	Career UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS					
5.	Note view Selec Resu	This q results. t the desi lt: The q	ired Org II uery displ sch subj ACC ACC ACC	D. ays. Course Nbr 111 115 116 131	Eff Date 01/01/1901 01/01/1901 01/01/1901 01/01/1901	Status A A A A	Subject CT CT CT ACCT	Career UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS					
5.	Note view Selec Resu	This q results. t the desi lt: The q	ired Org II uery displ sch subj ACC ACC ACC ACC	D. ays. Course Nbr 111 115 116 131 132	Eff Date 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901	A A A A A A A A	Subject CT CT CT ACCT ACCT	Career UGRD UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS CRS CRS					
5.	Note view Selec Resu	This q results. t the desi t the desi t the q org to	ired Org II uery displ sch subj ACC ACC ACC ACC ACC	D. ays. Course Nbr 111 115 116 131 132 190	Eff Date 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901	A A A A A A A A A A A A A A A A A A A	Subject CT CT CT ACCT ACCT CT	Career UGRD UGRD UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS CRS CRS CRS CRS					
5.	Note view Selec Resu	This q results. t the desi t the desi t the q org to	ired Org II <u>uery displ</u> <u>sch subj</u> ACC ACC ACC ACC ACC ACC	D. ays. Course Nbr 111 115 116 131 132 190 222	Eff Date 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901	Status A A A A A A A A A A	Subject CT CT CT ACCT ACCT CT CT CT	Career UGRD UGRD UGRD UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS CRS CRS CRS CRS					
5.	Note view Selec Resu	This q results. t the desi t the desi t the desi t the q org to	ired Org II <u>uery displ</u> <u>sch subj</u> ACC ACC ACC ACC ACC ACC ACC AC	D. ays. Course Nbr 111 115 116 131 132 190 222 231	Eff Date 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901	Status A A A A A A A A A A A	Subject CT CT CT ACCT ACCT CT CT CT CT	Career UGRD UGRD UGRD UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS CRS CRS CRS CRS					
5.	Note view Selec Resu	This q results. t the desi t the desi t the desi t the q org ID	ired Org II <u>uery displ</u> <u>sch subj</u> ACC ACC ACC ACC ACC ACC ACC AC	D. ays. Course Nbr 111 115 116 131 132 190 222 231 232	Eff Date 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901	Status A A A A A A A A A A A A	Subject CT CT CT ACCT ACCT CT CT CT CT CT CT	Career UGRD UGRD UGRD UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS CRS CRS CRS CRS					
5.	Note view Selec Resu 1 2 3 4 5 6 7 8 9 10	This q results. t the desi t the desi t the desi t the q org ID	ired Org II <u>uery displ</u> <u>sch subj</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u> <u>ACC</u>	D. ays. Course Nbr 111 115 116 131 132 190 222 231 222 231 232 265	Eff Date 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901	Status A	Subject CT CT CT ACCT ACCT CT CT CT CT CT CT	Career UGRD UGRD UGRD UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS CRS CRS CRS CRS					
5.	Note view Selec Resu 1 2 3 4 5 6 7 8 9 10 11	: This q results. t the desi t the desi t: The q Org ID	ired Org II <u>uery displ</u> <u>sch subj</u> ACC ACC ACC ACC ACC ACC ACC AC	D. ays. Course Nbr 111 115 116 131 132 190 222 231 232 265 311	Eff Date 01/01/1901 01	Status A	Subject CT CT CT ACCT ACCT CT CT CT CT CT CT CT CT	Career UGRD UGRD UGRD UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS CRS CRS CRS CRS					
5.	Note view Select Result 1 2 3 4 5 6 7 8 9 10 11 12	: This q results. t the desi t the desi t the desi t the q org ID	ired Org II <u>uery displ</u> <u>sch subj</u> ACC ACC ACC ACC ACC ACC ACC AC	D. ays. Course Nbr 111 115 116 131 132 190 222 231 232 265 311 360	Eff Date 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901	Status A	Subject CT CT CT ACCT ACCT CT CT CT CT CT CT CT CT CT	Career UGRD UGRD UGRD UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS CRS CRS CRS CRS					
5.	Note view Select Result 1 2 3 4 5 6 7 8 9 10 11 12 13	: This q results. t the desi t the desi t the desi t the q org ID	ired Org II <u>uery displ</u> <u>sch subj</u> ACC ACC ACC ACC ACC ACC ACC AC	D. ays. Course Nbr 111 115 116 131 132 190 222 231 232 265 311 360 370	Eff Date 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901 01/01/1901	Status A	Subject CT CT	Career UGRD UGRD UGRD UGRD UGRD UGRD UGRD UGRD	Course Type CRS CRS CRS CRS CRS CRS CRS CRS CRS CRS					