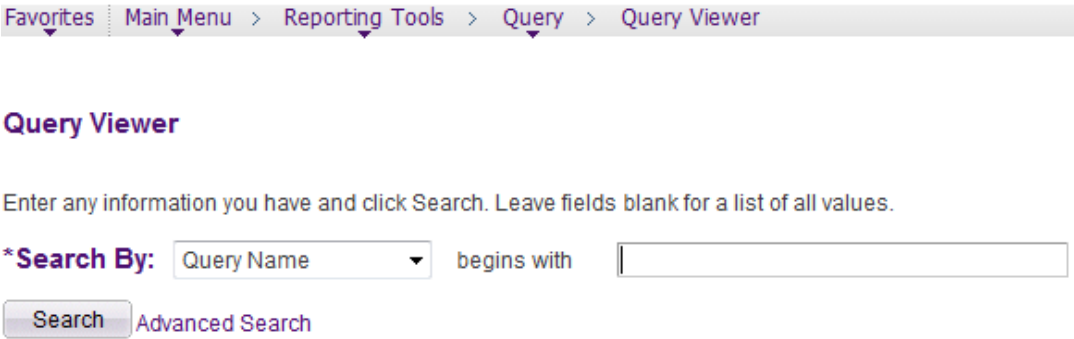
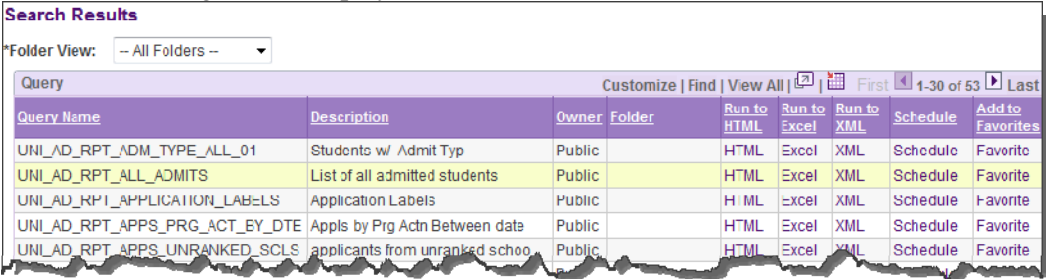


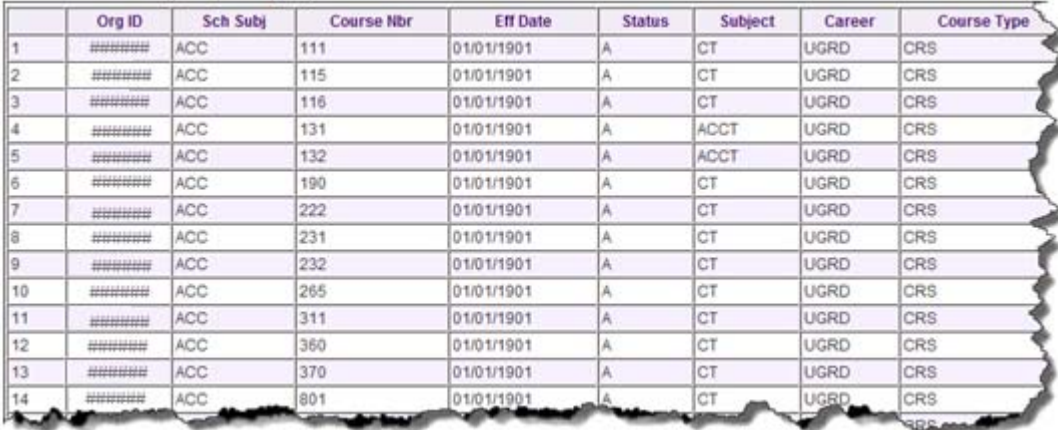


Running an Existing Query Using Query Viewer

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.	<p>In Campus Solutions, navigate to the Query Viewer. Select Main Menu > Reporting Tools > Query > Query Viewer.</p> <p>Result: The Query Viewer search page displays.</p> 
2.	<p>Enter the desired search criteria or leave the fields blank for a list of all values. Click the Search button. Tip – For Financial Aid Queries, enter “UNI_FA”...all matches starting with that string display.</p> <p>Result: Matching results display</p> 
3.	<p>From here you can open a query in a new browser window, download a query to an Excel spreadsheet, schedule a query to run, or add a query to your Favorites.</p> <p>Suggestion: Click Favorites to add the query to your Favorites now...next time you will not need to search for this query, simply access your Favorites to select.</p> <p>Find the query you wish to view (e.g. UNI_AD_RPT_LST_XFER_CRIS_ALL)</p> 

Step	Action																																																																																																																																							
4.	<p>Click the HTML link.</p> <p><i>Result:</i> The query opens in a new browser window.</p>  <p><i>Note:</i> This query contains a prompt; you must select the appropriate Org ID to view results.</p>																																																																																																																																							
5.	<p>Select the desired Org ID.</p> <p><i>Result:</i> The query displays.</p>  <table border="1" data-bbox="358 892 1409 1318"> <thead> <tr> <th></th> <th>Org ID</th> <th>Sch Subj</th> <th>Course Nbr</th> <th>Eff Date</th> <th>Status</th> <th>Subject</th> <th>Career</th> <th>Course Type</th> </tr> </thead> <tbody> <tr><td>1</td><td>#####</td><td>ACC</td><td>111</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>2</td><td>#####</td><td>ACC</td><td>115</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>3</td><td>#####</td><td>ACC</td><td>116</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>4</td><td>#####</td><td>ACC</td><td>131</td><td>01/01/1901</td><td>A</td><td>ACCT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>5</td><td>#####</td><td>ACC</td><td>132</td><td>01/01/1901</td><td>A</td><td>ACCT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>6</td><td>#####</td><td>ACC</td><td>190</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>7</td><td>#####</td><td>ACC</td><td>222</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>8</td><td>#####</td><td>ACC</td><td>231</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>9</td><td>#####</td><td>ACC</td><td>232</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>10</td><td>#####</td><td>ACC</td><td>265</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>11</td><td>#####</td><td>ACC</td><td>311</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>12</td><td>#####</td><td>ACC</td><td>360</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>13</td><td>#####</td><td>ACC</td><td>370</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> <tr><td>14</td><td>#####</td><td>ACC</td><td>801</td><td>01/01/1901</td><td>A</td><td>CT</td><td>UGRD</td><td>CRS</td></tr> </tbody> </table>		Org ID	Sch Subj	Course Nbr	Eff Date	Status	Subject	Career	Course Type	1	#####	ACC	111	01/01/1901	A	CT	UGRD	CRS	2	#####	ACC	115	01/01/1901	A	CT	UGRD	CRS	3	#####	ACC	116	01/01/1901	A	CT	UGRD	CRS	4	#####	ACC	131	01/01/1901	A	ACCT	UGRD	CRS	5	#####	ACC	132	01/01/1901	A	ACCT	UGRD	CRS	6	#####	ACC	190	01/01/1901	A	CT	UGRD	CRS	7	#####	ACC	222	01/01/1901	A	CT	UGRD	CRS	8	#####	ACC	231	01/01/1901	A	CT	UGRD	CRS	9	#####	ACC	232	01/01/1901	A	CT	UGRD	CRS	10	#####	ACC	265	01/01/1901	A	CT	UGRD	CRS	11	#####	ACC	311	01/01/1901	A	CT	UGRD	CRS	12	#####	ACC	360	01/01/1901	A	CT	UGRD	CRS	13	#####	ACC	370	01/01/1901	A	CT	UGRD	CRS	14	#####	ACC	801	01/01/1901	A	CT	UGRD	CRS
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