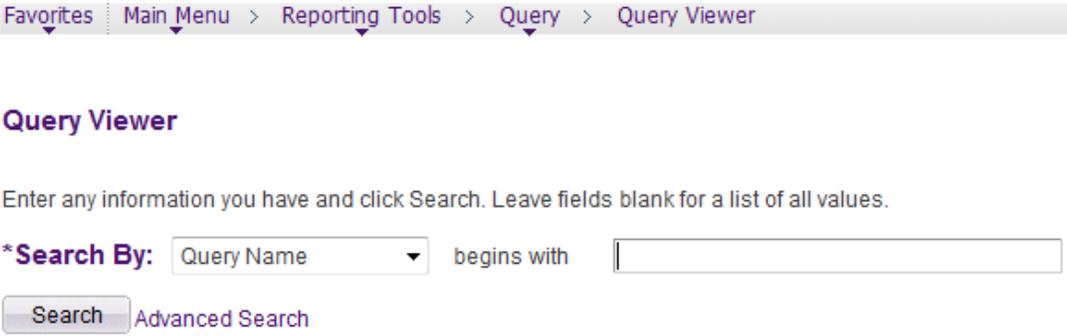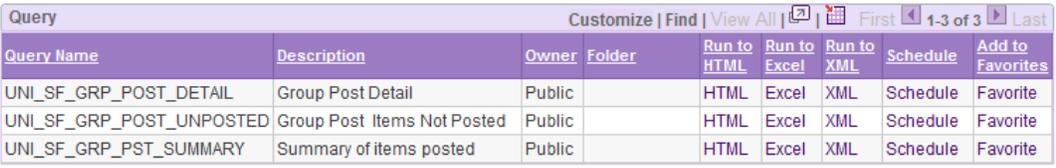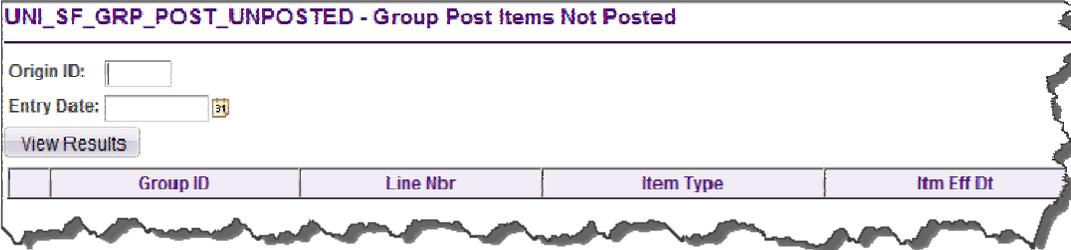**University of NorthernIowa**

Viewing a Query

Purpose: Use Query Viewer to search for and view a query. This example shows the steps for viewing the **UNI_SF_GRP_POST_UNPOSTED – Group Post Items Not Posted** query.

Step	Action
1.	In Campus Solutions, navigate to the **Query Viewer**. Select **Main Menu › Reporting Tools › Query › Query Viewer.** **Result:** 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 with [＿＿＿＿] [Search] Advanced Search
2.	Enter the query name (**UNI_SF_GRP_POST_UNPOSTED**) Click the **Search** button. *Tip* – For Student Financials Queries, enter "UNI_SF_GRP"…all matches starting with that string display. **Result:** Matching results display **Search Results** *Folder View: -- All Folders -- ▼ Query ⸱ Customize ⏐ Find ⏐ View All ⏐ ⧉ ⏐ ▦ First ◀ 1-3 of 3 ▶ Last 	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites	 UNI_SF_GRP_POST_DETAIL / Group Post Detail / Public / / HTML / Excel / XML / Schedule / Favorite UNI_SF_GRP_POST_UNPOSTED / Group Post Items Not Posted / Public / / HTML / Excel / XML / Schedule / Favorite UNI_SF_GRP_PST_SUMMARY / Summary of items posted / Public / / HTML / Excel / XML / Schedule / Favorite
3.	From here you can open a query in a new browser window, download a query to an Excel spreadsheet, or add a query to your Favorites. **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. Find the query you wish to view (e.g. **UNI_SF_GRP_POST_UNPOSTED**)

Step	Action
4.	Click the **HTML** link. *Result:* The query opens in a new browser window. UNI_SF_GRP_POST_UNPOSTED - Group Post Items Not Posted Origin ID: [ ] Entry Date: [ ] 📅 [View Results] Group ID Line Nbr Item Type Itm Eff Dt *Note:* This query contains a prompt; you must select the appropriate Origin ID and Entry Date to view results.
5.	Enter: • **Orgin ID** = Enter as appropriate (Penny will let you know) E.g. 00002 • **Entry Date** = Select appropriate date (prior day) *Result:* The query displays.

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