



JOB AID

Queries: Adding a Query to Favorites

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Queries: Adding a Query to Favorites

The SIS query tool allows you to easily retrieve specific data from the system. The data is retrieved by running pre-defined or custom queries. Adding a query to your list of favorites will eliminate the time spent searching for a frequently used query.

First, search for the query you would like to add to your list of favorites.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Search](#) [Advanced Search](#)

1. Enter all or part of the query name into the **begins with** field.
2. Click **Search**.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
MSU_AA_AC_AGTC_WITH_LOCATIONS	Active AGTC students	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MSU_AA_ASSIGN_XHCC_STDNT_GRP		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MSU_AA_CAR_REQ_PRIOR_FS13		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MSU_AA_CAR_REQ_PRIOR_FS16		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MSU_AA_CLST_EFF_DATE_VALIDATE		Public	AA QUERIES	HTML	Excel	XML	Schedule	Lookup References	Favorite
MSU_AA_CLST_USED_BY_REQ	Course Lists Used by Reqs	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

3. Locate your query in the Search Results and click the **Favorites** link.

A new **My Favorite Queries** section will appear at the bottom of the page with containing your queries.



My Favorite Queries

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Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
MSU_AA_AC_AGTC_WITH_LOCATIONS	Active AGTC students	Public		HTML	Excel	XML	Schedule	Lookup References	—

Clear Favorites List