JOB AID

Queries: Adding a Query to Favorites

07/02/2021
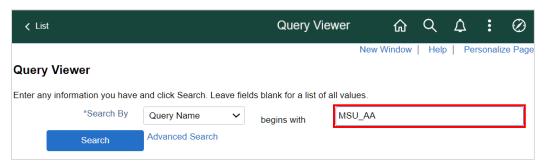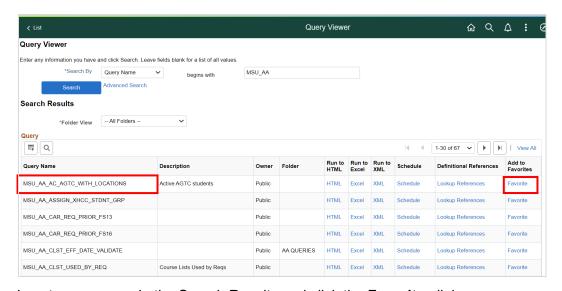
Student Information System
MICHIGAN STATE UNIVERSITY

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.

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

2. Click **Search**.

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.

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My Favorite Queries

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	—

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Clear Favorites List