



# JOB AID

Queries: Query Viewer Basics

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## Queries: Query Viewer Basics

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.

### Query Viewer

**Navigation:** Admin Home Page > Reporting tile > Query Viewer

Query Viewer is a read-only version of Query Manager.

The screenshot shows the Query Viewer interface. At the top, there is a dark green header with a back arrow, the text "Query Viewer", and icons for home, search, notifications, and a menu. Below the header, there are links for "New Window", "Help", and "Personalize Page". The main content area has the title "Query Viewer" and a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there is a search form with a dropdown menu labeled "\*Search By" set to "Query Name", followed by the text "begins with" and an empty search input field. At the bottom of the form are two buttons: "Search" and "Advanced Search".

In Query Viewer you are able to run a query, schedule a query\* to run at a specific time, and save a query to your favorites. You are not able to edit queries in Query Viewer.

*\*not all users have access to schedule a query at this time*

### Searching

When searching for a pre-defined query, do not use spaces in the query name. It is important to realize that the more you enter into the search field for the query name, the more exact you must be to locate the query. You may not get the results you are looking for if you misspell a query name.

For example, let's say you need the "MSU\_AA\_AC\_ACTG\_WITH\_LOCATIONS" query. If you can't remember the exact name of the query, you can enter what you know. Below, you will see "MSU\_AA" was entered in the search field.



Query Viewer

New Window | Help | Personalize Page

### Query Viewer

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

\*Search By  begins with

[Advanced Search](#)

Query Viewer

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
<b>MSU_AA_AC_ACTG_WITH_LOCATIONS</b>	Active AGTC students	Public		<b>HTML</b>	Excel	XML	Schedule	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
MSU_AA_ASSIGN_XHCC_STDNT_GRP		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
MSU_AA_CAR_REQ_PRIOR_FS13		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
MSU_AA_CAR_REQ_PRIOR_FS16		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
MSU_AA_CLST_EFF_DATE_VALIDATE		Public	AA QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
MSU_AA_CLST_USED_BY_REQ	Course Lists Used by Reqs	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

The search results include the “**MSU\_AA\_AC\_ACTG\_WITH\_LOCATIONS**” query.

### Retrieving Query Results

You can run the query to HTML or directly to Excel. To do this, use the “HTML” or “Excel” links beside the query. The HTML results will be displayed in a new window, while the Excel results will automatically download to your computer.

### Other Options

Query Viewer also allows you to schedule a query\* to run at a specific time and save a query to your list of favorites. These options are detailed in subsequent job aids.

*\*not all users have access to schedule a query at this time*