JOB AID

Queries: Run an Existing Query
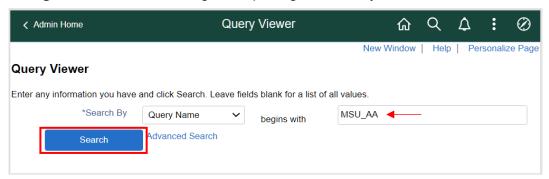
07/02/2021

Queries: Run an Existing Query
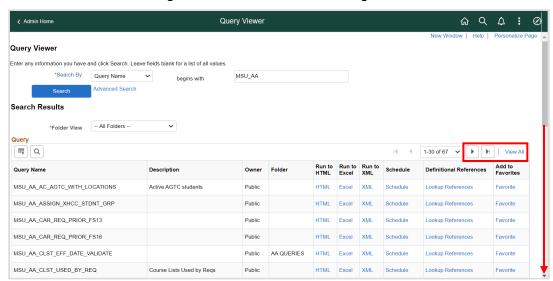
Find Existing Query in Query Viewer

You can run an existing query from Query Manager or Query Viewer. In this example, we will run from Query Viewer.

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

2. Enter all or part of the Query Name into the **begins with** field. In the above example we are looking for queries that begin with *MSU_AA*.

3. Click **Search**.

   After a few moments of processing, a list of queries meeting the search criteria is displayed. Use the scroll bar or the navigational arrows to scroll through the list or click **View All**.

For each query, the following options are available:

- **Run to HTML** – displays output in an HTML window which allows you to print and download as an Excel worksheet or CSV text file.

- **Run to Excel** – runs the query and allows you to save directly to Excel or open, review and Save As an Excel file. This is the best option for immediate results.
- **Run to XML** – runs the query and allows you to save directly to an XML file.
- **Schedule** – allows you to schedule the query* to run at an off-peak time.
  - *not all users have access to schedule a query at this time
- **Add to Favorites** – saves the query to your *My Favorite Queries* list for easy access later. Your *My Favorite Queries* list will be displayed at the bottom of the page each time you open Query Viewer or Query Manager.

In this example, we will select the MSU_AA_AC_AGTC_WITH_LOCATIONS query to run to HTML in order to see the results in our browser.

4. Click the **HTML** link.

| MSU_AA_AC_AGTC_WITH_LOCATIONS | Active AGTC students | Public | HTML | Excel | XML | Schedule | Lookup References | Favorite |

5. Click the **HTML** link.

After a few moments of processing, the query results will appear on your screen.

Use the navigation arrows to advance through the pages. Notice you also have the option of downloading to Excel from here as well.

MSU_AA_AC_AGTC_WITH_LOCATIONS- Active AGTC students

Download results in : Excel SpreadSheet   CSV Text File   XML File   (307 kb)

View All   First 1-100 of 701 ► Last

Row	ID	Name	Acad Prog	Program Req Term	Prog Req Term Descr	Acad Plan	Acad Plan Descr	Plan Req Term	Plan Req Term Descr
1			AGTEC	2188	Fall Semester 2018	AGN1_ATCT	Agricultural Industries ATCT1	2198	Fall Semester 2019
2			AGTEC	2168	Fall Semester 2016	AGN1_ATCT	Agricultural Industries ATCT1	2168	Fall Semester 2016
3			AGTEC	2188	Fall Semester 2018	AGN1_ATCT	Agricultural Industries ATCT1	2188	Fall Semester 2018
4			AGTEC	2208	Fall Semester 2020	AGN1_ATCT	Agricultural Industries ATCT1	2208	Fall Semester 2020
5			AGTEC	2208	Fall Semester 2020	AGN1_ATCT	Agricultural Industries ATCT1	2208	Fall Semester 2020
6			AGTEC	2198	Fall Semester 2019	AGN1_ATCT	Agricultural Industries ATCT1	2198	Fall Semester 2019
7			AGTEC	2198	Fall Semester 2019	AGN1_ATCT	Agricultural Industries ATCT1	2198	Fall Semester 2019
8			AGTEC	2198	Fall Semester 2019	AGN1_ATCT	Agricultural Industries ATCT1	2198	Fall Semester 2019
9			AGTEC	2208	Fall Semester 2020	AGN1_ATCT	Agricultural Industries ATCT1	2208	Fall Semester 2020
10			AGTEC	2198	Fall Semester 2019	AGN1_ATCT	Agricultural Industries ATCT1	2198	Fall Semester 2019
11			AGTEC	2208	Fall Semester 2020	AGN1_ATCT	Agricultural Industries ATCT1	2208	Fall Semester 2020
12			AGTEC	2192	Spring Semester 2019	AGN1_ATCT	Agricultural Industries ATCT1	2192	Spring Semester 2019
13			AGTEC	2202	Spring Semester 2020	AGN1_ATCT	Agricultural Industries ATCT1	2202	Spring Semester 2020
14			AGTEC	2218	Fall Semester 2021	AGN1_ATCT	Agricultural Industries ATCT1	2218	Fall Semester 2021
15			AGTEC	2208	Fall Semester 2020	AGN1_ATCT	Agricultural Industries ATCT1	2208	Fall Semester 2020
16			AGTEC	2198	Fall Semester 2019	AGN1_ATCT	Agricultural Industries ATCT1	2198	Fall Semester 2019
17			AGTEC	2198	Fall Semester 2019	AGN1_ATCT	Agricultural Industries ATCT1	2198	Fall Semester 2019
18			AGTEC	2198	Fall Semester 2019	AGN1_ATCT	Agricultural Industries ATCT1	2198	Fall Semester 2019