



JOB AID

Queries: How to Use Query Viewer

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Queries: How to Use Query Viewer

Query Viewer

Query Viewer is the Campus Solutions reporting tool that allows users to retrieve data from the system using existing queries. Users can run a query, schedule a query, and save a query to your favorites although users are not able edit queries in Query Viewer.

Permissions for Query Viewer functionality are defined by the roles assigned to each user when system access is granted; for example, the assigned roles may or may not allow query scheduling.

Navigation: Admin Home Page > Reporting Tile > Query Viewer

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 sub-header "Query Viewer". Below this, there is a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search form includes a label "*Search By" followed by a dropdown menu set to "Query Name". To the right of the dropdown is the text "begins with" followed by an empty text input field. Below the input field is a blue "Search" button and a link for "Advanced Search".

Find and Run Existing Query

The example below demonstrates how to find and run an existing query in Query Viewer.

1. Navigation: Admin Home Page > Reporting Tile > Query Viewer

This screenshot is similar to the previous one but shows the search form with the text "MSU_AA" entered in the "begins with" input field. A red arrow points to the text in the input field. The "Search" button is highlighted with a red rectangular box.

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. Click Search and then 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.



The screenshot shows the 'Query Viewer' interface. At the top, there's a search bar with 'Query Name' selected and 'MSU_AA' entered. Below the search bar, there's a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. The main area contains a table of query results. The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. A red arrow on the right side of the table indicates that it is scrollable.

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

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.
- Run to XML – runs the query and allows you to save directly to an XML file.
- Schedule – allows you to schedule the query.
- Add to Favorites – saves the query to your My Favorite Queries list for easy access later and will be displayed at the bottom of the page each time you open Query Viewer. Reference screenshots in the next section of this document.

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

2. Click the HTML link.

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

Add Query to Favorites

As Query Viewer allows users to retrieve data from the system using existing queries, adding a query to your list of favorites will eliminate the time spent searching for a frequently used query.

1. First, search for the query you would like to add to your list of favorites. Enter all or part of the query name and then select the Search button.

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

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](#)

Search Results

*Folder View -- All Folders --

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. A new section called My Favorite Queries will appear at the bottom of the Query Viewer page that contains your favorite queries.

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	—