



AT A GLANCE

Quickly Running a Query – Excel

Navigation: Home> Reporting Tools>Query>Query Viewer **or** Search for “Query Viewer”

1. Navigate to Query Manager
2. Enter the name of the Query you would like to run.
 - If you do not know the complete name of the query click “Advanced Search”
 - Select “Contains” at the drop-down menu for Query Name
 - Enter part of the query name
3. Click Search
4. To run the query into Excel click “**Excel**”.
 - *Note* – If you have pop-up blockers enabled, hold down the Ctrl key, keep holding until your results appear in Excel.
5. Some queries have prompts, such as semester, to run the query. If there is a prompt, type in the appropriate information.
6. Click View Results.
7. Click Open.
8. Your query results will appear in Excel format.
9. Save your file.
 - *Note*: Never save Personal Confidential Information (PCI) on an unsecure drive.