



USING QUERY VIEWER REPORTS

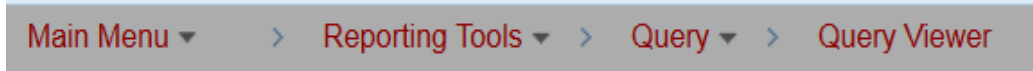
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Created for UNLV, University of Nevada, Las Vegas

Using Query Viewer

- ✓ **Using Query Viewer to run reports**
- ✓ **Advance Search option**
- ✓ **Saving a Query as your “Favorite”**

1.0 Running a Report using Query Viewer

Navigation:



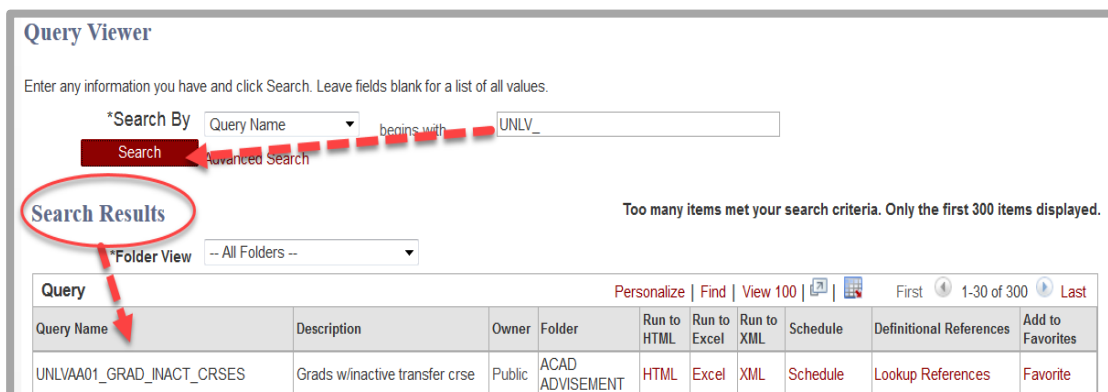
All reports have a naming convention that is usually by department owner.



You MUST use the underscore (_) key-if you use the (-) dash key you will not get the desired results.

If you use a dash instead of underscore, this message displays:

No matching values were found



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 UNLV_

Search Advanced Search

Search Results

Too many items met your search criteria. Only the first 300 items displayed.

Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UNLVAA01_GRAD_INACT_CRSES	Grads w/inactive transfer crse	Public	ACAD ADVISEMENT	HTML	Excel	XML	Schedule	Lookup References	Favorite

1. Enter name of report "Query" in the Search By / begins with field beginning with the naming convention of report.
2. Click the Search Button, the Query results will display under Query Name field.
3. If no results display, you may not have access to the Records that are being used for that query. Contact **MyUNLVSupport@unlv.edu** for help.

Other Search option:

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

%fee

Search

Advanced Search

4. Using the percentage sign (%) allows you search for all reports using a key word in the Query or by Description.

Search Results

*Folder View ▾ -- All Folders -- ▾

Query				Personalize	Find	View All			First	1-30 of 68	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites		
		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite		

5. Click on the HTML link or the EXCEL link to review results or download the results to spreadsheet.

2.0 Using Advance Search option

This option is used when you are unable to locate an existing query (can't remember the name).

Click on the ADVANCED SEARCH 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

[Advanced Search](#)

Query Viewer

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

Query Name: contains RECEIPT

Description: begins with

Uses Record Name: begins with

Uses Field Name: begins with

Access Group Name: begins with

Folder Name: begins with

Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

- Clicking on the Query Name or Description dropdown and changing the option to **Contains** and entering any key word of query you are searching for. All queries that contain the descriptive key word will now display.


3.0 Saving your Query as a Favorite

Query									
				Personalize Find View 100		First 1-30 of 300 Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
_GRAD_INACT_CRSES	Grads w/inactive transfer crse	Public	ACAD ADVISEMENT	HTML	Excel	XML	Schedule	Lookup References	Favorite


- Click on the link-**Favorite**


The query will now display under My Favorite Queries-you can run a report from here every time you need it.

My Favorite Queries display on the main page.

▼ My Favorite Queries									
				Personalize Find View 100		First 1-38 of 38 Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
_GRAD_INACT_CRSES	Grads w/inactive transfer crse	Public	ACAD ADVISEMENT	HTML	Excel	XML	Schedule	Lookup References	

Removing / Deleting your Favorite Query.

▼ My Favorite Queries									
				Personalize Find View 100		First 1-38 of 38 Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
_GRAD_INACT_CRSES	Grads w/inactive transfer crse	Public	ACAD ADVISEMENT	HTML	Excel	XML	Schedule	Lookup References	

- Click on the delete icon  the query will no longer display under your favorite queries.