USING QUERY VIEWER REPORTS

Olga Catania
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
```

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

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.

- 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 description key word will now display.
3.0 Saving your Query as a 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.

Removing / Deleting your Favorite Query.

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