

Cheat Sheet

Run-only Query


Navigation (dependent on access)

Home > Reporting Tools > Query > Query Manager
OR

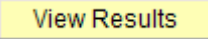
Home > Reporting Tools > Query > Query Viewer

Run an existing query

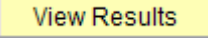

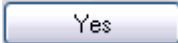
Find the query


1. Type in the name of the query into the **begins with** box.
2. Click on the  button.

Run to HTML


1. Click on the [HTML](#) link associated with the query you want to run.
2. Enter the information for which you are prompted.
3. Click on the  button.
4. View the results.

Run to MS Excel

1. Click on the [Excel](#) link associated with the query you want to run.
 2. Enter the information for which you are prompted.
 3. Click on the  button.
 4. Click on the  button.
 5. If you get the “Security alert” box, click on the  box.
 6. View the results.
- NOTE:** The results are still in an internet-version of a spreadsheet.
7. To transfer completely to MS Excel, RIGHT-click on the box between the “A” and “1” cells.
 8. Choose “Copy” from the list.
 9. Open up MS Excel on your computer.
 10. RIGHT- click on the same upper-left hand box between “A” and “1” cells.
 11. Choose the “Paste” option from list.

12. You will ALWAYS get a computer message. Click on the  button.
13. View the report.

HELPFUL HINT: To adjust the width of the columns to fit the data:

1. Hover your mouse over the end of the cell that you want to adjust. You will see .
2. Double-click and the column will automatically adjust the width.