

Run-only Query

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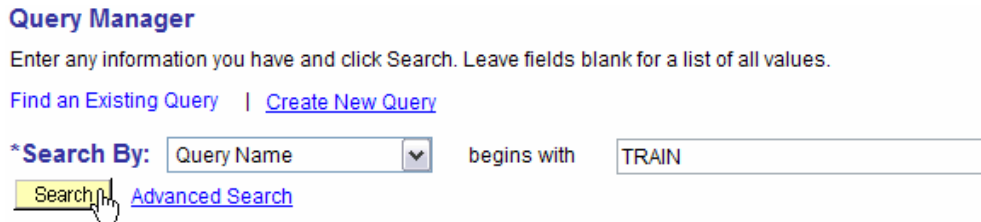
Navigation (dependent on access)

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 **Search** button.



Run to HTML

1. Click on the [HTML](#) link associated with the query you want to run.

Search Results

Folder View:

*Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	TRAINING_SCHEDULE	Training Schedule query	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	TRAIN_CLASS_ROSTER	Training Roster	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	TRAIN_CLASS_ROSTER_EID	TRAINING CLASS ROSTER	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	TRAIN_LEC_COUNT	Count of ppl trained per class	Public		Edit	HTML	Excel	Schedule

2. Enter the information for which you are prompted.
3. Click on the button.

TRAIN_CLASS_ROSTER_EID - TRAINING CLASS ROSTER

From Date:

Thru Date:

Instructor:

4. View the results.

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

[View All](#)

	Trainer Name	Course	Descr	Session #	Start Time	Duration	Attendee Name	Email
1	Downey,Sally L	GLCOMB	GLCombo - View Budg, MDR, DD	0031	09.00.00.0000000	2.0	Fonder-Solano,Leah	Leah.Fonder-solano@usm.edu
2	Downey,Sally L	GLCOMB	GLCombo - View Budg, MDR, DD	0031	09.00.00.0000000	2.0	Pickering,Lloyd E	Lloyd.Pickering@usm.edu

Run to MS Excel

1. Click on the [Excel](#) link associated with the query you want to run.

Search Results

Folder View:

*Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	TRAINING_SCHEDULE	Training Schedule query	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	TRAIN_CLASS_ROSTER	Training Roster	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	TRAIN_CLASS_ROSTER_EID	TRAINING CLASS ROSTER	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	TRAIN_LEC_COUNT	Count of ppl trained per class	Public		Edit	HTML	Excel	Schedule

2. Enter the information for which you are prompted.
3. Click on the button.

TRAIN_CLASS_ROSTER_EID - TRAINING CLASS ROSTER

From Date:


Thru Date:

Instructor:


4. Click on the button.

File Download

Do you want to open or save this file?

 Name: q.xls
Type: Microsoft Excel Worksheet, 6.00KB
From: satst89.otr.usm.edu

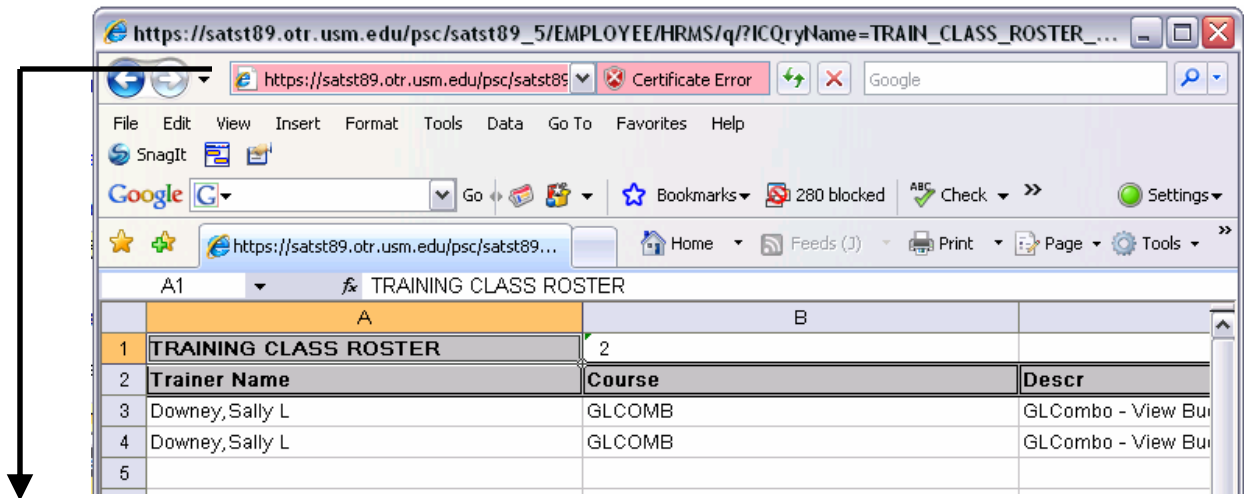
Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

5. If you get the “Security Alert” box, click on the box.

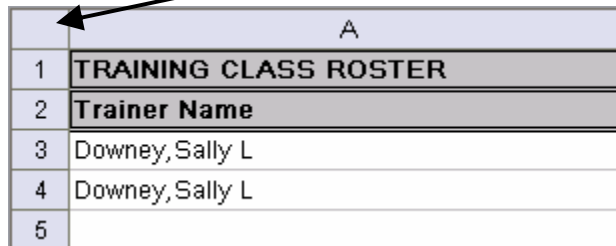


6. View the results.

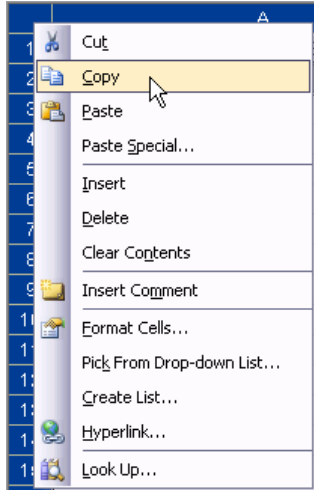


NOTE: The results are still in an internet-version of a spreadsheet.

7. To transfer to MS Excel, RIGHT-click on the box between the "A" and "1" cells.

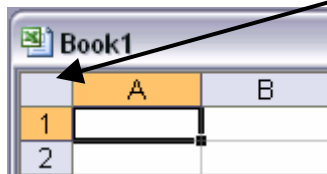


8. Choose "Copy" from the list.

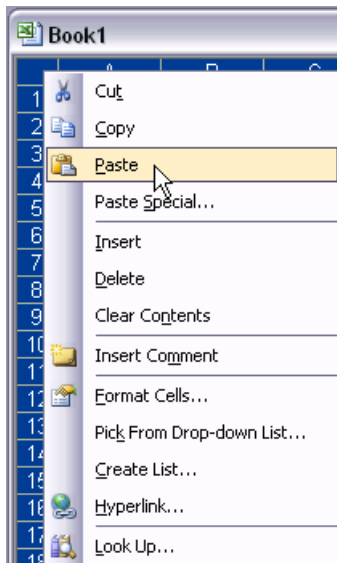



9. Open up MS Excel on your computer.

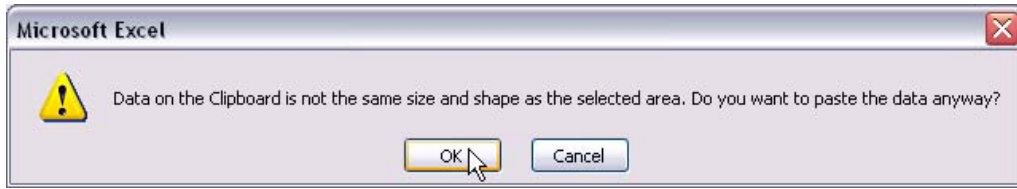
10. RIGHT- click on the same upper-left hand box between “A” and “1” cells.



11. Choose the “Paste” option from list.



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

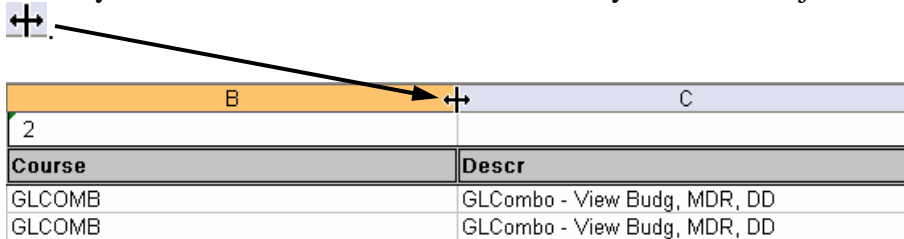


13. View the report.

1	TRAINING CLASS ROSTER	2		
2	Trainer Name	Course	Descr	Session #
3	Downey,Sally L	GLCOMB	GLCombo - View Budg, MDR, DD	0031
4	Downey,Sally L	GLCOMB	GLCombo - View Budg, MDR, DD	0031

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.

B	C
2	
Course	Descr
GLCOMB	GLCombo - View Budg, MDR, DD
GLCOMB	GLCombo - View Budg, MDR, DD