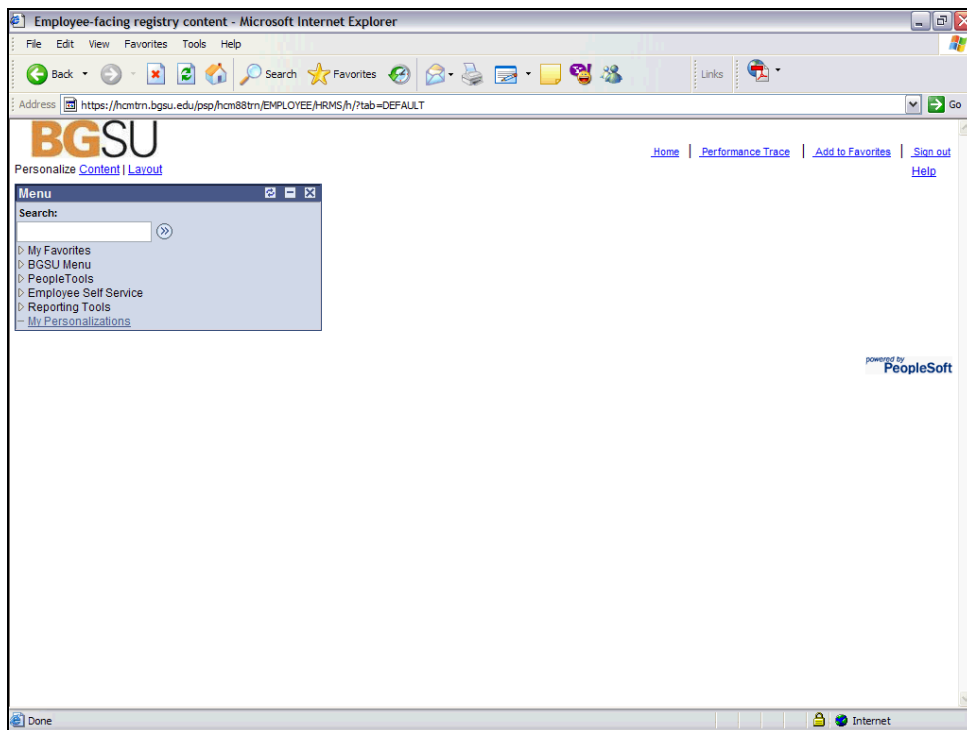


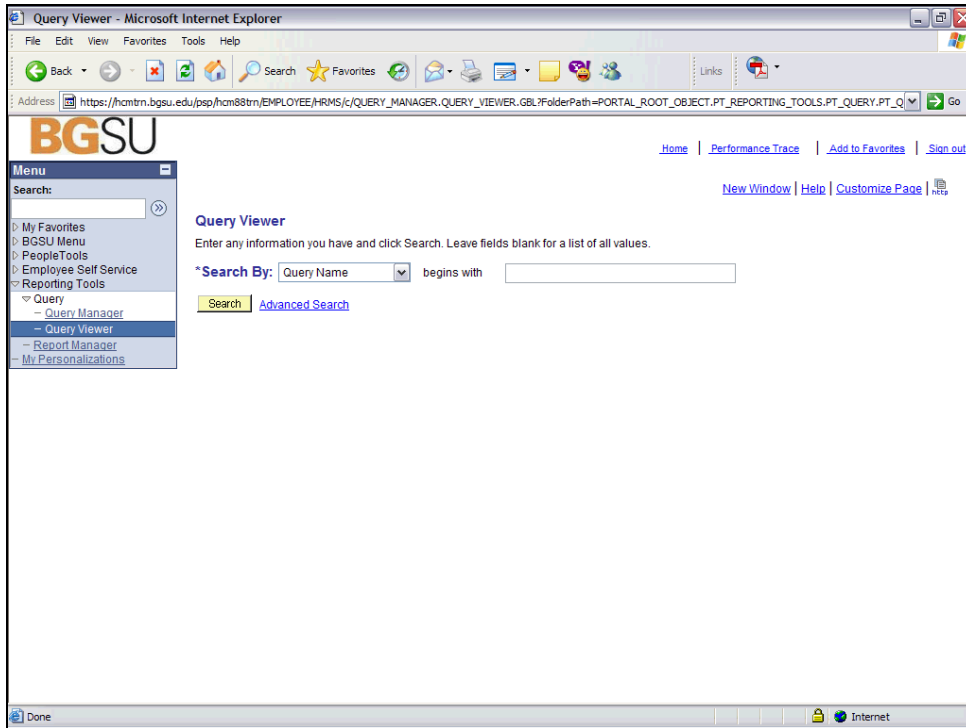
## Query Viewer

### Viewing an existing query

Query Viewer allows users to view existing queries, even if they do not have access to create their own. Query results can be run to HTML, which displays them in the web browser, or they can be exported to Microsoft Excel.

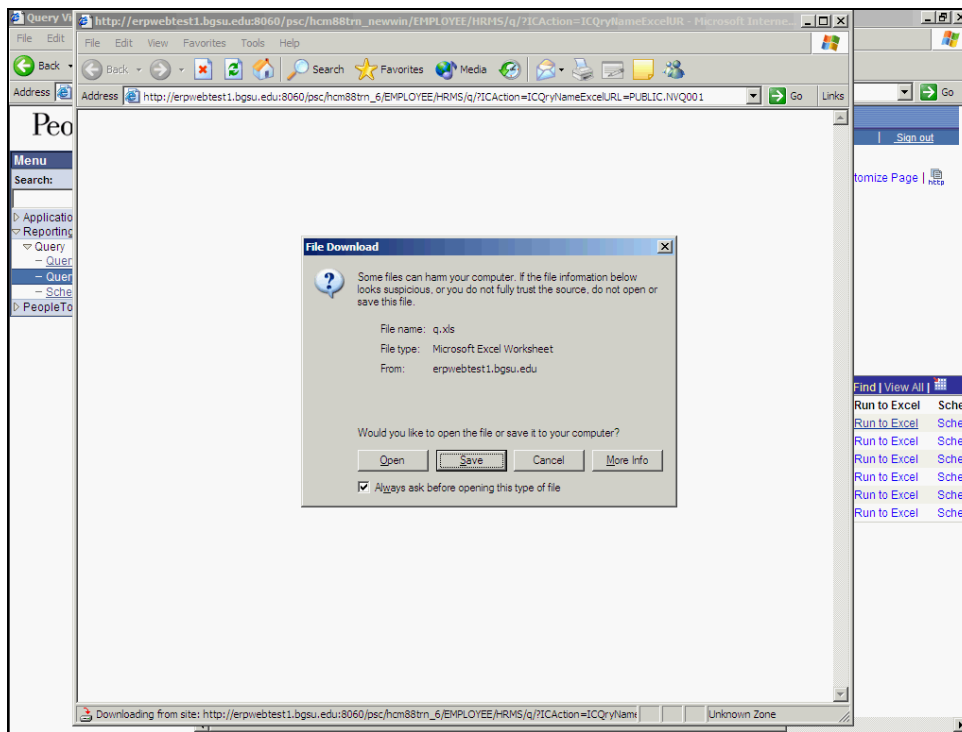


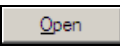
Step	Action
1.	Click the <b>Reporting Tools</b> link. <a href="#">Reporting Tools</a>
2.	Click the <b>Query</b> link. <a href="#">Query</a>
3.	Click the <b>Query Viewer</b> link. <a href="#">Query Viewer</a>



Step	Action
4.	<p>You can search existing queries based on several different criteria, including who owns it and what records it uses.</p> <p>We are going to search by query name by searching for queries that begin with the letter N. Click in the <b>parameter</b> field.</p> <input type="text"/>
5.	Enter the desired information into the <b>parameter</b> field. Enter " <b>BG_TRN</b> ".
6.	Click the <b>Perform Search</b> button.
	<input type="button" value="Search"/>
7.	<p><b>Decision:</b> With Query, you can run to HTML (a web page) or Excel (a spreadsheet). Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> <li>Run to HTML Go to step 8 on page 2</li> <li>Run to Excel Go to step 10 on page 3</li> </ul>
8.	<p>We are going to select the BG_TRN_CRITERIA query. Click the <b>Run to HTML</b> link.</p> <p><a href="#">Run to HTML</a></p>

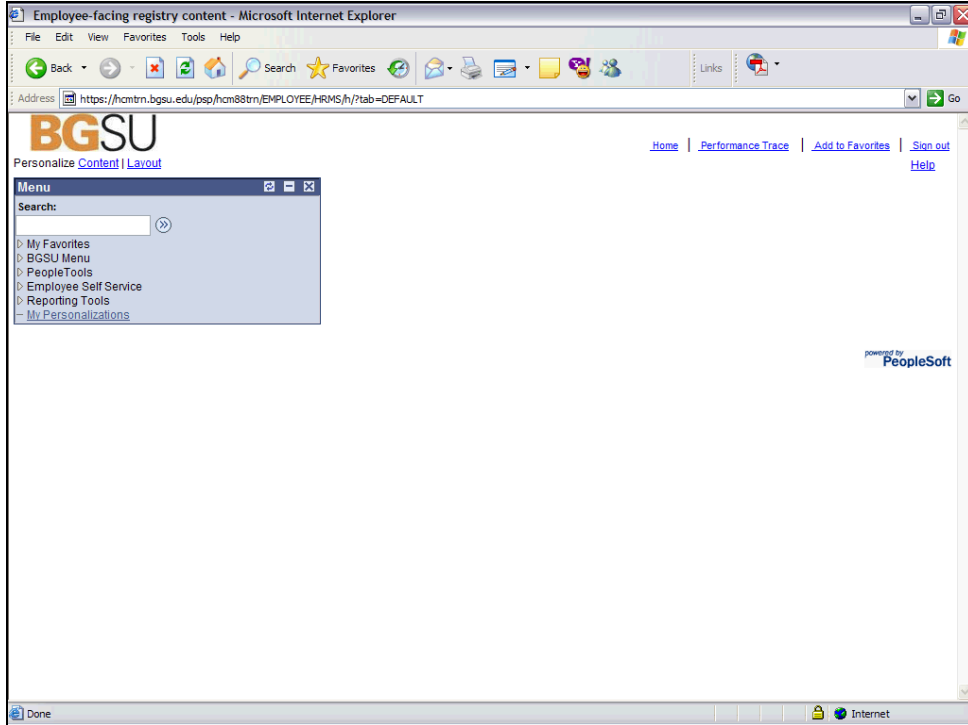
Step	Action
9.	The results of your query will be displayed in a new browser window. Notice you can still click on a link at the top to save as a spreadsheet or a text file. <b>End of Procedure.</b> Remaining steps apply to other paths.
10.	We are going to select the BG_TRN_CRITERIA query. Click the <b>Run to Excel</b> link. <a href="#">Run to Excel</a>

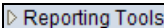

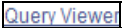


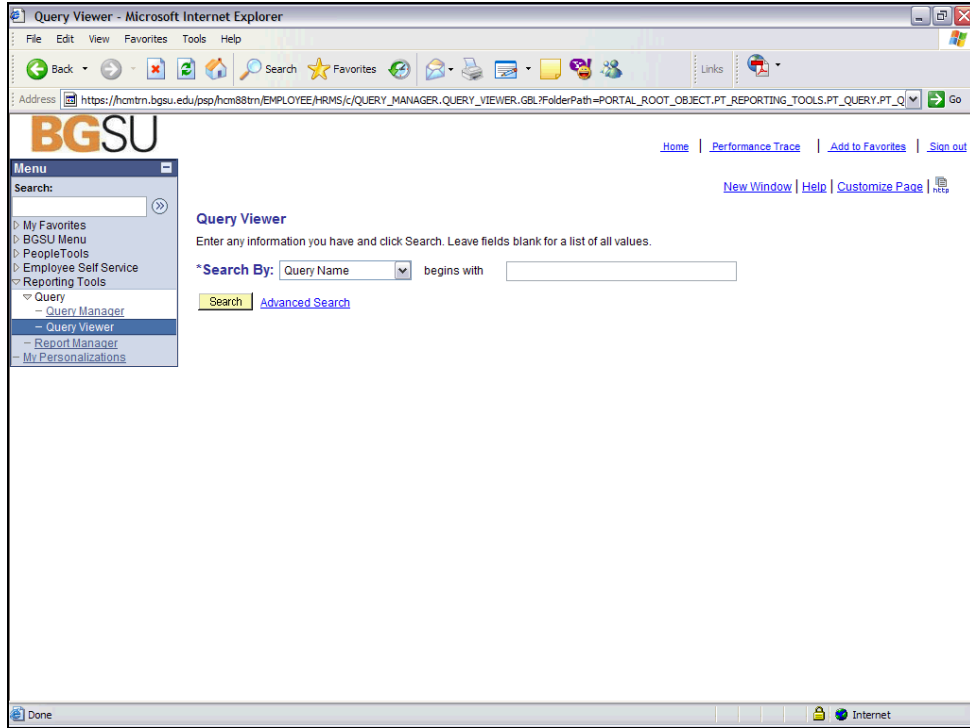
Step	Action
11.	Click the <b>Open</b> button.  <i>or</i> Press <b>[Alt+O]</b> .
12.	A new window will open with the results in Excel. They can be edited and saved as a spreadsheet document. Select "Save As" from the file menu to save the results.  The Microsoft Excel document will not be updated as data in the tables change. The query will have to be rerun and re-saved any time you want to update it. <b>End of Procedure.</b>


### Viewing queries with prompts

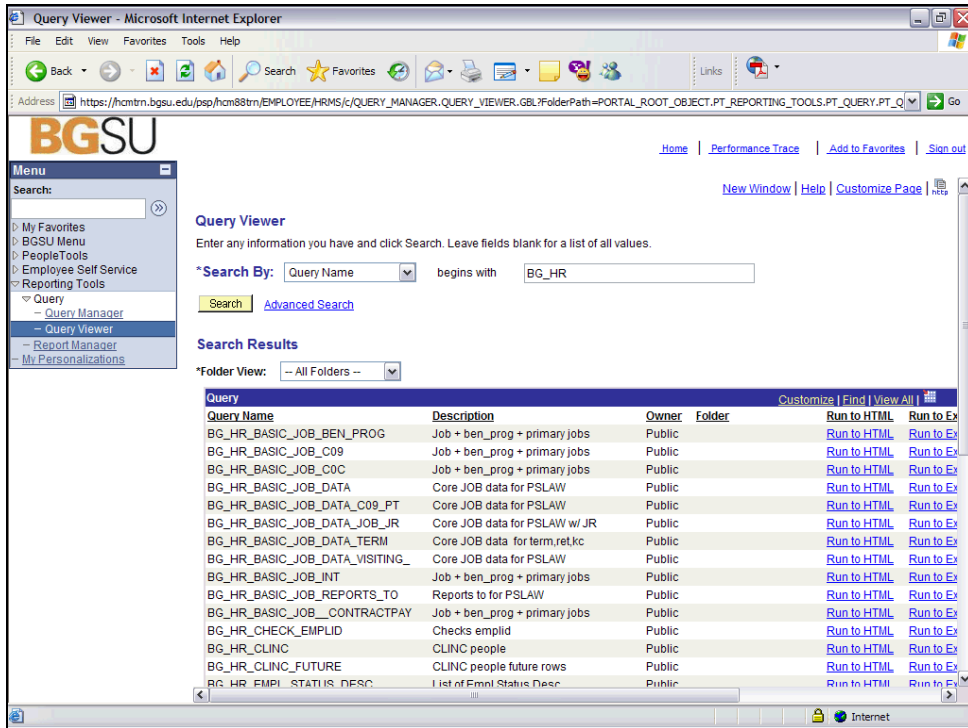
Some queries ask the user for input to determine which rows to display on the final report. This module shows an example of a prompt.



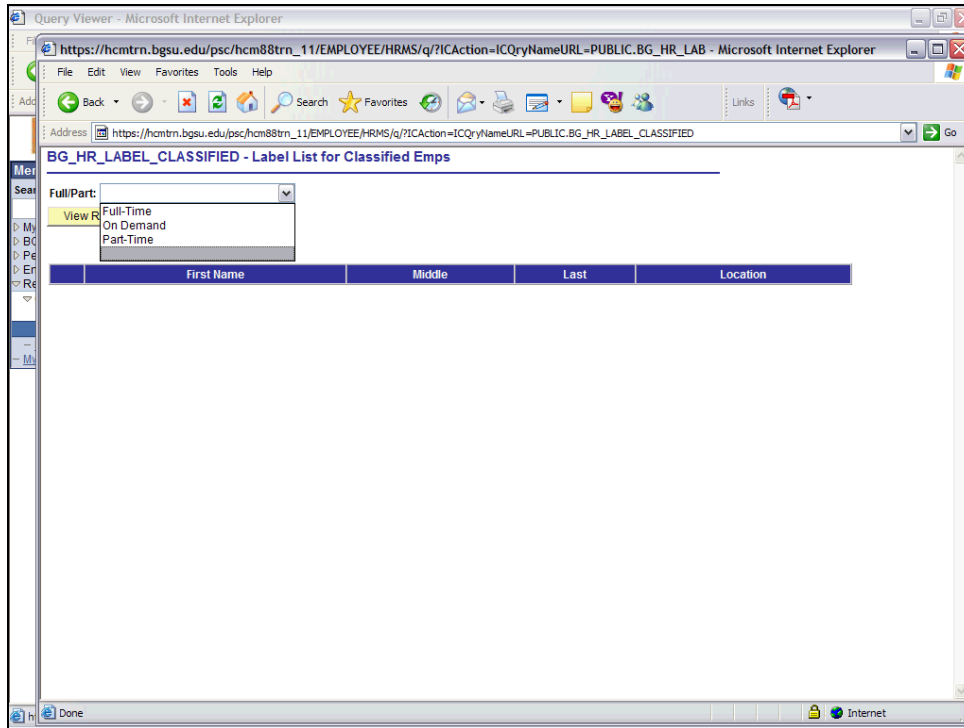
Step	Action
1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query</b> link. 
3.	Click the <b>Query Viewer</b> link. 



Step	Action
4.	Enter the desired information into the <b>parameter</b> field. Enter " <b>BG_HR</b> ".
5.	Click the <b>Perform Search</b> button. 



Step	Action
6.	<p>We're going to run the BG_HR_LABEL_CLASSIFIED query. Note that you have the option to run to an Excel Spreadsheet or to an HTML web page. Click the <b>Run to HTML</b> link.</p> <p><a href="#">Run to HTML</a></p>
7.	<p>You are prompted to select from a list of choices. Click the list to display the options.</p> <p><input type="text"/></p>



Step	Action
8.	Click an entry in the list. Select <b>Part-Time</b> . <input type="text" value="Part-Time"/>
9.	Click the <b>View Results</b> button. <input type="button" value="View Results"/>
10.	A list of results appears. Since you selected part-time, only part-time employees are displayed. Notice you can also download the results to a spreadsheet or text file.  Press <b>Enter</b> to continue.
11.	Try running the report with a different response. Click the <b>Full/Part</b> list. <input type="text" value="Part-Time"/>
12.	Click an entry in the list. Select <b>Full-time</b> . <input type="text" value="Full-Time"/>
13.	Click the <b>View Results</b> button. <input type="button" value="View Results"/>
14.	As you can see, these kinds of queries are very useful when someone needs flexibility in their reports but doesn't necessarily want to write their own queries. <b>End of Procedure.</b>