









Running an Existing Query Using Query Viewer User Procedure



Statewide Management, Accounting and Reporting Tool

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Step	Action
1.	Begin by navigating to the Query Viewer search page. Click the right scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the Query link. You can also navigate using the menu pagelet .
4.	Click the Query Viewer link.
5.	Use the Query Viewer search page to look for your query.
6.	The Search By drop-down list lets you search for queries by different search keys, like Query Name and Description . Note: The default for the Search By drop-down list is Query Name.
7.	Use the begins with field to enter your search criteria. Click in the begins with field. 
8.	Enter the desired information into the begins with field. For this simulation, enter a valid value e.g. " OMC3210 ".
9.	Click the Search button to display queries that match your search criteria. 
10.	Use the Search Results grid to find your query. In this simulation, there is only one search result.
11.	You can add a query to your My Favorites section of the Query Viewer by clicking the Favorite link. Queries in My Favorites display on the main page of Query Viewer for easy access. This means you do not have to search for your favorite queries each time you want to use one of them.
12.	You can run your query to display the results in HTML or Excel by clicking HTML or Excel link. In this simulation, you are running the query to HTML.
13.	Click the HTML link. 


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14.	<p>The results of your query open in a new window. Most of the time, your query results display right away. However, sometimes you may need to enter one or more parameters. In this simulation, you need to enter a SetID.</p> <p>Click in the SetID field.</p> <input data-bbox="332 514 430 562" type="text"/>
15.	<p>The SetID used for your query will vary by the table that is being queried. For tables shared across agencies, the SetID is "SOKID". For tables unique to your agency, the SetID is the same as the Business Unit. Enter the desired information into the SetID field.</p> <p>For this simulation, enter a valid value e.g. "SOKID".</p>
16.	<p>Click the View Results button.</p> 
17.	<p>The results of your query display in a table or grid.</p> <p>If your results do not fit on one page, you can click the View All link and see all the query results on one, continuous page. Then, use the right and bottom scrollbars to navigate through your query results.</p>
18.	<p>Use the right scrollbar to see more rows of the search results.</p> <p>Click the right scrollbar.</p>
19.	<p>Use the bottom scrollbar to view more information about each query result.</p> <p>Click the bottom scrollbar.</p>
20.	<p>If needed, click the bottom scrollbar again.</p> <p>Click the bottom scrollbar.</p>
21.	<p>When you are finished viewing your results, scroll back to the top of the page.</p> <p>Click the right scrollbar.</p>
22.	<p>When your query results do not fit on one page, use the First, Last, forward arrow, and back arrow at the top of the grid to go to the other pages with your query results.</p>
23.	<p>Sometimes the search results grid is too wide for the new window. Maximizing the window may help you see more of the query results.</p> <p>Click the Maximize/Restore button.</p> 



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24.	<p>When you are finished viewing your query results, close the window to return to the Query Viewer page.</p> <p>Click the Close button.</p> 
25.	<p>Nice Work! You have successfully completed the Running an Existing Query Using Query Viewer topic. End of Procedure.</p>