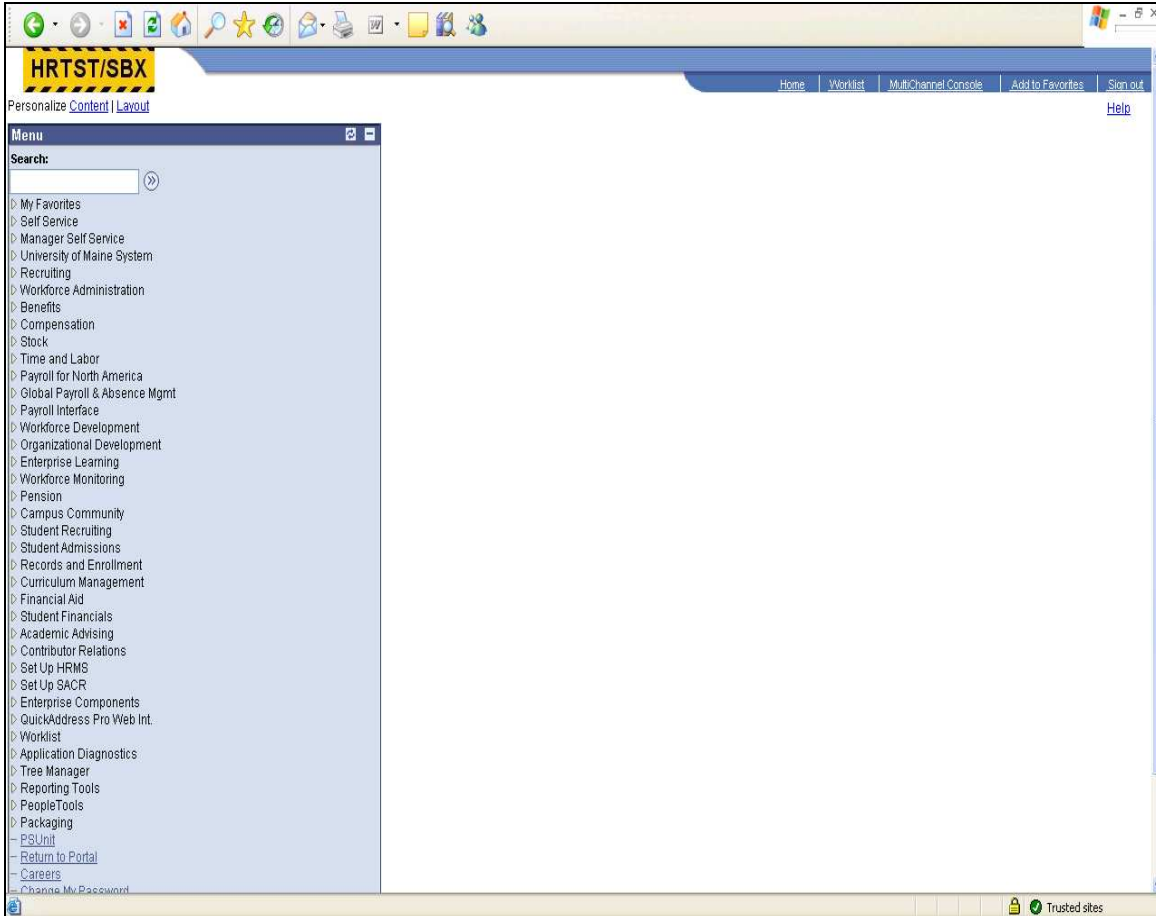




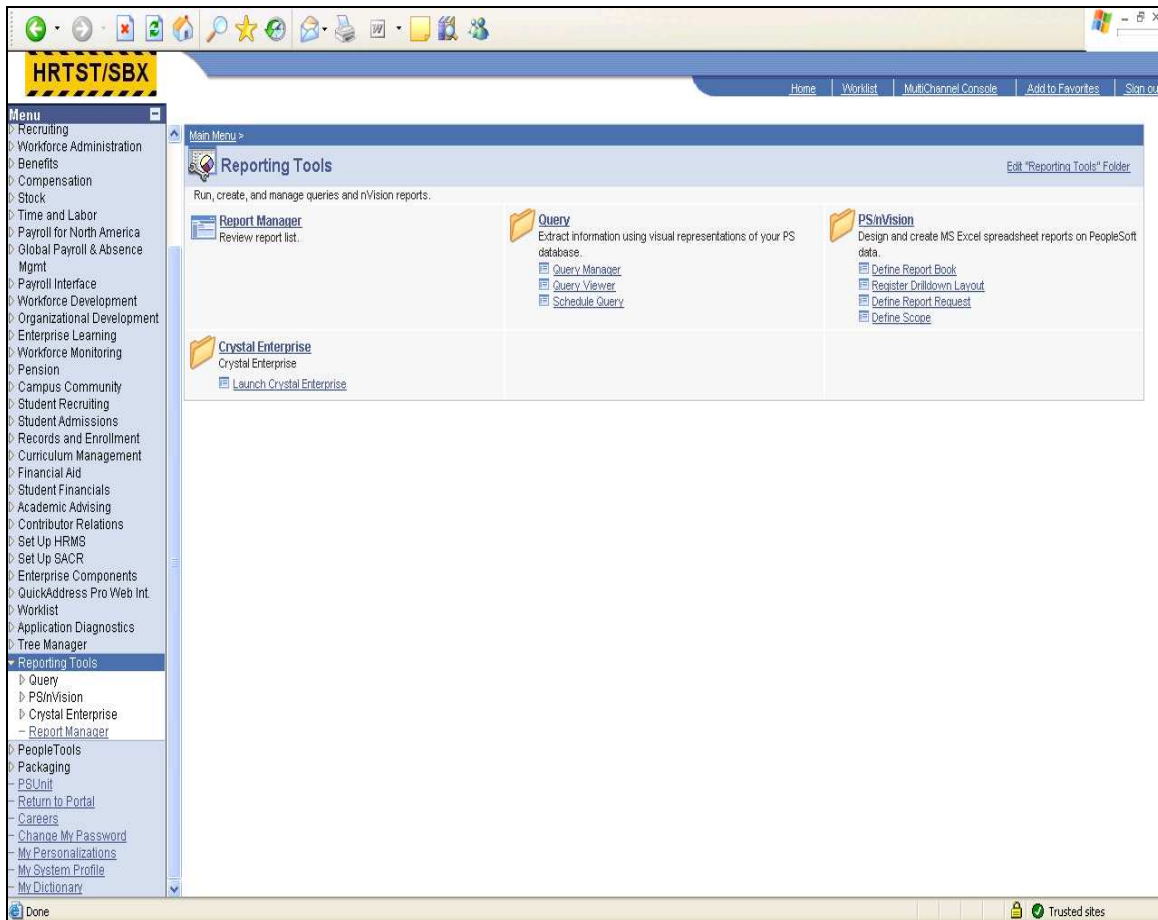
File Name	Query Manager_BUSPROC.doc
Version	8.9
Document Created	3/8/2011
Date Modified	3/8/2011
Last Changed by	Ann M Flood
Status	DRAFT

Query Manager

Procedure



Step	Action
1.	Click the Reporting Tools link. ▶ Reporting Tools

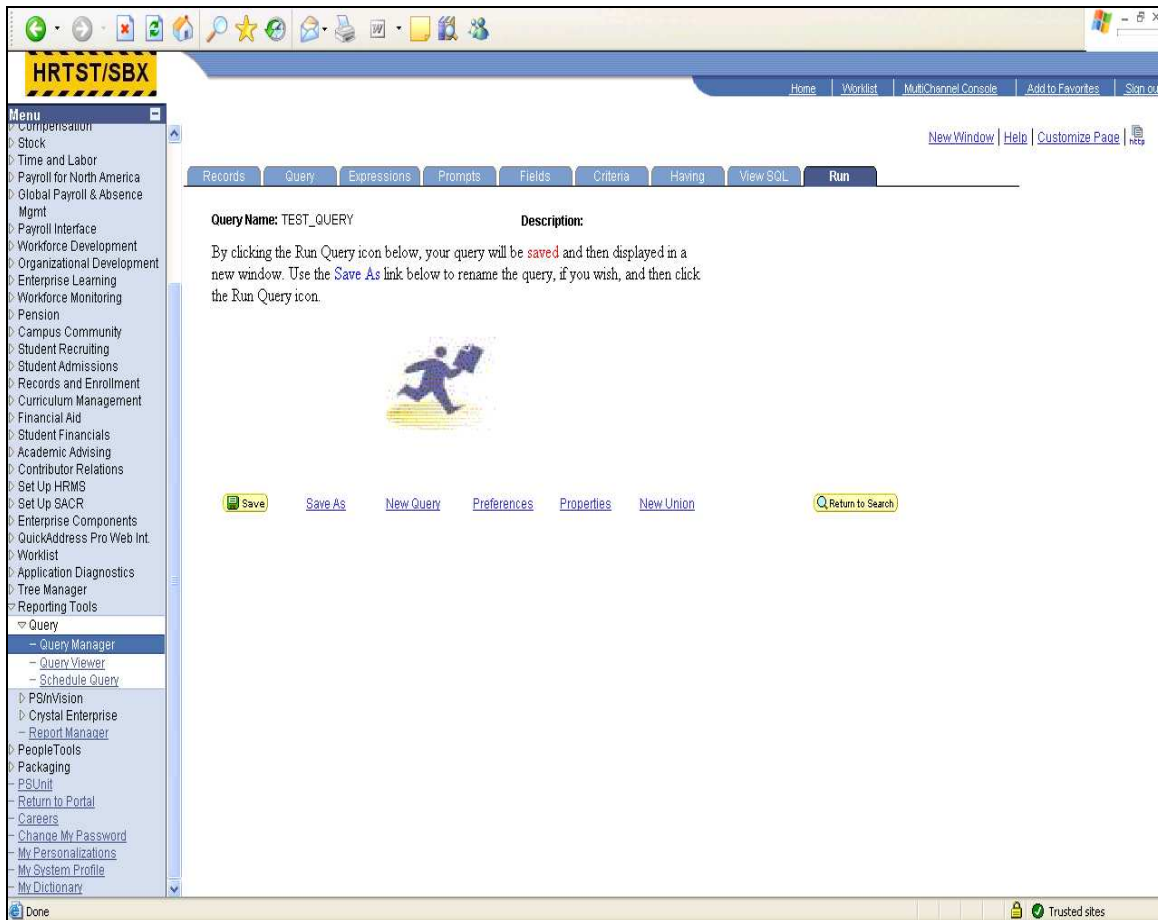


Step

Action

2. Click the **Query Manager** link.

[Query Manager](#)

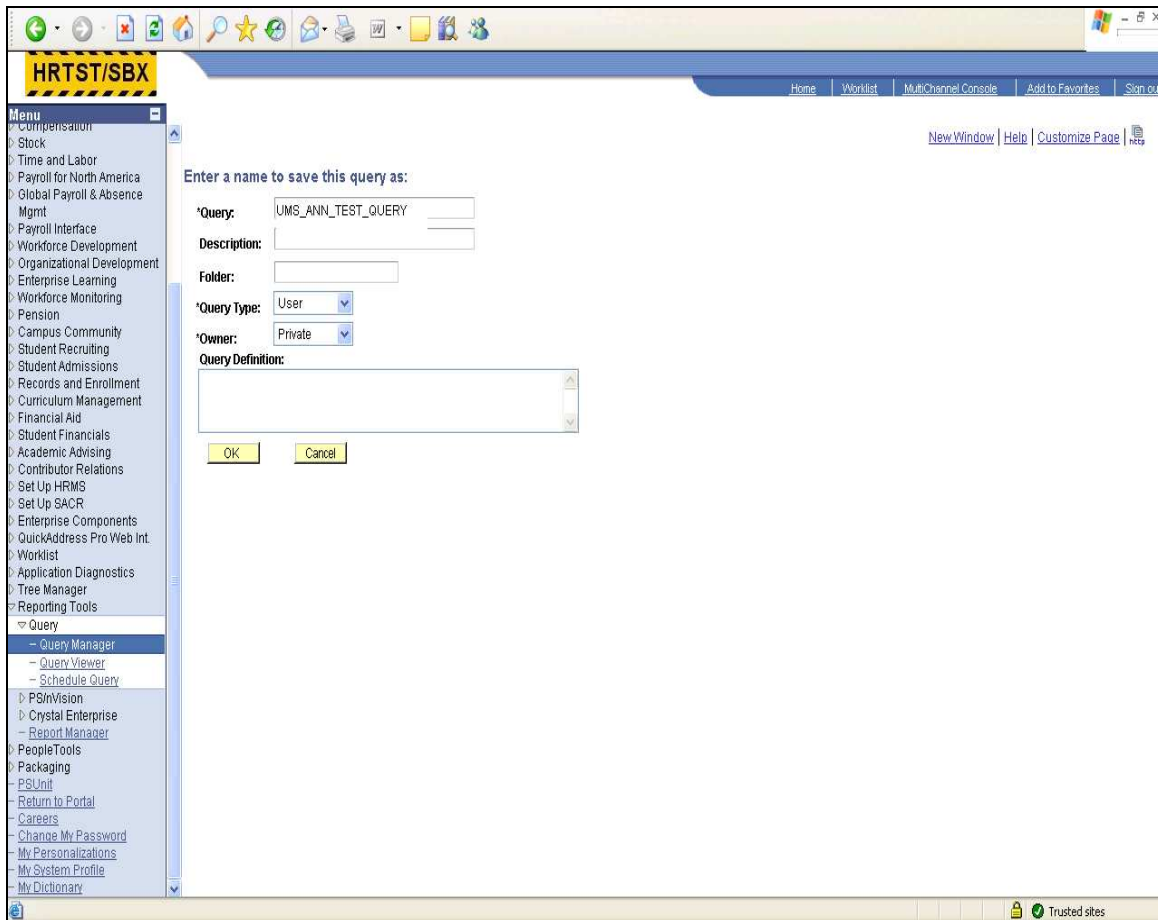


Step	Action
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- | | |
|----|------------------------------------|
| 3. | Click the Run Query button. |
|----|------------------------------------|

“Run” tab will have a "Run Query" symbol. Queries must be saved before running. Clicking on the Run Query symbol will allow you to name and execute a new query.





Step	Action
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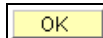
4.	<p>Query Name: Query names (public and private) should begin with the letter 'U'. Campus designation may be used: i.e. UM, UMFK, etc.</p>
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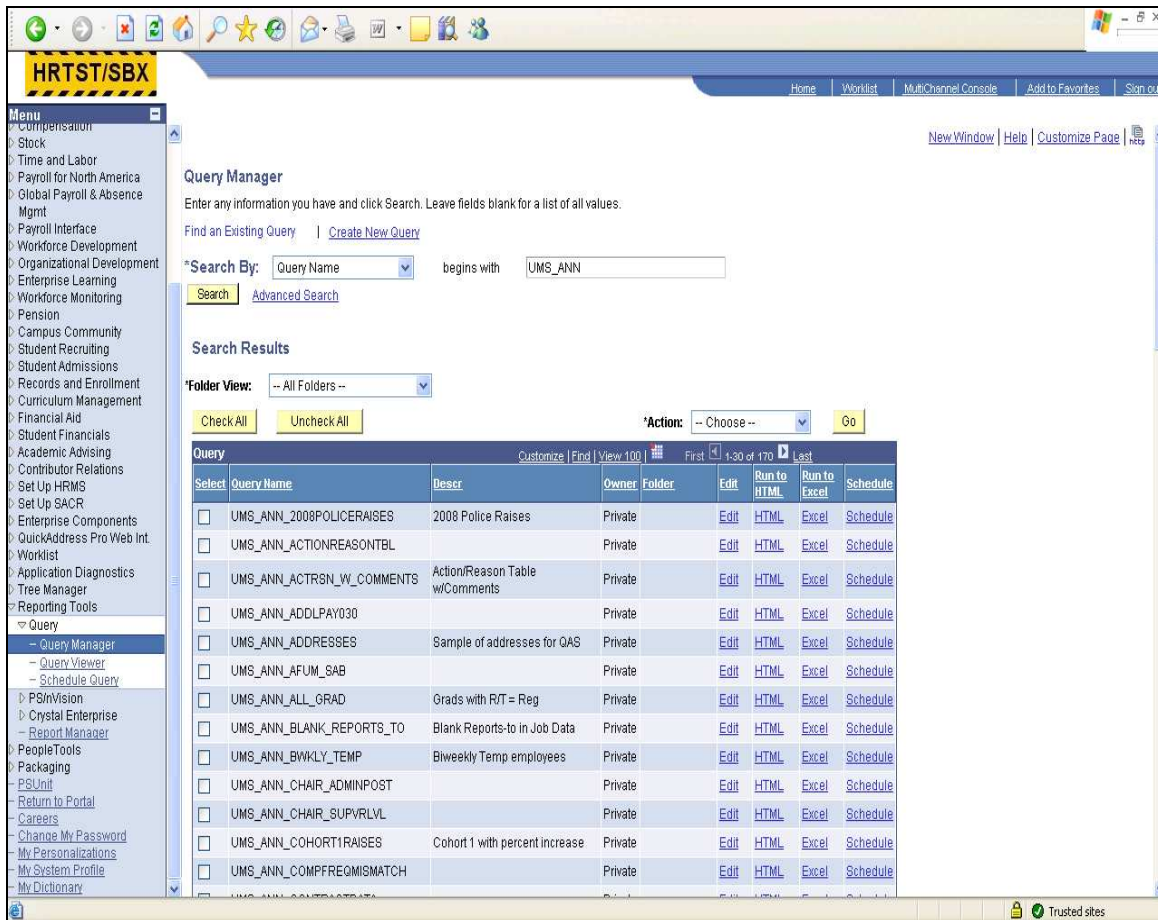
Query Folder:
Queries can be saved to folders. Folder names used by campus users must not begin it with “UMS”. “UMS folders are privileged folders that are only accessible by System employees.

If folder names do not meet the requirements the query will not run and/or the folder will not be saved.

A dialog box will pop up indicating the broken rue.

Click the **OK** button.





Step	Action
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5.	Rules for query names and folders exist on the search panel.
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All other functions exist as normal.



6.	End of Procedure.
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