


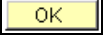



Query Manager

1.	<p>Click the Reporting Tools link.</p> 
2.	<p>Click the Query Manager link.</p> 
3.	<p>Click the Run Query button.</p> <p>“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.</p> 
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> <p>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.</p> <p>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.</p> <p>Click the OK button.</p> 
5.	<p>Rules for query names and folders exist on the search panel.</p> <p>All other functions exist as normal.</p> 
6.	<p>End of Procedure.</p>