



Running an Existing Query Using Query Manager

Concept

You can run a predefined query from your browser and view it online using **Query Manager**. You use the Run to HTML option on the Query Manager search page to display the results in a new browser window.

In addition to previewing and running predefined queries, Query Manager enables you to create and modify queries.

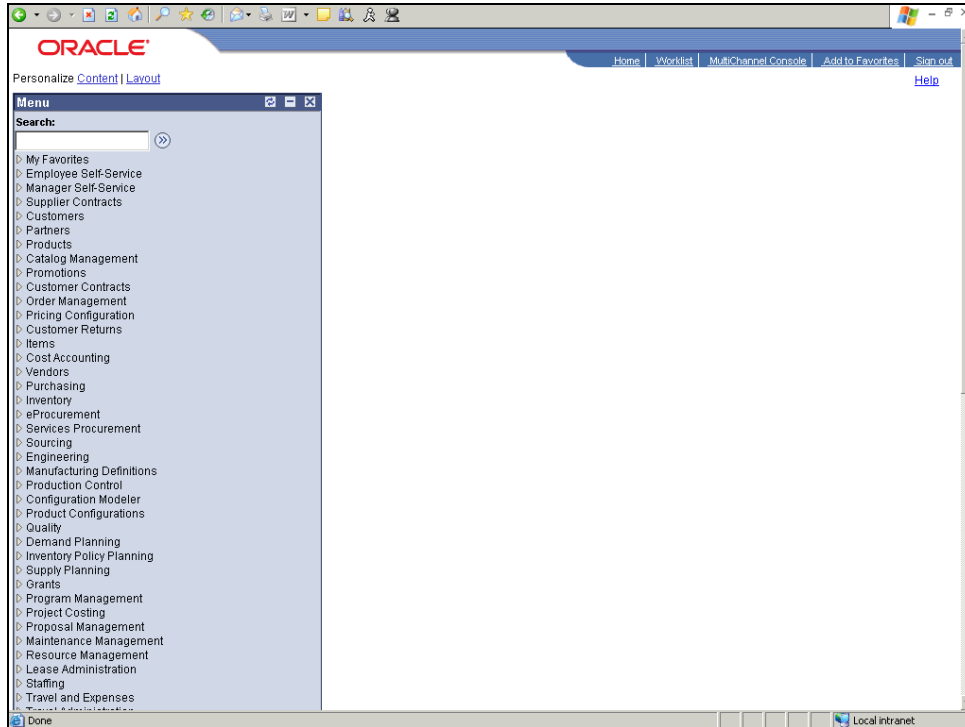
In this topic, your manager has asked you to provide a list of all the assets available for the New York Operations business unit. You decide to run a query to get the information you need.



Process Document

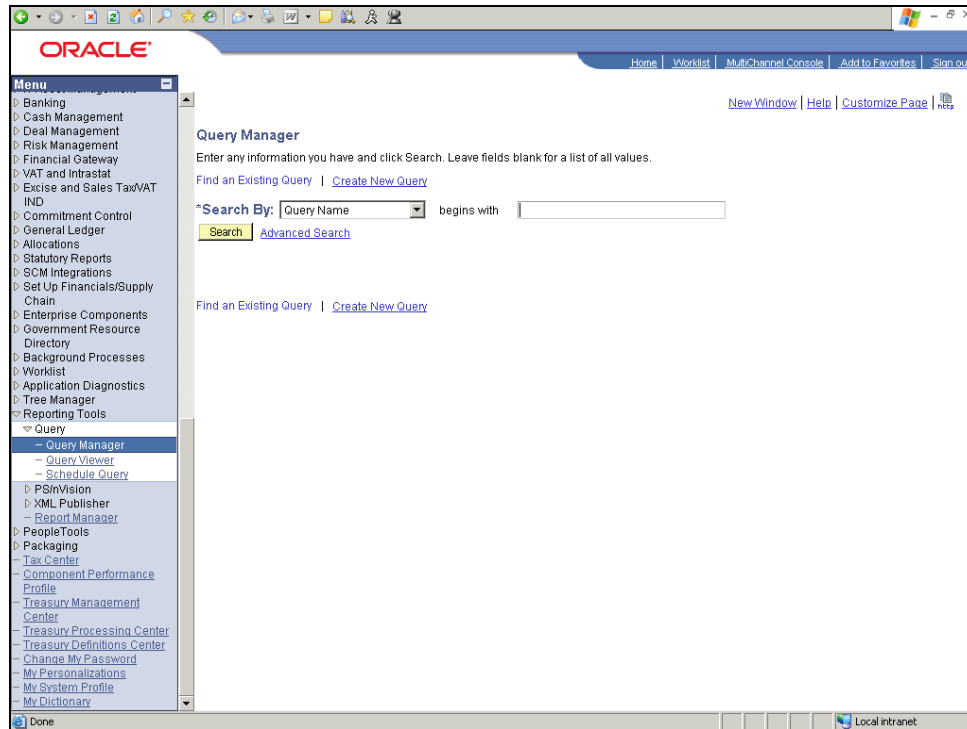
Query for Financials: Running an Existing Query Using Query Manager





Procedure



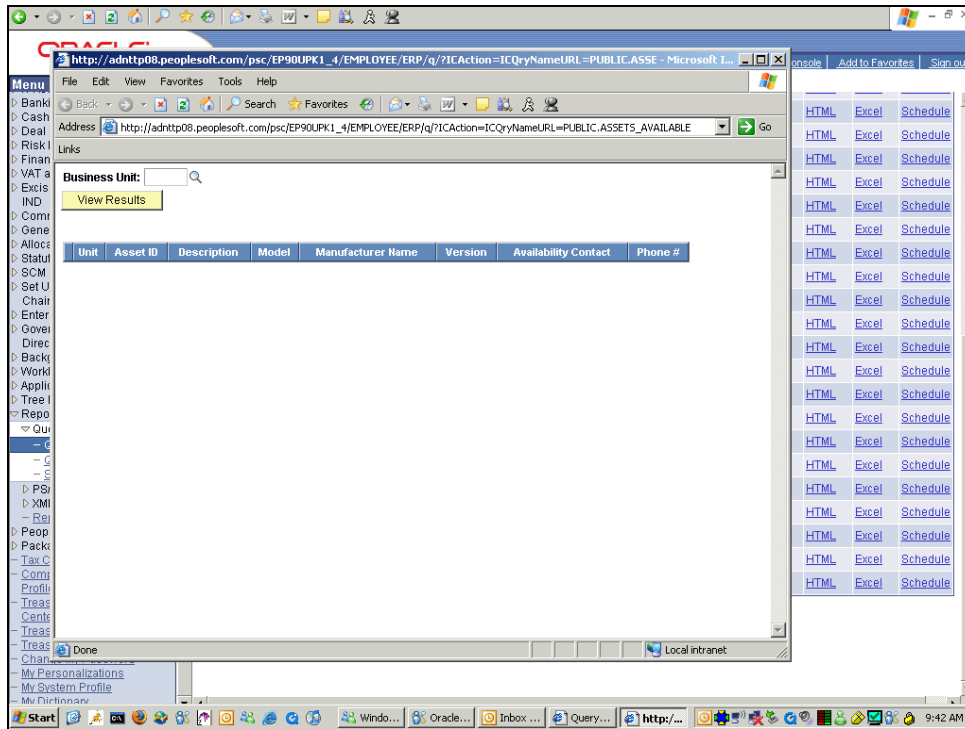
Step	Action
1.	Begin by navigating to the Query Manager search page..
2.	Click the Reporting Tools link. 
3.	Click the Query Manager link. 
4.	Use the Query Manager search page to define search criteria for an existing query. Use a keyword to search for the ASSETS_AVAILABLE query.

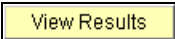


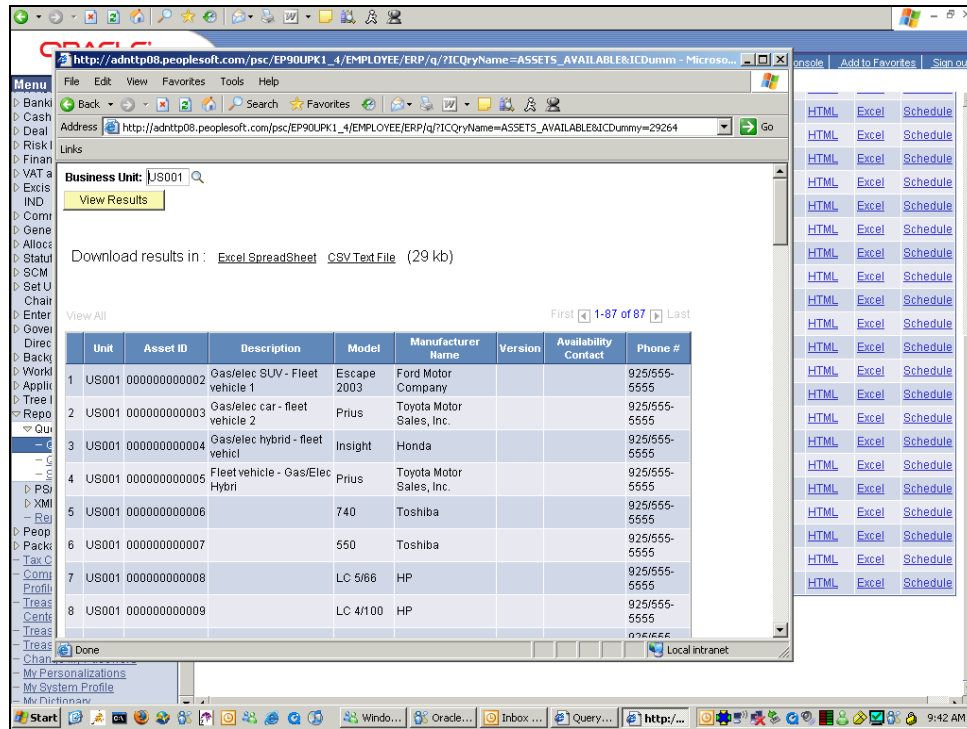
Step	Action
5.	Enter the desired information into the field. For this example, we'll enter "ASSET" .
6.	Click the Search button. 
7.	The search results display all the queries beginning with the word ASSET. Scroll down the page to locate the ASSETS_AVAILABLE query. .
8.	Open the ASSETS_AVAILABLE query in a new browser window. Click the HTML link. 


Process Document

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Step	Action
9.	<p>Specify the business unit for which you are running the query. The business unit code for New York Operations is US001.</p> <p>Enter the desired information into the Business Unit field. For this example, we'll enter "US001".</p>
10.	<p>Click the View Results button.</p> <p></p>



Step	Action
11.	<p>The search results display the details of the assets available with the New York Operations business unit. View the details and close the browser window.</p> <p>Click the Close button.</p> 
12.	<p>You successfully ran a predefined query by using Query Manager.</p> <p>End of Procedure.</p>