



Running an Existing Query Using Query Viewer

Concept

You can run existing queries and view the results in a new browser window using **Query Viewer**.

Query Viewer enables you to:

- Search for a query.
- Preview a query in the active browser window.
- Run a query and display results in a new browser window.
- Print a query.
- Schedule a query.

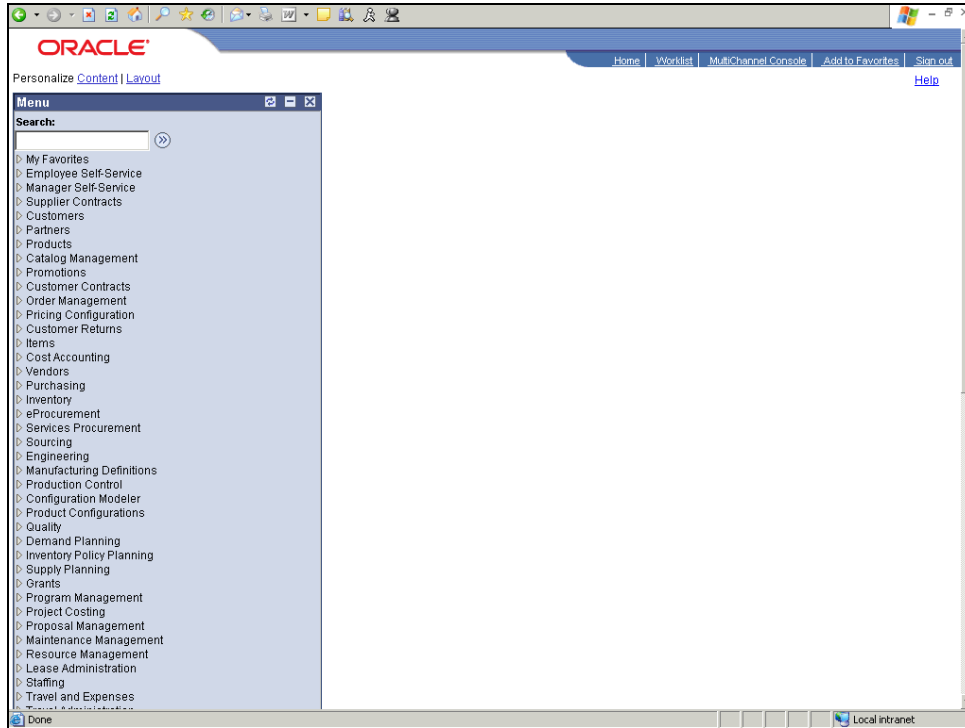
In this topic, you want to review all employees' salary information before you can make decisions about raising the salary for the outstanding employees. You decide to run a query to view employees' salary information.



Process Document

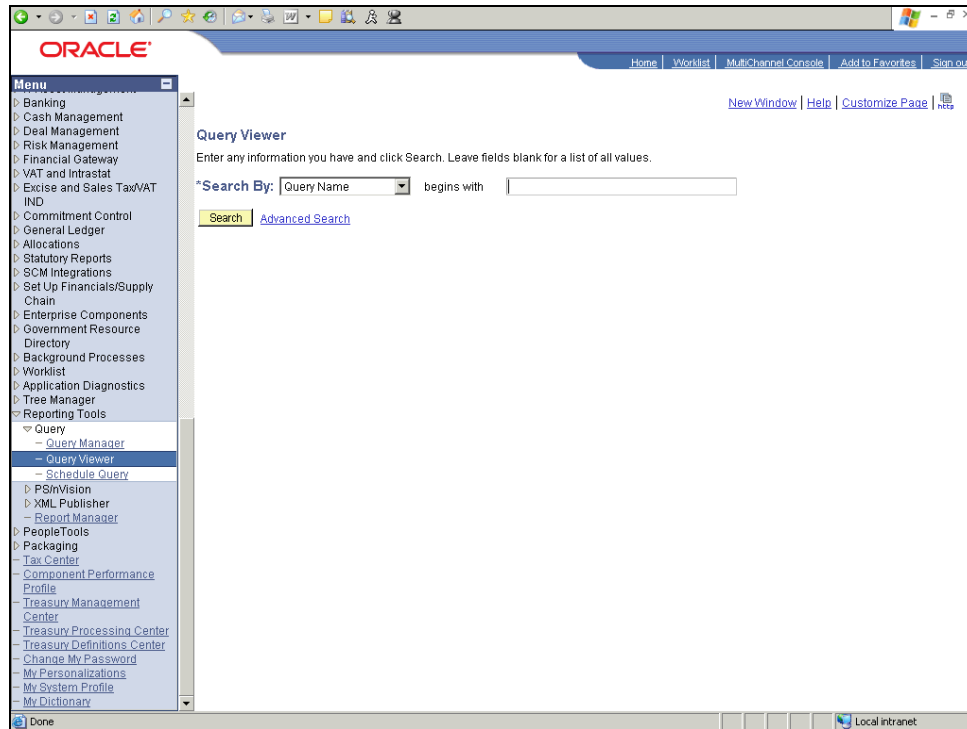
Query for Financials: Running an Existing Query Using Query Viewer

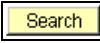



Procedure



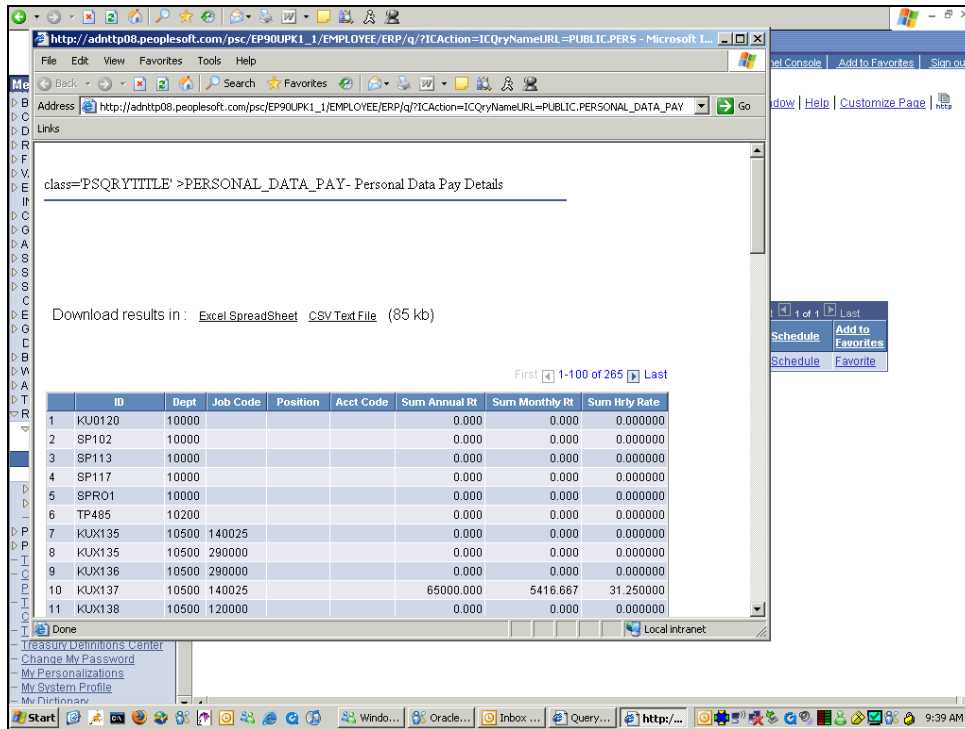
Step	Action
1.	Begin by navigating to the Query Viewer search page.
2.	Click the Reporting Tools link. 
3.	Click the Query Viewer link. 
4.	Use the Query Viewer search page to define search criteria for the existing query. Use a keyword to search for the PERSONAL_PAY_DATA query.



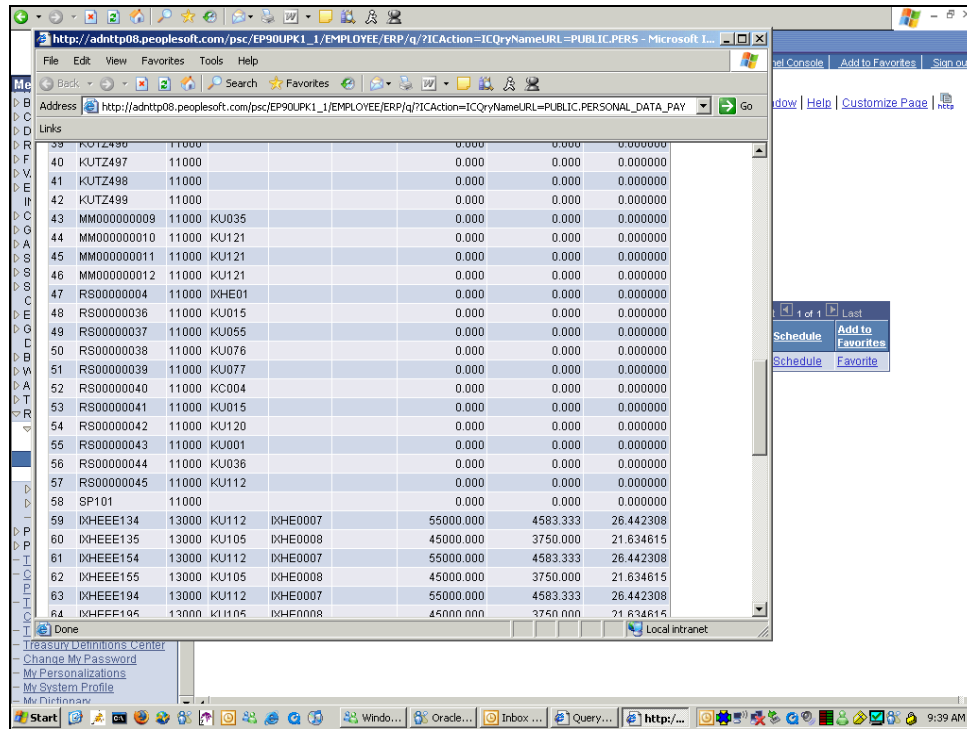
Step	Action
1.	Use the Query Viewer search page to define search criteria for the existing query. Use a keyword to search for the PERSONAL_PAY_DATA query.
2.	Enter the desired information into the field. For this example, we'll enter "PERSONAL" .
3.	Click the Search button. 
4.	Click the HTML link. 


Process Document

Query for Financials: Running an Existing Query Using Query Viewer



Step	Action
5.	The PERSONAL_DATA_PAY query appears in a new window. You can view details for all employees by scrolling down this query results page.



Step	Action
6.	<p>Here you can see the pay details of employees.</p> <p>Click the Close button.</p> 
7.	<p>You used Query Viewer to search for and view a query. Query Viewer is a read-only version of Query Manager, which enables security administrators to easily limit user access to queries.</p> <p>End of Procedure.</p>