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.
## Procedure

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 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.

## Step 2
- Enter the desired information into the field. For this example, we’ll enter "PERSONAL".

## Step 3
- Click the **Search** button.

## Step 4
- Click the **HTML** link.
Step | Action
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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.
6. Here you can see the pay details of employees.  
   Click the Close button.

7. 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.  
   End of Procedure.