Running an Existing Query Using Query Manager

Concept

You can run predefined queries 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, you want to review the different regions associated with your institution.
## Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Query Manager</strong> search page. Click the <strong>Reporting Tools</strong> link.</td>
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</tbody>
</table>
### Step 2

**Action**: Click the **Query Manager** link.

![Query Manager Link](image_url)
### Step | Action
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3. | **Use the Query Manager** search page to define search criteria for an existing query. Use a keyword to search for the AD705___REGION_TABLE query. Enter the desired information into the **begins with** field. Enter "AD".

4. | Click the **Search** button.

5. | The search results display all the queries beginning with AD. Notice the AD705___REGION_TABLE query is displayed. From here you can edit a query, open the query in a new browser window, download a query to an Excel spreadsheet, or schedule a query to run.

6. | Open the AD705___REGION_TABLE query in a new browser window. Click the **HTML** link.
Step | Action
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7. | The AD705__REGION_TABLE query appears in a new window. The default view will always display a maximum of 100 rows. You can click **View All** to view all records. You can also print your results using the browser print function. View the details and close the browser window.
    | Click the **Close** button.
8. | You have successfully run a predefined query by using Query Manager.
    | **End of Procedure.**