



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.

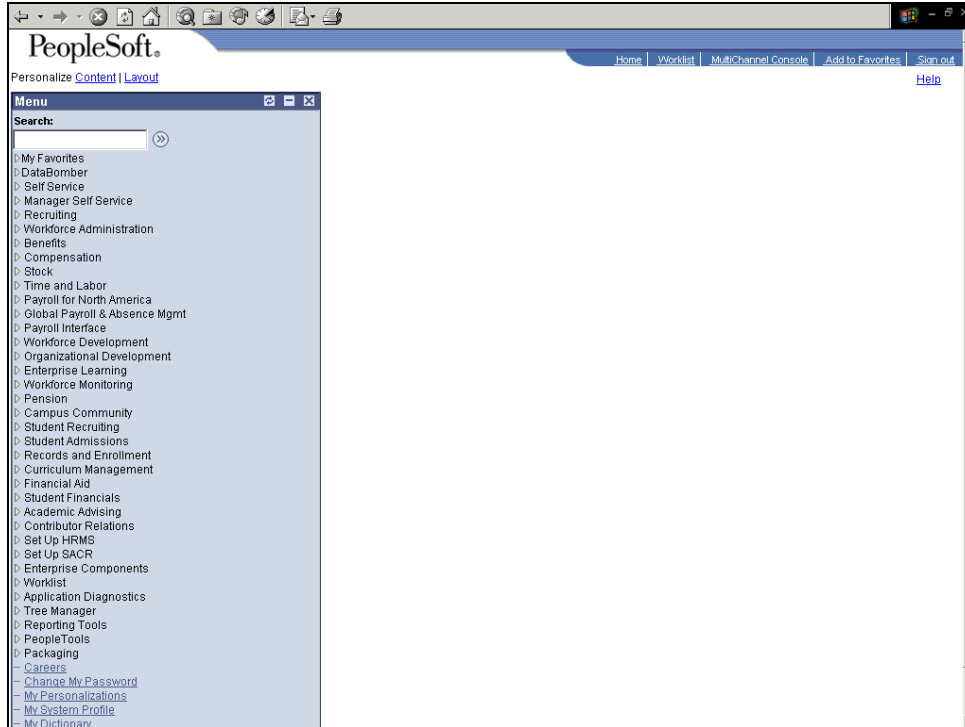
In this topic, you want to review the different regions associated with your institution.

Process Document

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Procedure

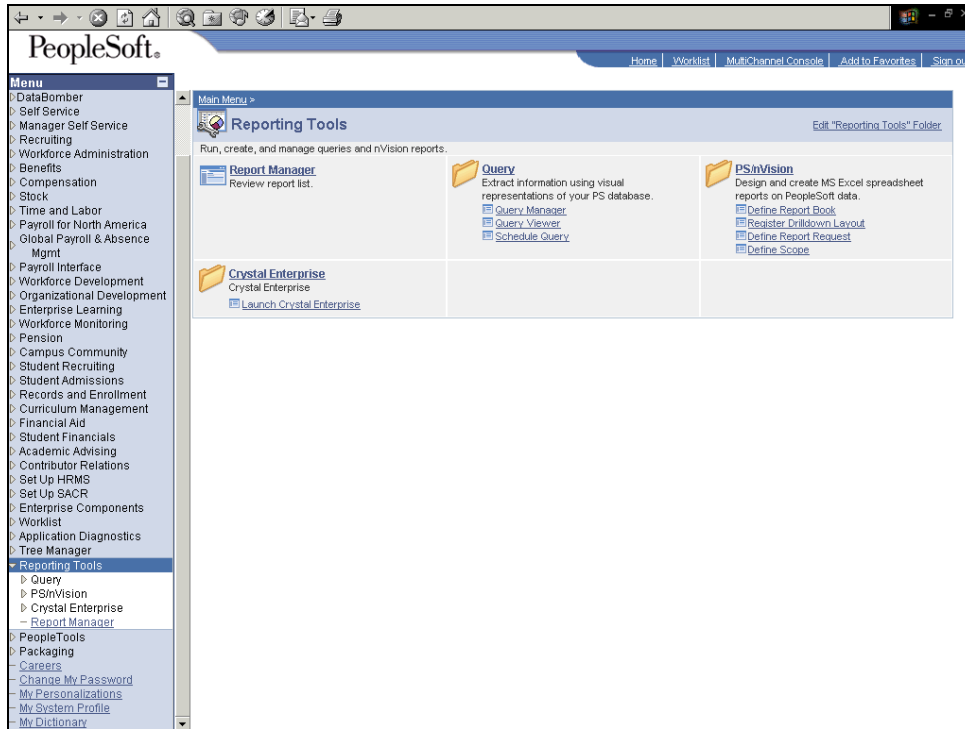



Step	Action
1.	Begin by navigating to the Query Manager search page. Click the Reporting Tools link. <input data-bbox="370 1285 532 1314" type="text" value="Reporting Tools"/>



Process Document

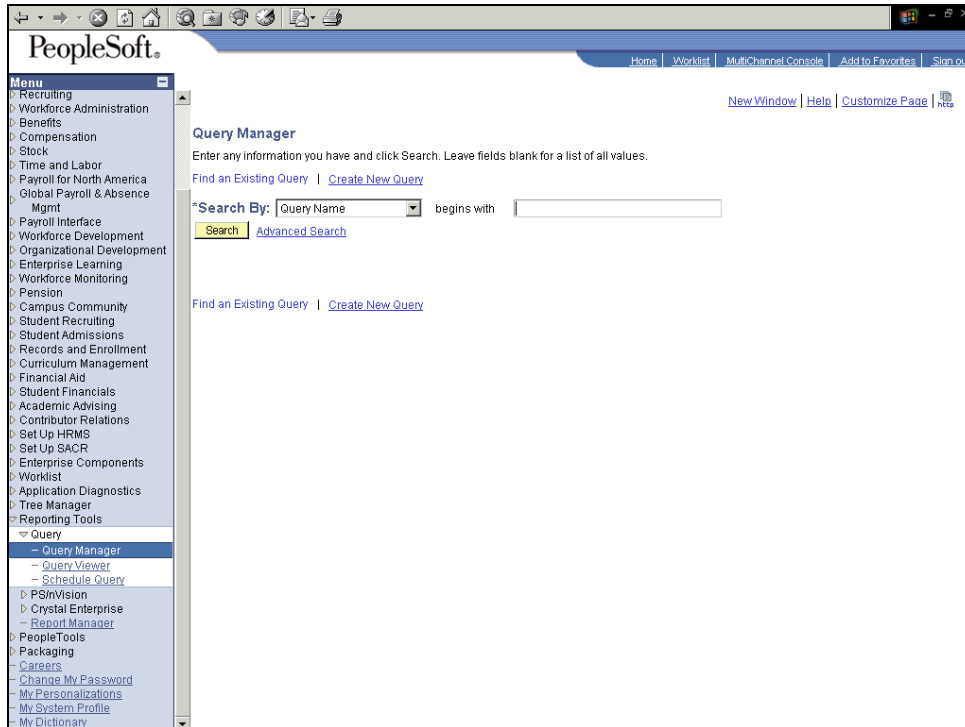
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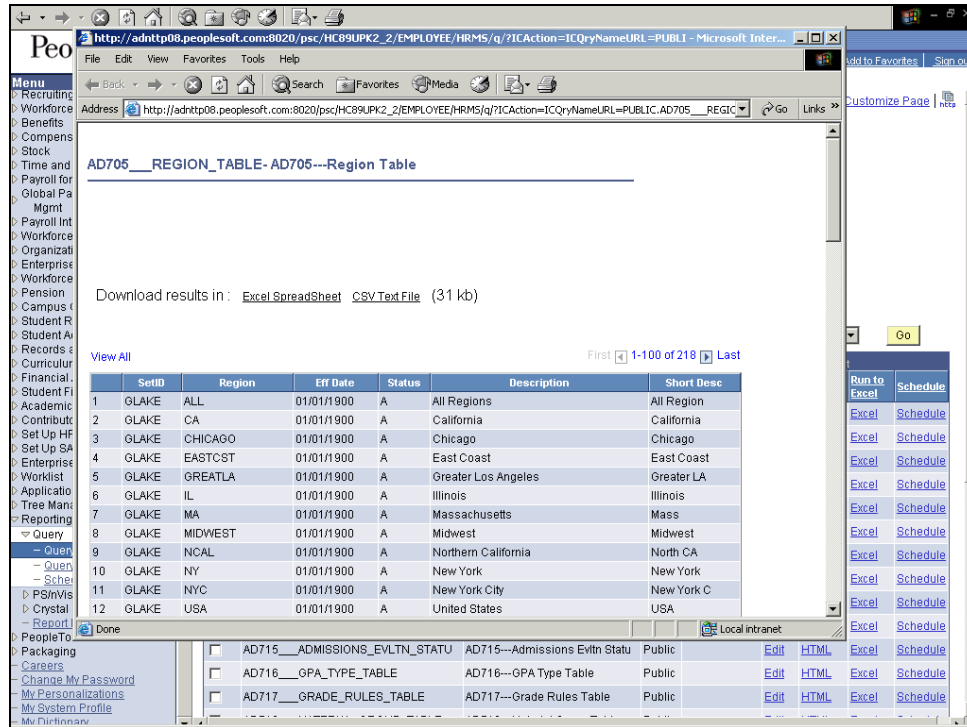
Step	Action
2.	Click the Query Manager link. 


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Step	Action
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
7.	<p>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.</p> <p>Click the Close button.</p> 
8.	<p>You have successfully run a predefined query by using Query Manager.</p> <p>End of Procedure.</p>