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 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 Viewer</strong> search page. Click the <strong>Reporting Tools</strong> link.</td>
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</tbody>
</table>
2. Click the **Query Viewer** link.
Step | Action
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3. | **Use the Query Viewer** search page to define search criteria for the 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 **Perform Search** button.

5. | Queries that meet the criteria you entered display under Search Results. Notice the AD705___REGION_TABLE query is displayed. From here you can open a query in a new browser window, download a query to an Excel spreadsheet, schedule a query to run, or add a query to your Favorites.

6. | Open the AD705___REGION_TABLE query in a new browser window. Click the **HTML** link.
### Step 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. Click the **Close** button.

### Step 8
You have successfully 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.**