



## **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.

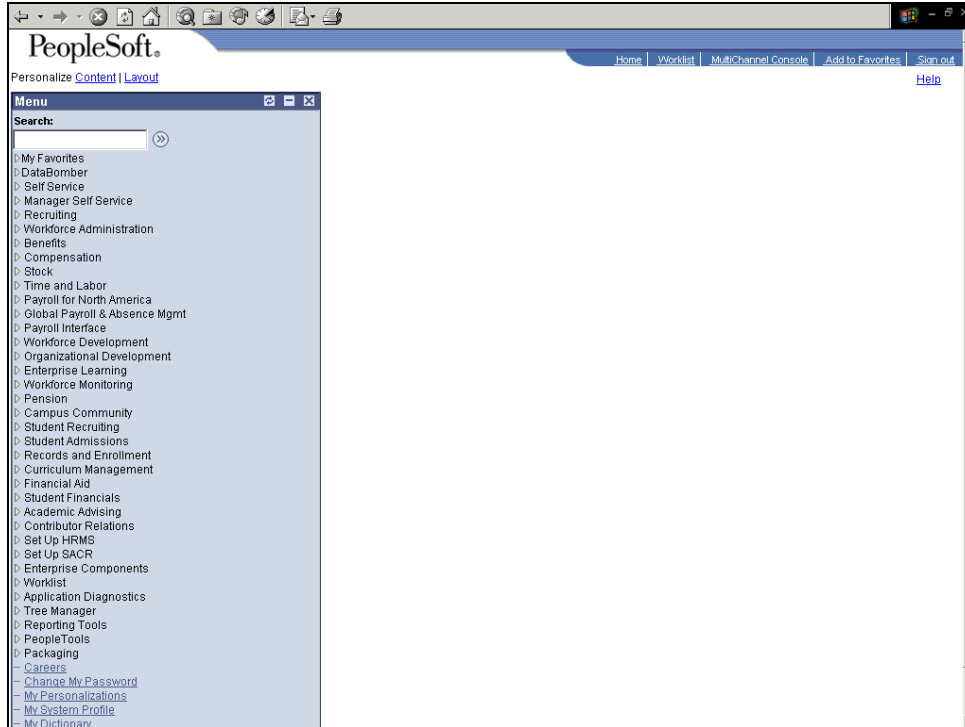
In this topic, you want to review the different regions associated with your institution.

# Process Document

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### Procedure

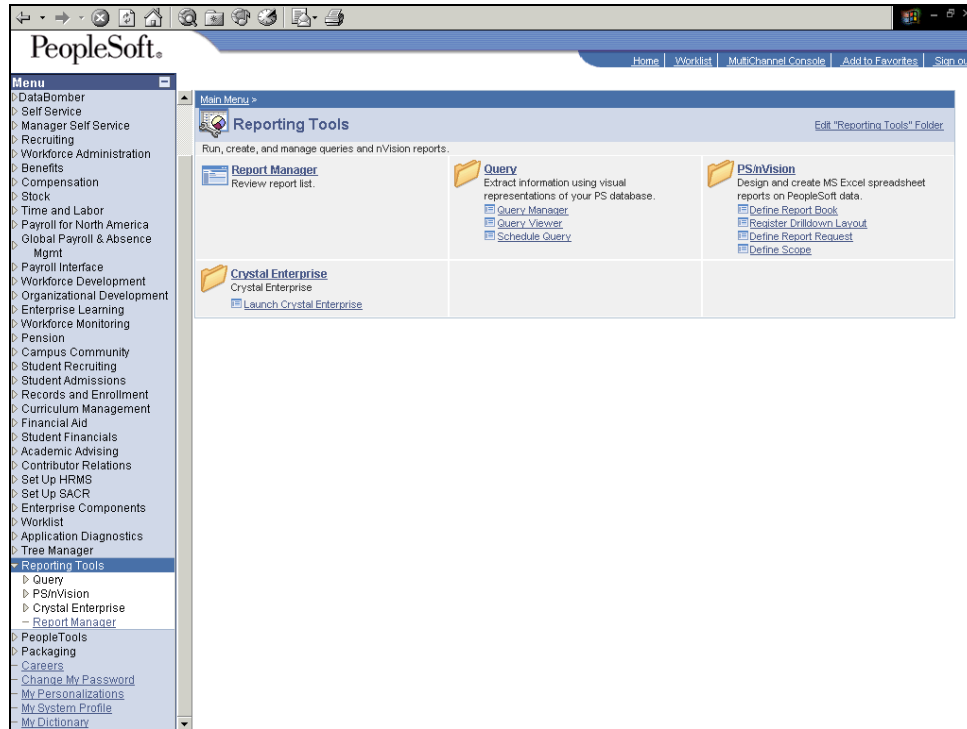



Step	Action
1.	Begin by navigating to the <b>Query Viewer</b> search page. Click the <b>Reporting Tools</b> link. <input type="button" value="▶ Reporting Tools"/>



# Process Document

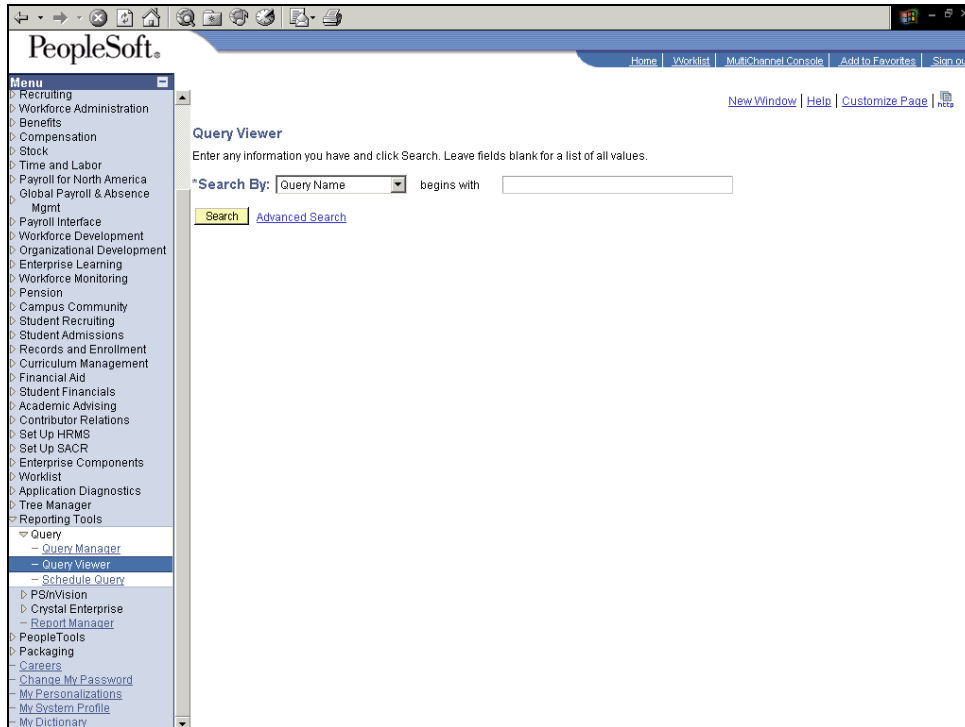
## Running an Existing Query Using Query Viewer





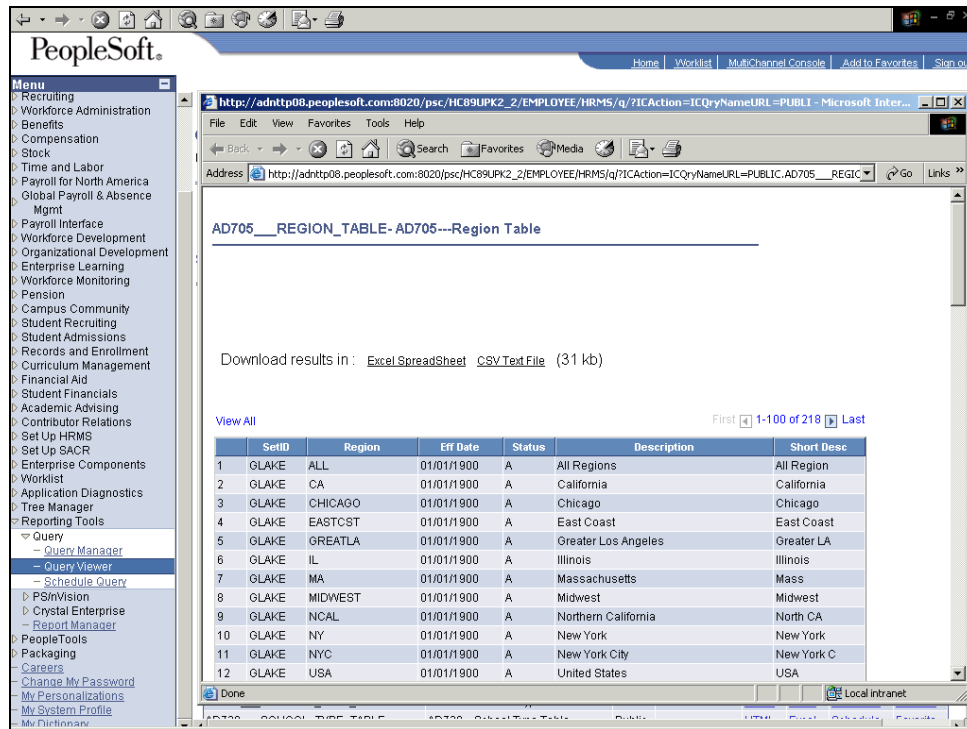
Step	Action
2.	Click the <b>Query Viewer</b> link. 


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## Running an Existing Query Using Query Viewer



Step	Action
3.	Use the <b>Query Viewer</b> 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 <b>begins with</b> field. Enter " <b>AD</b> ".
4.	Click the <b>Perform Search</b> 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 <b>HTML</b> 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 <b>View All</b> to view all records. You can also print your results using the browser print function. Click the <b>Close</b> button.</p> 
8.	<p>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.</p> <p><b>End of Procedure.</b></p>