

RUNNING A QUERY

OBJECTIVE:

Explain steps taken to run a query

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NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the

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under Student Administration.

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Lesson 1: Running a Query

Navigation: Home> Reporting Tools>Query>Query Manager r Search on Query Manager”

Item	Action
1.	Enter the name of the Query you would like to run. If you do not know the complete name of the query, click on “Advanced Search” For Query Name, click the drop-down menu and select “contains”. Enter part of the query. (Figure 1)
2.	Click Search .(Figure 2)

Figure 1 – Query Manager

Figure 2 – Advanced Search

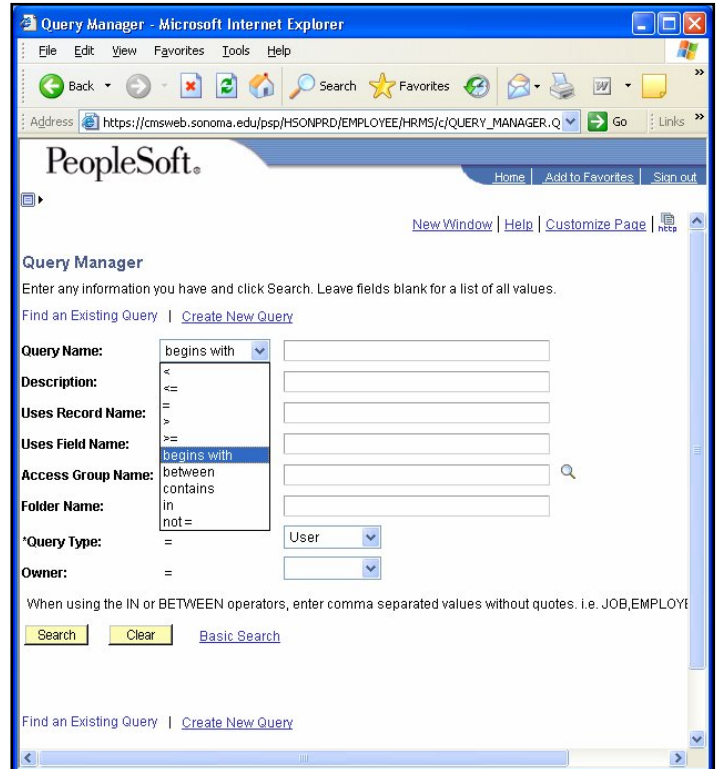
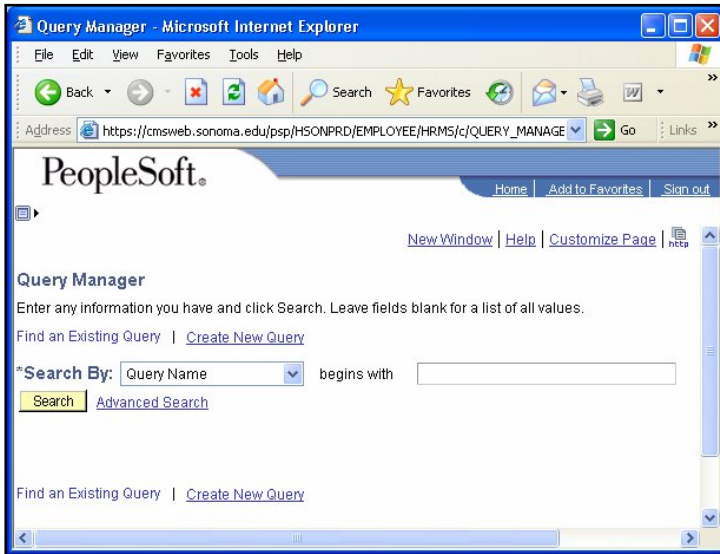


Figure 3 – Query Search Results

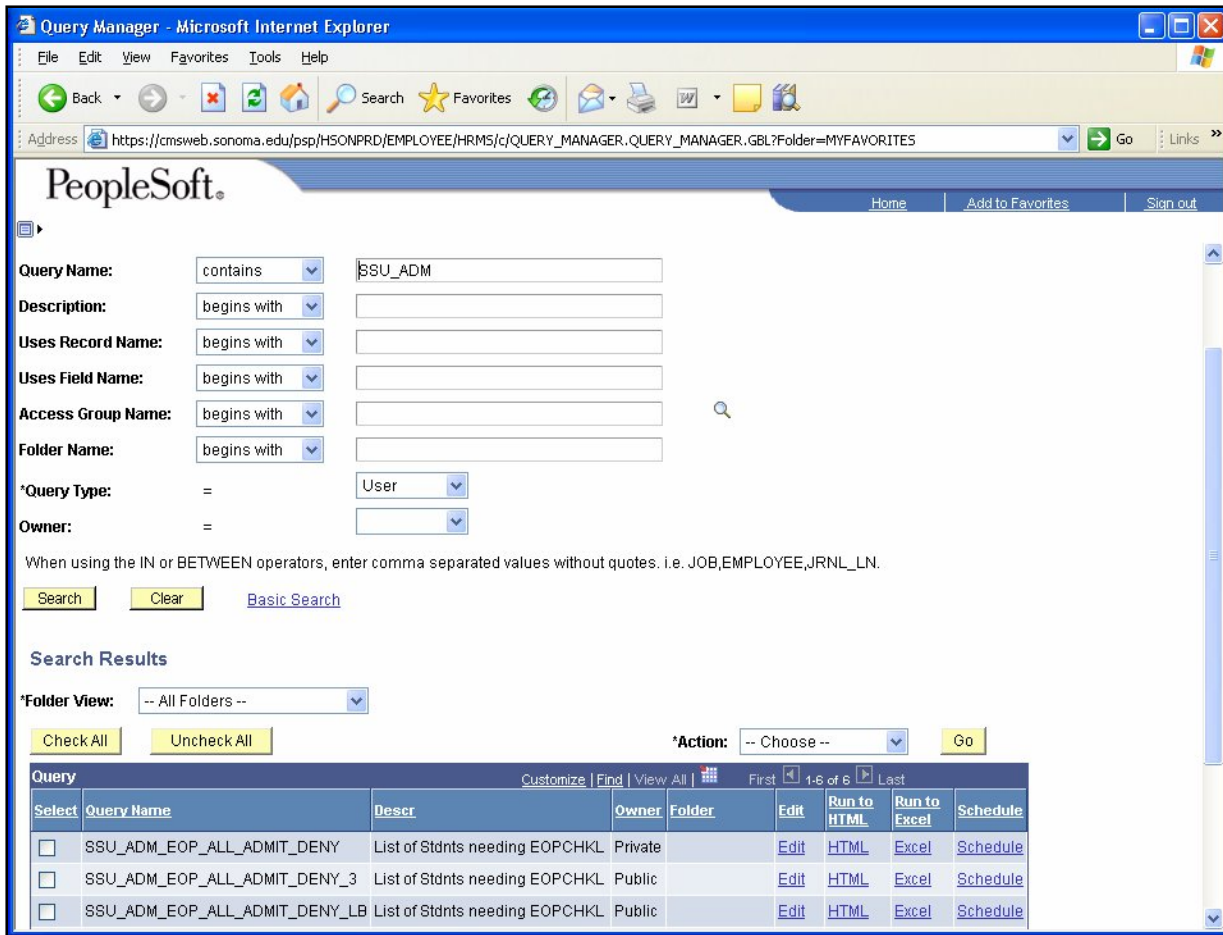
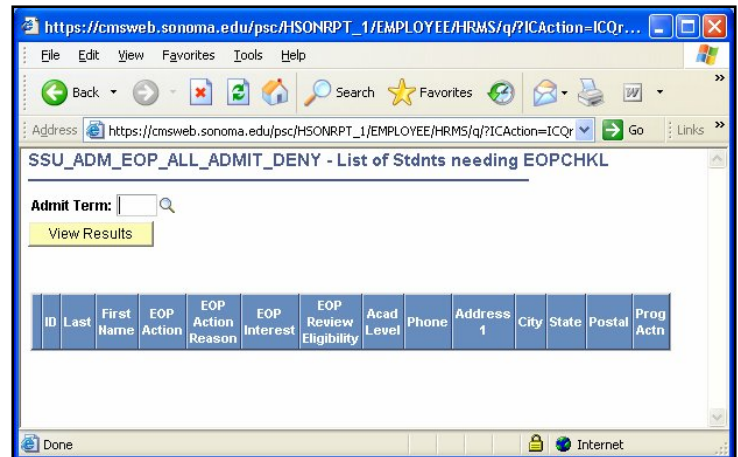


Figure 4 – Prompt/View Results

Item	Action
3.	To run your query into Excel click “ Excel ”. If you have pop-up blocker on, hold down the Cntrl as you hit the Excel link.
4.	Some queries have prompts for specific data needed to run the query such as semester (see Figure 4). If there is a prompt, type in the appropriate information.
5.	Click View Results



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Item	Action
6.	The following screen will appear. Click Open .
7.	Your query results will appear in Excel format.
8.	Save your file.

