

Running Queries in Access.SMU

Step 1: Navigate

Home > PeopleTools > Query Manager > Use > Query Manager

Step 2: Search

Search for the query that you want to run.

The screenshot shows the 'Query Manager' interface with the following elements and annotations:

- Navigation:** Home > PeopleTools > Query Manager > Use > Query Manager
- Section:** Query Manager
- Section:** Find an Existing Query
- Search by:** Name (dropdown menu) - Annotation: Name Or Description
- Operator:** begins with (dropdown menu) - Annotation: Begins with Or Contains
- Text Input:** [] - Annotation: Begins with – Put in either the entire query name or partial name. Contains – Put in any part of the name
- Query Type:** *Query Type: User (dropdown menu) - Annotation: Leave set to User.
- Buttons:** Search (yellow button), Create New Query (red link)

After entering the information that you would like to search by, click on the *Search* button.

Step 3: Run your query.

After you click on search, you will get a list of queries. Scroll through the list to find the query that you would like to run.

Search Results			
Query		View All	First ◀ 1-30 of 36 ▶ Last
U SRX ALL EXP GRADS	Names & Addr by prompts	Public	Delete Rename Run
U SRX ALL EXP GRADS UG	Names & Addr by prompts	Public	Delete Rename Run
U SRX ALL EXP GRADS W EMAIL PH	Names & Addr by prompts	Public	Delete Rename Run
U SRX CLASSROSTER	CLASSROSTER	Public	Delete Rename Run

Prompts: If there is information required before results can be generated, you will be prompted to enter that information.

Term:	<input type="text" value="1032"/> <input type="button" value="Q"/>
Subject Area:	<input type="text" value="ENGL"/>
Catalog Nbr:	<input type="text" value="1301"/>
Class Section:	<input type="text" value="001"/>
<input type="button" value="View Results"/>	

Results: Once you receive your results, you can then choose to download the information into an Excel Spreadsheet. (Best if you choose a CSV Text File.)

Download results in : Excel SpreadSheet CSV Text File (5 kb)													
View All												First ◀ 1 - 11 of 11 ▶ Last	
Term	Subject	Catalog	Sect	Descr	ID	Name	Strt Level	Grade Base	Sex	Email	Last Name	First Name	

NOTE: Once your information is in a spreadsheet, remember to verify that the information is the same as what is on your query results screen. Once results downloaded, you can modify them like you would any Excel Spreadsheet.