

The following will explain how to run a query in html, download to an Excel spreadsheet and save it as a favorite query.

Queries are used to view data in the Student Administrative system. Users can search for and run pre-defined public queries.

1. Click the **Reporting Tools** link.  

2. Click the **Query** link.  

3. Click the **Query Viewer** link.  

4. To obtain a list of queries relative to University of Calgary Admissions enter "ucad" in the begins with field. Without entering ucad an entire list of queries will appear. Enter **ucad**.
5. Click the **Search** button.  

6. A list of public queries related to both Graduate and Undergraduate Admissions will appear. Remember to click View All to see the entire list of queries.  
  
Click the **View All** link.  

7. Selecting Run to HTML opens a new window where the query results can be viewed or downloaded to an Excel spreadsheet.  
  
Click the **HTML** link.  

8. Enter the Institution (UCALG) directly or use the Lookup tool. Select the applicable Term.  
  
Click the **Look up Term** button.  

9. To select the applicable program use the Look Up tool or enter it directly.  
  
Click the **Look up Program** button.  

10. Click the **View Results** button.  

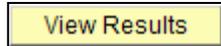

**Save to Excel Spreadsheet:**

1. To download the query results in an Excel spreadsheet select Excel from the list of queries.

Click the **Excel** link.



2. Complete the search criteria.  
Click the **View Results** button.



3. When prompted to Open, Save or Cancel the Excel File Download, select Save and save the file with a definitive name and location.  
Click the **Save** button.



4. Once the file is saved, open Excel and view the results.

**Save Query as a Favorite:**

1. To save a frequently used query as a favorite, click on the Favorite in the Add to Favorites column.

Click the **Favorite** link.



2. The Favorite Query will appear listed at the bottom of the window as My Favorite Query. Repeat these steps for any other queries you will to include as a favorite.
3. The next time you navigate to Query Viewer, My Favorite Queries will appear.



4. To remove a favorite that is no longer required, click on the minus "-" sign to remove the favorite.

Click the **Remove** button.



**End of Procedure.**