





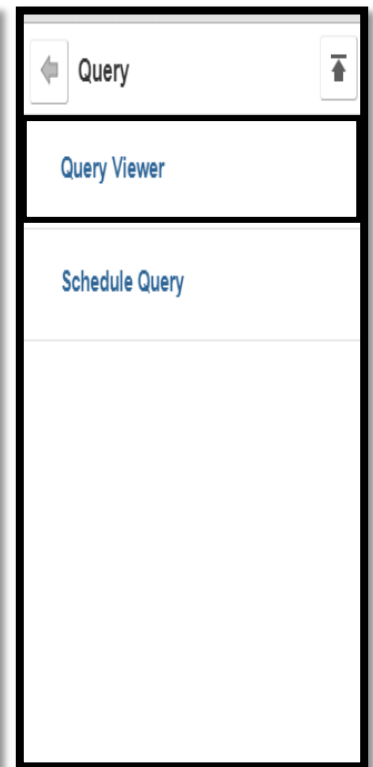
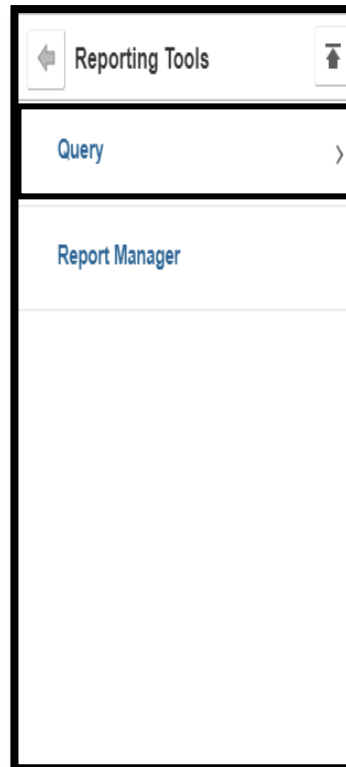
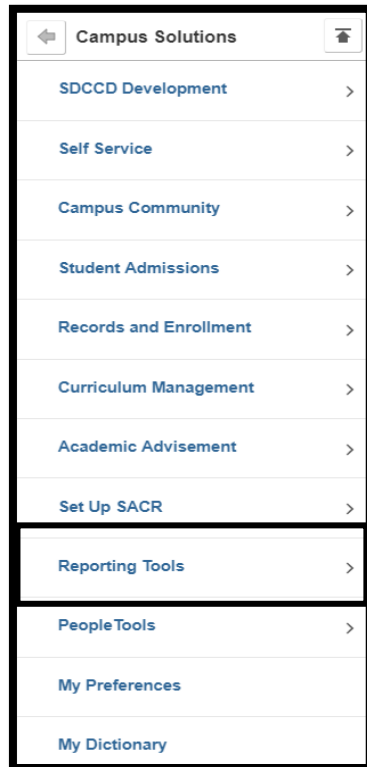
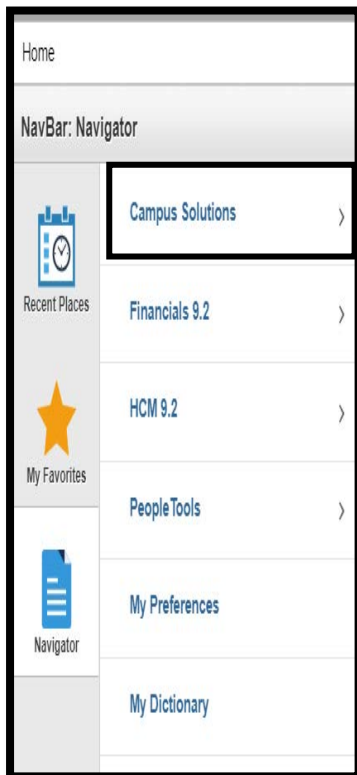
VIEWING AND EXTRACTING QUERIES

BUSINESS PROCESS: *USING THE QUERY VIEWER*
MODULE: *CURRICULUM MANAGEMENT*

INSTRUCTIONS

This Job Aid will go over the process on how to use Query Viewer after classes are scheduled.

STEP	Instructions
1)	Click on  and  navigate to: Campus Solutions → Reporting Tools → Query → Query Viewer





STEP	Instructions
2)	<p>*Search By defaults to Query Name.</p> <p>In begins with field, enter query name. Example: X_CM_CLASSES_SCHED</p> <p>Click Search button.</p>

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

STEP	Instructions
3)	<p>Search results will display below. Select the query you want to view.</p> <p>To view the query results, click the Excel link under Run to Excel Column.</p> <p>Note: Make sure to disable pop-up blockers.</p>

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query	Personalize	Find	View All	First	1-2 of 2	Last																														
<table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> <th>Definitional References</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>X_CM_CLASSES_SCHED</td> <td>Classes Scheduled</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> <tr> <td>X_CM_CLASSES_SCHEDULED</td> <td>Classes Scheduled</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	X_CM_CLASSES_SCHED	Classes Scheduled	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	X_CM_CLASSES_SCHEDULED	Classes Scheduled	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite						
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X_CM_CLASSES_SCHEDULED	Classes Scheduled	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite																											



STEP	Instructions
4)	<p>Enter your search criteria into the fields:</p> <p>a. Enter required Term (i.e. 2195 for Summer 2019; 2197 for Fall 2019; etc.)</p> <p>To narrow down your search criteria, enter the following:</p> <p>b. Enter Offer Nbr (1 City; 2 Mesa; 3 Miramar)</p> <p>c. Enter an Academic Org if you want to also constraint the query by Department.</p> <p>Note: All Academic Units have been setup as Academic Organizations; you cannot extract class schedule data for an entire school. To extract class schedule data for your school, enter only Term and Offer Nbr. You can add filters to your Excel file to filter all data for your school.</p>
5)	Click View Results button.

X_CM_CLASSES_SCHED - Classes Scheduled

Term 2195 ←

Offer Nbr 3 ←

Acad Org R-BUSINESS ←

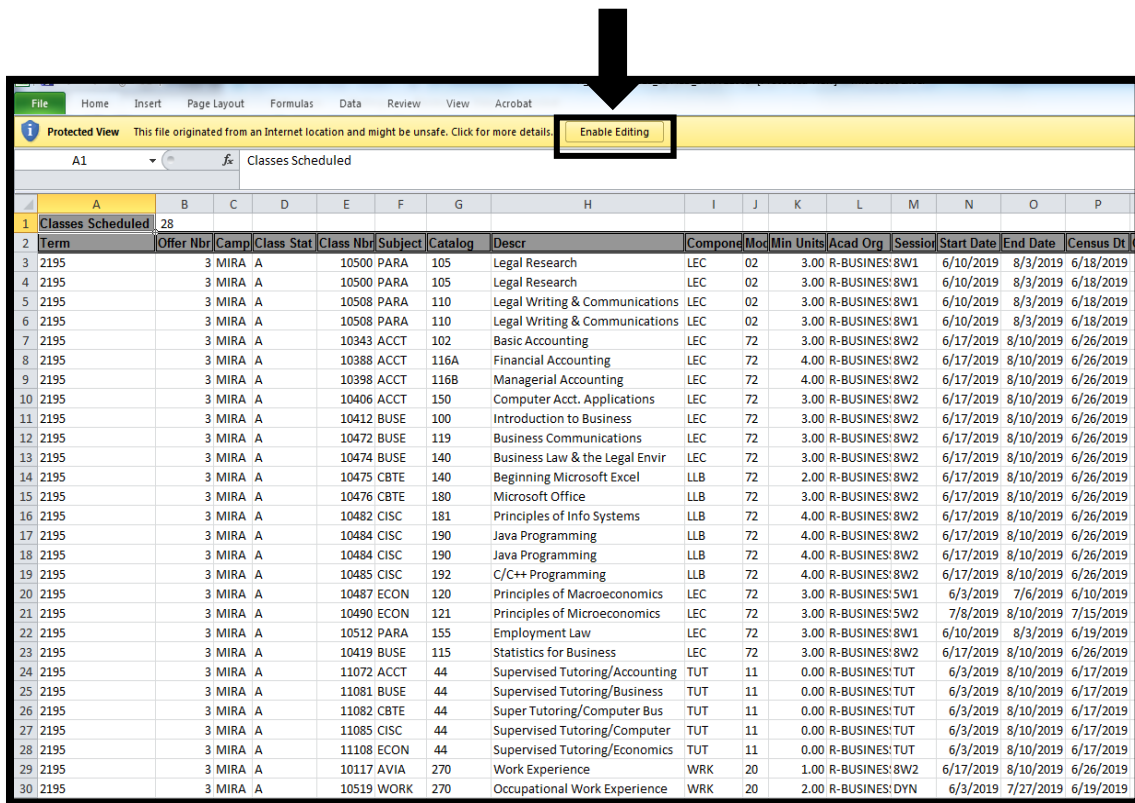
Catalog

View Results ←

Term	Offer Nbr	Campus	Class Stat	Class Nbr	Subject	Catalog	Descr	Component	Mode	Min Units	Acad Org	Session	Start Date	End Date	Census Dt	Census Dt	Hol Sched	No.of Weeks	No.of Days	Section
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STEP	Instructions
6)	<p>An Excel spread sheet of your search criteria will pop up. Determine if you want to Open and/or Save the Excel results at this point.</p> <p>NOTE: Click Enable Editing if you need to manipulate the query.</p>



STEP	Instructions
7)	End of process.