



Student Administration Query Basics 9.0 pt. 8.53

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Training Guide

Student Administration

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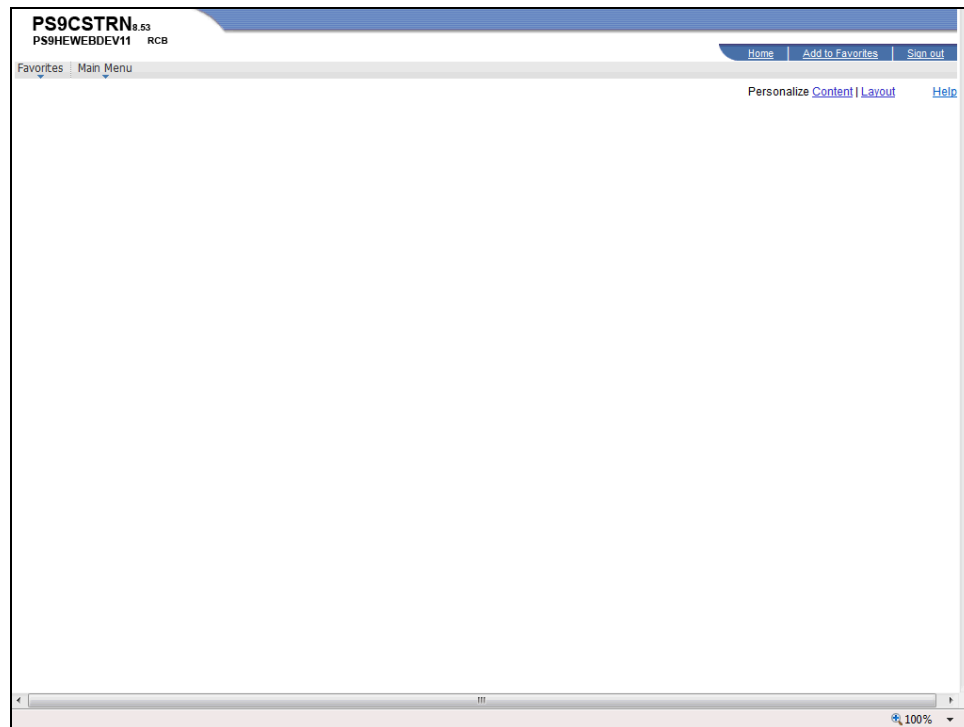
Running an Existing Query

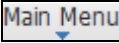

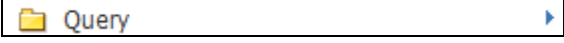

Run an Existing Query - Financial Aid

Procedure

In this topic you will learn how to **Run an Existing Query - Financial Aid**.

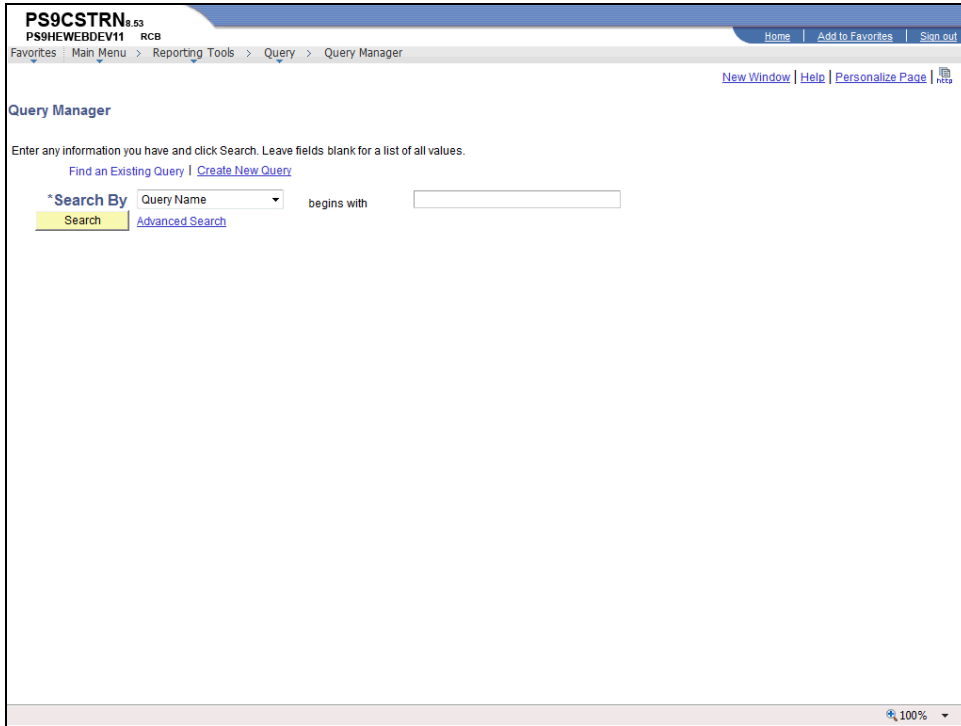
NOTE: This is accomplished in the Query Manager.

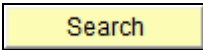




Step	Action
1.	Click the Main Menu button. 
2.	Click the Reporting Tools menu. 
3.	Click the Query menu. 
4.	Click the Query Manager menu. 

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Step	Action
5.	In this example, you will run the following existing query: LSU_FA801. Enter the desired information into the begins with field. Enter " LSU_FA ".
6.	Click the Search button. 
7.	Click the Run to HTML link for the LSU_FA801 query. <i>NOTE: The results will display in a separate window.</i> 
8.	Enter the desired information into the Academic Institution field. Enter " LSUHS ".
9.	Enter the desired information into the Aid Year field. Enter " 2014 ".
10.	Enter the desired information into the Academic Career field. Enter " AHPU ".
11.	Click the View Results button. 

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Step	Action
12.	<p>Your query results display.</p> <p>Click the Internet Explorer Main Window window.</p> 
13.	<p>This completes <i>Run a Existing Query - Financial Aid</i>.</p> <p>End of Procedure.</p>

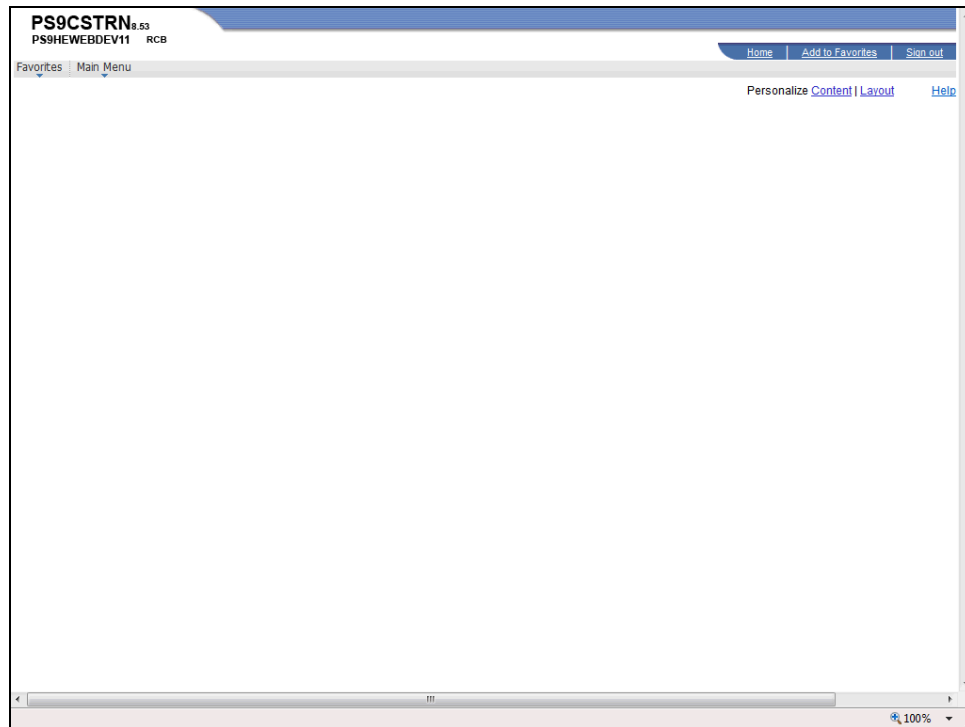
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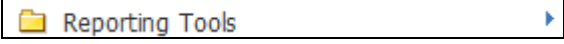
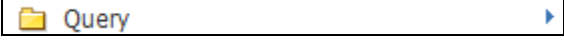
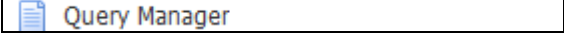
Run an Existing Query - Student Financials

Procedure

In this topic you will learn to **Run an Existing Query - Student Financials**.

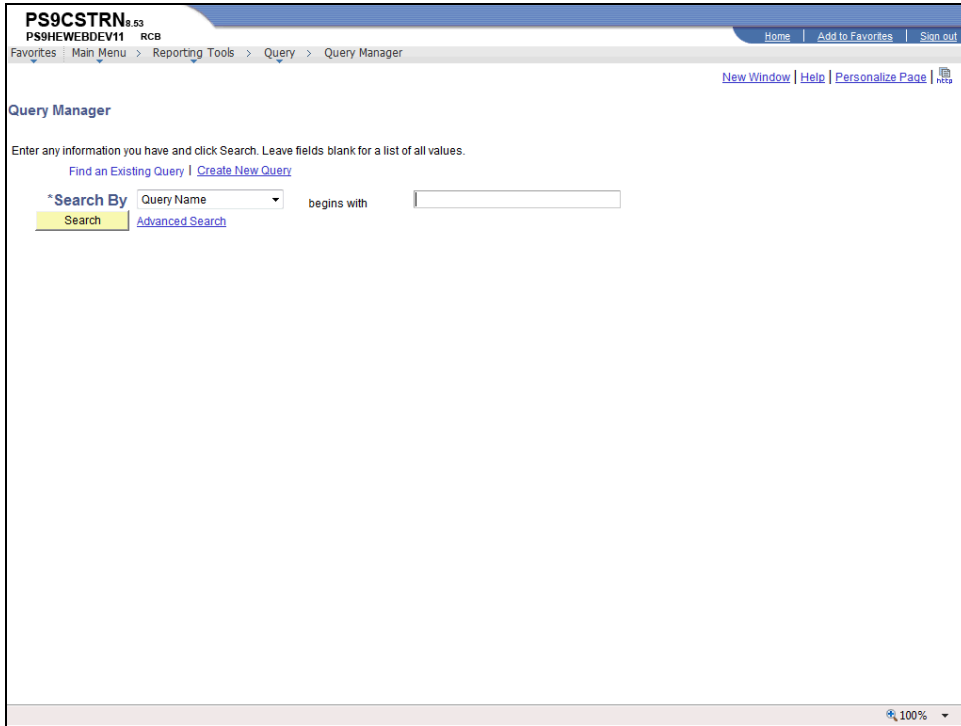
NOTE: This is accomplished in the Query Manager.

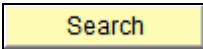




Step	Action
1.	Click the Main Menu button. 
2.	Click the Reporting Tools menu. 
3.	Click the Query menu. 
4.	Click the Query Manager menu. 

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Step	Action
5.	In this example, you will run the following Existing query: ZZ_SF861A_TRIAL_BAL_STD_ITM. Enter the desired information into the begins with field. Enter " ZZ_SF8 ".
6.	Click the Search button. 
7.	Click the HTML link. <i>NOTE: The results will display in a separate window.</i> 
8.	Enter the desired information into the From Term field. Enter " 1141 ".
9.	Enter the desired information into the To Term field. Enter " 1141 ".
10.	Enter the desired information into the From Date field. Enter " 010114 ".
11.	Enter the desired information into the To Date field. Enter " 123114 ".
12.	Enter the desired information into the Business Unit field. Enter " LSUNO ".
13.	Click the View Results button. 

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Step	Action
14.	Click the Internet Explorer Main Window window. 
15.	This completes <i>Run a Existing Query - Student Financials</i> . End of Procedure.

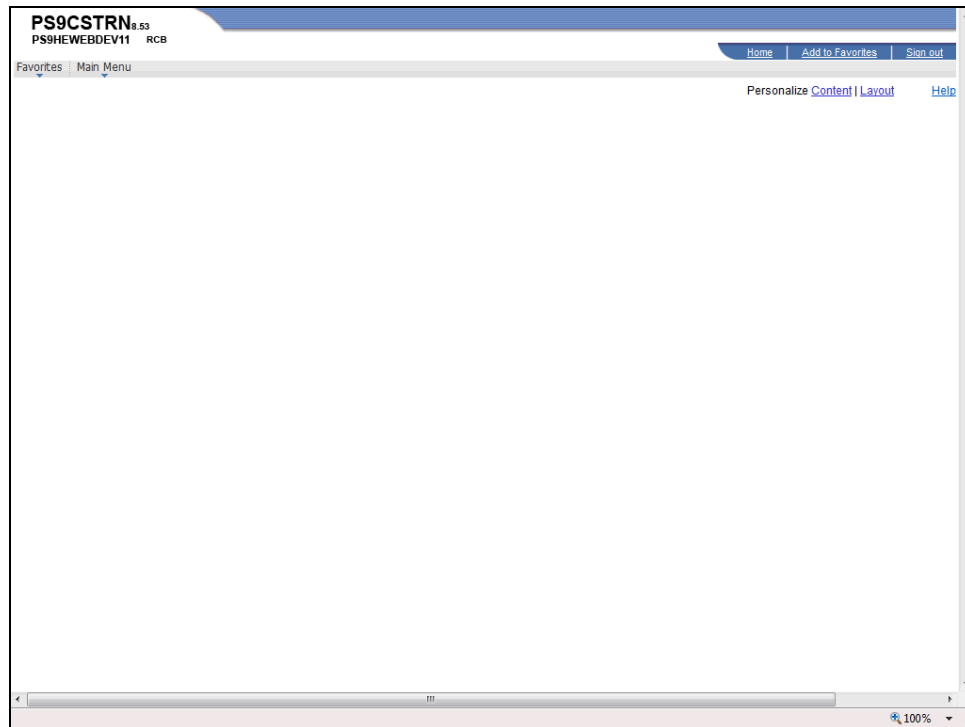
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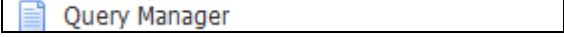
Run an Existing Query - Student Records

Procedure

In this topic you will learn how to **Run an Existing Query - Student Records**.

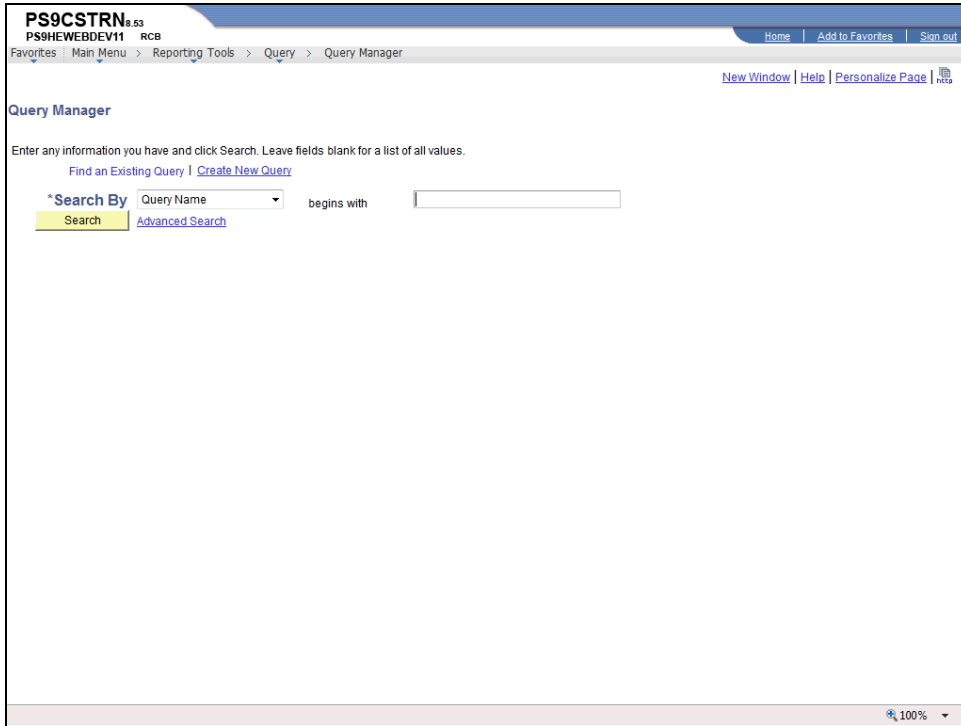
NOTE: This is accomplished in the Query Manager.




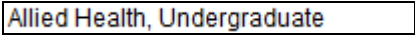




Step	Action
1.	Click the Main Menu button. 
2.	Click the Reporting Tools menu. 
3.	Click the Query menu. 
4.	Click the Query Manager menu. 

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Step	Action
5.	In this example, you will run the following existing query: LSU_EXPECTED_GRAD_TERMS. This query lists the students who are expected to graduate during the specified term. Enter the desired information into the begins with field. Enter " LSU_EX ".
6.	Click the Search button. 
7.	Click the HTML link. 
8.	Click the button to the right of the Academic Career field. 
9.	Click the Allied Health, Undergraduate list item. 
10.	Enter the desired information into the Expected Graduation Term field. Enter " 1151 ".
11.	Click the View Results button. 

Step	Action
12.	<p>The query results are displayed in a separate window.</p> <p>Running the query to HTML give the user the opportunity to verify the accuracy of the results before continuing.</p> <p>Click the Close button.</p> 
13.	<p>This completes <i>Run an Existing Query - Student Records</i>.</p> <p>End of Procedure.</p>

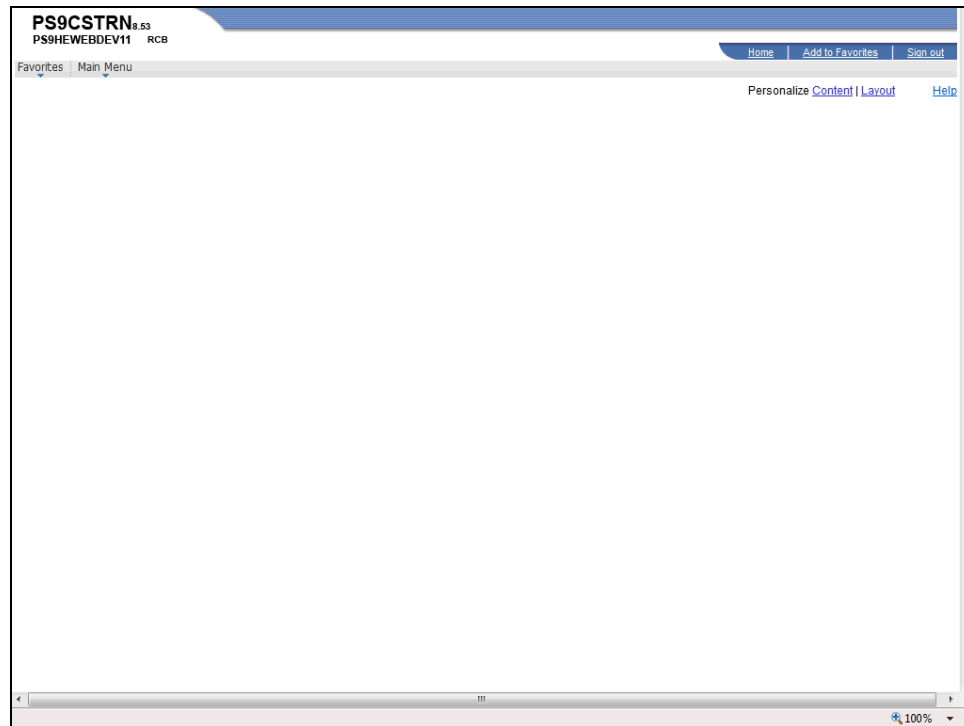
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Using Excel to Organize Query Results

Run an Existing Query to Excel

Procedure

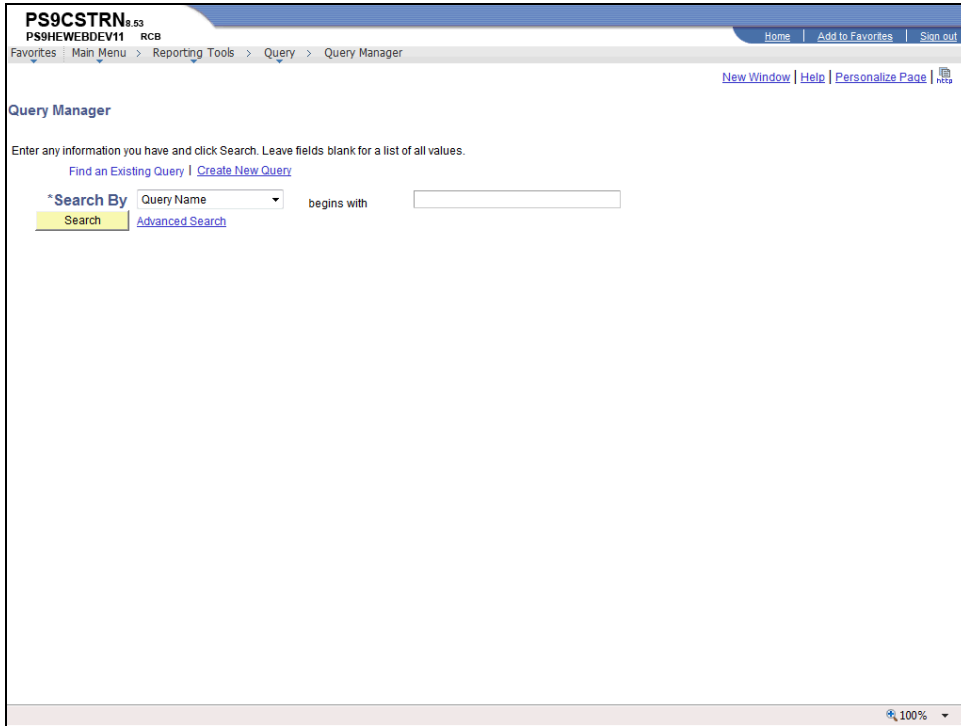
In this topic you will learn how to **Run an Existing Query to Excel**.

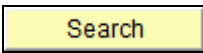


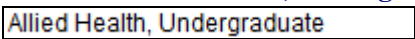






Step	Action
1.	Click the Main Menu button. 
2.	Click the Reporting Tools menu. 
3.	Click the Query menu. 
4.	Click the Query Manager menu. 

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Step	Action
5.	Enter the desired information into the Find an Existing Query field. Enter " LSU_EX ".
6.	Click the Search button. 
7.	Click the Excel link. 
8.	Click the button to the right of the Academic Career field. 
9.	Click the Allied Health, Undergraduate list item. 
10.	Click the Look up Expected Graduation Term (Alt+5) button. 
11.	Release the mouse button.
12.	Click the 1111 link to select the Spring New Orleans 2011 Graduation Term term. 
13.	Click the View Results button. 

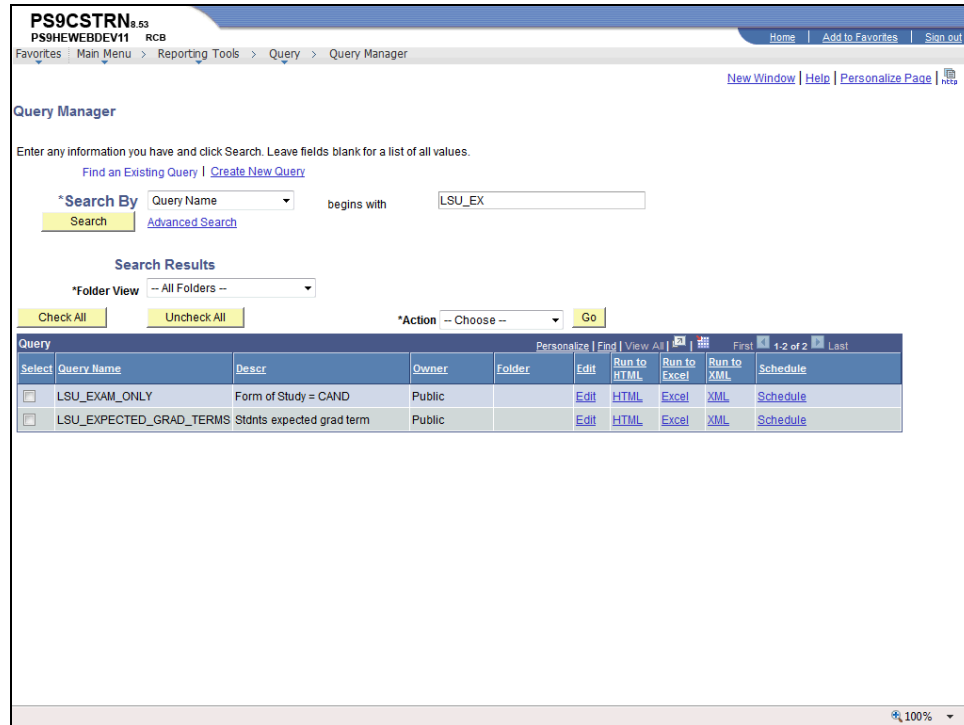
Step	Action
14.	<p>The results appear in the Excel Window. Once the query results are in Excel, you may perform any function or features that are available to you in Excel.</p> <p>Click the Close button.</p> 
15.	<p>This completes <i>Run an Existing Query to Excel</i>.</p> <p>End of Procedure.</p>



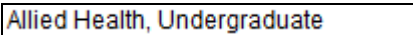

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Download the Query Results to Excel

Procedure

In this topic you will learn how to **Download the Query Results to Excel**.

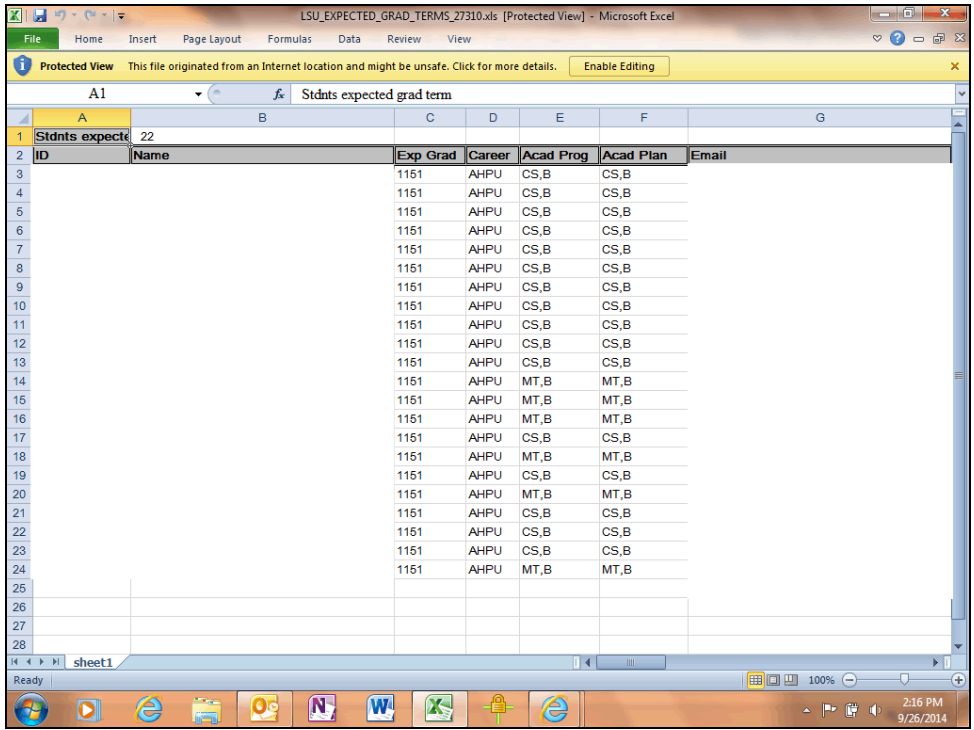



Step	Action
1.	In this example, the user runs the LSU_EXPECTED_GRAD_TERMS Query to HTML, and then downloads the results to Excel. Select HTML to run the query. 
2.	Click the button to the right of the Academic Career field. 
3.	Click the Allied Health, Undergraduate list item. 
4.	Enter the desired information into the Expected Graduation Term field. Enter " 1151 ".
5.	Click the View Results button. 

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Step	Action
6.	<p>NOTE: By downloading the results into an Excel file, you will be able to manipulate the data as needed. Manipulation of the data cannot be performed in the HTML format.</p> <p>Click the Excel Spreadsheet link.</p> <p>Excel Spreadsheet</p>



Step	Action
7.	<p>Once the query results are in Excel, you may perform any function or features that are available to you in Excel.</p> <p>Click the Close button.</p> <p></p>
8.	<p>This completes Download the Query Results to Excel.</p> <p>End of Procedure.</p>