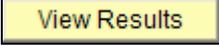


Task 2-Running an existing Query using Query Viewer

Step	Action
1.	Being by navigating to the Query Viewer page. Click the Reporting Tools link. 
2.	Click the Query link. 
3.	Click the Query Viewer link. 
4.	All current Unitec Query Names begin with UTC Hint: Use the Advanced Search link to search for query names or query descriptions.
5.	Click in the Query Name field. 
6.	Enter the desired information into the Query Name field. Enter a valid value e.g. " UTC_CLASS_TOTAL_ENROLMENT ".
7.	Click the Search button. 
8.	Note: You can set a frequently used Query to be a favorite by clicking the Favorite link on the required Query row. This action will display the Query in the My Favorite Queries grid whenever the Query Viewer page is displayed.
9.	A Query can be run in the following formats: HTML (web page) Excel (spreadsheet) XML (Extensible Markup Language) It is recommended to use the HTML format.
10.	Click the HTML link. 
11.	Enter the desired information into the Term field. Enter a valid value e.g. " 1132 ".
12.	Enter the desired information into the Subject Area (% For All) field. Enter a valid value e.g. " ACTY ".
13.	Click the View Results button. 

Step	Action
14.	The Query results are displayed in a new Browser window. You have the choice of downloading Query results in an Excel spreadsheet or a CSV text file. Excel 2000 or later is preferred.
15.	You have successfully run an existing Query and added a Query to the My Favorites Queries grid. End of Procedure.