Running Queries in MaineStreet

Send requests for Query access to MaineStreet Security on FirstClass.

1. From MaineStreet Portal navigate to:

Enterprise Applications>Campus Solutions-Reporting DB>Reporting Tools>Query Viewer

| 2. | Enter the name of the Query Query Viewer | E f all values | Enter the name of the Query | | | | | | |
|--|--|--------------------------------|--------------------------------|----------------|-----------------|-----------------|---------------------|--|--|
| | *Search By: Query Name Search Advanced Search | 🖌 begins with | | ¥ | | |] | | |
| 3. | | | | | | | | | |
| Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By: Query Name v begins with UM_OSR_CURR Search Advanced Search | | | | | | | | | |
| S | earch Results | | Click or | n HTM | L | | | | |
| *F | older View: All Folders 🗸 | | | | 7 | | | | |
| | Query | <u>Customiz</u> | e Find View All 🛗 | First 🖪 1. | -4 of 4 🕑 1 | ast | | | |
| | Query Name | <u>Description</u> | Owner Folder | Run to HTML | Run to Excel | <u>Schedule</u> | Add to Favorites | | |
| | UM_OSR_CURR_STUDENTS_ALL | Info for all enrolled students | Public | НТМ | Excel | Schedule | Favorite | | |
| | UM_OSR_CURR_STUDENTS_BY_MINOR | Stdnts in given Minor | Public | HTML | Excel | Schedule | Favorite | | |
| | UM_OSR_CURR_STUDENTS_BY_PLAN | Stdnts in given Major & Minor | Public | HTML | Excel | Schedule | Favorite | | |
| | UM_OSR_CURR_STUDENTS_BY_PROGRM | Current students in a Program | Public | HTML | Excel | Schedule | Favorite | | |

- 4. Enter requested data when/if prompted
- **5.** The results will display on the page.
- 6. You may download the results to an Excel Spreadsheet or to a CSV Text File by selecting one of the links:

Download results in : Excel SpreadSheet CSV Text File

Creating Query Favorites

Query Viewer

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

| | *Search By | Query Name | - | begins with | UM_OSR_CURR | | | | | | |
|------------------------------|----------------|-------------|----------------|---------------------|-------------|---------------------|-------------------------------|------------------------|-----------------------------|----------|--------------------|
| Search <u>Advanced Searc</u> | | <u>h</u> | | | | | Sel link | ect the associ | "Favorites" ated with | | |
| Search Results | | | | | | | | the | Query | Name. | |
| | *Folder View | All Folders | | • | | | | | | · \ | |
| Query | Query | | | | Personaliz | e Find View All | 🖾 🛗 First 🚺 1-5 of 5 D Last | | | | |
| Query N | ame | | Description | <u>n</u> | Owner | Folder | <u>Run to</u> <u>HTML</u> | <u>Run to</u> Excel | <u>Run to</u> <u>XML</u> | Schedule | Add to Frorites |
| UM_OS | R_CURR_STUDENT | S_ALL | Info for all e | enrolled students | Public | | HTML | Excel | <u>XML</u> | Schedule | Favorite |
| UM_OS | R_CURR_STUDENT | S_BY_MINOR | Stdnts in gi | iven Minor | Public | | HTML | Excel | XML | Schedule | Favorite |
| UM_OS | R_CURR_STUDENT | S_BY_PLAN | Stdnts in gi | iven Major & Minor | Public | | HTML | Excel | XML | Schedule | Favorite |
| UM_OS | R_CURR_STUDENT | S_BY_PROGRM | Current stu | idents in a Program | Public | | HTML | Excel | XML | Schedule | Favorite |
| UM_OS | R_CURR_STUDENT | S_PLAN_IT | Stdnts in gi | iven Major & Minor | Public | | HTML | Excel | <u>XML</u> | Schedule | <u>Favorite</u> |

Your list of favorite queries displays.

| ▼ My Favorite Queries | Persona | lize Find 🖾 | <u>الا ا</u> 🛛 | First 🗹 | 1 of 1 💵 La | st | | | | |
|---|--------------------------------|-----------------|----------------|------------------------------|------------------------|-----------------------|-----------------|--------|--|--|
| Query Name | Description | <u>Owner</u> | <u>Folder</u> | <u>Run to</u> <u>HTML</u> | <u>Run to</u> Excel | <u>Run to</u> HTML | <u>Schedule</u> | Remove | | |
| UM_OSR_CURR_STUDENTS_ALL | Info for all enrolled students | Public | | <u>HTML</u> | <u>Excel</u> | <u>XML</u> | <u>Schedule</u> | - | | |
| Clear Favorites List Use the "Clear Favorites List" button to remove all queries from the list. | | | | | | | | | | |

Use the "Remove" button to remove just one query from the list.