

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

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

*Search By: begins with

[Advanced Search](#)

Enter the name of the Query

- 3.

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 Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UM_OSR_CURR_STUDENTS_ALL	Info for all enrolled students	Public		HTML	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

Click on HTML

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 begins with
 [Advanced Search](#)

Select the "Favorites" link associated with the Query Name.

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
UM_OSR_CURR_STUDENTS_ALL	Info for all enrolled students	Public		HTML	Excel	XML	Schedule	Favorite
UM_OSR_CURR_STUDENTS_BY_MINOR	Stdnts in given Minor	Public		HTML	Excel	XML	Schedule	Favorite
UM_OSR_CURR_STUDENTS_BY_PLAN	Stdnts in given Major & Minor	Public		HTML	Excel	XML	Schedule	Favorite
UM_OSR_CURR_STUDENTS_BY_PROGRM	Current students in a Program	Public		HTML	Excel	XML	Schedule	Favorite
UM_OSR_CURR_STUDENTS_PLAN_IT	Stdnts in given Major & Minor	Public		HTML	Excel	XML	Schedule	Favorite

Your list of favorite queries displays.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Remove
UM_OSR_CURR_STUDENTS_ALL	Info for all enrolled students	Public		HTML	Excel	XML	Schedule	-

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.