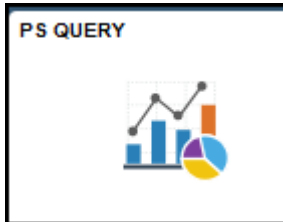


Running Queries in MaineStreet

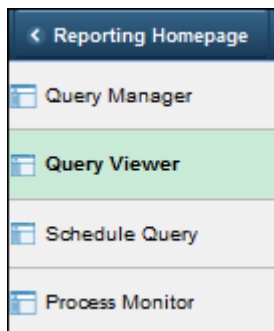
1. From the MaineStreet Portal navigate to:

Enterprise Applications > Campus Solutions 92-Reporting

2. Click the PS Query Tile.



3. Click the Query Viewer link.



4. Enter the query name and hit enter or click "Search".

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](#)

5. To run the query, click on the HTML link.


Search Results

*Folder View


Query				Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UM_OSR_CLASS_ENROLLMENTS	UM Class Enrollment Info	Public	CLASSES	HTML	Excel	XML	Schedule	Lookup References	Favorite

6. Enter the appropriate search criteria and hit enter or click “View Results” button.

UM_OSR_CLASS_ENROLLMENTS - UM Class Enrollment Info

Term 

Enter % + Cat # (% for all)


Acad Org (i.e. O-ANT) 

[View Results](#)


7. The results will display on the page.

You may download the results to an Excel Spreadsheet by selecting the link.

UM_OSR_CLASS_ENROLLMENTS - UM Class Enrollment Info


Term 

Enter % + Cat # (% for all)

Acad Org (i.e. O-ANT) 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (45 kb)

[View All](#) 

	Class Nbr	Subject	Catalog	Section	Component	Description/Topic	Min Units	Max Units
1	87103	ANT	101	0001	LEC	Int Ant:Human Origin/Prehist	3.00	3.00
2	87104	ANT	101	0002	LEC	Int Ant:Human Origin/Prehist	3.00	3.00
3	91698	ANT	120	0400	LEC	Religions of the World	3.00	3.00
4	88492	ANT	120	0990	LEC	Religions of the World	3.00	3.00