

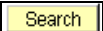




Running an Existing Query Using Query Manager

1.	<p>Begin by navigating to the Query Manager search page. Click the Reporting Tools link.</p> 
2.	<p>Click the Query Manager link.</p> 
3.	<p>Use the Query Manager search page to define search criteria for an existing query. Use a keyword to search for the Department Table query. Enter the desired information into the field. Enter a valid value e.g. "PER".</p>
4.	<p>Click the Search button.</p> 
5.	<p>The search results display all the queries beginning with PER. Notice the PER701_DEPT_TBL query is displayed.</p> <p>From here you can edit a query, open the query in a new browser window, download a query to an Excel spreadsheet, or schedule a query to run.</p>
6.	<p>Open the PER701_DEPT_TBL query in a new browser window. Click the HTML link.</p> 
7.	<p>The PER701_DEPT_TBL query appears in a new window. The default view will always display a maximum of 100 rows. You can click View All to view all records. You can also print your results using the browser print function. View the details and close the browser window. Click the Close button.</p> 
8.	<p>You successfully ran a predefined query by using Query Manager. End of Procedure.</p>