

Running an Existing Query Using Query Viewer

1.	Click the Reporting Tools link. 
2.	Click the Query Viewer link. 
3.	Use the Query Viewer search page to define search criteria for the existing query. Enter the desired information into the Search by field. Enter a valid value e.g. " CUSTOM04 ".
4.	Click the Search button. 
5.	Queries that meet the criteria you entered display under Search Results. Notice the CUSTOM04_GLOBAL_EMPLOYEE_LISTI query is displayed. From here you can open a query in a new browser window, download a query to an Excel spreadsheet, schedule a query to run, or add a query to your Favorites. Click the HTML link. 
6.	CUSTOM04_GLOBAL_EMPLOYEE_LISTI appears in a new window. You can locate the details for Manuela Pimentel by scrolling down this query results page. Click the vertical scrollbar.
7.	The details for Manuela Pimentel are displayed on the screen.
8.	You used Query Viewer to search for and view a query. Query Viewer is a read-only version of Query Manager, which enables security administrators to easily limit user access to queries. End of Procedure.