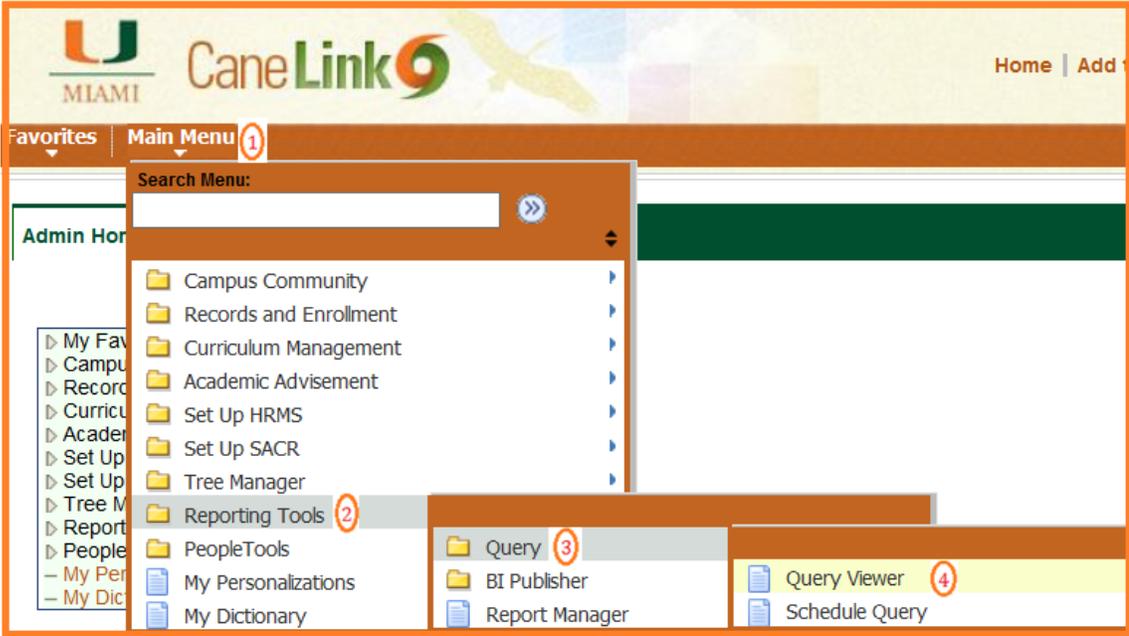
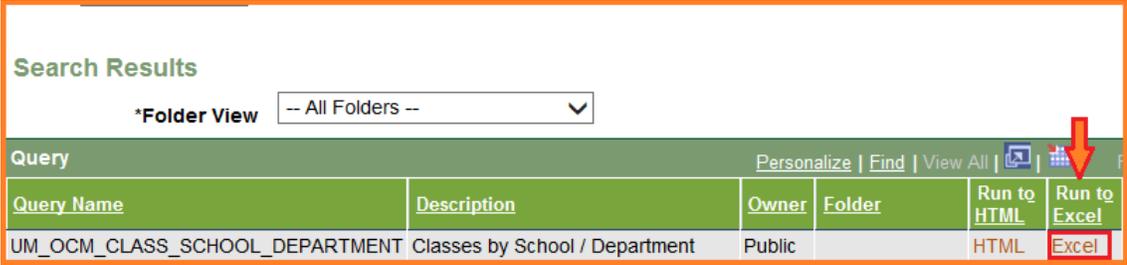


## How to Run a Query

### Before you get started:

- We recommend that you turn off the pop-up blocker on your browser

Step	Action and Print Screen
A	Log into CaneLink
B	<b>Follow the breadcrumb:</b> Main Menu → Reporting Tools → Query → <b>Query Viewer</b>
	 <p>The screenshot shows the CaneLink interface. At the top, there is a navigation bar with the University of Miami logo and 'CaneLink' text. Below this is a 'Main Menu' dropdown menu (1) which is open, showing a search bar and a list of categories. The 'Reporting Tools' category (2) is highlighted, and its sub-menu is open, showing 'Query' (3) highlighted. The 'Query' sub-menu is also open, showing 'Query Viewer' (4) highlighted in yellow. Other items in the 'Query' sub-menu include 'BI Publisher' and 'Report Manager'. The 'Query Viewer' item is a document icon.</p>

<p><b>C</b></p>	<p>In the field beside <i>“begins with”</i></p> <ul style="list-style-type: none"> <li>✓ Enter the query name ex: <b>UM_OCM_CLASS_SCHOOL_DEPARTMENT</b></li> </ul> <p>Then click <b>Search</b></p>												
													
<p><b>D</b></p>	<p>When the search results come up click on <b>EXCEL</b> under the <i>Run to Excel</i> heading</p>												
	 <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> </tr> </thead> <tbody> <tr> <td>UM_OCM_CLASS_SCHOOL_DEPARTMENT</td> <td>Classes by School / Department</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	UM_OCM_CLASS_SCHOOL_DEPARTMENT	Classes by School / Department	Public		HTML	Excel
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E

A new web browser tab will open showing the query name and prompts. Using the example query **UM\_OCM\_CLASS\_SCHOOL\_DEPARTMENT** you would see the following fields and enter the following:

- ✓ **Term:** 2141
- ✓ **Institution:** MIAMI
- ✓ **Acad Group:** AS
- ✓ **Subject:** AAS

Then click **View Results**

**UM\_OCM\_CLASS\_SCHOOL\_DEPARTMENT - Classes by School / Department**

Term:

Institution:

Acad Group:

Subject:

Term	Acad Group	Acad Org	Session	Course ID	Class Nbr	Subject	Catalog	Section	Descr	Component	Career	C s
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<p><b>F</b></p>	<p>When running the query for the first time, after clicking on the View Results, the system will show term data in the below showing format.</p> <p>If you would like to export the information to Excel click on the Excel Spreadsheet link</p>																																																																	
	<table border="1"> <thead> <tr> <th></th> <th>Term</th> <th>Acad Group</th> <th>Acad Org</th> <th>Session</th> <th>Course ID</th> <th>Class Nbr</th> <th>Subject</th> <th>Catalog</th> <th>Section</th> <th>Descr</th> <th>Component</th> <th>Ca</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2141</td> <td>AS</td> <td>AAS</td> <td>1</td> <td>115849</td> <td>5307</td> <td>AAS</td> <td>150</td> <td>O</td> <td>INTRO.AFRICANA STU</td> <td>LEC</td> <td>UG</td> </tr> <tr> <td>2</td> <td>2141</td> <td>AS</td> <td>AAS</td> <td>1</td> <td>115849</td> <td>5308</td> <td>AAS</td> <td>150</td> <td>Q</td> <td>INTRO.AFRICANA STU</td> <td>LEC</td> <td>UG</td> </tr> <tr> <td>3</td> <td>2141</td> <td>AS</td> <td>AAS</td> <td>1</td> <td>115847</td> <td>10661</td> <td>AAS</td> <td>260</td> <td>Q</td> <td>HISTORY OF SLAVERY</td> <td>LEC</td> <td>UG</td> </tr> <tr> <td>4</td> <td>2141</td> <td>AS</td> <td>AAS</td> <td>1</td> <td>105995</td> <td>9964</td> <td>AAS</td> <td>290</td> <td>C</td> <td>SPECIAL TOPICS BLACK LDPSHP</td> <td>LEC</td> <td>UG</td> </tr> </tbody> </table>		Term	Acad Group	Acad Org	Session	Course ID	Class Nbr	Subject	Catalog	Section	Descr	Component	Ca	1	2141	AS	AAS	1	115849	5307	AAS	150	O	INTRO.AFRICANA STU	LEC	UG	2	2141	AS	AAS	1	115849	5308	AAS	150	Q	INTRO.AFRICANA STU	LEC	UG	3	2141	AS	AAS	1	115847	10661	AAS	260	Q	HISTORY OF SLAVERY	LEC	UG	4	2141	AS	AAS	1	105995	9964	AAS	290	C	SPECIAL TOPICS BLACK LDPSHP	LEC	UG
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<p><b>H</b></p>	<p><b>Congratulations</b>, you have run a query.</p> <p><b>End of Procedure.</b></p>																																																																	