

## Query Viewer – OUA example

**Query Viewer** is a *Campus Solutions* tool for running established queries and generating reports. Reports can be output to HTML, Excel, and/or XML-formatted documents. Queries can be saved as **Favorites** for easy future access.

### Privacy Disclosure

Disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) and in part by the State of California Education Code. UCB maintains a campus policy governing disclosure of information from student records. This policy provides reasonable interpretations of those laws and protects the student's right of privacy as guaranteed by the State of California's constitution. For more information, the policy can be found at: <http://registrar.berkeley.edu/ferpa.html>

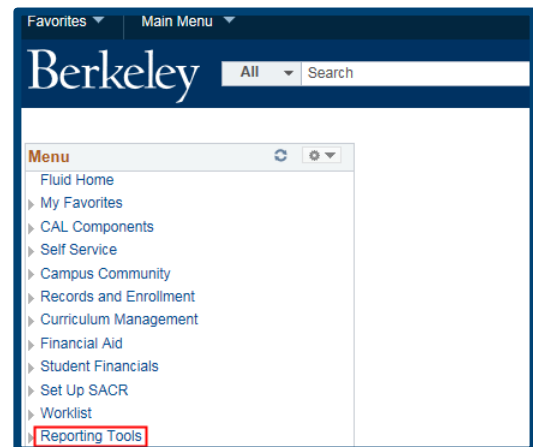
Do not release any private student information to any person or organization without the student's written consent, and use UCB information only for work-related purposes, according to the Minimum Security Standards for Electronic Information (MSSEI).

Private student information is considered Level 1 and includes, but is not limited to, academic records, information in personnel files, student conduct issues, SID, certain personal contact information, as well as other sensitive information. Level 2 information, which if exposed to unauthorized persons, has an extreme impact. It includes but is not limited to, SSN, and credit card numbers.

From the **Main Menu**, click the **Reporting Tools** link.

You can click the menu on the left side or click the **Main Menu** link at the top of the page to pull down the same menu.

**NOTE:** Your menu will differ, based on your security access.

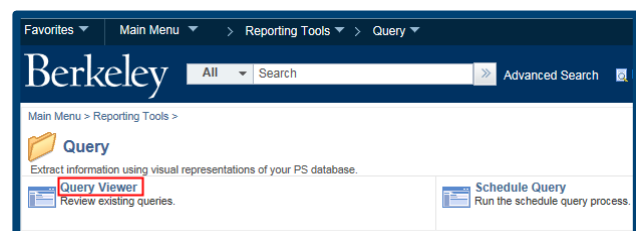


Click the **Query** link.

**NOTE:** You could also click directly on the **Query Viewer** link.



Click **Query Viewer**, which opens a **Query Viewer** window.



## SEARCHING FOR A QUERY

There are two types of searches in **Query Viewer: Basic Search** or **Advanced Search**

For a **Basic Search** by just one field (default is **Query Name**), type in part or all of the query name. All Admissions queries begin with “**UCCS\_A**”, and a search for just that would return a lot of Admissions queries, so you’d want to include more information or use a different search.

**NOTE:** You can use wildcard characters such as “%”

**NOTE:** You can also **Search By:** Access Group Name, Description, Folder Name, Owner, Type, Uses Field Name, & Uses Record Name.

To search a wider range of criteria, click the **Advanced Search** link.

You can use a combination of search parameters.

In this example, we will look for a query whose name begins with “UCCS\_A” and contains the word “Checklists” in the **Description**.

Once the search criteria is entered, click the **Search** button.

The results display below the search button.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer

Berkeley

Menu ▾ Search Advanced Search

New Window

### Query Viewer

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

\*Search By  begins with

Search Advanced Search

**Query Viewer**


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

\*Search By  begins with

- <
- <=
- =
- >
- >=
- begins with
- between
- contains**
- in
- not =

**Query Viewer**

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



When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

In this example, there are 2 results, but depending on the search criteria and the available reports, other searches may return more or less results.

### Query Viewer

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

Query Name

begins with

UCCS\_A

Description

contains

CHECKLISTS

Uses Record Name

begins with

Uses Field Name

contains

Access Group Name

begins with

Folder Name

begins with

Owner

=

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

Search

Clear

Basic Search

### Search Results

\*Folder View

-- All Folders --

Query				Personalize	Find	View All		First	1-2 of 2	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
UCCS_AD_UG_EVAL_CHKLIST_STATUS	Eval: Open Checklists	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	
UCCS_AD_UG_EVAL_CM_CKLIST_OPEN	Comp Evals, Open Checklists	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	

## Running a Query to HTML

In this example we returned to the **Basic Search** page to find a **Finalization Worklist**. We have entered in most of the query name and clicked search.

We have one result.

Select an output format in which to see the results (*HTML*, *Excel*, or *XML*).

For this example, we will select **HTML**. It's recommended that OUA use HTML.

**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					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
UCCS_A_FINALIZATION_WORK_LIST		Public		<b>HTML</b>	Excel	XML	Schedule	Lookup References	Favorite

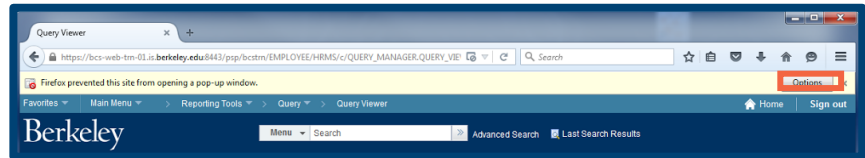
## Pop-Up Blocker

Depending on your browser security configurations, you may see a pop-up blocker message.

If so, click *Internet Explorer's* **Options for this site** button or *Firefox's* **Options** button.

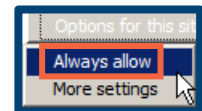


Internet Explorer



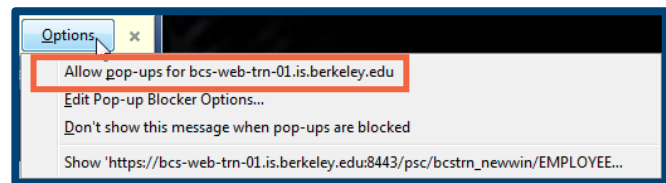
Firefox

IE: Under **Options for this site**, click “**Always allow**”.



Internet Explorer

Firefox: Under **Options**, click “**Allow pop-ups for**” (*Campus Solutions link .is.berkeley.edu*)



Firefox

Click the **Close** icon, to close the message box.

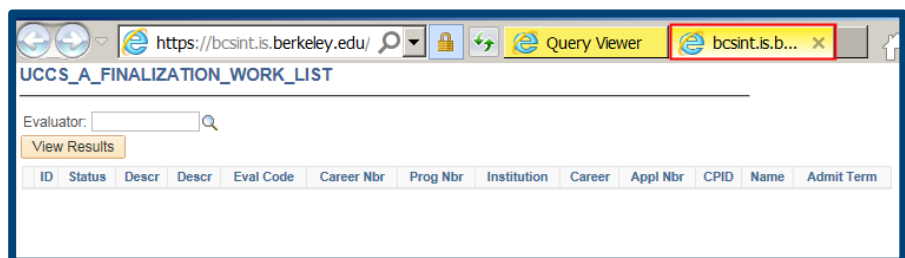


Internet Explorer



Firefox

Once the pop-up blocker is disabled, the system will open up a new browser window.



## Modifying Parameters

Some reports need more information before they can be run. If the query is set up with prompts, a new window opens, asking for more information.

In this example, we need to enter the Campus Solutions ID of an Evaluator. (Former UCB students use their old student IDs, others will have a CS ID# assigned to them.)

To find a Campus Solutions ID#, click the **Lookup Icon** and then search by First/Last Name or Campus ID (UID).

Click the **View Results** button.

The results will display below. From the **HTML** report, you can output the report's contents to **Excel spreadsheet**, **CSV Text File**, or **XML File**.

Notice that the **Query Viewer** is still open in its own browser tab, and the **HTML** output is in a separate browser tab.

This enables you to close the results tab and return to run a


UCCS\_A\_FINALIZATION\_WORK\_LIST

Evaluator:  

**View Results**

ID	Status	Descr	Descr	Eval Code	Career Nbr	Prog Nbr	Institution	Career	Appl Nbr	CPID	Name	Admit Term
----	--------	-------	-------	-----------	------------	----------	-------------	--------	----------	------	------	------------

UCCS\_A\_FINALIZATION\_WORK\_LIST

Evaluator:  

**View Results**

Search by: **Last Name** begins with

**Look Up** **Cancel** **Advanced Lookup**


UCCS\_A\_FINALIZATION\_WORK\_LIST

Evaluator:  

**View Results**

ID	Status	Descr	Descr	Eval Code	Career Nbr	Prog Nbr	Institution	Career	Appl Nbr	CPID	Name	Admit Term
----	--------	-------	-------	-----------	------------	----------	-------------	--------	----------	------	------	------------

UCCS\_A\_FINALIZATION\_WORK\_LIST



Evaluator:  

**View Results**


Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (38 kb)

View All First 1-92 of 92 Last

	ID	Status	Descr	Descr	Eval Code	Career Nbr	Prog Nbr	Institution	Career	Appl Nbr	CPID	Name	Admit Term
1	30	R	College/University Transcript	Ohlone College	AU_CLSDOMT	0	0	UCB01	UGRD				2168
2	30	R	Final High School Transcript	Washington High School	AU_CLSDOMT	0	0	UCB01	UGRD				2168
3	30	R	College/University Transcript	Moorpark College	AU_CLSDOMT	0	0	UCB01	UGRD				2168
4	30	R	College/University Transcript	Oxnard College	AU_CLSDOMT	0	0	UCB01	UGRD				2168
5	30	R	College/University Transcript	Ventura College	AU_CLSDOMT	0	0	UCB01	UGRD				2168
6	30	R	College E-Transcript	Evergreen Valley College	AU_CLSDOMT	0	0	UCB01	UGRD				2168

https://bscsint.is.berkeley.edu/psc/bscpr  

UCCS\_A\_FINALIZATION\_WORK\_LIST

Evaluator:  

**View Results**

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (38 kb)

View All First 1-92 of 92 Last

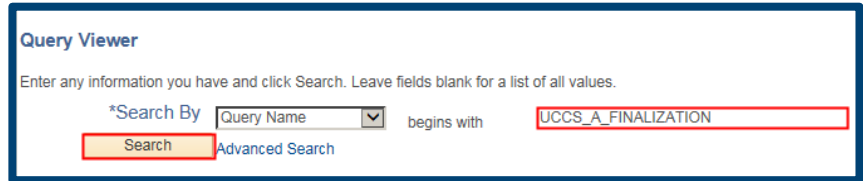
	ID	Status	Descr	Descr	Eval Code	Career Nbr	Prog Nbr	Institution	Career	Appl Nbr	CPID	Name	Admit Term
1	30	R	College/University Transcript	Ohlone College	AU_CLSDOMT	0	0	UCB01	UGRD	000000	340000		2168
2	30	R	Final High School Transcript	Washington High School	AU_CLSDOMT	0	0	UCB01	UGRD	000000	340000		2168

different query.

## Running a Query to EXCEL

In this example, we will run the same Finalization Worklist query, but import the results into Excel.

From the **Query Viewer** window, search for a query.

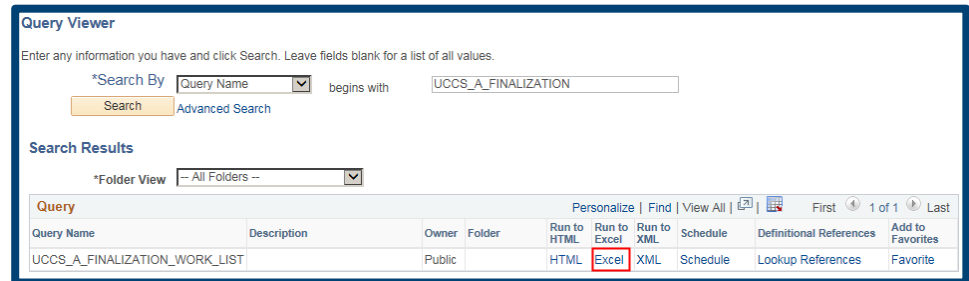


**Query Viewer**

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

\*Search By  begins with

From the **Search Results**, locate the desired query, and click on the **Excel** link.



**Query Viewer**

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

\*Search By  begins with

**Search Results**

\*Folder View

Query	Personalize	Find	View All	First	1 of 1	Last
UCCS_A_FINALIZATION_WORK_LIST	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
	HTML	Excel	XML	Schedule	Lookup References	Favorite

A second browser window will open.

If your report has prompts, fill in the appropriate values to configure the parameters.



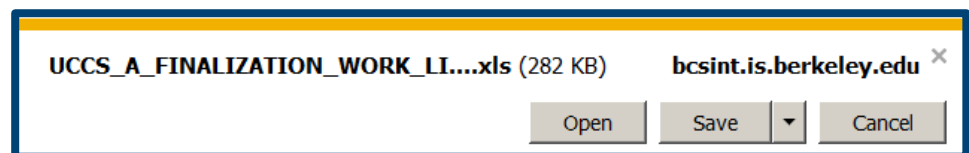
**UCCS\_A\_FINALIZATION\_WORK\_LIST**

Evaluator:

ID	Status	Descr	Descr	Eval Code	Career Nbr	Prog Nbr	Institution	Career	Appl Nbr	CPID	Name	Admit Term
----	--------	-------	-------	-----------	------------	----------	-------------	--------	----------	------	------	------------

Click the **View Results** button.

If you have chosen to see the results in Excel, you may see another pop-up message.



**UCCS\_A\_FINALIZATION\_WORK\_LI....xls (282 KB)** **bcsint.is.berkeley.edu**

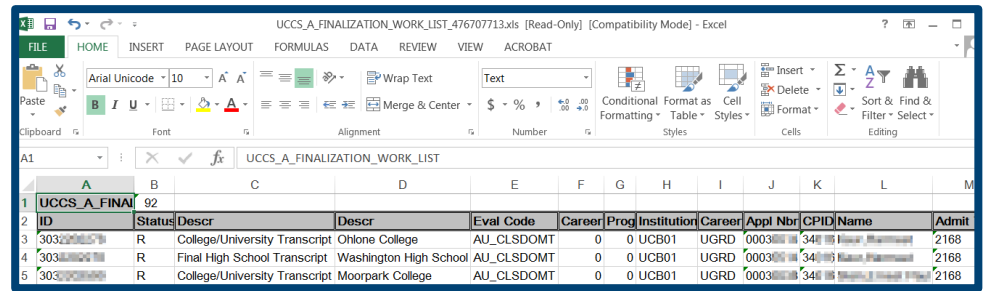
Click the **Open** button in the pop-up bar.



The report appears in an Excel spreadsheet.

You may need to click “Enable Editing” to edit.

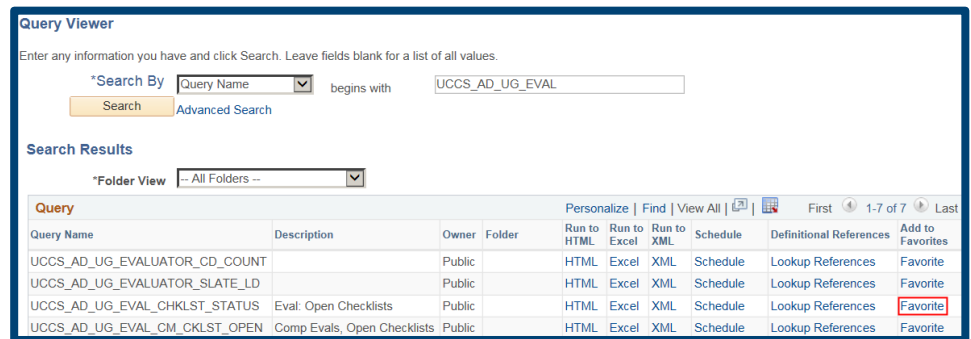
When you are done, close Excel. The **Query Viewer** window will still be open in your browser.



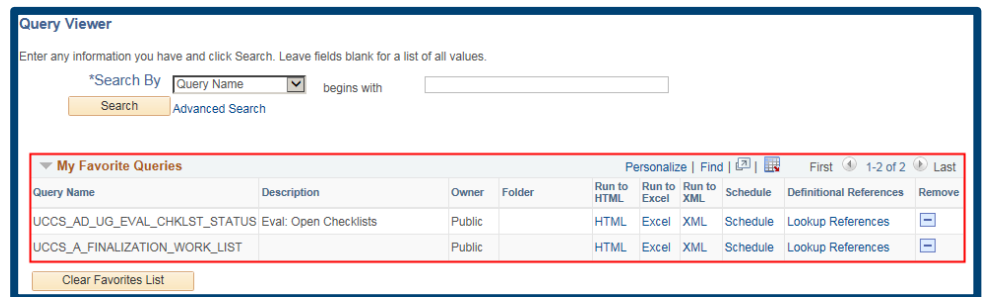
## Making a Query a Favorite

You can mark a query as a **Favorite**, so you don’t have to search for it again.

From the initial **Query Viewer** search page, find your report. Then in the **Search Results**, find the query and click on **Favorite**.



When you return to the **Query Viewer** page, a new **My Favorite Queries** section will appear beneath the **Search**. To remove a query, you can click the Minus (-) button.



If you are done running queries, use the menu to navigate to a new page or click **Sign Out**. When you are finished, make sure to exit the browser as well. Do not leave open browser windows unattended.

## Support

For questions or assistance, please contact Campus Shared Services IT.:

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Submit a ticket: [https://berkeley.service-now.com/ess/create\\_incident](https://berkeley.service-now.com/ess/create_incident)