How to add/update a query:

Go to reporting Tools>Query:

Menu 🗖		
Search:	Main Menu> Reporting Tools	
My Favorites	Run, create, and manage queries and nVision reports.	
Self Service Campus Community Records and Enrollment Curriculum Management Cathered Construction	Report Manager Review report list	Cuery Extract information using visual representations of your PS database. Cuery Viewer Schedule Query.
Reporting Tools Query Report Manager		

Click query viewer, type the name of the query such as PCC_SA_MILESTONES_LIST and click search:

Query Viewer											
Enter any information you have a	and click Search. Leave fields blank	for a list (of all values.								
*Search By Qu	*Search By Query Name PCC_SA_MILESTONES_LIST										
Search Adv	anced Search										
Search Results *Folder View	All Folders V										
Query Personalize Find View All 🖓 🗰 First 🖾 1 of 1 🚨 Last											
<u>Query Name</u>	Description	<u>Owner</u>	<u>Folder</u>	<u>Run to</u> <u>HTML</u>	<u>Run to</u> <u>Excel</u>	<u>Run to</u> <u>XML</u>	<u>Schedule</u>	Definitional References	Add to Favorites		
PCC_SA_MILESTONES_LIST	PCC_SA_MILESTONES_LIST	Public	MILESTONE	<u>HTML</u>	Excel	<u>XML</u>	Schedule	Lookup References	Favorite		

The query will show on the search results, click add to favorite, now the query is listed under "My Favorite Queries" section as shown below

Query	Viewer														
Enter any	y information you ha	ave an	d click Search. Leave	fields blank fo	or a list	of all valu	ues.								
	*Search By Query Name				PCC_SA_MILESTONES_LIST										
	Search	<u>Adva</u>	nced Search	-											
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Query										Personal	ize Find	View All	2 🔛 Fi	rst 🚺 1 of 1 📡	Last
Query I	<u>Name</u>		Description		<u>Owner</u>	Folder		Run to HTML	Run to Excel	<u>Run to</u> XML	<u>Schedule</u>	<u>Defin</u>	itional Referen	ces Add to Favorit	tes
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▼ My I	Favorite Queries										Persor	nalize Fino	i 🖾 i 🖩	First 🚺 1 of 1	🕨 Last
Query	<u>Name</u>		Description			<u>Owner</u>	Folder		Run to HTML	Run te Excel	<u>P</u> Run to XML	Schedule	Definitional	References	Remove
PCC_9	SA_MILESTONES_	LIST	PCC_SA_MILESTO	NES_LIST		Public	MILEST	ONE	<u>HTML</u>	Excel	<u>XML</u>	Schedule	Lookup Re	ferences	-
С	lear Favorites List														

Afterward, the query will be listed in your favorite whenever you click query viewer

Menu 🗖												
Search: My Favorites Self Service Campus Community Records and Enrollment Unriculum Management Set Up SACR Reporting Tools Query	Query Viewer Enter any information you have and *Search By Query Search Advan	click Search. Leave fields blank for a lis Name v begins with ced Search	st of all val	ues.								
 – Query viewer – <u>Schedule Query</u> 	🕶 My Favorite Queries Personalize Eind 🐼 🗰 First 🚺 1of1 🔯 Last											
- Report Manager	<u>Query Name</u>	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove		
	PCC_SA_MILESTONES_LIST	PCC_SA_MILESTONES_LIST	Public	MILESTONE	<u>HTML</u>	Excel	XML	Schedule	Lookup References	-		