
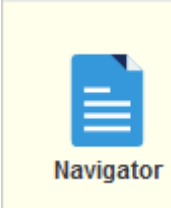
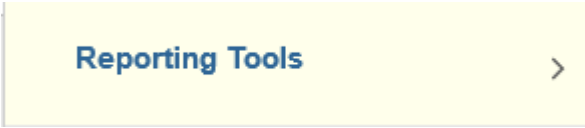

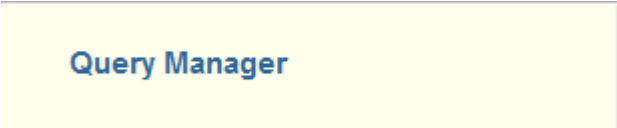
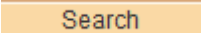
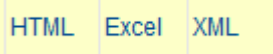

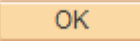




QY001.02 Run a Pre-Existing Query with Parameters

Step	Action
1.	Click the NavBar graphic. 
2.	Click the Navigator button. 
3.	Click the Reporting Tools button. 
4.	Click the Query button. 
5.	Click the Query Manager or Query Viewer button. 
6.	Enter all or part of the query name you want to run. Where Do You Find Existing Queries? Query Listings of all pre-existing public queries are located on the OneUSG Connect Support website at www.usg.edu/oneusg_connect/practitioner_services/general_resources
7.	Click the Search button. 



Step	Action
8.	Click the HTML, Excel, or XML link. 
9.	You will be asked to enter specific parameters, whether the Company Code, Pay Run ID, or other parameters depending on the query. Most parameters have the magnifying glass to look up options if you are unsure. The query listings also lists parameters for queries. 
10.	Click the OK button. 
11.	From here, you have the option to Download to Excel or Download to XML .
12.	End of Procedure.