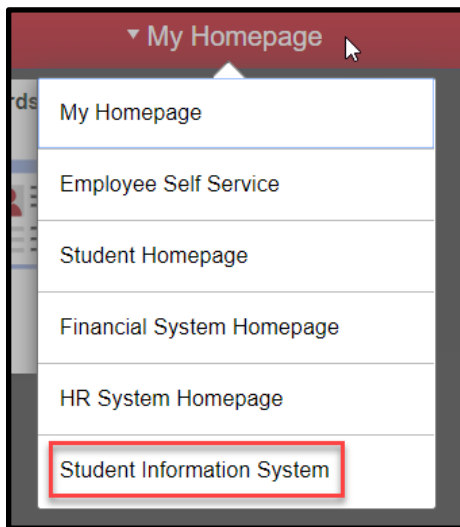


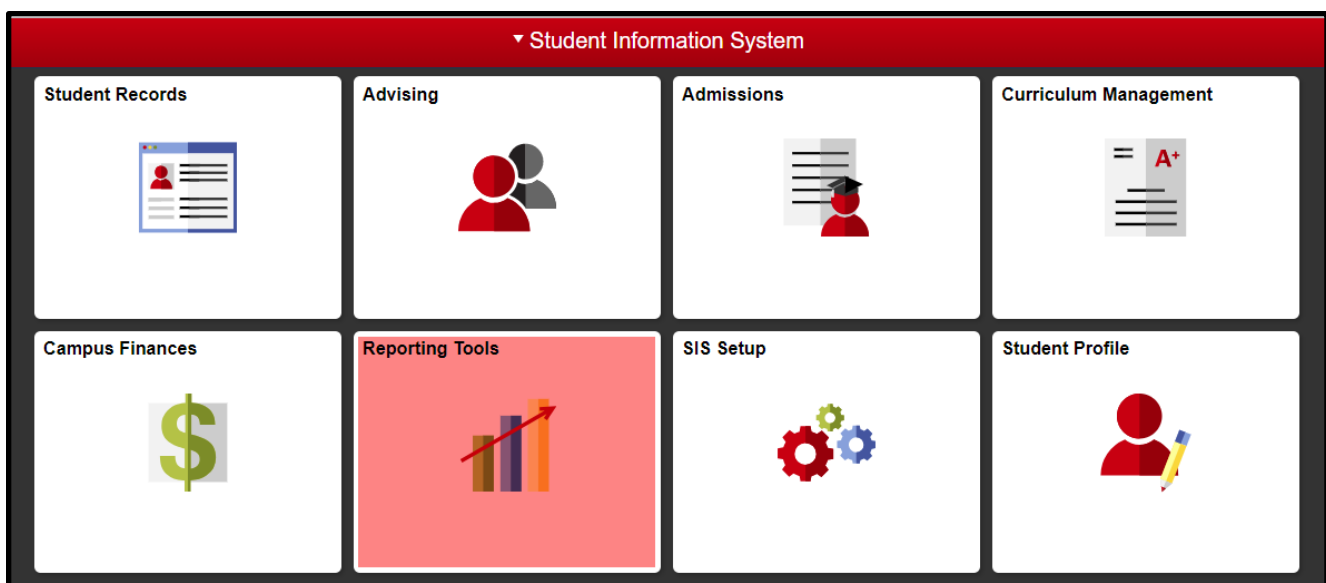
Using the Query Viewer

Student Information System (SIS)

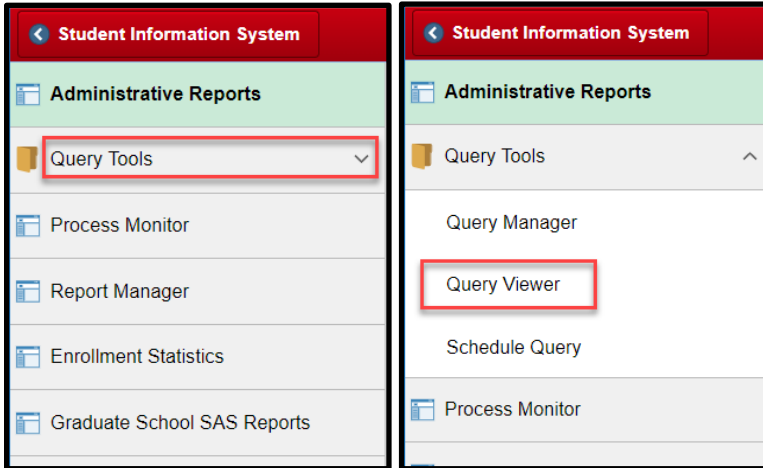
1. Log into [MyPack Portal](#) and navigate to the “Student Information System” page.



2. Select the “Reporting Tools” tile.

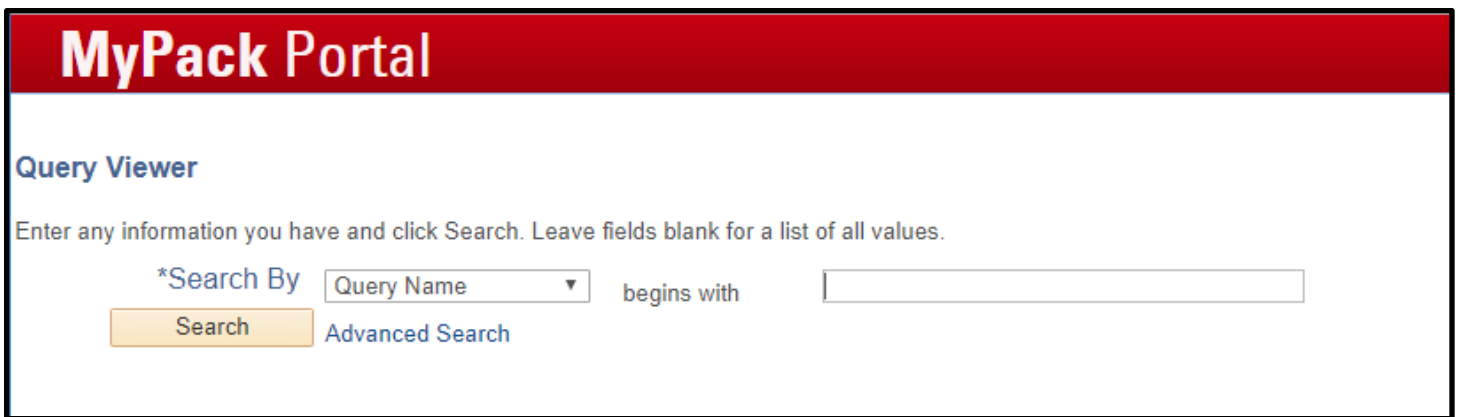


3. In the left navigation, select “Query Tools” to expand the folder, then select “Query Viewer.”



4. From the Query Viewer are in SIS you can search for the query you would like to run.

Enter the name of the query you are looking for in the textbox, then select “Search.” Note: If you only know the first portion of the query name (e.g., “SIS_GRAD”) the search will return all queries that “begin with” what you enter into the textbox. Selecting the “Advanced Search” will allow you to search for queries “containing” specific key words.



5. After selecting “Search,” a list of queries that your search criteria will appear. To view the query results, select the “HTML” link under the column “Run to HTML.”

MyPack Portal

Query Viewer

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

*Search By Query Name begins with

[Advanced 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
SIS_GRAD_ACAD_STRUC_BY_COLLEGE	Grad plans, progs, & subplans	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
SIS_GRAD_ACAD_STRUC_BY_PROGRAM	Grad plans, progs, & subplans	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

6. If your query has a prompt, enter this specification according to any formatting hints provided in parentheses and then select “View Results.” Example: below the query prompts the user to enter a “college code” in the two-digit format specified, “02” or a number “11” through “20.”

SIS_GRAD_ACAD_STRUC_BY_COLLEGE - Grad plans, progs, & subplans

Enter college code (02, 11-20)

7. You can download the results in a variety of formats. However, most users use the “Excel SpreadSheet” format.

SIS_GRAD_ACAD_STRUC_BY_COLLEGE - Grad plans, progs, & subplans

Enter college code (02, 11-20)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(51 kb\)](#)

[View All](#)