

## Query Viewer:

To access Query Viewer in SLMS navigate to **Main Menu**→**Reporting Tools**→**Query**→**Query Viewer**.

The naming convention for queries is as follows:

NY\_AgencyAbbreviation\_SubjectMatter\_Initials (who wrote the query).

To see the list of all queries for your agency, enter NY\_DOB, for example, if your agency is DOB into the search box.

### 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](#)

Select one of the options for the query you would like to run by clicking on:

- HTML - gives you the results of the query
- EXCEL - exports the query to EXCEL
- XML – gives you an XML file that you can export to Word and to XML Publisher where you can design the query for your reporting needs
- Favorites - adds the query to your favorites

### Query Viewer

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### Search Results

\*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
NY_GOER_EXT_PAGELET	External Users Pagelet	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>