

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_AgencyAbreviation_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.

The screenshot shows the top navigation bar of the Statewide Learning Management System. The breadcrumb trail is: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. Below the navigation is the "Query Viewer" title and a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search form includes a dropdown menu for "*Search By:" set to "Query Name", a text input field for "begins with" which is empty, and a "Search" button. There is also a link for "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

The screenshot shows the search results in the Query Viewer. The search criteria are: "*Search By:" set to "Query Name" and "begins with" set to "NY_GOER". Below the search bar is a "Search Results" section with a "Folder View:" dropdown set to "-- All Folders --". A table displays the search results for the query "NY_GOER_EXT_PAGELET".

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		HTML	Excel	XML	Schedule	Favorite