FMS and HCM Query Viewer
Running Queries in UTShare
UTShare Query Viewer

Query Viewer allows a user to run an ad-hoc report to collect data from the system.

There are thousands of queries in UTShare – half the battle is finding the one with the desired information.

Available queries are controlled by UTShare security access.

Queries are comprised of records that look at data tables. If you do not have access to the information on that table, you will not be able to see a query made from that information.
Query Viewer Navigation

Navigate to Query Viewer in the respective environments.
Main Menu – FMS Reporting Tools – Query – Query Viewer

Main Menu – HCM Reporting Tools – Query – Query Viewer
Searching Queries

When searching queries, it is very important to define criteria, otherwise you will receive too many results.

Using the **Search By** field you can select the area on the query that will be searched.

- Access Group Name
- Description
- Folder Name
- Owner
- Query Name (default)
- Type
- Users Field Name
- Uses Record Name
Using Keywords and Wildcard

Using the percent sign (%) tells the search function to return results with the keyword in one of the query fields.

The number of available queries will be displayed at the top of the Search Results list.
Advanced Search

Advanced Search allows a user to choose multiple fields and criteria to narrow the scope of the results.

Options in each drop down menu for the **Search By** are:
Search Results

After entering criteria, click search.

This will return a list of queries.

At UTA, only use queries that start with UTA or UTZ. These queries are specifically made for UTA or they are created by UTSIS for all UTShare component use. Using any other queries will increase the risk that the data is not accurate.
Selecting a Query

Reviewing the fields on a query will help determine if the information will be useful before running the query to completion.

Good practice is to click the Run to HTML (allows the query to open in a new browser window) then review the fields and/or criteria the query contains.
Many queries have criteria fields that have to be completed to return accurate results.

If a field says it is optional, it does not have to be completed, but in many cases the more information given the better the results.
Review the Fields

Before inputting any criteria, review the field headings to determine if the query will provide the desired information.

If the query fields match what is needed, proceed to inputting criteria. If the query does not look correct, close browser tab to return to the search results.
Running a Query

Input all the desired criteria for the query. If a field says it is optional, it does not have to be completed, but in many cases the more information given the better the results.

Click View Results.
Review Results

After running the query, the results are displayed. Users then have the option of downloading the results to Excel, CSV, or XML formats.
Thank You!