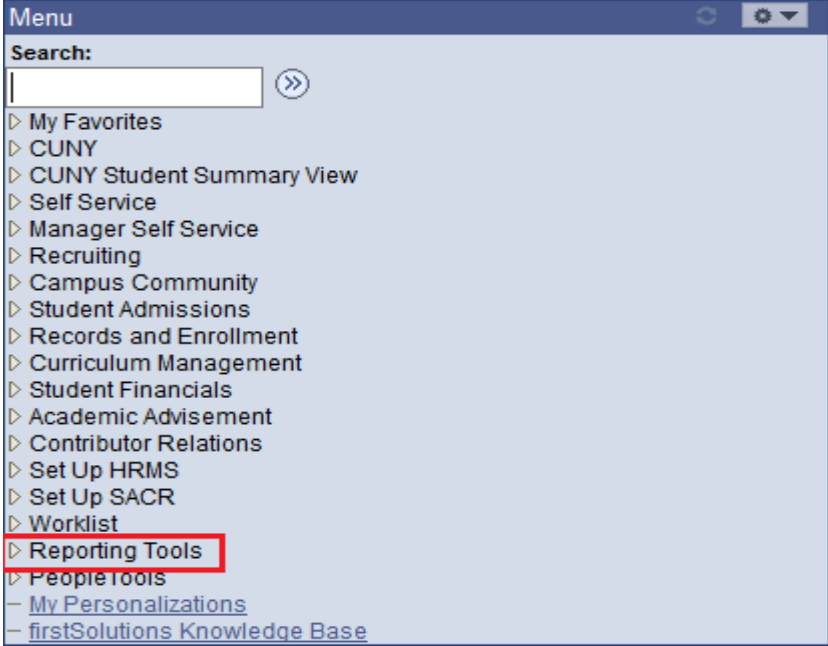


Instructions on How to Run Queries in CUNYfirst:

Step	Action
1.	<p>Log into CUNYfirst at https://home.cunyfirst.cuny.edu. From the CUNYfirst homepage, click the HR/Campus Solutions link</p>  <p>The screenshot shows a blue header bar with the text 'CUNYFIRST MENU' and a refresh icon. Below it is a list of menu items: '- Customer Relations Management', '- Enterprise Learning Management', '- HR / Campus Solutions' (highlighted with a red box), '- Reporting HR/Campus Solutions', and '- Student Center'.</p>
2.	<p>Click the Reporting Tools link</p>  <p>The screenshot shows a 'Menu' window with a search bar and a list of items. The items include: 'My Favorites', 'CUNY', 'CUNY Student Summary View', 'Self Service', 'Manager Self Service', 'Recruiting', 'Campus Community', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Student Financials', 'Academic Advisement', 'Contributor Relations', 'Set Up HRMS', 'Set Up SACR', 'Worklist', 'Reporting Tools' (highlighted with a red box), 'People Tools', 'My Personalizations', and 'firstSolutions Knowledge Base'.</p>
3.	<p>Click the Query link</p>  <p>The screenshot shows the 'Reporting Tools' section of the CUNYfirst interface. It includes a sub-header 'Reporting Tools' with the description 'Run, create, and manage queries and eView reports.' Below this are two links: 'Report Manager' (Review report list) and 'Query' (Extract information using visual representations of your PS database. Query Viewer). The 'Query' link is highlighted with a red box.</p>
4.	<p>Click the Query viewer link</p>  <p>The screenshot shows the 'Query Viewer' page in the CUNYfirst system. The breadcrumb trail is 'Favorites Main Menu > Reporting Tools > Query'. Below this is a blue header with 'Main Menu > Reporting Tools >' and a folder icon labeled 'Query'. The description reads 'Extract information using visual representations of your PS database.' At the bottom, there is a link for 'Query Viewer' (Review existing queries.) which is highlighted with a red box.</p>

5. Searching for Queries

1. Select Query Name from the “Search by:” drop down box
2. In the “begins with” box, type the name of the query you would like to run
3. Click “Search”

Note: If you do not know the name of the query, please use the “Advance Search” link, which will give you more options to search by. Also, wildcard (%) can be used to search for queries.

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites > Main Menu > Reporting Tools > Query > Query Viewer

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](#)

6. Viewing and Running Queries

1. To add your query to your “My Favorite Queries”, click the “Favorite” link under the “Add to Favorites”
2. Click “Excel” link to view the results

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CU_SR_CLASS_ENRL_ALL	Class Details	Publ c	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_SR_CLASS_ENRL_ALL_2	Class Details	Publ c	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_SR_CLASS_ENRL_ALL_NEWSTDNT	Class Details	Publ c	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite