

Use the Query Viewer

Introduction

The *Query Viewer* allows select SPIRE for Staff users to run pre-built queries, view results online, and download data to their desktop, using an intuitive graphical interface.

This handout illustrates how to use the *Query Viewer* with the **Undergraduate Query** (a.k.a. **UR89_DEPT_MJRS_NEW**), the query providing contact and academic information for students majoring in an academic department. The same procedure applies to other SPIRE queries for staff, unless otherwise noted. Refer to the **Available Queries** handout to get a list of queries currently available to SPIRE for Staff users.

Protect Query Data

The student information you obtain by running the *Undergraduate Query* falls under the FERPA (Family Educational Rights & Privacy Act) guidelines. It is your responsibility to maintain the confidentiality of this information and protect it against accidental release. If you often download query results to your desktop, we recommend that you:

- Create a password for the account you use to log on to your computer.
- Place your machine in a physically secure location (where the hardware cannot be removed).

To learn more about information security and student records, see the **FERPA Tutorial** and our **Information Security Tips** handout.

Find & Bookmark the Undergraduate Query

1. In the left *Menu*, go to **Reporting Tools > Query > Query Viewer**. The *Query Viewer* page opens.
2. On the *Query Viewer* page:
 - From the *Search By* drop-down list, select **Query Name**, if not already selected.
 - In the *begins with* field, enter the full or partial name of the *Undergraduate Query* (**UR89_DEPT_MJRS_NEW**).
 - Click . The query summary appears on the same page under *Search Results*.

TIP: Bookmark the *Undergraduate Query* and avoid searching for it every time you need it.

1. In the query summary, under *Add to Favorites*, click **Favorite**.
2. The *Query Viewer* page will refresh, displaying the *My Favorite Queries* box at the bottom of the page. The *Undergraduate Query* will automatically appear in this location the next time you access the *Query Viewer* page.

To remove the *Undergraduate Query* from the favorites list, under *Remove*, click the **Minus** button.

Leave the *Folder View drop-down list intact.

Leave the *Schedule* link intact.

Click *HTML* to get a static view of the query results in a new browser window.

Click *Excel* to export your results directly to Excel.

Click *Favorite* to bookmark this query.

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UR89_DEPT_MJRS_NEW	Majors List Data Dump	Public		HTML	Excel	Schedule	Favorite

- Because results open in a new browser window, make sure you disable any pop-blocker(s) before you run any query in SPIRE. Otherwise, your browser will 'read' this new window as a pop-up and block it.
 - Internet Explorer 6.x & 7.x* (Windows XP): In the Explorer menu, go to **Tools > Pop-up Blocker** and select **Turn Off Pup-up Blocker**.
 - Firefox 1.x* (Windows XP): In the Firefox menu, go to **Tools > Options...** In the *Options* window, click the **Content** tab, then clear the **Block Popup Windows** check box and click **OK**.
 - Safari 2.x* (Mac OS X): Open the **Safari** menu (top of the page), then make sure **Block-up Pop-up Windows** is not selected.

Note: Yahoo and Google navigation bars come with embedded pop-up blockers that also need to be disabled. Check under the URL field to see whether your browser uses this type of navigation bar.

Run the Undergraduate Query

To run the *Undergraduate Query*, you have two options:

A. Run to HTML

This option produces a static view of the query results in a new browser window. From the browser view, you can download the results to an *Excel Spreadsheet* or *CSV Text File*.


- On the *Query Viewer* page, in the query summary, click **HTML**. The *Query* page opens in a new browser window, displaying the field names of the query (e.g., *Name*, *Academic Career*).
- On the *Query* page:
 - In the *Active Term* field, enter the numeric abbreviation for the current or next term (e.g., **1053** for **Spring 2005**, **1057** for **Fall 2005**). **Note:** The *Undergraduate Query* is not set up to display results for any past semester.
 - Click [View Results](#). The data associated with the term you entered opens underneath.

3. Because most queries include a large number of records, the *Query* page will only display a limited number of results (often not all).
 - To view the total number of results, scroll right to the end of the results table. Above the query field names (blue row), you will see the **number of records displayed** on the current page, and the **total number of records** of your query. ([First](#) ◀ 101-112 of 112 ▶ [Last](#))
 - Use the **blue arrows** to navigate between pages.
 - To view all records on a single page, click **View All** above the *User ID* column of the results table.
4. To download your results, click **Excel SpreadSheet** or **CSV Text File**. The entire document (not only the first page) downloads to one of these formats.
5. In the *File Download* window, click **Save**.
6. Save the file in a separate directory on your C:\ drive (e.g., *queries*). **Note:** On the *File Download* window, if you clicked **Open** instead of **Save**, the file opens in a new browser window using your default spreadsheet software.

TIP: To print query results, we recommend downloading the file first, then formatting it for easy printing.

B. Run to Excel

This option allows you to download query results directly to an Excel spreadsheet, without providing the browser view.

1. On the *Query Viewer* page, in the query summary, click **Excel**. The *Query* page opens in a new browser window, displaying the field names of the query (e.g., *Name*, *Academic Career*).
2. On the *Query* page:
 - In the *Active Term* field, enter the numeric abbreviation for the current or next term (e.g., **1053** for **Spring 2005**, **1057** for **Fall 2005**). **Note:** The *Undergraduate Query* is not set up to display results for any past semester.
 - Click . The *File Download* window opens.
3. In the *File Download* window, click **Save**.
4. Save the document in a separate directory on your C:\ drive (e.g., *queries*).
Note: On the *File Download* window, if you click **Open** instead of **Save**, the Excel file opens in a new browser window.

TIPS:

No Microsoft Excel on your computer? If you do not have Microsoft Excel, we recommend that you use the *Run to HTML* option, then download the query results as a CSV Text file.

Don't forget to refresh your data! As student information often changes, you must run this query periodically in order to access the most recent data. This is especially important for those who work with query downloads from their desktop.

Useful links

SPIRE Help

<http://www.oit.umass.edu/spire>

Support pages for SPIRE; includes separate sections for students, instructors and staff.

FERPA Tutorial

http://www.oit.umass.edu/spire/for_staff/access/ferpa/tutorial.html

Our FERPA Tutorial ensures that you are familiar with the provisions of the law, and you are aware of the day-to-day challenges of working with student information.

OIT Web site

<http://www.oit.umass.edu>

Get the most recent info about technology on campus: network outages, free software downloads & support, configuration and troubleshooting guides.

Microsoft Select

<http://www.oit.umass.edu/software/msselect.html>

Acquisition plan that provides UMass departments with Microsoft software at a fraction of the retail price.

MELL 2.2 (Microsoft Enterprise Learning Library)

<http://mell.oit.umass.edu/>

- Online tutorials for Microsoft Office applications offered *at no charge* to members of the UMass community.
- Provides online training for Microsoft Excel. Microsoft Access training expected in the future.
- Courses accessible from Windows computers with Internet Explorer only.

OIT's Virus & Security Center

<http://www.oit.umass.edu/virus/>

Under *Security Tips*, learn how to configure user account security (create user account, set up passwords for various accounts, etc.)