



## **Miami-Dade County**

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# Add Queries to Your Favorites Job Aid

Version 1.0

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## PURPOSE AND DESCRIPTION

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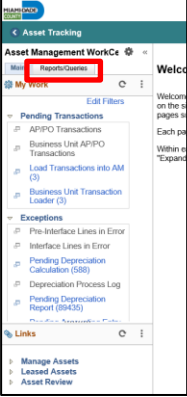

### **Purpose**


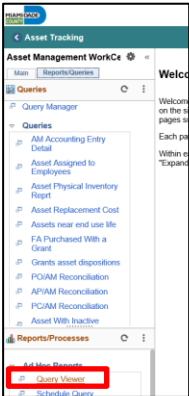

This document providea a well as step-by-step procedural guidance to perform the activity.

### **Description**

Add Queries to Your Favorites

## ACTIVITY 1: ADD QUERIES TO YOUR FAVORITES

Step	Action
1.	Navigate to <b>Finance / Supply Chain (FSCM) &gt; Asest Tracking &gt; Asset Management WorkCenter</b>
2.	Select the <b>Reports/Queries</b> tab. 
3.	Select the <b>Query Viewer</b> link. 
4.	<b>Query Name</b> in <u>Asset Management (AM)</u> will begin with <b>MD_AM%</b>  Enter the desired information into the <b>begins with</b> field.
5.	Select the <b>Search</b> button.

Step	Action
6.	<p>The Search Results page appears. The results list all the queries that match the search criteria. The following information appears:</p> <p>Query Name Query Description Owner (Public or Private) Folder</p> <p><b>Note:</b> You may add to the favorite the desire query name.</p> <p>Select the <b>Favorite</b> link.</p> 
7.	<p>Select the <b>Query Viewer</b> link.</p> 
8.	<p><b>Note:</b> To run a query, use the following links on the row of the query:</p> <p><b>HTML:</b> Select to generate an HTML version of the query.</p> <p><b>Excel:</b> Select to download the query to a Microsoft Excel spreadsheet.</p> <p><b>XML:</b> Select to download query result to browser as webrowset format. There are options that enable you to open, save, or cancel the downloaded file.</p>
9.	Verify the <b>BUSINESS UNIT</b> .
10.	Select the <b>View Results</b> button.
11.	<p>Select the <b>Excel Spreadsheet</b> link.</p> 
12.	Select the <b>Open</b> button.
13.	<b>End of Procedure.</b>