



## **Miami-Dade County**

---

# Running the Shipping and Locations Query Job Aid

Version 1.0

## TABLE OF CONTENTS

---

**TABLE OF CONTENTS.....2**

**PURPOSE AND DESCRIPTION .....2**

*Purpose* .....2

**ACTIVITY 1: RUNNING THE SHIPPING AND LOCATIONS QUERY .....3**

## PURPOSE AND DESCRIPTION

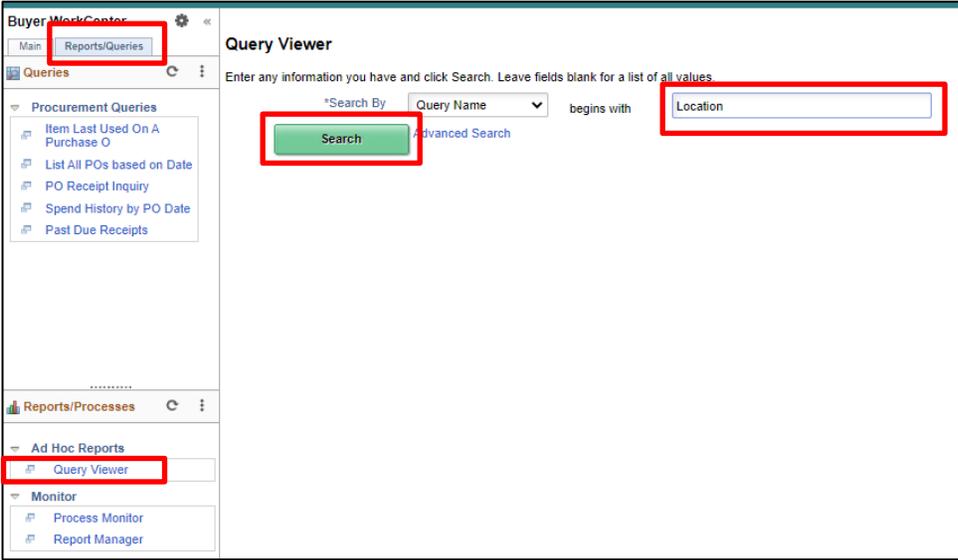
---

### Purpose

This document explains the key activities involved in running the Shipping and Locations query

## ACTIVITY 1: IMPORT A DOCUMENT

Step	Description
1	Navigate to: Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer WorkCenter  <b>Note:</b> Accessing the Query Viewer Component can be achieved from the WorkCenter of any module.
2 3 4 5	Select the <b>Reports/Queries</b> tab. Select the <b>Query View</b> link. Enter the desired information into the <b>begins with</b> field. <b>(LOCATION_SHIPPING_CODES)</b> Select the <b>Search</b> button to display a list of queries that match your search criteria.
5	Select the desired <b>Run To</b> option beside the desired query. <ul style="list-style-type: none"> <li>HTML: Select to generate an HTML version of the query in a new tab</li> <li>Excel: Select to download the query results to a Microsoft Excel spreadsheet</li> <li>Schedule: Select to schedule a time for the query to run and be sent via email</li> <li>XML: Select to download query result to browser as webrowset format</li> </ul>



Step	Description																																													
6 7	<p><b>Note:</b> No spaces are allowed. Replace the space with a percent sign (%).</p> <p>Enter the desired information into the <b>SEARCH BY ADDRESS (ex: %111%NW)</b> field. Select <b>View Results</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p>LOCATION_SHIPPING_CODES - LOCATION &amp; SHIPPING TO ADDRESS</p> <p>SEARCH BY ADDRESS (ex: %111%NW) 101 W FLAGLER ST</p> <p>View Results</p> <p>Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)</p> <table border="1"> <thead> <tr> <th>Row</th> <th>LOCATION CODE</th> <th>LOCATION DESCRIPTION</th> <th>SHP TO CODE</th> <th>SHP TO DESCRIPTION</th> <th>ADDRESS 1</th> <th>ADDRESS 2</th> <th>FLOOR</th> <th>BUILDING</th> <th>CITY</th> <th>COUNTY</th> <th>STATE</th> <th>ZIP CODE OR POSTAL</th> <th>JURISDICTION</th> <th>ADDRESS 3</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MDO0000244</td> <td>101 W FLAGLER ST</td> <td>MDO0000244</td> <td>HistoryMiami</td> <td>101 W FLAGLER ST</td> <td></td> <td></td> <td></td> <td>Miami</td> <td>Miami-Dade</td> <td>FL</td> <td>33130</td> <td>5</td> <td>0141370270010</td> </tr> <tr> <td>2</td> <td>MDO0000334</td> <td>101 W FLAGLER ST</td> <td>MDO0000334</td> <td>Main Library</td> <td>101 W FLAGLER ST</td> <td></td> <td></td> <td></td> <td>Miami</td> <td>Miami-Dade</td> <td>FL</td> <td>33130</td> <td>5</td> <td>0141370270010</td> </tr> </tbody> </table> </div>	Row	LOCATION CODE	LOCATION DESCRIPTION	SHP TO CODE	SHP TO DESCRIPTION	ADDRESS 1	ADDRESS 2	FLOOR	BUILDING	CITY	COUNTY	STATE	ZIP CODE OR POSTAL	JURISDICTION	ADDRESS 3	1	MDO0000244	101 W FLAGLER ST	MDO0000244	HistoryMiami	101 W FLAGLER ST				Miami	Miami-Dade	FL	33130	5	0141370270010	2	MDO0000334	101 W FLAGLER ST	MDO0000334	Main Library	101 W FLAGLER ST				Miami	Miami-Dade	FL	33130	5	0141370270010
Row	LOCATION CODE	LOCATION DESCRIPTION	SHP TO CODE	SHP TO DESCRIPTION	ADDRESS 1	ADDRESS 2	FLOOR	BUILDING	CITY	COUNTY	STATE	ZIP CODE OR POSTAL	JURISDICTION	ADDRESS 3																																
1	MDO0000244	101 W FLAGLER ST	MDO0000244	HistoryMiami	101 W FLAGLER ST				Miami	Miami-Dade	FL	33130	5	0141370270010																																
2	MDO0000334	101 W FLAGLER ST	MDO0000334	Main Library	101 W FLAGLER ST				Miami	Miami-Dade	FL	33130	5	0141370270010																																

**Note:** If the address is not found, please create a Remedy ticket to request the addition of the location into INFORMS.

**Note:** Select the **Favorite** link under Add to Favorites to add any query to your favorites

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name (dropdown) begins with: LOCATION (input field)

[Advanced Search](#)

**Search Results**

\*Folder View: -- All Folders -- (dropdown)

**Query**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LOCATION_SHIPPING_CODES	LOCATION & SHIPPING TO ADDRESS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name (dropdown) begins with: (input field)

[Advanced Search](#)

**My Favorite Queries**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
LOCATION_SHIPPING_CODES	LOCATION & SHIPPING TO ADDRESS	Public		HTML	Excel	XML	Schedule	Lookup References	--