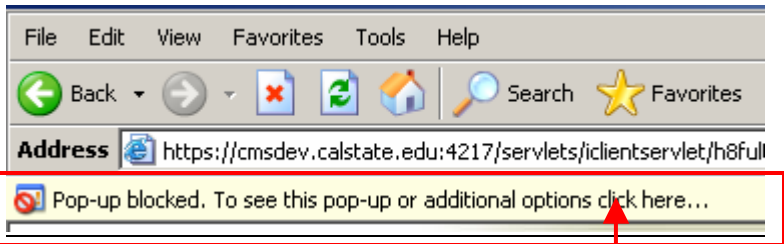
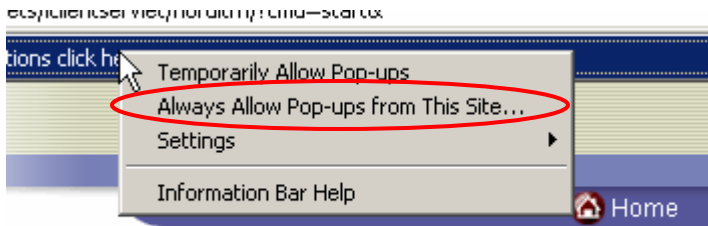
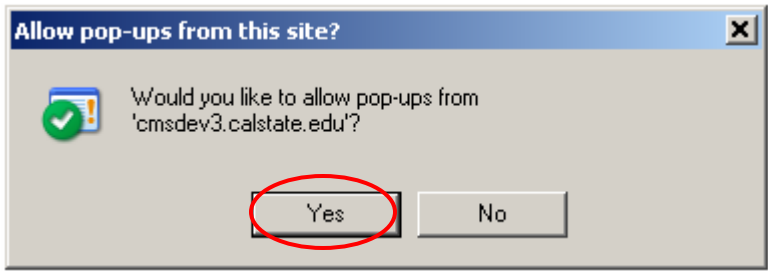




To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

<p>Step 1:</p> <p>Navigate to the correct CMS page:</p> <p>Menu > CSUF HR > Inquire > My Queries</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>																																																																							
<p>Step 2:</p> <p>Select the hyperlink for the query you wish to run.</p>	<p>My Queries</p> <p>Select the hyperlink to run a query. Some queries may take up to 3 minutes to return data.</p> <table border="1"> <thead> <tr> <th>Query</th> <th></th> </tr> </thead> <tbody> <tr> <td>Student Alpha (Enter A or T)</td> <td>Active & Terminated Students (includes 1870, 1871, 1872)</td> </tr> <tr> <td>Student Alpha - All Students</td> <td>All Students sorted by Status (includes 1870, 1871, 1872)</td> </tr> </tbody> </table>	Query		Student Alpha (Enter A or T)	Active & Terminated Students (includes 1870, 1871, 1872)	Student Alpha - All Students	All Students sorted by Status (includes 1870, 1871, 1872)																																																																
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<p>Step 3:</p> <p>A new window will open to display your query results. (See “Pop Up Blockers” section below for help enabling pop ups.)</p> <p>The results of the query are based on your security access in CMS.</p>	<p>FHQ_SW_STDT_ALPHA_1- Student Alpha - All Students</p> <p>Download results in: Excel Spreadsheet CSV Text File (924 kb)</p> <p>View All First <input type="text" value="1-100 of 2627"/> Last</p> <table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Empl Rcd#</th> <th>Eff Date</th> <th>Name</th> <th>Position</th> <th>DeptID</th> <th>Job Code</th> <th>Comp Rate</th> <th>Action</th> <th>Action Date</th> <th>Pay Status</th> <th>CSU Unit</th> <th>Primary Fund</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800441933</td> <td>0</td> <td>09/01/2006</td> <td>Abbott,Dianika G</td> <td>00025690</td> <td>10057</td> <td>1870</td> <td>8.500000</td> <td>REH</td> <td>01/09/2007</td> <td>Active</td> <td>541</td> <td>NA</td> </tr> <tr> <td>2</td> <td>800441933</td> <td>1</td> <td>09/01/2006</td> <td>Abbott,Dianika G</td> <td>00026876</td> <td>10057</td> <td>1871</td> <td>8.000000</td> <td>HIR</td> <td>05/26/2006</td> <td>Active</td> <td>541</td> <td>NA</td> </tr> <tr> <td>3</td> <td>800000952</td> <td>0</td> <td>01/03/2006</td> <td>Abraham-Zadeh,Sohail</td> <td>00025438</td> <td>10229</td> <td>1871</td> <td>7.660000</td> <td>HIR</td> <td>12/11/2006</td> <td>Active</td> <td>485</td> <td>NA</td> </tr> <tr> <td>4</td> <td>899558688</td> <td>1</td> <td>08/18/2005</td> <td>Acosta,Desiderio L</td> <td>00025485</td> <td>10253</td> <td>1870</td> <td>7.110000</td> <td>HIR</td> <td>08/15/2005</td> <td>Active</td> <td>511</td> <td>NA</td> </tr> </tbody> </table>		ID	Empl Rcd#	Eff Date	Name	Position	DeptID	Job Code	Comp Rate	Action	Action Date	Pay Status	CSU Unit	Primary Fund	1	800441933	0	09/01/2006	Abbott,Dianika G	00025690	10057	1870	8.500000	REH	01/09/2007	Active	541	NA	2	800441933	1	09/01/2006	Abbott,Dianika G	00026876	10057	1871	8.000000	HIR	05/26/2006	Active	541	NA	3	800000952	0	01/03/2006	Abraham-Zadeh,Sohail	00025438	10229	1871	7.660000	HIR	12/11/2006	Active	485	NA	4	899558688	1	08/18/2005	Acosta,Desiderio L	00025485	10253	1870	7.110000	HIR	08/15/2005	Active	511	NA
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<p>Step 4:</p> <p>Select View All to see all records from the query.</p> <p>If there are many records returned, use the arrows to scroll through multiple pages.</p>	<p>FHQ_SW_STDT_ALPHA_1- Student Alpha - All Students</p> <p>Download results in: Excel Spreadsheet CSV Text File (924 kb)</p> <p>View All <input type="text" value="1-100 of 2627"/> Last</p>																																																																						

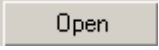

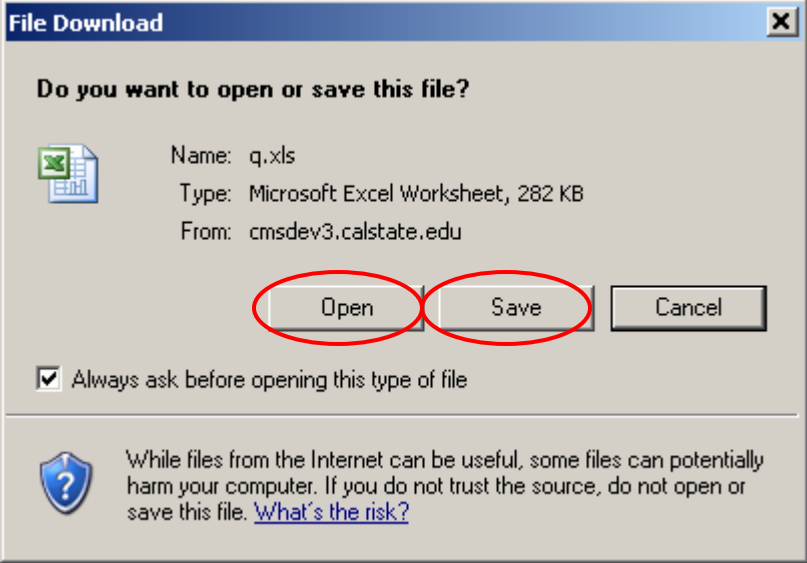
Pop up Blockers – Allow Pop-Up from this Site

<p>If you have pop-up blockers turned on, you will receive a pop-up blocker message. Different internet browsers display different messages but they all say pop-up blocker.</p> <p>Step 1: Click “click here...”</p>							
<p>Step 2: Select Always Allow Pop-ups from This Site...</p> <p>After selecting this option you will not see pop-up messages from CMS unless you clear your cache.</p>	 <p>Query Manager</p>						
<p>Step 3: Click <input type="button" value="Yes"/></p>							
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Run Query Results to Excel

The results of the query you prompted to run are displayed in a new browser window. The default display will always be 100 rows.

Once you run the query, you have the option to download the results to Microsoft Excel. The query results display in an Excel-based web format.

<p>Step 5:</p> <p>Select Excel Spreadsheet to download results to Excel.</p> <p><i>Excel = Formatted. Depending on number of fields in report, you may have to scroll to view additional fields.</i></p> <p><i>CSV = Comma Separated Value. This is a flat text file where the comma separates each value. Most commonly used with other interfaces.</i></p>	<p>FHQ_SW_STDT_ALPHA_1- Student Alpha - All Students</p> <hr/> <p>Download results in : Excel Spreadsheet CSV Text File (924 kb)</p>
<p>Step 6:</p> <p>Click  to open the report</p> <p>Click  to save it to your computer.</p>	
<p style="text-align: center;"><i>Congratulations!</i> You have successfully run and exported a query.</p>	