Processing Steps	Screen Shots
Step 1: Navigate to the correct CMS page: Main Menu > CSUF HR > Inquire > My Queries. You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the page.	
Step 2: Select the hyperlink for the query you wish to run.	
Step 3: A new window will open to display your query results. (See "**Pop Up Blockers**" section below for help enabling pop ups.) The results of the query are based on your security access in CMS.	
Step 4: Select View All to see all records from the query. If there are many records returned, use the arrows to scroll through multiple pages.	

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Step 4a: 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. Click "**click here…**"	
Step 4b: Select **ALWAYS ALLOW POP-UPS FROM THIS SITE…** After selecting this option you will not see pop-up messages from CMS unless you clear your cache.	
Step 4c: Click **Yes**.	
Step 4d: You will be taken back to My Queries. Select the hyperlink for the query you wish to run.	

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Step 5: 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. Select **Excel Spreadsheet** to download results to Excel. • **Excel** = Formatted. Depending on number of fields in report, you may have to scroll to view additional fields. • **CSV** = Comma Separated Value. This is a flat text file where the comma separates each value. Most commonly used with other interfaces.	FHQ_SW_STDT_ALPHA_1- Student Alpha - All Students Download results in : Excel SpreadSheet CSV Text File (924 kb)
Step 6: Click **Open** to open the report Click **Save** to save it to your computer.	**File Download** Do you want to open or save this file? Name: q.xls Type: Microsoft Excel Worksheet, 282 KB From: cmsdev3.calstate.edu Open Save Cancel ☑ Always ask before opening this type of file While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?