

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.	Favorites Main Menu Personalize Search: Search: CSU SA Baseline CSUF HR CSUF HR CSU SA E Self Service CSU F HR Campus Community Self Servi Curriculum Management Campus Set Up HRMS Curriculum Set Up HRMS Set Up HF Set Up SACR Set Up HF Set Up PHOIle Tools PeopleTo Change My Password My Personalizations My System Profile My Syster My System Profile My Dictionary My Dictionary
Step 2: Select the hyperlink for the query you wish to run.	My Queries Select the hyperlink to run a query. Some queries may take up to 3 minutes to return data. Query Query Student Alphe (entor A or T) Active & Terminated Students (includes 1870, 1871, 18 Student Alpha - All Students All Students sorted by Status (includes 1870, 1871, 187
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.	FHQ_SW_STDT_ALPHA_1- Student Alpha - All Students Download results in : Excel SpreadSheet CSV Text File (924 kb) View All In tropi fff Date Real SpreadSheet CSV Text File (924 kb) Int Import fff Date Perilion Deput Job Colspan="2">Colspan="2">CSU Primary IN Tropi fff Date Perilion Certage Action Status Bot CSU Primary I 800441933 0 09/01/2006 Abbot, Olanika G 00025690 10057 1870 8.500000 REH 01/09/2007 Active 541 NA 2 800441933 1 09/01/2006 Abbot, Olanika G 00025897 10057 1871 8.000000 REH 01/09/2007 Active 541 NA 3 8000000952 0 01/03/2006 Abbot, Olanika G 00025438 10229 1871 7.60000 Hill 05/26/2006 Active 541 NA 3 8000000952 0 01/03/2006 Active 548 NA 2 2 00025438 10253 1870 7.110000 Hill 08/15/2005 Active 511 NA 4 4 08/18/2005 Acosta, Desidenio L 00025485 10253 187
Step 4: Select <u>View All</u> to see all records from the query. If there are many records returned, use the <u>arrows</u> to scroll through multiple pages.	FHO_SW_STDT_ALPHA_1- Student Alpha - All Students Download results in : Excel SpreadSheet CSV Text File (924 kb) View All

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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"	File Edit View Favorites Tools Help
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.	tions click he Always Allow Pop-ups Always Allow Pop-ups from This Site Settings Information Bar Help Ouery Manager
<u>Step 4c:</u> Click Yes.	Allow pop-ups from this site? Would you like to allow pop-ups from 'cmsdev3.calstate.edu'? Yes No
Step 4d: You will be taken back to My Queries. Select the hyperlink for the query you wish to run.	My Queries Select the hyperlink to run a query. Some queries may take up to 3 minutes to return data. Query Query Student Alpha (enter A or T) Active & Terminated Students (includes 1870, 1871, 18 Student Alpha - All Students All Students sorted by Status (includes 1870, 1871, 187

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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. 	FHO_SW_STDT_ALPHA_1- Student Alpha - All Students Download results in : Excel SpreadSheet CSVTextFile (924 kb)
Step 6: Click Open to open the report Click Save to save it to your computer.	File Download Image: save this file? Image: save this file? Name: g.xls Type: Microsoft Excel Worksheet, 282 KB From: cmsdev3.calstate.edu Image: save the construction of the save the s