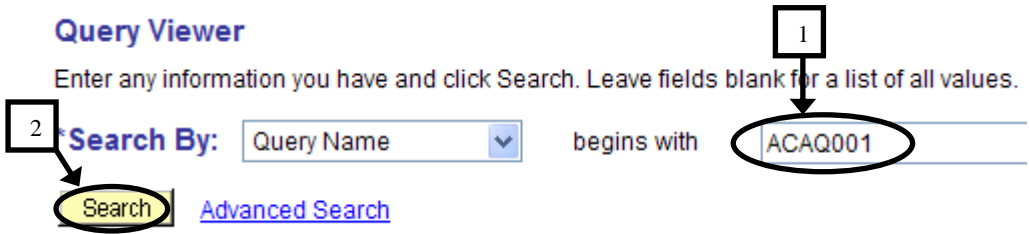

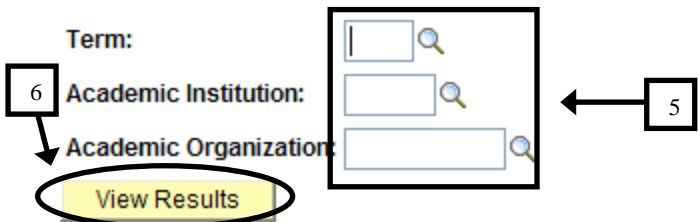
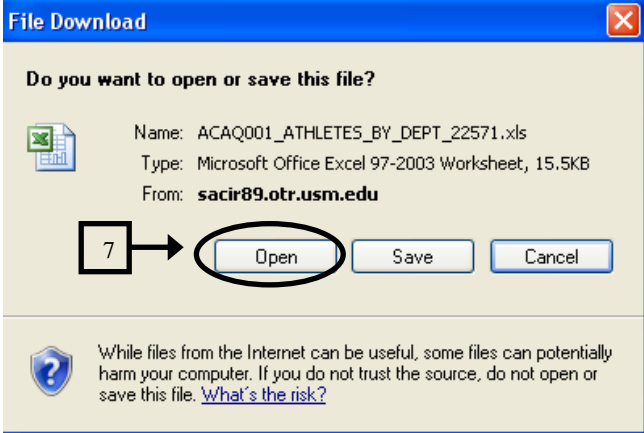


Navigation: Home > Reporting Tools > Query > Query Viewer

Step	Action
1.	Enter the title (or partial title) of the query.
2.	Click on the "Search" button. 
3.	Click on the Excel link to download to Microsoft Excel. 
4.	NOTE: A new window will appear, so disable all pop-up blockers!!
5.	Enter the appropriate info for the prompts.
6.	Click the View Results button. 

Step	Action
7.	<p>Click the Open button.</p>  <p>File Download</p> <p>Do you want to open or save this file?</p> <p>Name: ACAQ001_ATHLETES_BY_DEPT_22571.xls Type: Microsoft Office Excel 97-2003 Worksheet, 15.5KB From: sacir89.otr.usm.edu</p> <p>7 → <input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p>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?</p>
8.	Your query will appear!! You may modify the info in Microsoft Excel.