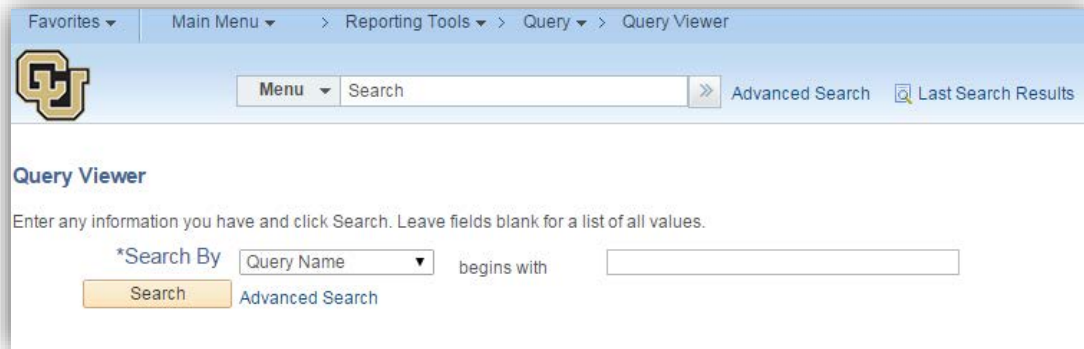


# Running a PS Query in Campus Solutions:

Main Menu>Reporting Tools>Query>Query Viewer



The screenshot shows the 'Query Viewer' page in a web browser. The breadcrumb trail is 'Main Menu > Reporting Tools > Query > Query Viewer'. The page header includes the University of Colorado logo and a search bar with 'Menu' and 'Search' buttons. Below the header, the 'Query Viewer' section contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are set to '\*Search By' with a dropdown menu showing 'Query Name' and a text input field containing 'begins with'. There are two buttons: 'Search' and 'Advanced Search'.

If you know what the query begins with, you may search this way. Otherwise, click on Advanced Search.

## Query Manager

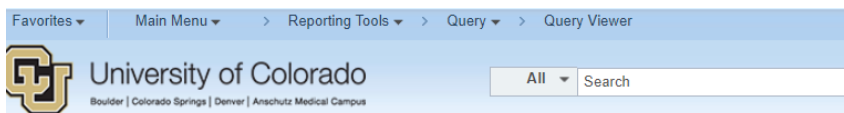
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By  begins with

[Advanced Search](#)

To view all of the Queries that are related to Curriculum Management, in the Folder Name search option, enter UD\_COURSE\_COORD and click "Search."



The screenshot shows the top navigation bar of the University of Colorado website. It includes the University of Colorado logo, the text 'University of Colorado', and a search bar with 'All' and 'Search' buttons. Below the logo, it lists 'Boulder | Colorado Springs | Denver | Anschutz Medical Campus'.

## Query Viewer

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

Query Name

Description

Uses Record Name

Uses Field Name

Access Group Name

Folder Name

\*Query Type =

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)

From here, you will see all of the queries that Course Coordinators have access to run. If there are queries you will be running frequently, you can save these as a "Favorite" by clicking the Favorite hyperlink in the right hand column.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CUDEN_CLASS_LIST	Class List Report	Private	KAITLYN OTTO	HTML	Excel	XML	Schedule	Lookup References	<a href="#">Favorite</a>

To run, click on "Excel." A new window/tab will open. Fill in the prompts and click "View Results."

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CUDEN_CLASS_LIST	Class List Report	Private	KAITLYN OTTO	HTML	Excel	XML	Schedule	Lookup References	<a href="#">Favorite</a>

### UD\_RPT\_DENVER\_CLASS\_LIST\_ALL - CUDEN class list by term

Institution

Term

Acad Group (optional)

Subject (optional)

Class Status (optional)

Session Code (optional)

Facility ID (optional)

When the report is ready, it will appear at the bottom of the screen. It will also automatically save to your "Downloads" folder.

**UD\_RPT\_DENVER\_CLASS\_LIST\_ALL - CUDEN class list by term**

Institution

Term

Acad Group (optional)

Subject (optional)

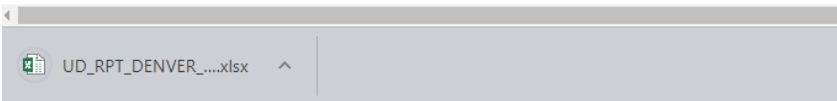
Class Status (optional)

Session Code (optional)

Facility ID (optional)

**View Results**

Row	Term	Career	Acad Group	Subject	Catalog	Section	Class Nbr	Mode	Session	Class Sch Print	Stdnt Spec	Pat Nbr	Class Start Date	Class End Date	Mtg Pat Start Date	Mtg Pat End Date	Mtg Ptrn
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List of current public queries as of 5/20/21. For more information, please refer to the accompanying spreadsheet.

Important note: When searching for a query by name, there cannot be any spaces. Sometime when copying/pasting from the Excel Spreadsheet, spaces may occur. It is suggested to

- 1) type in the name of the query you are searching for instead of copy/paste
- 2) look in the Course Coordinator folder for your query
- 3) if you do copy/paste, double check there were no spaces added

Name of Query	Short Description in CU-SIS

<b>UD_RPT_ACTV_REQUIREMENT_GROUPS</b>	REQUIREMENT_GROUPS
<b>UD_RPT_CAMPUS_LOCATION_CODES</b>	Class Location Codes
<b>UD_RPT_CATALOG_COMPS_DETAIL</b>	Course Inventory Components
<b>UD_RPT_CATALOG_INVENTORY</b>	Course Inventory by Lst Eff Dt
<b>UD_RPT_CATALOG_INVENTORY_CRRNT</b>	Course Inventory by CrrtEff Dt
<b>UD_RPT_CATALOG_INVENTORY_FUTRE</b>	Course Inventory by FTR Eff Dt
<b>UD_RPT_CATALOG_INV_CRSLF_PREP</b>	Course Inventory Crsleaf prep
<b>UD_RPT_CLASS_COMB_PRCNT_ENRLD</b>	CUDEN combsec percent enrl trm
<b>UD_RPT_CLASS_LIST_DYNAMIC_DATE</b>	View Dynamic Dates by Term
<b>UD_RPT_CLASS_LIST_PRIORITY</b>	
<b>UD_RPT_CLASS_LIST_ROOMED_CAP</b>	Rq room cap vs actual room cap
<b>UD_RPT_CLASS_PERCENT_ENRLD</b>	CUDEN Classes percent enrl trm

<b>UD_RPT_COURSES_WITH_REQUISITES</b>	Active Courses w/Rq Grp by Grp
<b>UD_RPT_DENVER_CLASS_LIST_ALL</b>	CUDEN class list by term
<b>UD_RPT_DENVER_CLASS_LIST_TOPIC</b>	CUDEN topic class list by term
<b>UD_RPT_LAST_ACTV_COURSE_OFFER</b>	Last term class was offered
<b>UD_RPT_MISSING_INSTRUCTORS</b>	classes missing instructors
<b>UD_RPT_ONLINE_CLSS_NO_FACIL_ID</b>	Active Online Clss w/o FacilID
<b>UD_RPT_PRIORITY_COURSE_LIST</b>	Priority on campus-hybrid
<b>UD_RPT_ROOMCAP_EXCEEDS_REQUEST</b>	EMS cap < Requested Room Cap
<b>UD_RPT_SECTION_LEVEL_REQUISITE</b>	Active Section-Level Requisite
<b>UD_RPT_UNROOMED_REPORT</b>	CUDEN unroomed classes