

## How to perform a query

1. Log into the Reporting database ([www.case.edu/erp/report](http://www.case.edu/erp/report)).
2. Follow this navigation: **Reporting Tools>Query>Query Viewer**. You will then see this page:

Query Viewer

### Find an Existing Query

Search by:  begins with

3. Enter **CWQ** in the empty field, and then click the yellow **Search** button. You will see something akin to this:

Query Viewer

### Find an Existing Query

Search by:  begins with

### Search Results

Query	Customize	Find	View All	First	1 of 1	Last
CWQ0001_ACTIVE_SPEEDTYPES	ACTIVE	SPEEDTYPES	All Active SpeedTypes	Public	Run	Schedule

4. Click **Run**, and your query results will appear.

CWQ0001\_ACTIVE\_SPEEDTYPES - All Active SpeedTypes

[View All](#) | [Run Query](#) | [Download to Excel](#) First  of 1  Last

	SpeedType	Fund	Project	DeptID	Account
1	ADV420018	12000	RES420018	200000	101770
2	ADV420021	12000	RES420021	200000	101770
3	ADV420022	12000	RES420022	200000	101770
4	ADV420026	12000	RES420026	200000	101770
4	ADV420037	12000	RES420037	200000	101770

\*Once your query appears, you can click **Download to Excel** to download the information to an Excel Spreadsheet.

\*\*If in step 2 above you are prompted for input, please fill in *all* fields. After you do this, click **OK** to view your query.