How to navigate to query viewer in HCM:
This job aid outlines how those with Department, College/Division or Campus HR access navigate to query viewer in HCM.

**Navigation:** Employee Self Service > NavBar > Classic Home

### Information

Those with Department, College/Division and Campus HR Contact access have access to query viewer to run set queries (reports) which display crucial data for employees within their security scope.

Note if you have Query Viewer saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below.

**Navigating to Query Viewer:** Take the following navigation steps:

1. Click the **NavBar** (compass icon) in the top right corner of the page.

2. Click the **Classic Home** option.
3. Once in **Classic Home** click the Main Menu drop-down button.

4. Make the following selections: **Reporting Tools > Query > Query Viewer.**

Only search for queries which you know you have access to. HR maintains a current listing of available queries based on HR user group. Do not ‘open search’ for queries as it will populate several hundred that are for back-office HR and Payroll staff only. Two query lists are maintained on the HR Toolbox on the [HCM PeopleSoft System Resources page](#), one is for Department HR Contacts and the other is for College/Division and Campus HR Contacts.

5. In the Query Viewer search field, Copy/Paste the name of the query which you wish to view.

6. Click the **Search** button.
For quick reference, HR recommends that you add all queries on the available query listing for your HR access group as favorites.

**To add as Favorite:**
Upon searching for the query in steps 5 and 6 above, the search results appear. Click the **Favorite** link to add this specific query to your favorite list.

That query will now appear under the **My Favorite Queries** section each time you visit the Query Viewer page.
7. Click the Run to HTML link to begin generating the query data.

8. Any required fields will be indicated by * and will be referenced on the query listing documents on the HR Toolbox.

9. Enter the required information and click the View Results button.
10. Once the query results have populated, review the information presented and if you need to download to your computer, click the Excel Spreadsheet link or other option.

You have successfully learned how to access Query Viewer and add queries to your favorites list!