

Use the Query Viewer

Introduction

The *Query Viewer* allows select SPIRE for Staff users to run pre-built queries, view results online, and download data to Excel.

This handout illustrates how to use the *Query Viewer* with an undergraduate query, **UR89_DEPT_MJRS_SHORTLIST**, which provides contact and academic information for students by major. The same procedure applies to other SPIRE queries for staff. Refer to the **SPIRE for Staff Query Directory**, online at <http://www.it.umass.edu/support/spire/spire-staff-query-directory>, for queries currently available to SPIRE for Staff users, or search as described below.

Protect Query Data

The student information you obtain by running undergraduate queries falls under the FERPA (Family Educational Rights & Privacy Act) guidelines. It is your responsibility to maintain the confidentiality of this information and protect it against accidental release.

Find & Bookmark a Query

1. In the SPIRE *Main Menu*, go to **Reporting Tools > Query > Query Viewer**. The *Query Viewer* page opens.
2. On the *Query Viewer* page:
 - From the *Search By* drop-down list, select **Query Name**, if not already selected.
 - In the *begins with* field, enter the full or partial name of the query you are looking for, such as **UR89_DEPT_MJRS_SHORTLIST**. Enter **UR89_DEPT** to see all the undergraduate queries available to you.
 - Click . The query summary appears on the same page under *Search Results*.

TIP: Bookmark a query to avoid searching for it every time you need it.

1. In the query summary, under *Add to Favorites*, click **Favorite**.
2. The *Query Viewer* page will refresh, displaying the *My Favorite Queries* box at the bottom of the page. The query you selected will automatically appear in this location the next time you access the *Query Viewer* page.

To remove a query from the favorites list, click the **Minus** button under *Remove*.

Leave the *Folder View drop-down list intact.

Leave the *Schedule* link intact.

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UR89_DEPT_MJRS_NEW	Majors List Data Dump	Public		HTML	Excel	Schedule	Favorite

Click *HTML* to get a static view of the query results in a new browser window.

Click *Excel* to export your results directly to Excel.

Click *Favorite* to bookmark this query.

- You must allow pop-ups for SPIRE before you attempt to run a query. For instructions on how to allow pop-ups for SPIRE, consult your browser's help feature and search using the phrase "allow pop-ups for a Web site".

Run a Query

- On the *Query Viewer* page, in the query summary, click **HTML**. The *Query* page opens in a new browser window, displaying the field names of the query (e.g., *Name*, *Academic Career*).
- On the *Query* page:
 - In the *Active Term* field, enter the numeric abbreviation for the current or next term (e.g., **1155** for **Summer 2015**, or **1157** for **Fall 2015**). **Note:** **UR89_DEPT_MJRS_SHORTLIST** will show incomplete results for past terms.
 - Click [View Results](#). The data associated with the term you entered opens underneath.
- Because most queries include a large number of records, the *Query* page will only display a limited number of results (often not all).
 - To view the total number of results, scroll right to the end of the results table. Above the query field names (blue row), you will see the **number of records displayed** on the current page, and the **total number of records** of your query. ([First](#) ◀ 101-112 of 112 ▶ [Last](#))
 - Use the **blue arrows** to navigate between pages.
 - To view all records on a single page, click **View All** above the first column of the results table.
- To download your results, click **Excel Spreadsheet** or **CSV Text File**. The entire document (not only the first page) downloads to one of these formats.
- In the *File Download* window, click to **Open** or **Save**.
- If you save query results containing FERPA –protected data, be sure to save to a secure server.

Useful links

SPIRE for Staff Query Directory

<http://www.it.umass.edu/support/spire/spire-staff-query-directory>

Requests for Data from the Student Information System

<http://www.umass.edu/registrar/forms/requests-data-student-information-system>

For special data needs not covered by queries, use this form to request data from the University Registrar.

SPIRE Help

<http://www.it.umass.edu/spire>

Support pages for SPIRE; includes videos for *Getting Started with SPIRE* (from a student's perspective), *Searching for Classes*, and *Enrolling in Classes* (from a student's perspective).

FERPA Tutorial

<http://www.it.umass.edu/sites/oit.umass.edu/files/2011/07/06/tutorial.pdf>

Our FERPA Tutorial ensures that you are familiar with the provisions of the law, and you are aware of the day-to-day challenges of working with student information.

UMass Amherst IT Web site

<http://www.it.umass.edu>

Get information about technology on campus: upcoming events, free software downloads & support, security guidance, and more.

UMass Amherst IT: Protect Your Information Resources

<http://www.it.umass.edu/security/protect-your-information-resources>

Find *Security Checklists* for personal and university-owned computers and how to protect your data from cyber scams.