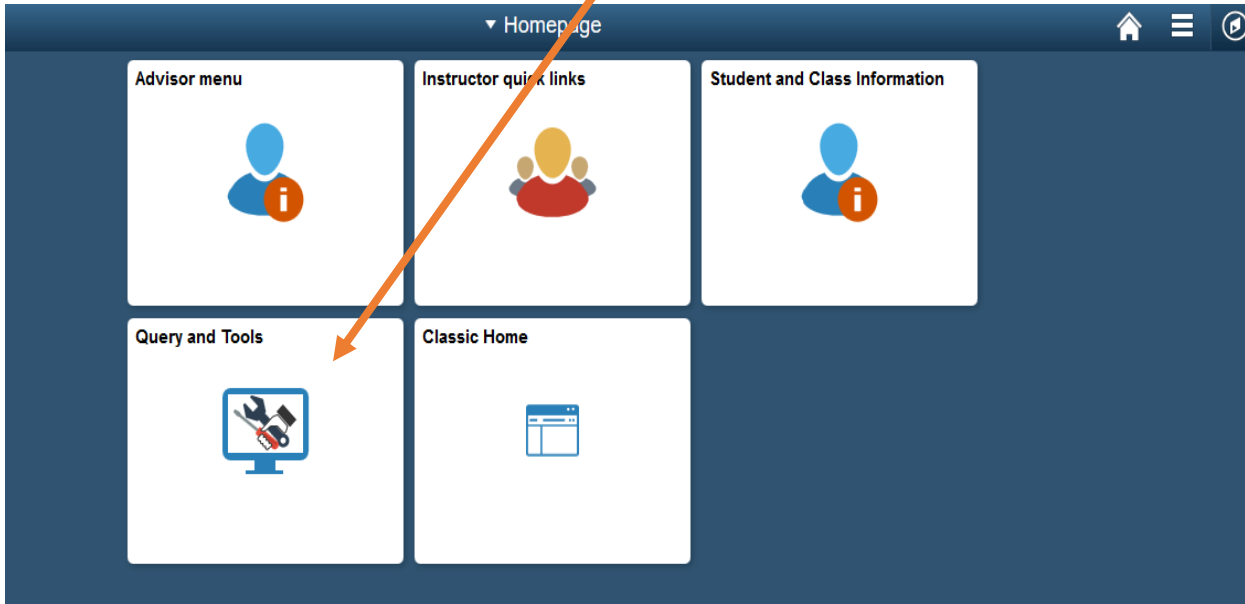
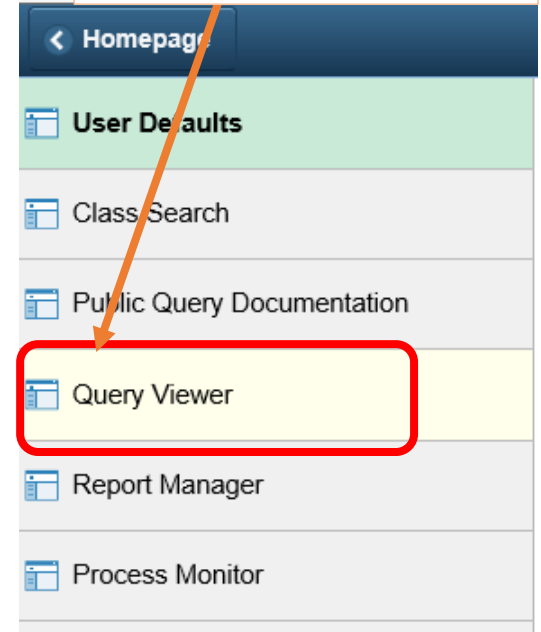


To run a query for all advisees' appointments:

Click on the Query and Tools tile on the Homepage.



Click on Query Viewer in the left-hand menu.



Enter the name of the query and click Search.

Query Viewer

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

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

Query	Personalize	Find	View All	First	1 of 1	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
BU_SR_REG_ADVISEE_APPT_TIMES	reg appt times by advisor	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Click on Excel to run to Excel.

BU_SR_MIDTERM_GRADES - Students with midterm grades

Term
Advisor Employee ID

Enter Term and Employee ID.
Click View Results.