Query Viewer

**Query Viewer** allows users read-only access to pre-existing queries created by other users in the PantherSoft systems. Query results can be previewed in a web browser or exported to a spreadsheet.

Navigate to the PantherSoft Financials Reporting Database in order to access Query Viewer. The Reporting Database is a snapshot of the Financials Production database from the day before.

**Query Viewer Navigation**

Users log into PantherSoft Financial Systems (Production). Navigate from the **Main Menu -> Reporting Tools -> Reporting Database**.

A new window will open. Look for the **PantherSoft Financials Systems Reporting** database label at the top of the screen. **PSFSRPT**

Follow the navigation from **Main Menu -> Reporting Tools -> Query -> Query Viewer**.
Click on **Advanced Search**.

Change the **Description** search operator to “contains”. Then in the **Description** field enter a key word for what you want to search for, e.g. Travel, Expense, Approver, Smart, Budget, Project, Activity, P-Card.

In this example descriptions that contained the word PCARD was searched. There are 50 queries returned. To find a query that is useful to you, click the link to **Run to HTML**. A new window will open. You may be prompted for additional information in order to run the query. The results may be exported to a spreadsheet. Click the **Favorite** link to add the query to your favorites and it will be available to you when you navigate to Query Viewer in the future.