

Slate — Introduction to Queries

You will need:



Internet connection



Your JHED ID and password

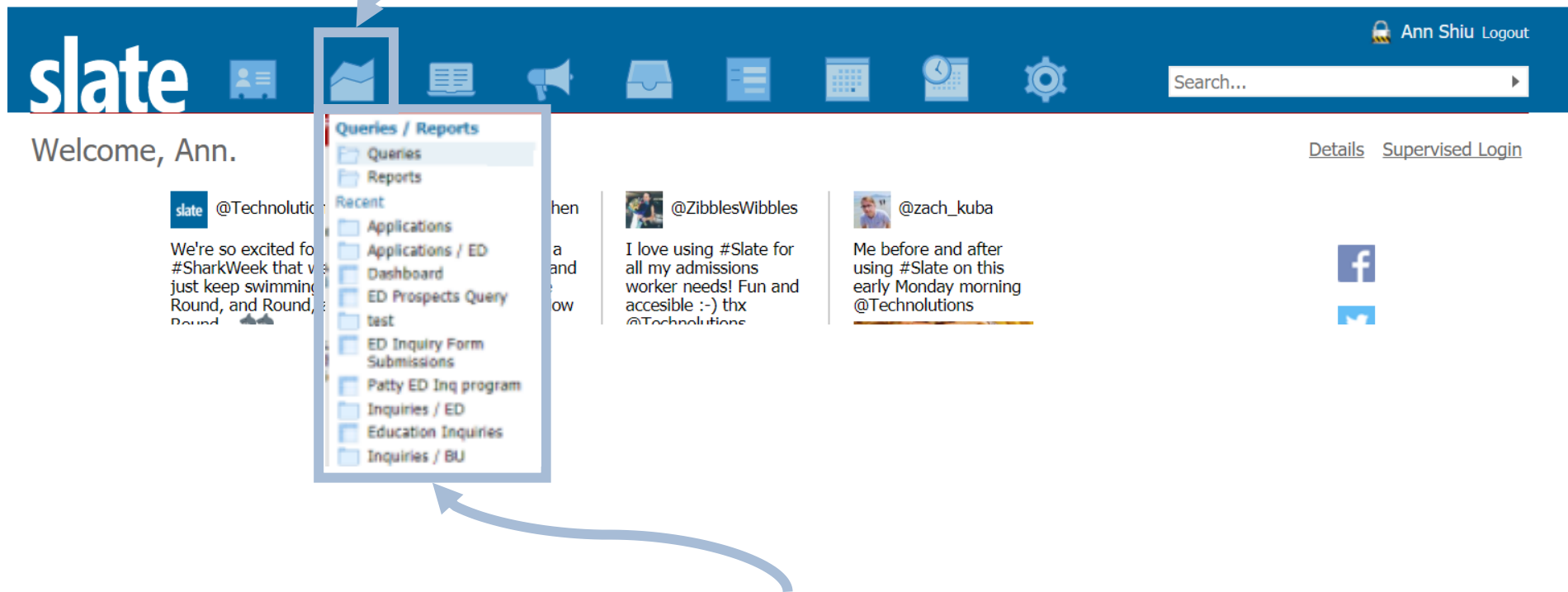


Web browser: Firefox, Safari or Chrome

About Queries/Reports

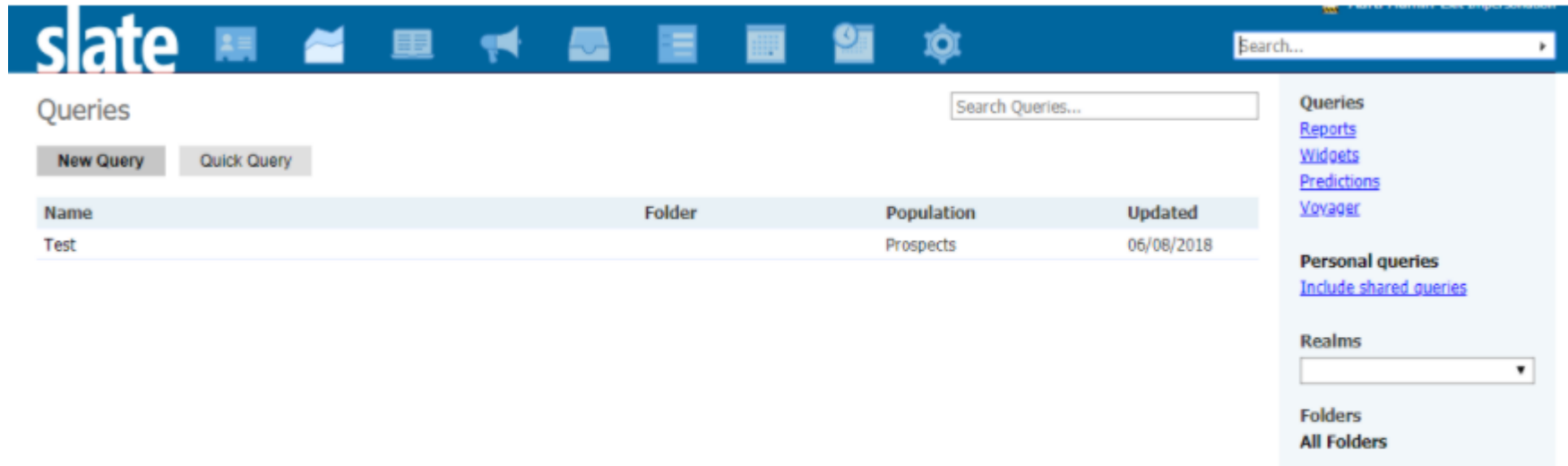
The query tool is used to isolate records that meet specific criteria. Some queries created in Slate will be used continually as part of business processes, while others may be used just once to accomplish a non-recurring task.

Build your own queries or run shared reports.



★ Note — the list of queries that you used recently appear in the **Recent** section within Queries/Reports

Click **Queries** to take you to the query landing page.



★ The queries that appear on this page first are the ones that you created. Click **Include shared Queries** [on the right] to view a list of shared queries.

