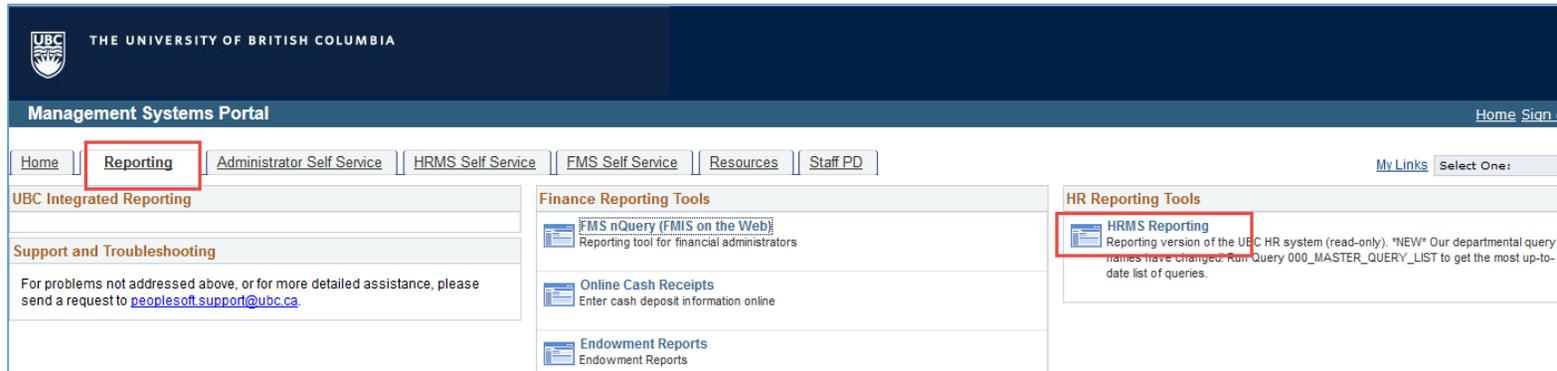


STEP 1: Login to www.msp.ubc.ca.

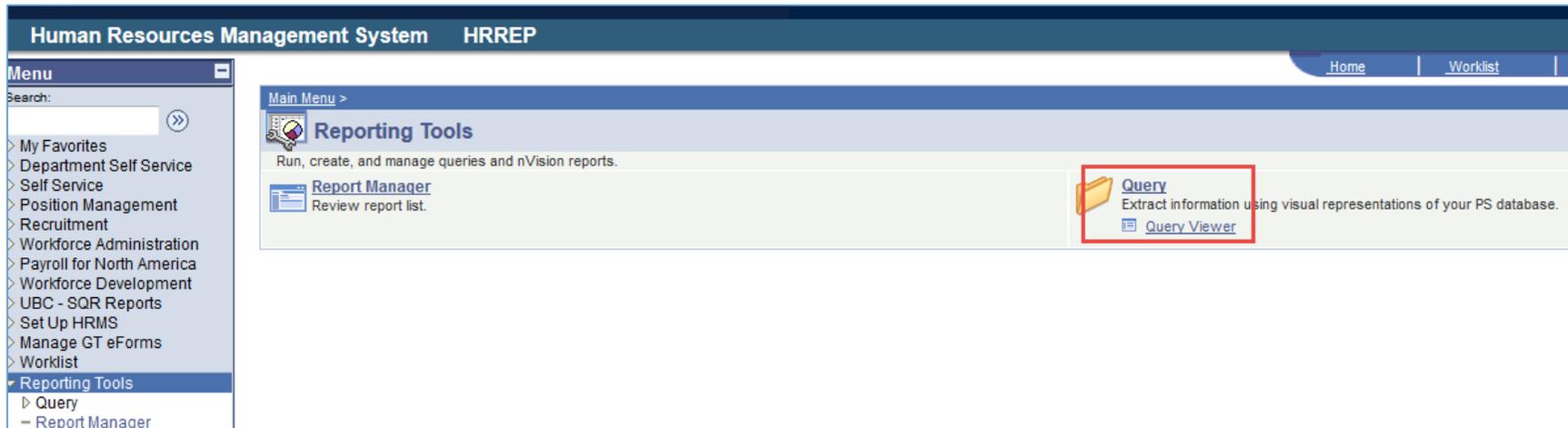
- Select the REPORTING tab.
- Click on HRMS REPORTING



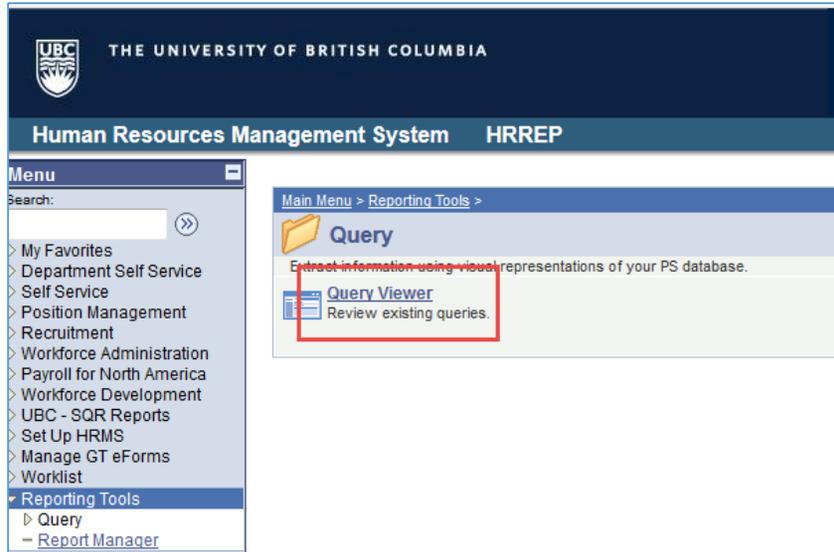
STEP 2: A new window opens. Select Reporting Tools.



STEP 3: Select QUERY.



STEP 4: Select QUERY VIEWER.



STEP 5: You can now conduct your query search. Type in 910 and click on the SEARCH button. Your report selection will appear.

The screenshot shows the HRMS Query Viewer interface. At the top, it says 'Human Resources Management System HRREP'. On the left is a 'Menu' sidebar with various options like 'My Favorites', 'Department Self Service', etc. The main area is titled 'Query Viewer' and contains a search form. The search criteria are set to 'Query Name' and 'begins with' with the value '910' entered in the text box. A 'Search' button is highlighted with a red box. Below the search form, there is a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. A table of search results is displayed below, showing one query: '910_TRAINING_SNAPSHOT' with a description 'Trn snpsht of UBC wide courses', owned by 'Public' in the 'OTHER' folder. The table has columns for 'Query Name', 'Description', 'Owner', 'Folder', and actions: 'Run to HTML', 'Run to Excel', 'Schedule', and 'Add to Favorites'.

STEP 6: You have a choice to run the report to HTML or Excel. Personally, I prefer Excel so I can view, reformat, and sort/filter data.

- ADD TO FAVORITE: It appears we can save the 910 query as a HRMS favorite to reduce the number of steps to reach the query.
- SCHEDULE: I've tinkered with SCHEDULE to see if I can schedule it to run the report on a regular basis, but it is not user friendly or user intuitive.