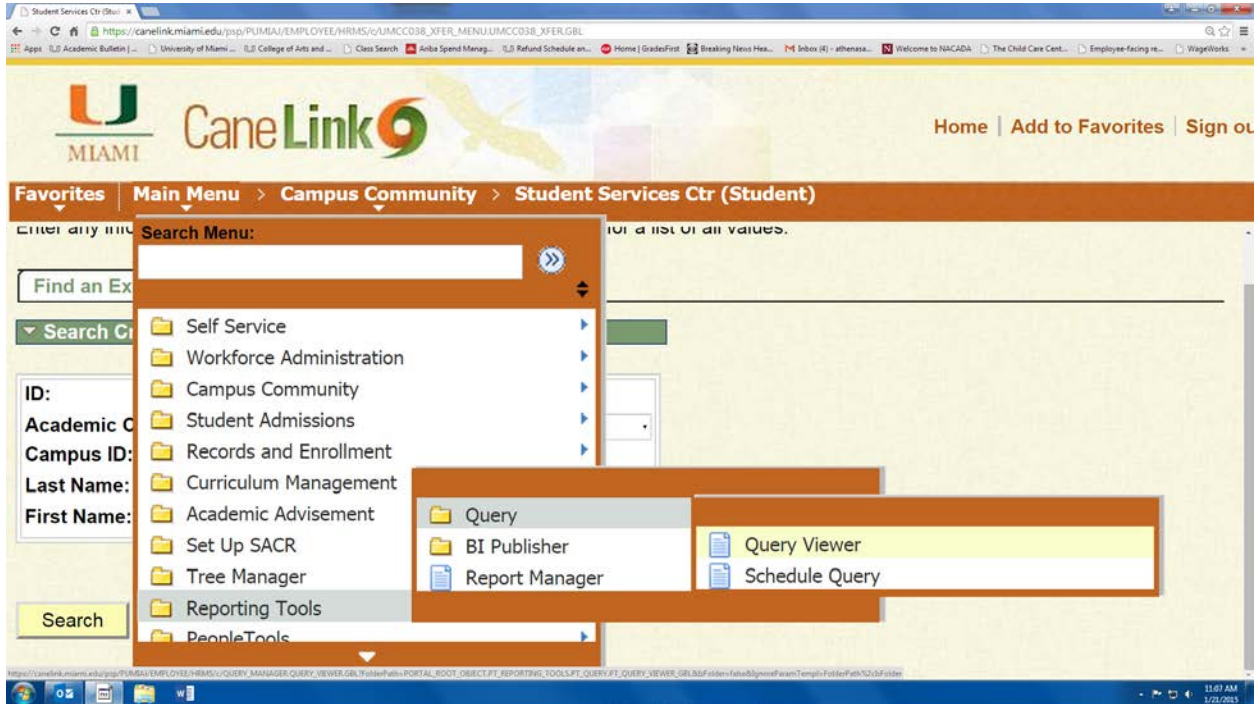
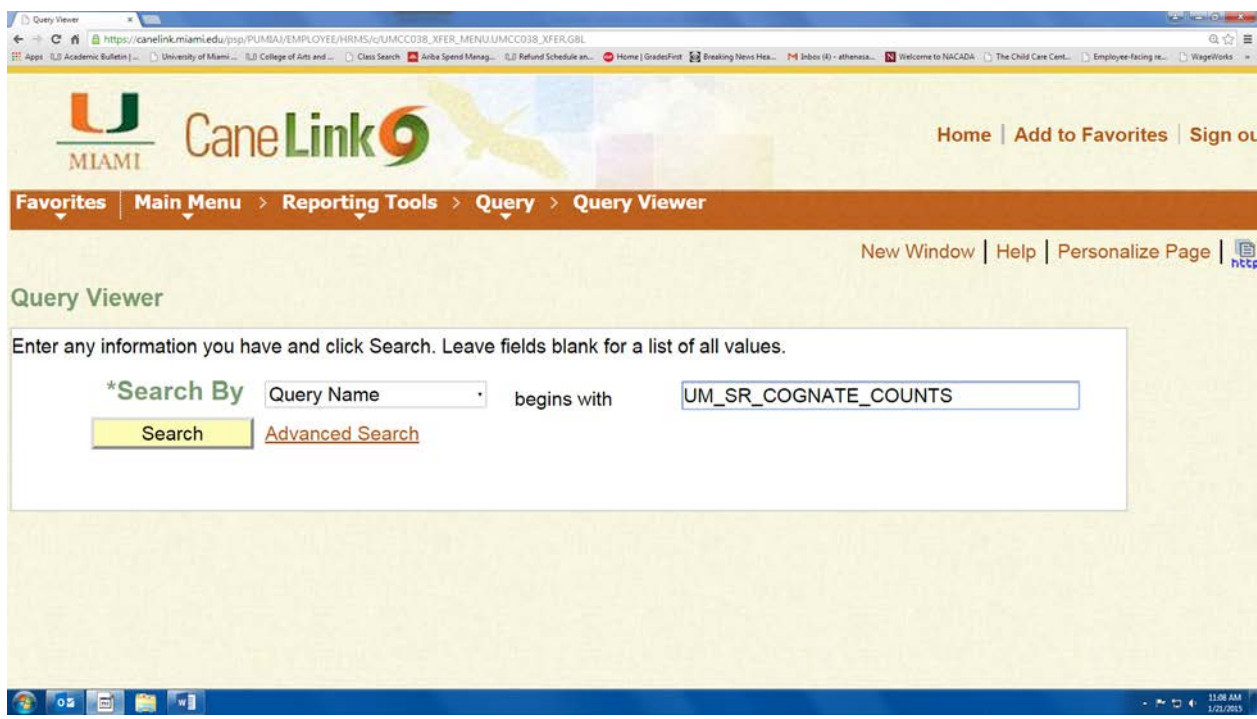


# INSTRUCTIONS FOR RUNNING QUERIES

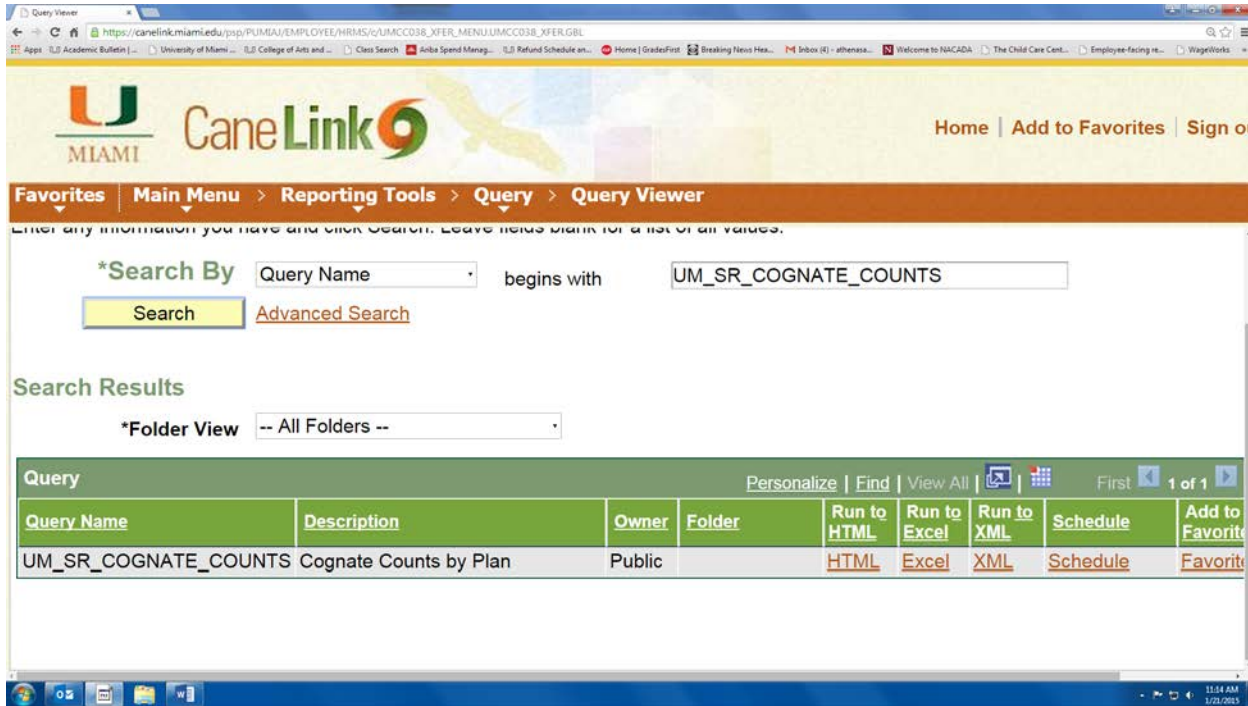
1. To run a query related to cognates, follow the below menu trail in CaneLink:
  - i. Main Menu
    1. Reporting Tools
      - a. Query
        - i. Query Viewer



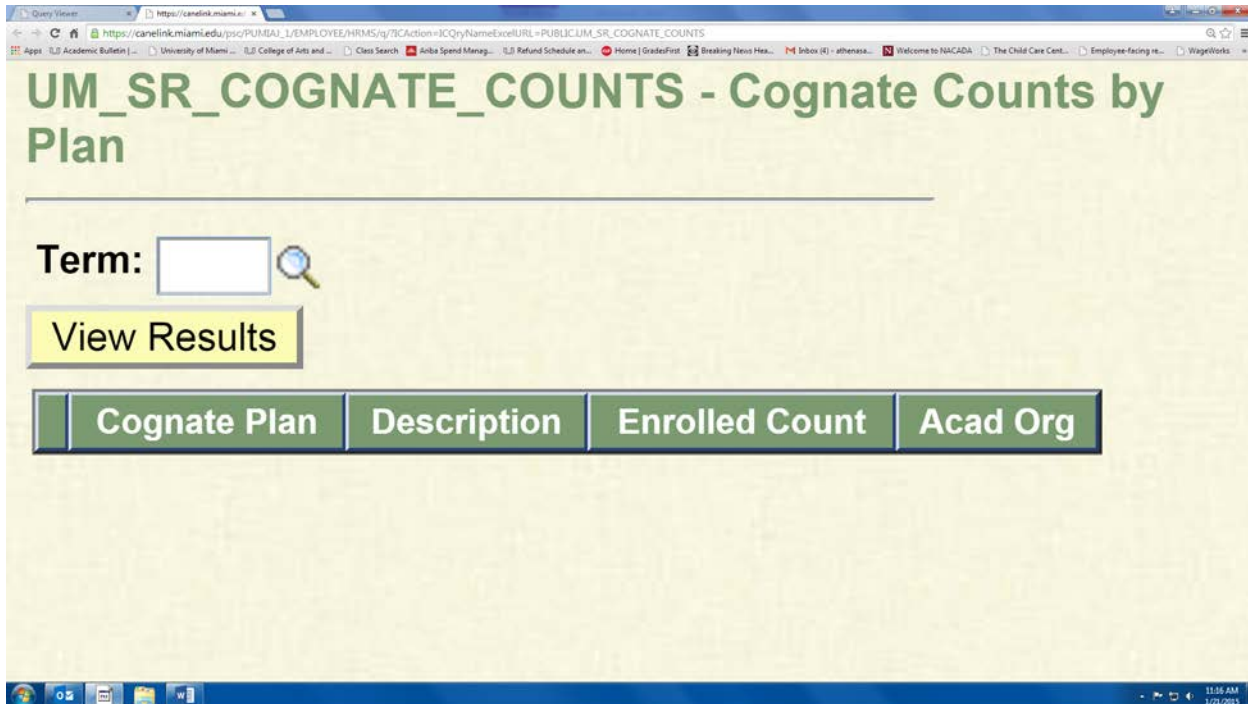
2. To "Search By" Query Name, type the query name in the right field, seen below. Hit Search. Cognate query names are listed at the end of this document.



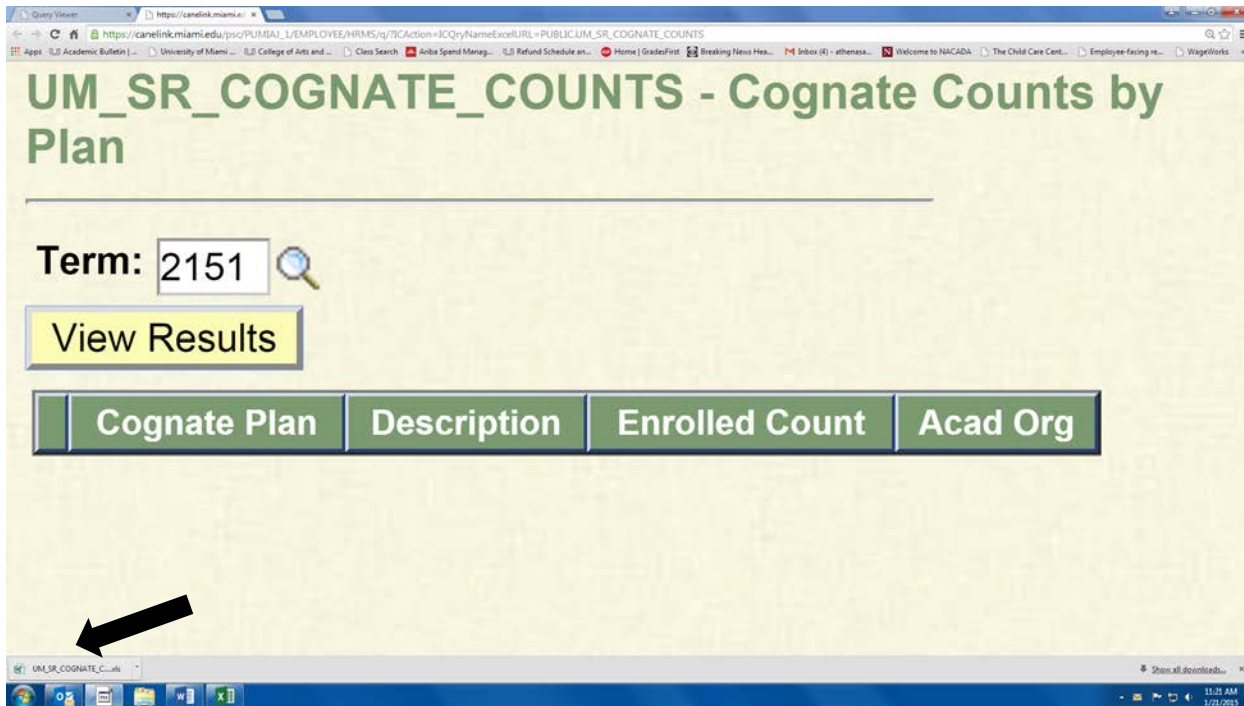
- The Query will appear below the search fields. On the right, you will see orange hyperlinks that will direct you to your report. You must select the “Run To” format type you wish to have. EXCEL format is easiest for sorting and emailing/saving files.



- After you select your report format, the below screen will appear. You must select a term for which you want to see the data. Use the magnifying glass for assistance. Select the appropriate year/term from the menu and then, hit the “View Results” button.



5. Based on the “Run To” format type you selected, the query data will be created. An excel file will automatically download, usually with a notification at the bottom or top of your screen, with an excel icon that you will have to click on/open. The data is then viewable, sortable, and saveable. If you select HTML, the report will open in your web browser.



**6. IMPORTANT NOTES ABOUT QUERIES:**

- a. Unlike DataWarehouse reports, Canelink query output represents a data capture at that point in time. At some point, these queries may migrate to DateWarehouse.
- b. The queries below contain data on all University students and cognates –not just those students/cognates in the College.
- c. For data to exist, students have to declare cognates. They can do so in central advising with a Change of Program Form.
- d. If you, or another Department support staff, don't seem to have access to the query component of Canelink, you may need to request this access from Karen Beckett, the University Registrar.  
[kbeckett@miami.edu](mailto:kbeckett@miami.edu)

**7. Cognate Query Titles and what data the query provides:**

- a. **UM\_SR\_COGNATE\_COUNTS**  
List of all AT/PS/ST cognates that have students enrolled and show how many students in each one.
- b. **UM\_SR\_COGNATE\_MILESTONE**  
List of students who have selected a cognate (AT/PS/ST or a major/minor) and has been recorded in the system. This report states whether the student selected and/or completed the cognate and the completion date. This information also prints at the top of the student's transcript.
- c. **UM\_SR\_COGNATE\_SPECIFIC\_PLANS**  
List of students who have selected AT/PS/ST cognates with their school/plan and other credit information.