Ohio | Buys

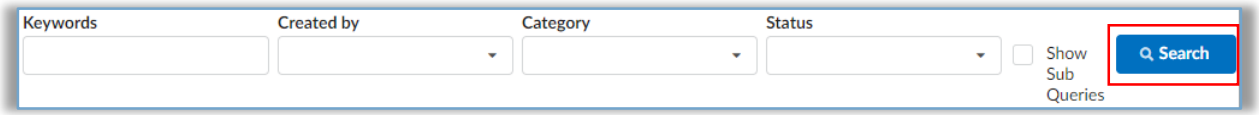
How to Run a Query

Step-by-Step Instructions for Running a Query

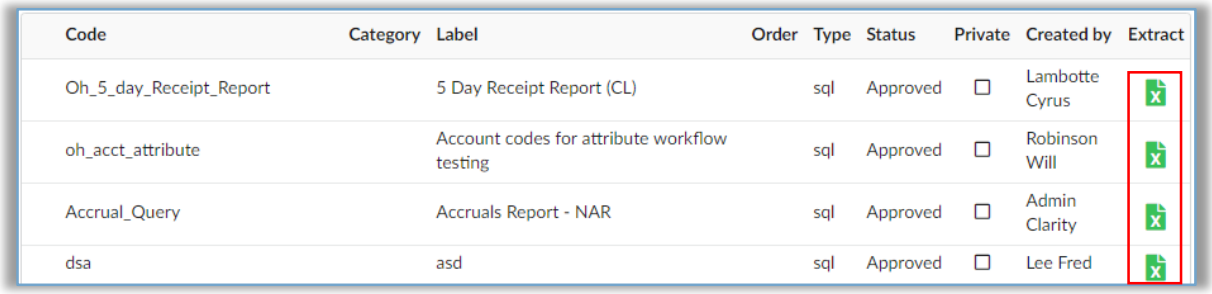
1 Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Analytics** and then select **Browse Queries** from the drop-down menu.

2 The Browse Queries page provides a list of available queries. These queries offer specific and structured data of interest from Ohio Buys.

a) You can either scroll through the list of queries, enter your desired search terms in the Keywords field, or refine your search results with the available filters (e.g., Created By, Category, Status). If you used the available search functionalities, click **Search** to view your results.



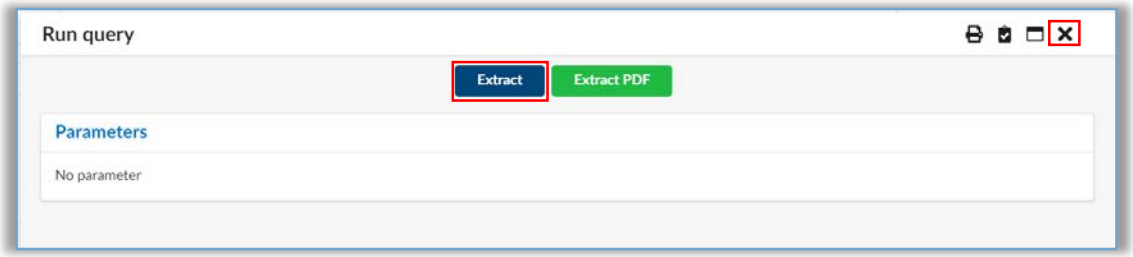
b) Whether you used the search and filter functions or scrolled through the available analysis reports, click the **Excel** ( ) icon associated with the query you want to run (e.g., the 5 Day Receipt Report).



Code	Category	Label	Order	Type	Status	Private	Created by	Extract
Oh_5_day_Receipt_Report		5 Day Receipt Report (CL)		sql	Approved	☐	Lambotte Cyrus	
oh_acct_attribute		Account codes for attribute workflow testing		sql	Approved	☐	Robinson Will	
Accrual_Query		Accruals Report - NAR		sql	Approved	☐	Admin Clarity	
dsa		asd		sql	Approved	☐	Lee Fred	

3 If parameters are available, a subsequent pop-up appears after you click the Excel icon. Select the respective parameters (e.g., Agency), click **Extract**, and then click the **X** ( ) icon.

▲ Mandatory parameters will have a Red Asterisk.



▲ You can also view the query results as a pdf by clicking **Extract PDF**

4 Your query will download to your computer. Find and open the query on your computer.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).