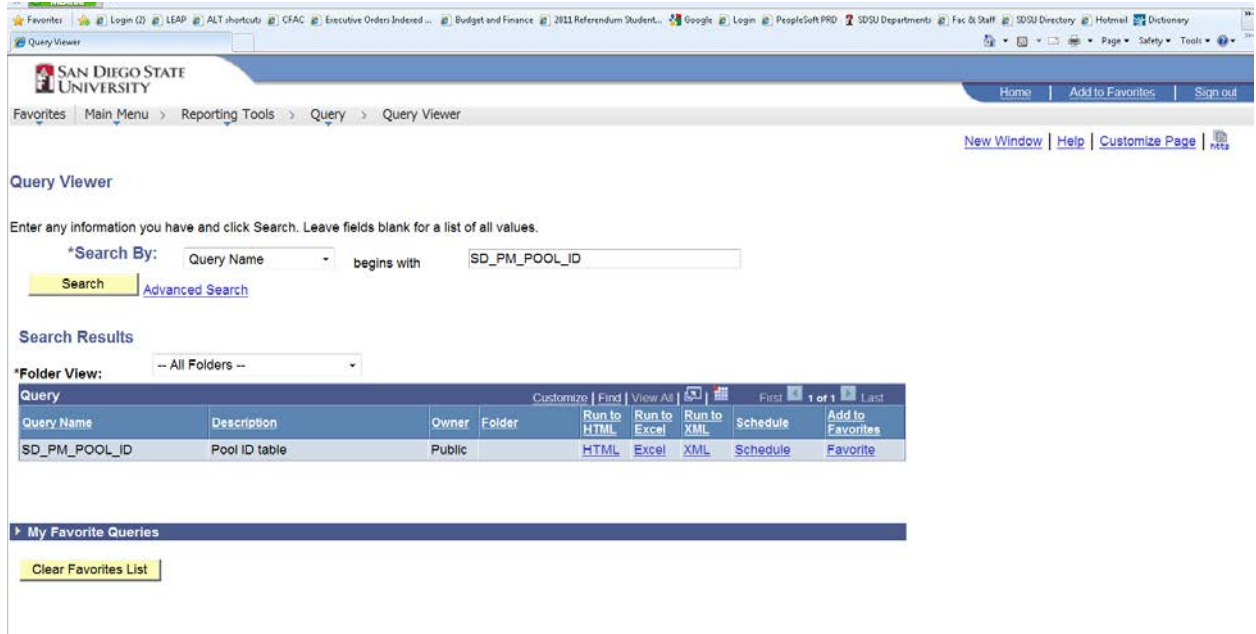


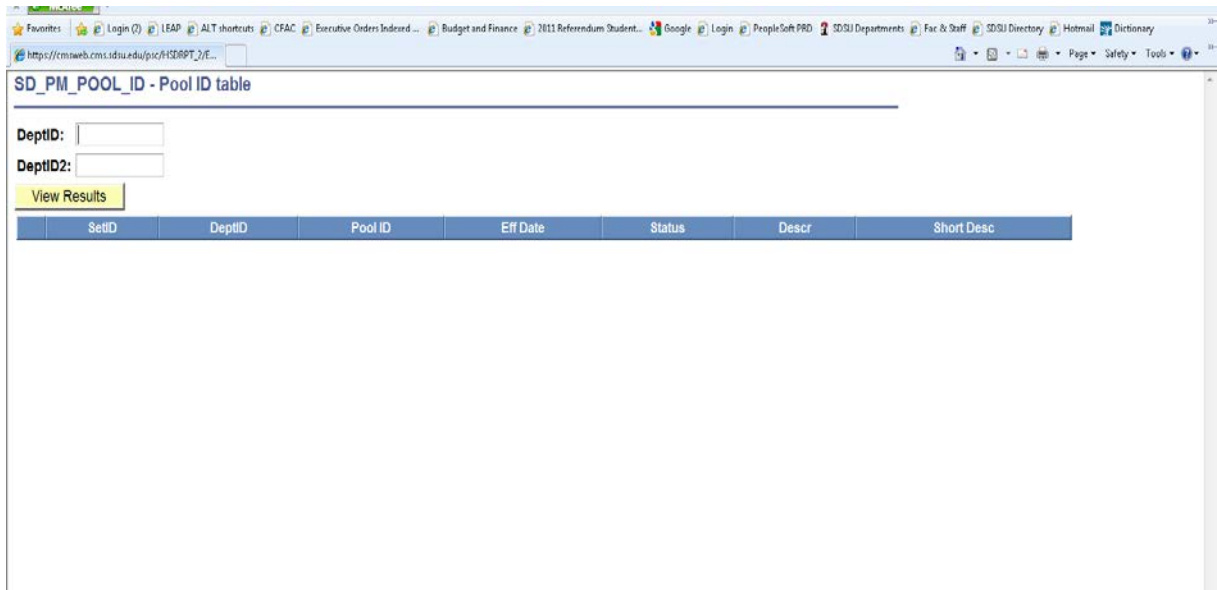


Select Search By: **QUERY NAME** begins with **SD\_PM\_POOL\_ID** and then hit **ENTER** or click **SEARCH**.

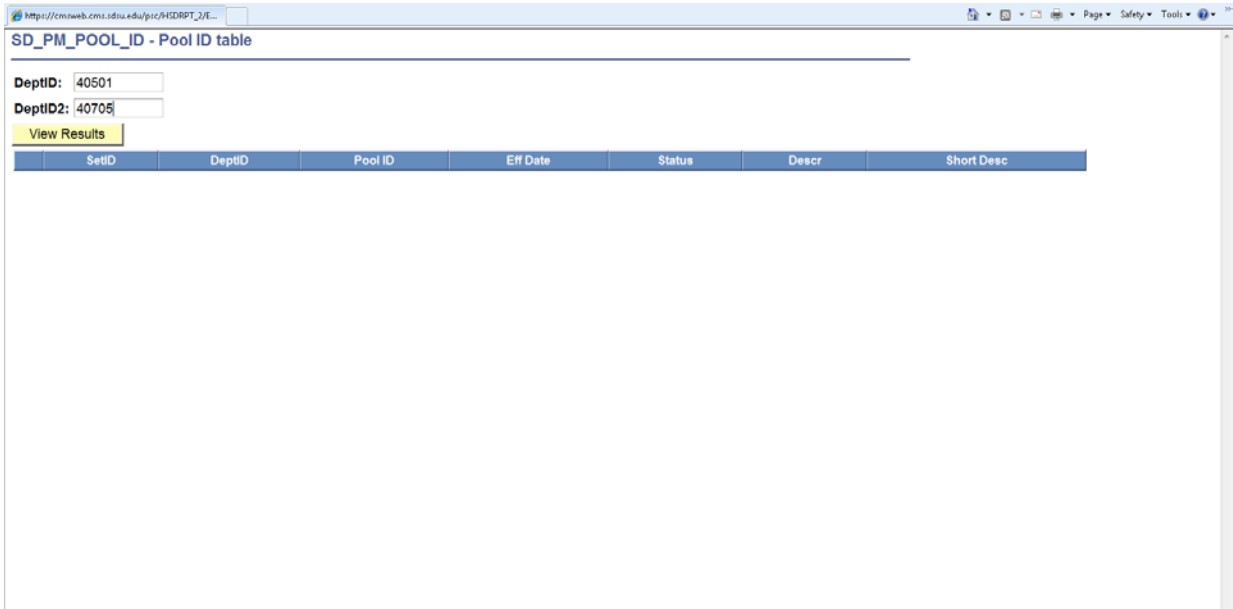


The search results will appear. On the right hand side of the results, you will have the option to either select the hyperlink to (Option 1) **RUN TO HTML** or to (Option 2) **RUN TO EXCEL**. If you choose **RUN TO HTML**, the results of your query will be shown on the screen and then you will have the option to export to an Excel Spreadsheet or as a CVS Text File. If you choose **RUN TO EXCEL**, the results of your query will be opened directly in an Excel spreadsheet.

**Option 1:** Select the hyperlink **RUN TO HTML**:



You will then need to select the range for the Department IDs you want to be included in your results. If you have only one Department ID, then you will populate both fields with the same Department ID number. Type in your **Department ID(s)** and select **VIEW RESULTS**.



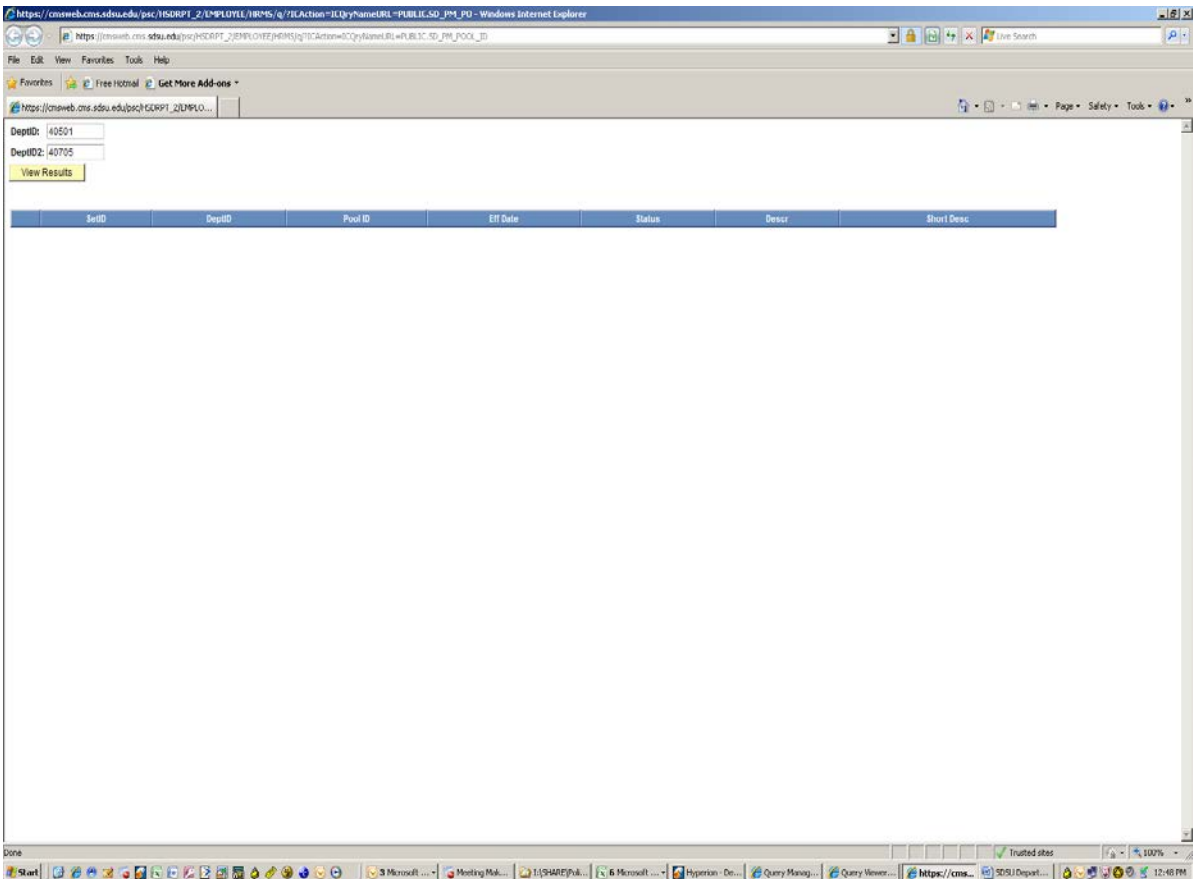
The results of your query will appear on the screen. You may at this point choose to download your results as either an Excel Spreadsheet or a CSV Text file.



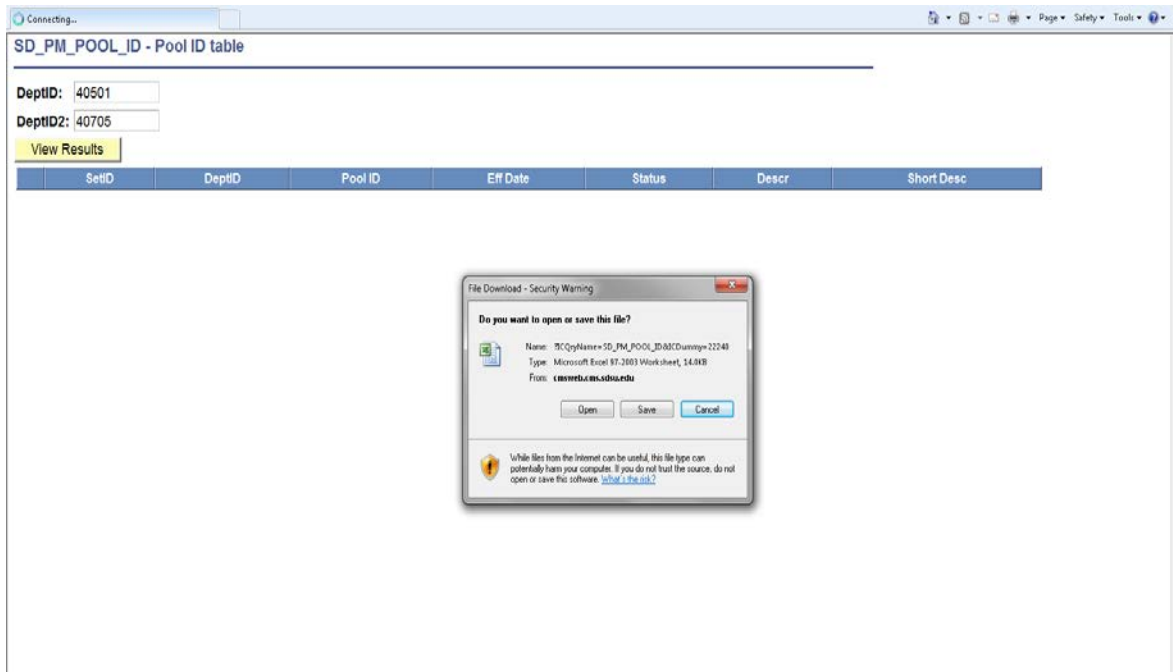
**Option 2:** Select the hyperlink **RUN TO EXCEL:**



You will then need to select the range for the Department IDs you want to be included in your results. If you have only one Department ID, then you will populate both fields with the same Department ID number. Type in your **Department IDs** and select **VIEW RESULTS**.



You will then be prompted to either **OPEN** or **SAVE** your output to an Excel Spreadsheet.

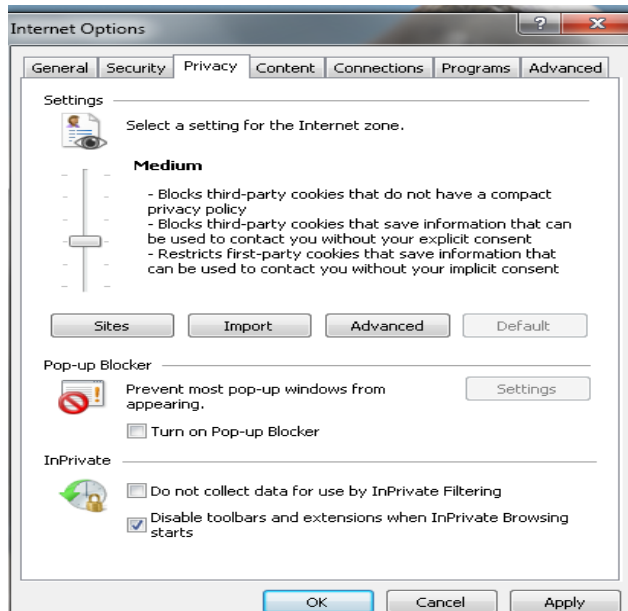


Select **OPEN**. Your results will appear in an Excel Spreadsheet which you can then save for future reference. Please go to the next page if you have an issue opening or saving in Excel.

SetID	DeptID	Pool ID	Eff Date	Status	Descr	Short Desc
SDCMP	40501	G01	1/1/1902	A	40501-319-NATL-0000-GF-2001	Default
SDCMP	40501	R01	1/1/1902	A	40501-000-NATL-0000-GF-7024	7024-IntCh
SDCMP	40501	W01	1/1/1902	A	40501-319-NATL-800X-GF-2001	WorkStudy
SDCMP	40502	C01	1/1/1902	A	40502-000-NATL-1010-GF-2516	Default
SDCMP	40601	G01	1/1/1902	A	40601-000-NATL-0000-GF-2909	Default
SDCMP	40601	G02	1/1/1902	A	40601-000-NATL-0000-GF-2816	InfoTech
SDCMP	40601	G03	1/1/1902	A	40601-347-NATL-0000-GF-2816	SIMSdb
SDCMP	40601	L01	1/1/1902	A	40601-128-NATL-0000-LT-1005	Outreach
SDCMP	40601	L02	1/1/1902	A	40601-159-NATL-0000-LT-1005	ShudItem
SDCMP	40602	F01	1/1/1902	A	40602-000-NATL-0000-GF-8831	8831 Eval
SDCMP	40602	G01	1/1/1902	A	40602-000-NATL-0000-GF-2910	Default
SDCMP	40602	G02	1/1/1902	A	40602-000-NATL-0000-GF-2816	InfoTech
SDCMP	40602	G03	1/1/1902	A	40602-350-NATL-0000-GF-2910	DARS
SDCMP	40602	W01	1/1/1902	A	40602-000-NATL-800X-GF-2910	WorkStudy
SDCMP	40705	C01	1/1/1902	A	40705-000-NATL-0000-CF-1017	Instr
SDCMP	40705	G01	1/1/1902	A	40705-000-NATL-0000-GF-2401	Default
SDCMP	40705	G02	1/1/1902	A	40705-135-NATL-0000-GF-2401	UgPAD
SDCMP	40705	G03	1/1/1902	A	40705-149-NATL-0000-GF-2401	CampSch
SDCMP	40705	L01	1/1/1902	A	40705-124-NATL-0000-LT-2605	FSMP AA
SDCMP	40705	L02	1/1/1902	A	40705-125-NATL-0000-LT-2605	FSMP IVC
SDCMP	40705	L03	1/1/1902	A	40705-127-NATL-0000-LT-2605	FSMP DUS
SDCMP	40705	L04	1/1/1902	A	40705-130-NATL-0000-LT-2605	EdnEofSMP
SDCMP	40705	R01	1/1/1902	A	40705-160-NATL-0000-CF-7160	7160-ICT
SDCMP	40705	R02	1/1/1902	A	40705-200-NATL-0000-GF-7200	7200-SSP
SDCMP	40706	W01	1/1/1902	A	40706-136-NATL-800X-GF-2401	WorkStudy
SDCMP	40705	L06	7/1/2009	A	40705-249-NATL-0000-LT-2605	StSuccMntr
SDCMP	40601	G06	7/1/2008	A	40601-410-NATL-0000-GF-2816	2816ExtSRI
SDCMP	40602	G04	7/1/2009	A	40601-410-NATL-0000-GF-2910	2910ExtSRI
SDCMP	40706	W03	7/1/2008	A	40706-127-NATL-800X-LT-2606	WS FSMP
SDCMP	40601	L02	7/1/2007	A	40601-159-NATL-0000-LT-2604	ShudItem
SDCMP	40706	L06	7/1/2008	A	40706-000-NATL-0000-LT-2606	LT000-2606
SDCMP	40602	F02	7/1/2006	A	40601-600-NATL-0000-CF-6500	EntlDepFee
SDCMP	40706	F01	7/1/2008	A	40706-612-NATL-0000-GF-8812	8812AuxRev
SDCMP	40601	G04	7/1/2000	A	40601-410-NATL-0000-CF-2910	2910ExtSRI
SDCMP	40602	C01	1/1/1902	A	40602-000-NATL-0000-CF-1017	Instr
SDCMP	40601	F01	7/1/2006	A	40601-707-NATL-0000-GF-8707	8707-ITS
SDCMP	40602	G05	7/1/2009	A	40602-000-NATL-1050-GF-2910	INSTIT
SDCMP	40601	L01	7/1/2007	A	40601-128-NATL-0000-LT-2604	Outreach

If the Excel file does not open or save please go to **Tools > Internet Options** from you web browser and click on the **Privacy** tab. Click on “Turn on Pop-up Blocker”, select the Settings box and add the following 3 web sites to your list:

cmsdev1.calstate.edu  
cmsdev5.calstate.edu  
cmsweb.cms.sdsu.edu



Set the blocking level to low for these websites and any others on your list, close and press OK on the **Privacy** tab.

