**Query a CAT EPM View**

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| Step | Action |
| Navigation: Main Menu > Reporting Tools > Query > Query Manager | |
| 1 | Log in to **EPM**. (Note that for training, you will use the **EPM Test Environment**.) |
| 2 | Navigate to *Main Menu > Reporting Tools > Query > Query Manager.* |
| 3 | Click the **Create New Query** link. |
| 4 | Select the **Description** option to Search By and enter “CAT”. Click the **Search** button. |
| 5 | Click the **Add Record** link next to either the CAT Current Funding View, or the CAT Current Rate and Funding View, depending on which you would like to use. |
| 6 | This will open a pop-up message regarding application of effect dating. Click **OK**. This will take you to the **Query** tab. |
| 7 | Select the desired information to be returned with the **Fields** checkboxes. |
| 8 | Click the **Criteria** tab and **delete** the prepopulated **effective date criteria**, and **add** any other desired criteria. |
| 9 | Click the **Run** tab. The results and desired fields should populate on the page. |
| 10 | Click the **Download to Excel** link at the top of the results table. |
| 11 | Click the file named “**download(#).xls**”. The “#” will be the number of downloads processed during the current browser session. If the file does not automatically open, you may need to bring up Excel.This file contains all records in the selected view and all fields selected for the query. |
| 12 | **Save** the downloaded EPM output. |