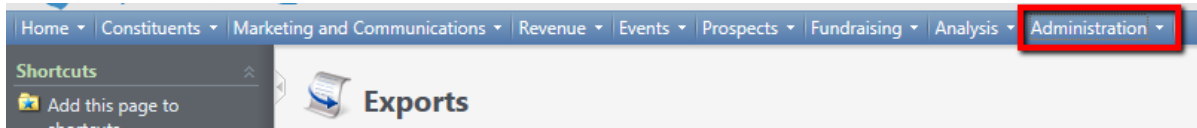


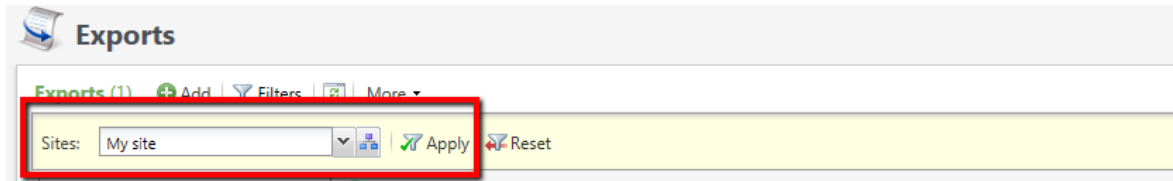
## How To Link a Query to an Export Process (Export Definition)

To link a query to an export process (export definition):

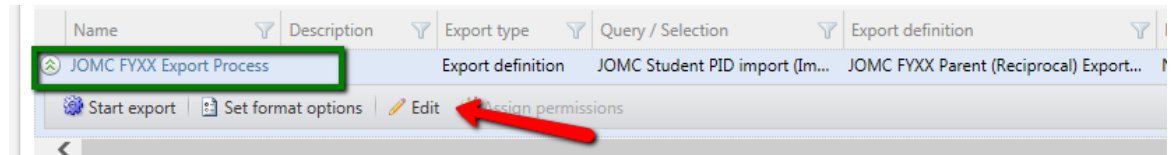
1. Click on **Administration** on the Navigation Bar.



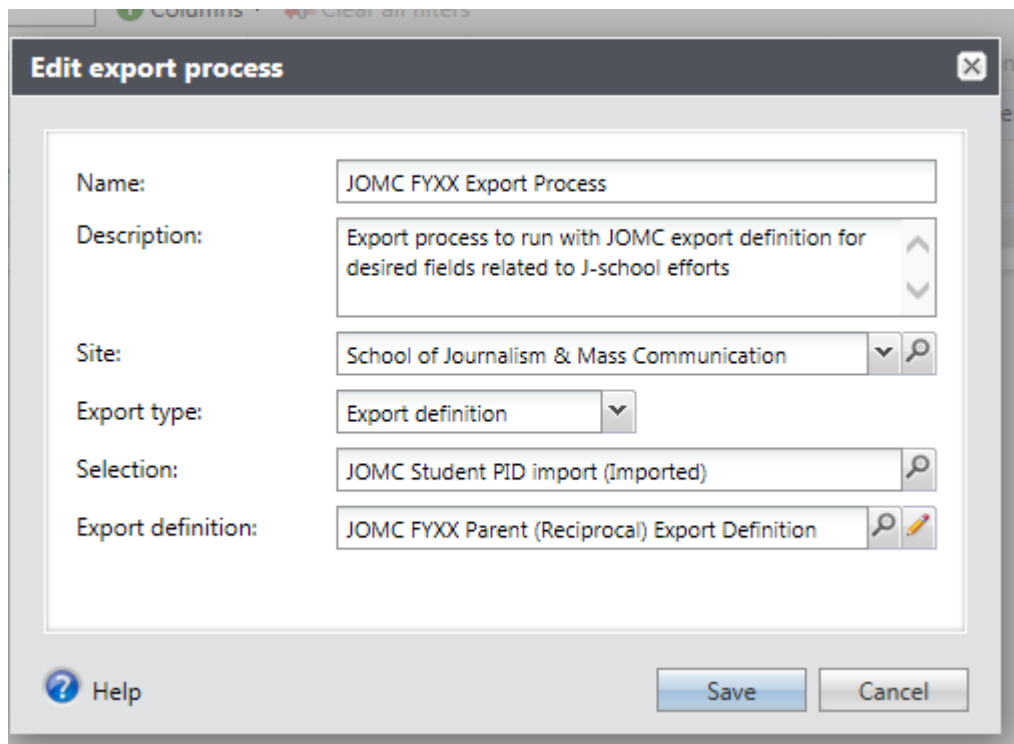
2. Click on the **Filter** button and select My Site from the list, then click the **Apply** button.



3. Search for your site's Export Process (most schools/sites have one export process). Once you have found your process, click the **poplar** to the left of the process, then click the **Edit** button.



4. In the **Selection** field, either search for or paste the name of the Query to be linked to the Export Definition (make sure *Create a selection* has been chosen for the query on the saved options).



## How To Link a Query to an Export Process (Export Definition)

5. In the **Export definition** field, make sure the name of the desired Export Definition is populated. If it is not, search for the one you wish to use (by typing your site's abbreviation in the Name field on the Search screen). Click the **Search** button, click on the export definition you were looking for then click the **Select** button at the bottom of the screen.

Export Definition Search Form

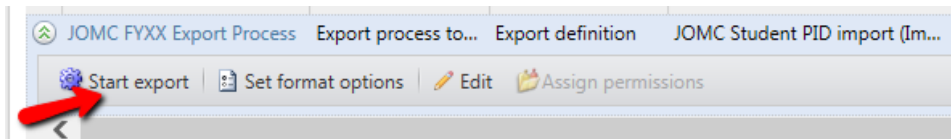
Name:  Site:  Search   
Record type:  Clear

Results (3 records found)

| Name  | Type        | Site                        | Descri |
|---|-------------|-----------------------------|--------|
| JOMC FYXX Alumni Export Definition              | Constituent | School of Journalism & M... | .      |
| JOMC FYXX Constituent Export Definition         | Constituent | School of Journalism & M... | .      |
| JOMC FYXX Parent (Reciprocal) Export Definition | Constituent | School of Journalism & M... | Export |

Select

6. Click the **Save** button to save your changes to the Export Process. Once saved, click the **poplar** next to the name of the process again then click the **Start export** button. This links the query to the export definition to provide the output you need.



Once the process is complete, you can download the file via the drop down arrow next to Download output.

Exports

### JOMC FYXX Export Process - Export

Name: JOMC FYXX Export Process      Query name\Export definition: JOMC FYXX Constituent Export Definition  
Description: Export process to run with JOMC export definition for desired fields related to J-school efforts      Export type: Export definition

Recent Status      History

Recent status

Status:  Completed  
Status message: Completed

Started by: AD\vnjm      Server name: ADV105  
Started: 10/29/2015 11:19:33 AM      Total records processed: 688  
Ended: 10/29/2015 11:19:54 AM      Number of exceptions: 0  
Duration: 21 seconds      Records successfully processed: 688

**NOTE:** Any query (selection) can be linked to this export process and export definition but each time you run it you have to click on **Start Export** to refresh the process.