Obtaining data using Actuate Query

October 18, 2016

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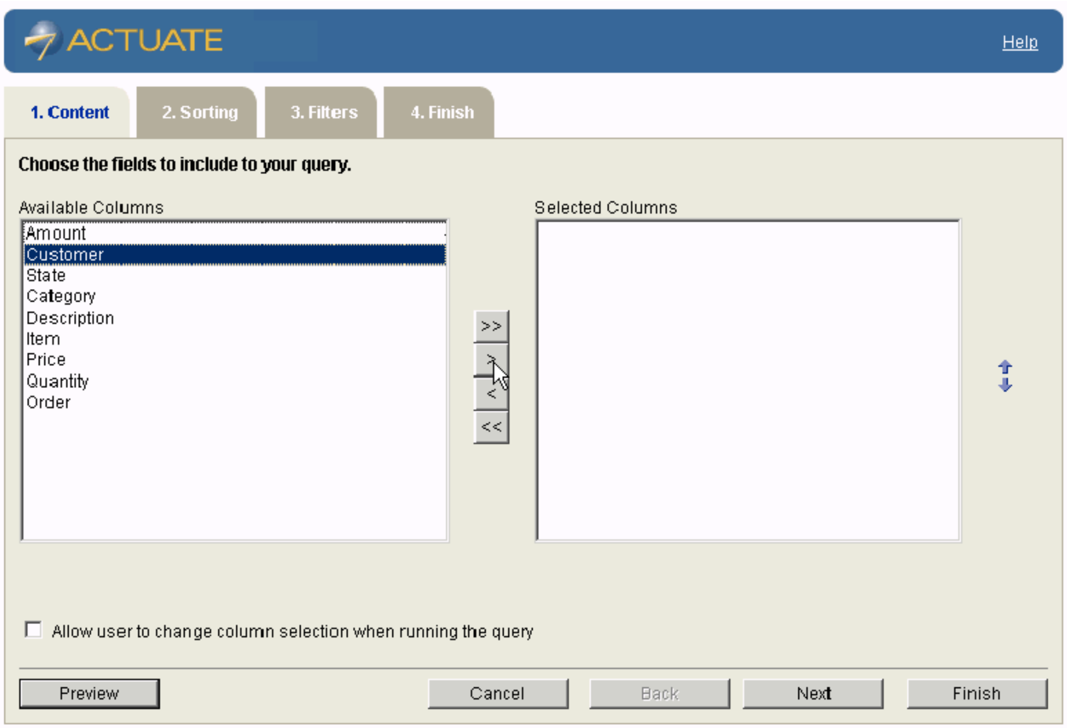
How do I obtain enterprise data using Actuate Query?

Actuate Query is a software designed to help you download reports directly, without contacting IT. By specifying your parameters, you can quickly and easily obtain data using this web-based software.

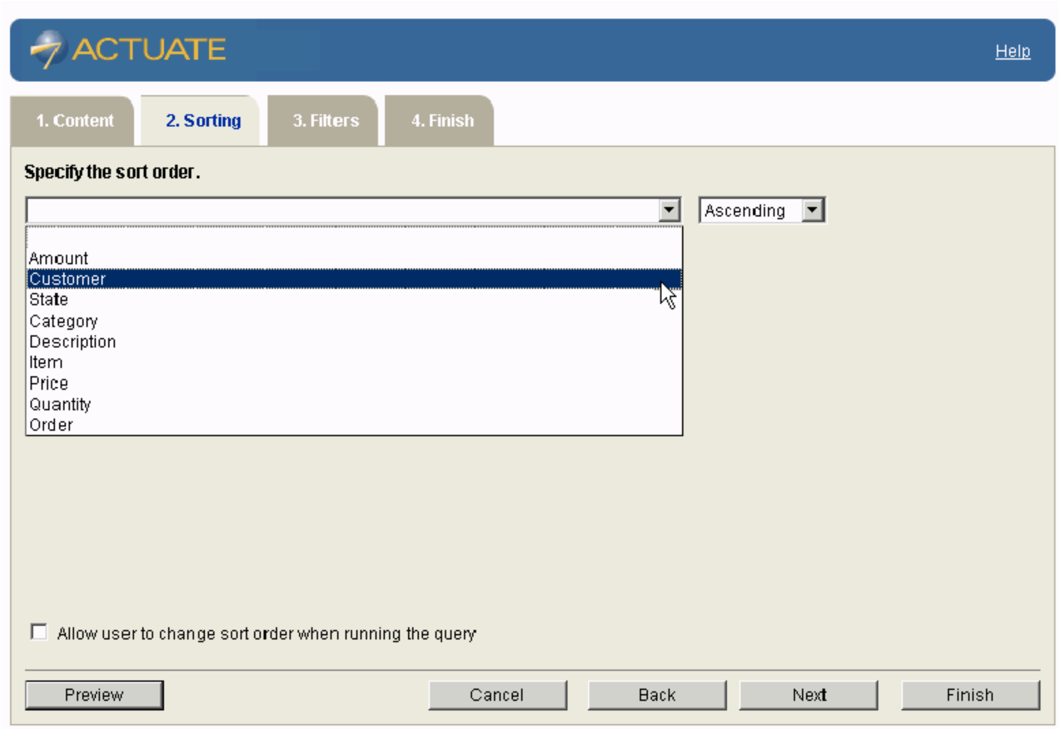
To obtain a data set:

1. In your **Documents** folder, select the type of data you want to download. A window will open to help you narrow your query.
2. Select the fields you're interested in:
    - Click > to select individual fields
    - Click >> to select all available fields
    - Click < to remove individual fields
    - Click << to remove all available fields



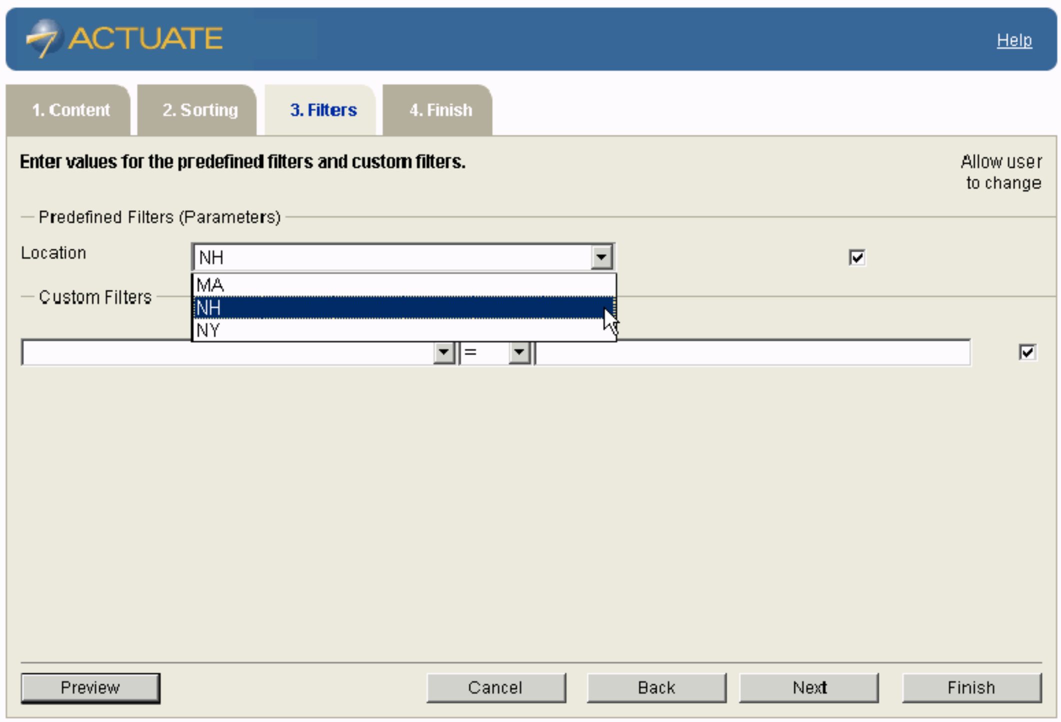
3. When you're satisfied with the selected fields, click **Next**. You'll be taken to tab *2. Sorting*.

4. In the drop-down menu, select which field you want to sort your data by. You can add more than one field, and select whether it appears in Ascending or Descending order using the dropdown menu.

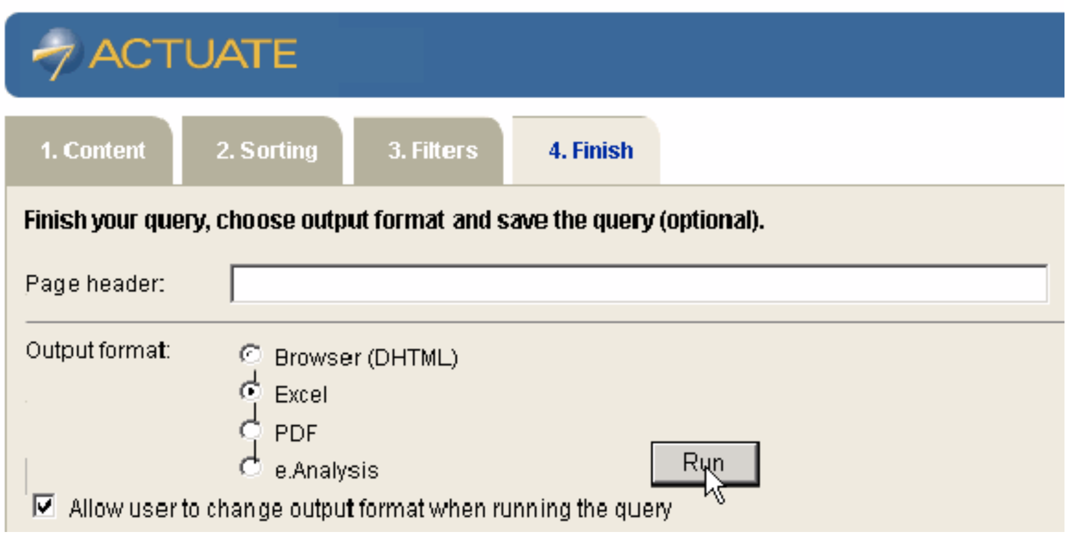


5. Click **Next** to continue. You'll be taken to tab *3. Filters*.

6. Narrow your results using predefined and custom filters. Select filter parameters from the dropdown menus.



7. Click **Next** to continue. You'll be taken to tab *4. Finish*.
8. Select your desired output format and click **Run**. The output file will open in a new window.



At any point, even after running the query, you can modify the parameters by clicking **Back**.