There are more than 600 public HCM queries in SHARE, each specifically designed to give you a variety of analytic views of the HR, Payroll, and Time & Labor data of your Business Unit.

1. Click > **NavBar Icon**

The **Navigation Bar** provides helpful navigation options.

2. Click > **Navigator**

The options you see in this example may differ from what you see when you login. Available transactions are based on your role.
Reports and Queries
Query Viewer (2 of 2)

3. Click > Reporting Tools > Query > Query Viewer

4. Enter the Name (or partial name) of the query you want to run

5. Click > Search

- Click > HTML to run and view the query results on your monitor
- Click > EXCEL to run and view the query results as an Excel Spreadsheet
- Click > SCHEDULE to run your query as a scheduled job (only applicable for large queries)

Note: Send your request to ENTERPRISESUPPORTDESK@STATE.NM.US to request a copy of the SHARE HCM Public Query Catalog.