Unite Education Program
Job Aid: 5177
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Run a CRS Data Query

In Unite, you can run a CRS data query to import person record data and/or download an output file, based on the options you select. For each new CRS data query you generate, you must select the candidate pool and enter a description. CRS count queries do not create import or output records. The steps for running a CRS data query differ depending on whether you want to run a new CRS data query or edit an existing CRS query.

To create a new CRS data query

1. Open a browser and log on to Unite.

2. On the main menu, click **UTILITIES**.

3. Click the *CRS* tab.

4. Click **+ Add** .

5. Specify the pool selection by choosing either the CRS Pool or Forum Pool options, as desired.

6. Click **Save** .

7. Specify additional query selection options, as desired.

Note

    In the *Output* section, be sure to enter a **Description** for the new query.

8. On the toolbar, click to submit the query.

9. If you are prompted to acknowledge the confidentiality agreement, click **OK** . Otherwise skip this step.

10. On the *CRS Summary* window, review the selected query options and click **Print Summary** to print a summary of the query, if desired. Notice the Query Type is **Run**.

11. Click **X** to close the *CRS Summary* window.

To run a CRS data query from a previous query (either a count or data)

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. On the *CRS* tab, click the description for the query you want to use to create a new data query.

4. On the toolbar, click .

5. Review and edit query selection options, as needed.

   > **Note**
   >
   > In the *Output* section, be sure to enter a **Description** for the new query.

6. On the toolbar, click .

7. If you are prompted to acknowledge the confidentiality agreement, click **OK** . Otherwise, skip this step.

8. On the *CRS Summary* window, review the selected query options and click **Print Summary** to print a summary of the query, if desired.

9. Click **X** to close the *CRS Summary* window.

Related resources

- 5597 – Run a Pre-Forum Query

- 5595 – Run a Post-Forum Query

- 5176 – Run a CRS Count Query