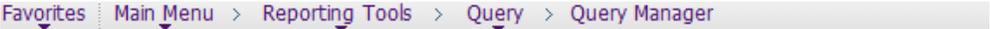
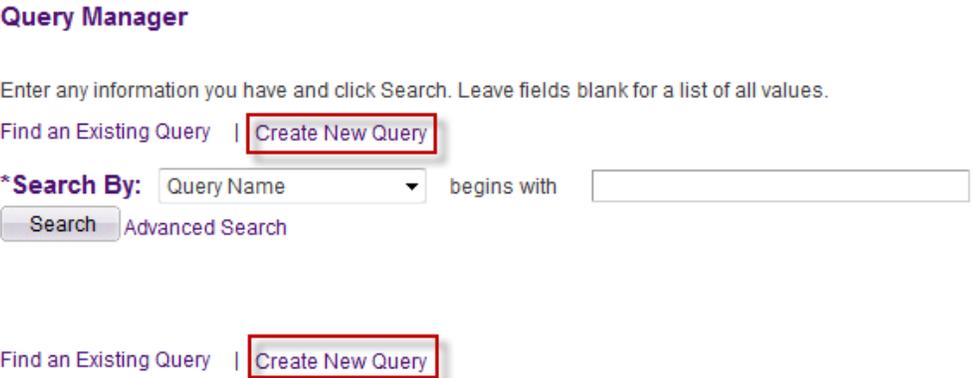
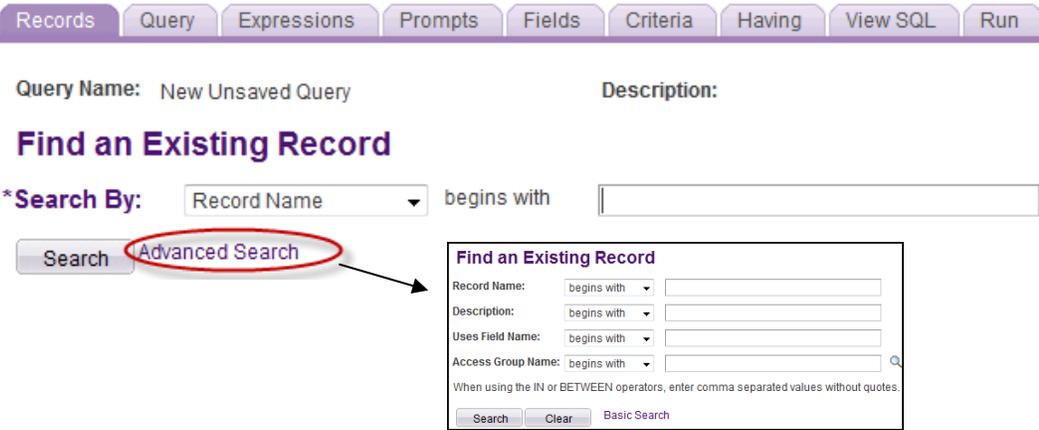
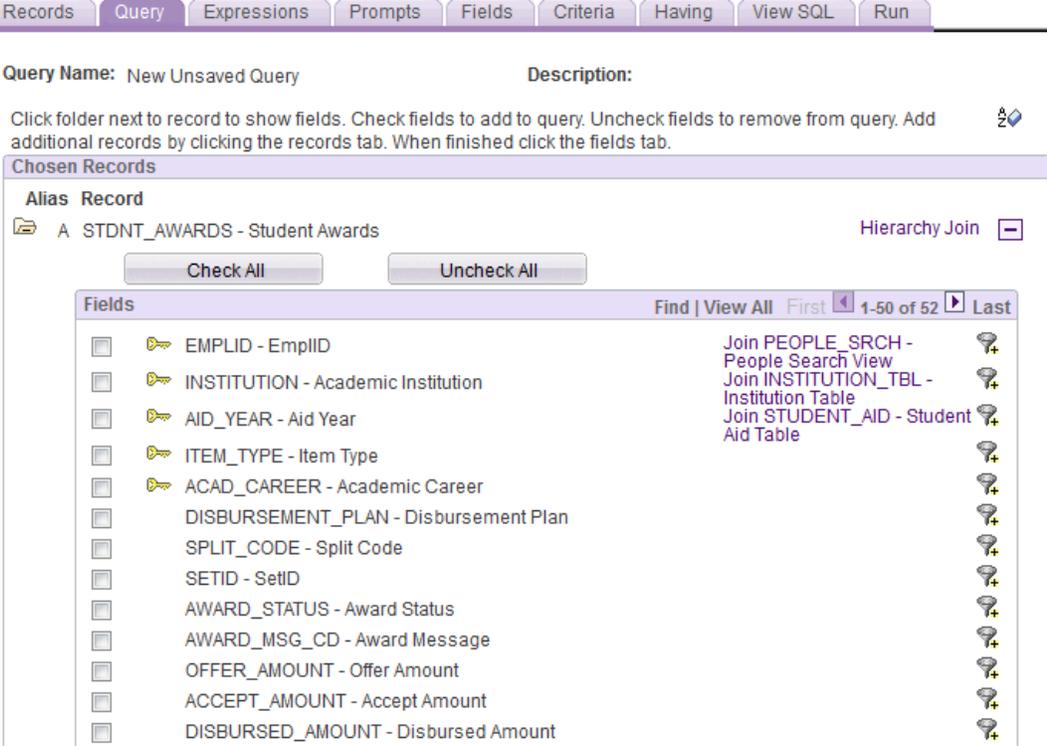


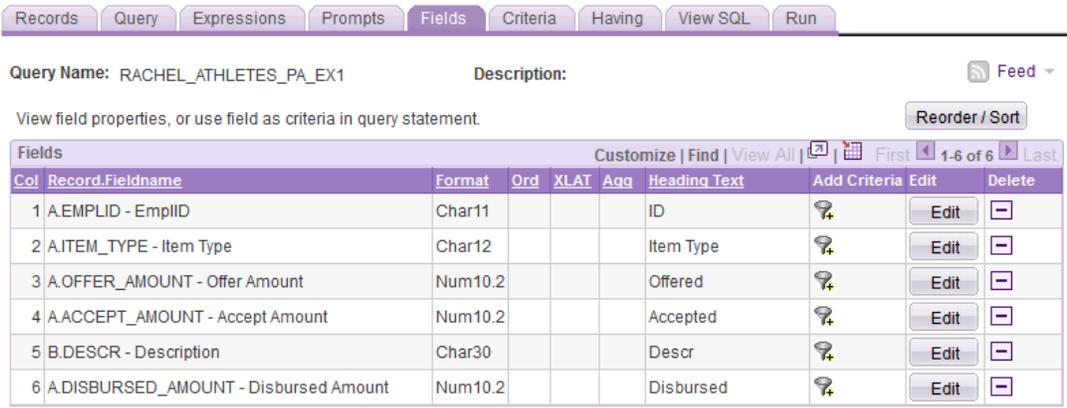
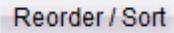
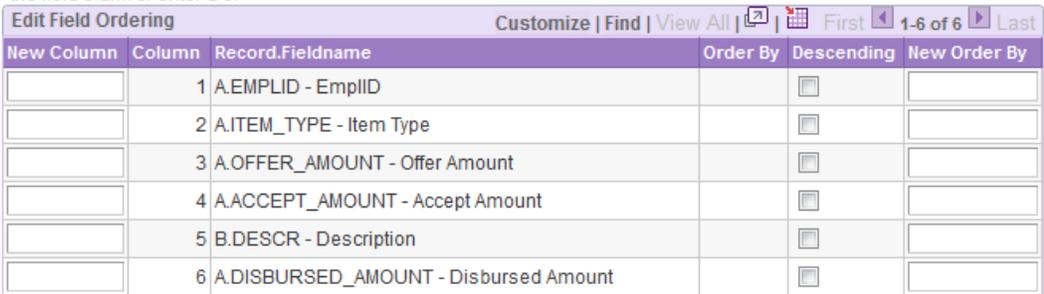
## PS Query: Creating a Query

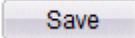
**Purpose:** The instructions below describe how to select records (tables) and fields to create a new query using Query Manager.

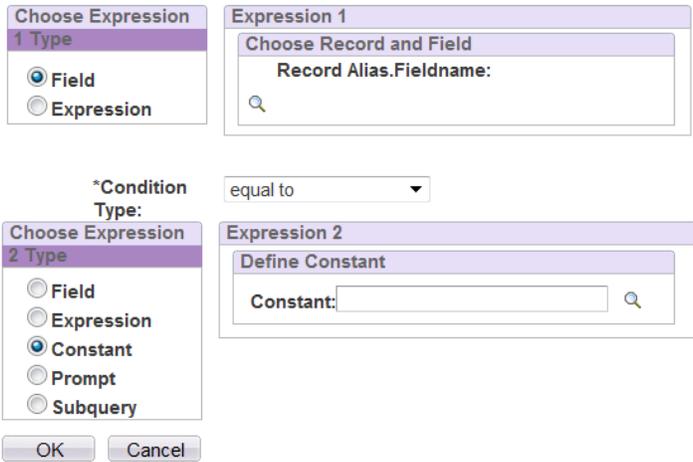
Step	Action
1.	<p>Navigate to the <b>Query Manager</b> page. Select <b>Main Menu &gt; Reporting Tools &gt; Query &gt; Query Manager</b></p>  <p><b>Query Manager</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Query   Create New Query</p> <p>*Search By: Query Name [v] begins with [ ]</p> <p>Search Advanced Search</p> <p>Find an Existing Query   Create New Query</p>
2.	<p>Click the <b>Create New Query</b> link at the top or bottom.</p>  <p><b>Query Manager</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Query   <b>Create New Query</b></p> <p>*Search By: Query Name [v] begins with [ ]</p> <p>Search Advanced Search</p> <p>Find an Existing Query   <b>Create New Query</b></p>

Step	Action																																																																																																																																												
3.	<p>Use the <b>Records</b> tab (aka table) to select the record(s) upon which to base the new query. If you know the name of the table you wish to use, enter it in the Search By field. <b>TIP:</b> Use the <b>Advanced Search</b> link to search for a <b>Record</b> based on a field you wish to use or other criteria.</p>  <p><b>Note:</b> For this example, if you know the data you wish to retrieve is Financial Aid Data – This example will display students that have received aid, the amount offered, accepted, and disbursed; enter <i>UNI_FA_</i> in the <b>Search By</b> field.</p> <p><b>Result:</b> All matching Records display (All tables starting with UNI_FA).</p> <table border="1" data-bbox="354 1113 1364 1795"> <thead> <tr> <th>Select</th> <th>Query Name</th> <th>Descr</th> <th>Owner</th> <th>Folder</th> <th>Edit</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_2011_12LOANFEFIX</td> <td>Check for loan fees/rebates</td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_2012_DEP_VERIF_CLEANUP</td> <td>11-12 Basic/Reg Verif Cleanup</td> <td>Public</td> <td>PROCESSING</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_2012_FOLDER_LABELS</td> <td>2012 Folder Label Assignment</td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_2012_INACTIVE_FOLDERS</td> <td></td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_2012_IND_VERIF_CLEANUP</td> <td>11-12 Basic/Reg Verif Cleanup</td> <td>Public</td> <td>PROCESSING</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_2ND_BA_ISIR_DISCREPANCY</td> <td>ISIR 2ndBA Discrepancy List</td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_2PLUS_STDTS_WITH_FWS</td> <td>2+2 Students Awarded FWS</td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_ACCEPTED_PERKINS_LOANS</td> <td>List of Accepted Perkins Loans</td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_ACCEPTED_TEACH_GRANTS</td> <td></td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_ADMITTERM_RESIDTERM_CLE</td> <td>Clean up of AdmitTermResidency</td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_ALL_WITHDRAWN_STUDENTS</td> <td>List of All Withdrawn Students</td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_ATHLETES_2YR_DOR_PLAN</td> <td>Athletes on DOR 2 Year Plan</td> <td>Public</td> <td>ATHLETICS</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNI_FA_ATHLETES_FINANCIAL_AID</td> <td>FA Awarded to Athletes</td> <td>Public</td> <td>ATHLETICS</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> </tbody> </table>	Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	<input type="checkbox"/>	UNI_FA_2011_12LOANFEFIX	Check for loan fees/rebates	Public		Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_2012_DEP_VERIF_CLEANUP	11-12 Basic/Reg Verif Cleanup	Public	PROCESSING	Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_2012_FOLDER_LABELS	2012 Folder Label Assignment	Public		Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_2012_INACTIVE_FOLDERS		Public		Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_2012_IND_VERIF_CLEANUP	11-12 Basic/Reg Verif Cleanup	Public	PROCESSING	Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_2ND_BA_ISIR_DISCREPANCY	ISIR 2ndBA Discrepancy List	Public		Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_2PLUS_STDTS_WITH_FWS	2+2 Students Awarded FWS	Public		Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_ACCEPTED_PERKINS_LOANS	List of Accepted Perkins Loans	Public		Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_ACCEPTED_TEACH_GRANTS		Public		Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_ADMITTERM_RESIDTERM_CLE	Clean up of AdmitTermResidency	Public		Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_ALL_WITHDRAWN_STUDENTS	List of All Withdrawn Students	Public		Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_ATHLETES_2YR_DOR_PLAN	Athletes on DOR 2 Year Plan	Public	ATHLETICS	Edit	HTML	Excel	XML	Schedule	<input type="checkbox"/>	UNI_FA_ATHLETES_FINANCIAL_AID	FA Awarded to Athletes	Public	ATHLETICS	Edit	HTML	Excel	XML	Schedule
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_2011_12LOANFEFIX	Check for loan fees/rebates	Public		Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_2012_DEP_VERIF_CLEANUP	11-12 Basic/Reg Verif Cleanup	Public	PROCESSING	Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_2012_FOLDER_LABELS	2012 Folder Label Assignment	Public		Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_2012_INACTIVE_FOLDERS		Public		Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_2012_IND_VERIF_CLEANUP	11-12 Basic/Reg Verif Cleanup	Public	PROCESSING	Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_2ND_BA_ISIR_DISCREPANCY	ISIR 2ndBA Discrepancy List	Public		Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_2PLUS_STDTS_WITH_FWS	2+2 Students Awarded FWS	Public		Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_ACCEPTED_PERKINS_LOANS	List of Accepted Perkins Loans	Public		Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_ACCEPTED_TEACH_GRANTS		Public		Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_ADMITTERM_RESIDTERM_CLE	Clean up of AdmitTermResidency	Public		Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_ALL_WITHDRAWN_STUDENTS	List of All Withdrawn Students	Public		Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_ATHLETES_2YR_DOR_PLAN	Athletes on DOR 2 Year Plan	Public	ATHLETICS	Edit	HTML	Excel	XML	Schedule																																																																																																																																				
<input type="checkbox"/>	UNI_FA_ATHLETES_FINANCIAL_AID	FA Awarded to Athletes	Public	ATHLETICS	Edit	HTML	Excel	XML	Schedule																																																																																																																																				

Step	Action
4.	<p>Select the <b>Add Record</b> link for the appropriate record (in this example use the following records: STDNT_AWARDS, ITEM_TYPE_TBL, SRVC_IND_DATA, SCC_NAMES_QVW)</p> <p><b>Result:</b> The <b>Query</b> tab displays, with available fields, for the selected Record.</p>  <p><b>Note:</b> If fields from multiple Records are needed for one report, a join must occur. Records are joined by common key fields. To join a Record, add the first Record and select the desired fields. When the <b>Records</b> tab is selected again, the <b>Join Record</b> link displays. Select the <b>Join Record</b> link for the Record you wish to add.</p>
5.	<p>Use the <b>Query</b> tab to add the desired fields to a query. Select the checkbox for each field you wish to add to the query. Note: You may have to scroll down to select multiple records to find the fields you wish to add.</p> <p>For this example, select:</p> <ul style="list-style-type: none"> <li>• EMPLID</li> <li>• NAME</li> <li>• ITEM_TYPE</li> <li>• DESCR</li> <li>• OFFER_AMOUNT</li> <li>• ACCEPT_AMOUNT</li> <li>• DISBURSED_AMOUNT</li> </ul>

Step	Action
6.	<p>Click the <i>Fields</i> tab.</p> <p><b>Result:</b> The selected fields display on the <i>Fields</i> tab.</p>  <p><b>Note:</b> In the <b>Record.Fieldname</b> column, the letter A before each field name is an alias that represents the table from which this field has been extracted.</p>
7.	<p>To change the order of the columns that the fields are displayed in, click the <b>Reorder / Sort</b> button.</p>  <p><b>Result:</b> The Edit Field Ordering page displays.</p> <p><b>Edit Field Ordering</b></p> <p>Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.</p>  <p>OK Cancel</p>
8.	<p>Enter the desired order information into the <b>New Column</b> field. Click the <b>OK</b> button.</p> <p><b>Tip:</b> Use the <b>Edit</b> button to change the name of a column header (Heading Text).</p>

Step	Action
9.	<p>Click the <b>Save</b> button. </p> <p>NOTE: If using an existing query, always <b>Save As</b>, do NOT overwrite.</p> <p><b>Result:</b> The Save properties page display.</p> <p>Enter a name to save this query:</p> <p>*Query: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Folder: <input type="text"/></p> <p>*Query Type: <input type="text" value="User"/></p> <p>*Owner: <input type="text" value="Private"/></p> <p>Query Definition: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
10.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Query</b> – Enter a name for the query. <i>Note:</i> The query name may only contain letters, numbers or underscores (NO SPACES), follow naming convention</li> <li>• <b>Description</b> – Enter a brief description (optional). Entering a description here allows you to search by keywords when trying to find a query.</li> <li>• <b>Folder</b> – Enter a folder name (you create it by entering it here), if you wish to store this query in a folder.</li> <li>• <b>Query Type</b> – Select <i>User</i>, <i>Archive</i>, <i>Process</i>, or <i>Role</i>. Standard queries are defined as <i>User</i>, and queries that use workflow are defined as <i>Process</i> or <i>Role</i>. <i>Archive</i> is used to identify queries that may be stored for now and used later.</li> <li>• <b>Owner</b> – Select <i>Private</i> or <i>Public</i>. A <i>Private</i> query can be accessed and modified by only the user who created the query. However, any user who has access to the query records can run, modify, or delete a <i>Public</i> query.</li> <li>• <b>Query Definition</b> – Enter a more complete description of what the query entails (optional).</li> </ul> <p><b>Note:</b> The query name may only contain letters, numbers or underscores. The <b>Query</b>, <b>Description</b>, <b>Folder</b>, <b>Query Type</b>, and <b>Owners</b> fields may be used to search for a query.</p> <p>Click the <b>OK</b> button.</p>
11.	<p>Select the <b>Criteria</b> tab to add specifications to the query.</p> 

Step	Action
12.	<p>Click the <b>Add Criteria</b> button. Select the appropriate <i>field, condition, and constant</i>.</p> <p><b>Tip:</b> See Appendix B for <i>Condition Type</i> definitions and examples.</p> <p><b>Edit Criteria Properties</b></p>  <p>In this example, select <b>A.OFFER_AMOUNT</b> for the <i>field (Expression 1)</i>. In the <i>Condition Type</i> field, select the <b>greater than</b> operator. Type a zero in the <b>Constant</b> field (<i>Expression 2</i>). Click the <b>OK</b> button to add the criteria.</p>  <p><b>Note:</b> You may select <b>Prompt</b> in the <i>Expression 2</i> field to create a prompt. When the user runs the report, they will be prompted to input the value for this field.</p>
13.	<p>Use the Expression, Prompts, and Having tabs, as appropriate. <b>See Appendix for additional details.</b></p>
14.	<p>Click the <b>Run</b> tab to view query results.</p>  <p><b>Note:</b> Results may be downloaded to Excel or XML.</p>

Step	Action														
15.	<p data-bbox="354 310 1393 342">Once the report has run, additional query features are available on the <b>Query</b> tab.</p> <div data-bbox="354 359 1089 411" style="border: 1px dashed gray; padding: 5px;"> <span>Save As</span> <span>New Query</span> <span>Preferences</span> <span>Properties</span> <span>Publish as</span> <span>New Union</span>  <span>Feed</span> </div> <table border="1" data-bbox="354 415 1419 1877"> <thead> <tr> <th data-bbox="354 415 607 489">Feature</th> <th data-bbox="607 415 1419 489">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 489 607 531"><b>Save As</b></td> <td data-bbox="607 489 1419 531">Allows the current query to be saved with a new name.</td> </tr> <tr> <td data-bbox="354 531 607 604"><b>New Query</b></td> <td data-bbox="607 531 1419 604">Gives the user the option to discard the current query and start a new one.</td> </tr> <tr> <td data-bbox="354 604 607 993"><b>Preferences</b></td> <td data-bbox="607 604 1419 993"> <p data-bbox="618 611 1317 642">Allows the user to enable <i>Auto Join</i> and <i>Auto Preview</i>.</p> <p data-bbox="618 646 857 678"><b>Query Preferences</b></p> <p data-bbox="618 730 1130 762">*Name Style: <span style="border: 1px solid blue; padding: 2px;">Name and Description</span></p> <p data-bbox="662 793 857 825"><input checked="" type="checkbox"/> <b>Enable Auto Join</b></p> <p data-bbox="688 831 1208 888">(Query will automatically determine the join conditions for you when a new record component is added)</p> <p data-bbox="662 915 894 947"><input checked="" type="checkbox"/> <b>Enable Auto Preview</b></p> <p data-bbox="618 951 862 982"><span>OK</span> <span>Cancel</span></p> </td> </tr> <tr> <td data-bbox="354 993 607 1654"><b>Properties</b></td> <td data-bbox="607 993 1419 1654"> <p data-bbox="618 999 1122 1031">Allows the user to edit query properties</p> <p data-bbox="618 1035 792 1066"><b>Query Properties</b></p> <p data-bbox="634 1098 1065 1129">*Query: <span style="border: 1px solid gray; padding: 2px;">RACHEL_TEST</span></p> <p data-bbox="634 1136 1065 1167">Description: <span style="border: 1px solid gray; padding: 2px;">Test Admissions Query</span></p> <p data-bbox="634 1178 948 1209">Folder: <span style="border: 1px solid gray; padding: 2px;"> </span></p> <p data-bbox="634 1220 873 1251">*Query Type: <span style="border: 1px solid gray; padding: 2px;">User</span></p> <p data-bbox="634 1262 873 1293">*Owner: <span style="border: 1px solid gray; padding: 2px;">Private</span></p> <p data-bbox="760 1297 1122 1329"><input type="checkbox"/> <b>Distinct</b>    <input type="checkbox"/> <b>Security Join Optimizer</b></p> <p data-bbox="634 1346 1192 1377">Query Definition: <span style="border: 1px solid gray; padding: 2px;"> </span></p> <div data-bbox="646 1451 1182 1539" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="662 1482 1057 1503">Last Updated Date/Time: 09/09/2010 1:48:53PM</p> <p data-bbox="662 1514 938 1535">Last Update User ID: rajones</p> </div> <p data-bbox="646 1549 883 1581"><span>OK</span> <span>Cancel</span></p> <p data-bbox="618 1587 1406 1654">Note: The <b>Distinct</b> box can be select to avoid duplicate rows when applicable.</p> </td> </tr> <tr> <td data-bbox="354 1654 607 1728"><b>Publish as Feed</b></td> <td data-bbox="607 1654 1419 1728">Allows the user to publish the results into a file that can be imported into another system.</td> </tr> <tr> <td data-bbox="354 1728 607 1877"><b>New Union</b></td> <td data-bbox="607 1728 1419 1877">Allows the user to combine 2 or more queries. The results of each one are combined with the others and then any duplicate rows (exactly the same data in more than one row) are thrown out so each row is unique in the results.</td> </tr> </tbody> </table>	Feature	Description	<b>Save As</b>	Allows the current query to be saved with a new name.	<b>New Query</b>	Gives the user the option to discard the current query and start a new one.	<b>Preferences</b>	<p data-bbox="618 611 1317 642">Allows the user to enable <i>Auto Join</i> and <i>Auto Preview</i>.</p> <p data-bbox="618 646 857 678"><b>Query Preferences</b></p> <p data-bbox="618 730 1130 762">*Name Style: <span style="border: 1px solid blue; padding: 2px;">Name and Description</span></p> <p data-bbox="662 793 857 825"><input checked="" type="checkbox"/> <b>Enable Auto Join</b></p> <p data-bbox="688 831 1208 888">(Query will automatically determine the join conditions for you when a new record component is added)</p> <p data-bbox="662 915 894 947"><input checked="" type="checkbox"/> <b>Enable Auto Preview</b></p> <p data-bbox="618 951 862 982"><span>OK</span> <span>Cancel</span></p>	<b>Properties</b>	<p data-bbox="618 999 1122 1031">Allows the user to edit query properties</p> <p data-bbox="618 1035 792 1066"><b>Query Properties</b></p> <p data-bbox="634 1098 1065 1129">*Query: <span style="border: 1px solid gray; padding: 2px;">RACHEL_TEST</span></p> <p data-bbox="634 1136 1065 1167">Description: <span style="border: 1px solid gray; padding: 2px;">Test Admissions Query</span></p> <p data-bbox="634 1178 948 1209">Folder: <span style="border: 1px solid gray; padding: 2px;"> </span></p> <p data-bbox="634 1220 873 1251">*Query Type: <span style="border: 1px solid gray; padding: 2px;">User</span></p> <p data-bbox="634 1262 873 1293">*Owner: <span style="border: 1px solid gray; padding: 2px;">Private</span></p> <p data-bbox="760 1297 1122 1329"><input type="checkbox"/> <b>Distinct</b>    <input type="checkbox"/> <b>Security Join Optimizer</b></p> <p data-bbox="634 1346 1192 1377">Query Definition: <span style="border: 1px solid gray; padding: 2px;"> </span></p> <div data-bbox="646 1451 1182 1539" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="662 1482 1057 1503">Last Updated Date/Time: 09/09/2010 1:48:53PM</p> <p data-bbox="662 1514 938 1535">Last Update User ID: rajones</p> </div> <p data-bbox="646 1549 883 1581"><span>OK</span> <span>Cancel</span></p> <p data-bbox="618 1587 1406 1654">Note: The <b>Distinct</b> box can be select to avoid duplicate rows when applicable.</p>	<b>Publish as Feed</b>	Allows the user to publish the results into a file that can be imported into another system.	<b>New Union</b>	Allows the user to combine 2 or more queries. The results of each one are combined with the others and then any duplicate rows (exactly the same data in more than one row) are thrown out so each row is unique in the results.
Feature	Description														
<b>Save As</b>	Allows the current query to be saved with a new name.														
<b>New Query</b>	Gives the user the option to discard the current query and start a new one.														
<b>Preferences</b>	<p data-bbox="618 611 1317 642">Allows the user to enable <i>Auto Join</i> and <i>Auto Preview</i>.</p> <p data-bbox="618 646 857 678"><b>Query Preferences</b></p> <p data-bbox="618 730 1130 762">*Name Style: <span style="border: 1px solid blue; padding: 2px;">Name and Description</span></p> <p data-bbox="662 793 857 825"><input checked="" type="checkbox"/> <b>Enable Auto Join</b></p> <p data-bbox="688 831 1208 888">(Query will automatically determine the join conditions for you when a new record component is added)</p> <p data-bbox="662 915 894 947"><input checked="" type="checkbox"/> <b>Enable Auto Preview</b></p> <p data-bbox="618 951 862 982"><span>OK</span> <span>Cancel</span></p>														
<b>Properties</b>	<p data-bbox="618 999 1122 1031">Allows the user to edit query properties</p> <p data-bbox="618 1035 792 1066"><b>Query Properties</b></p> <p data-bbox="634 1098 1065 1129">*Query: <span style="border: 1px solid gray; padding: 2px;">RACHEL_TEST</span></p> <p data-bbox="634 1136 1065 1167">Description: <span style="border: 1px solid gray; padding: 2px;">Test Admissions Query</span></p> <p data-bbox="634 1178 948 1209">Folder: <span style="border: 1px solid gray; padding: 2px;"> </span></p> <p data-bbox="634 1220 873 1251">*Query Type: <span style="border: 1px solid gray; padding: 2px;">User</span></p> <p data-bbox="634 1262 873 1293">*Owner: <span style="border: 1px solid gray; padding: 2px;">Private</span></p> <p data-bbox="760 1297 1122 1329"><input type="checkbox"/> <b>Distinct</b>    <input type="checkbox"/> <b>Security Join Optimizer</b></p> <p data-bbox="634 1346 1192 1377">Query Definition: <span style="border: 1px solid gray; padding: 2px;"> </span></p> <div data-bbox="646 1451 1182 1539" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="662 1482 1057 1503">Last Updated Date/Time: 09/09/2010 1:48:53PM</p> <p data-bbox="662 1514 938 1535">Last Update User ID: rajones</p> </div> <p data-bbox="646 1549 883 1581"><span>OK</span> <span>Cancel</span></p> <p data-bbox="618 1587 1406 1654">Note: The <b>Distinct</b> box can be select to avoid duplicate rows when applicable.</p>														
<b>Publish as Feed</b>	Allows the user to publish the results into a file that can be imported into another system.														
<b>New Union</b>	Allows the user to combine 2 or more queries. The results of each one are combined with the others and then any duplicate rows (exactly the same data in more than one row) are thrown out so each row is unique in the results.														

## Appendix A – Advanced Features



Tab/ Advanced Feature	Description
<p><b>Expressions</b></p>	<p><b>Expressions</b> - This is where you define Expressions. An expression can be either a built in function native to your database like a CASE statement, or it can be a “calculated” expression that uses existing fields and does math with them, like adding 2 numeric fields together, or string operations like combining two or more fields together to make a longer string.</p> <div data-bbox="727 758 1218 1157" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Edit Expression Properties</b></p> <p>*Expression Type: <input type="text" value="Character"/> Length: <input type="text" value="1"/></p> <p><input type="checkbox"/> Aggregate Function Decimals: <input type="text"/></p> <p>Expression Text:</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: center;"> <a href="#">Add Prompt</a>    <a href="#">Add Field</a> </p> <p style="text-align: center;"> <input type="button" value="OK"/>    <input type="button" value="Cancel"/> </p> </div> <p>An example would be to make a “complete” name from a first name and a last name field.</p> <ul style="list-style-type: none"> <li>• Enter the two fields (by using the <b>Add Field</b> link), put the + sign in between the fields</li> <li>• Set the length of the max output size</li> <li>• Click the <b>OK</b> button to see the completed expression.</li> <li>• If you select the <b>Use as Field</b> link, the expression will be added to the fields in the results.</li> </ul> <p><u>Expression Types:</u></p> <ul style="list-style-type: none"> <li>• Character</li> <li>• Date</li> <li>• Datetime</li> <li>• Long Character</li> <li>• Number</li> <li>• Signed Number</li> <li>• Time</li> </ul>

<p>Prompts</p>	<p><b>Note:</b> Add a prompt by using the <b>funnel icon</b>  (create a criteria based on this field) on the <i>Fields</i>, <i>Query</i>, or <i>Expressions</i> tab.</p> <p><b>Prompts</b> - This is where the Prompts used for user input into the query are stored and built.</p> <p><a href="#">Edit Prompt Properties</a></p> <p>Field Name: <input type="text" value="Q"/> *Heading Type: <input type="text" value="Text"/>          *Type: <input type="text" value="Character"/> Heading Text: <input type="text"/>          *Format: <input type="text" value="Upper"/> *Unique Prompt Name: <input type="text" value="BIND1"/>          Length: <input type="text" value="11"/>          Decimals: <input type="text"/>          *Edit Type: <input type="text" value="No Table Edit"/> Prompt Table: <input type="text" value="Q"/>  <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<p>Having</p>	<p><b>Having</b> - This is a special tab that is only used if you “Grouping” data together. Grouping is where you do things like add all the rows together to get the total number of credits a student may have taken in a term. In the same way a <i>Row Limiting Criteria</i> might restrict the result (WHERE Aid_Year = ‘2010’) a <i>Having</i> is used to restrict which rolled up data is shown (HAVING SUM(Credits) &gt; 6).</p> <p><a href="#">Edit Having Criteria Properties</a></p> <p>Choose Expression 1 Type: <input checked="" type="radio"/> Field <input type="radio"/> Expression          Expression 1: Choose Record and Field          Record Alias.Fieldname: <input type="text" value=""/>          *Condition Type: equal to          Choose Expression 2 Type: <input type="radio"/> Field <input type="radio"/> Expression <input checked="" type="radio"/> Constant <input type="radio"/> Prompt <input type="radio"/> Subquery          Expression 2: Define Constant          Constant: <input type="text" value=""/>  <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<p>View SQL</p>	<p><b>View SQL</b> - This is where you can see the actual SQL (Structured Query Language) code the tool is creating. You cannot make any changes here however; you can sometimes diagnose issues here.</p> <p>Query Name: TEST_QUERY_11152010 Description: <a href="#">Feed</a></p> <p>Query SQL:          SELECT AACAD_CAREER, AADM_APPL_NBR, AADMIT_TYPE, TO_CHAR(AADM_APPL_DT,'YYYY-MM-DD')          FROM PS_ADM_APPL_DATA A, PS_ADM_APPL_SCTY A1          WHERE A.EMPLID = A1.EMPLID          AND AACAD_CAREER = A1.ACAD_CAREER          AND A.ADM_APPL_NBR = A1.ADM_APPL_NBR          AND A1.OPRCLASS = 'HCPPALL'          AND A1.OPRID = 'rajones'</p>

## Appendix B – Condition Types

Condition Type	Definition
<b>between / not between</b>	<b>Between</b> - The value in the selected record field falls between two comparison values. The range is inclusive. <b>Not Between</b> - The value in the selected record field falls outside two comparison values.
<b>does not exist / exists</b>	This operator is different from the others, in that it compares a record field to a subquery. If the subquery returns any data, PeopleSoft Query returns the corresponding row.
<b>equal to / not equal to</b>	<b>Equal to</b> - The value in the selected record field exactly matches the comparison value. <b>Not equal to</b> - The value in the selected record field does not exactly match the comparison value.
<b>greater than / not greater than</b>	<b>Greater than</b> - The value in the record field is greater than the comparison value. <b>Not greater than</b> - The value in the record field is not greater than the comparison value.
<b>in list / not in list</b>	<b>In list</b> - The value in the selected record field matches one of the comparison values in a list. <b>Not in list</b> - The value in the selected record field does not match one of the comparison values in a list.
<b>in tree / not in tree</b>	The value in the selected record field appears (or doesn't appear) as a node in a tree created with PeopleSoft Tree Manager. The comparison value for this operator is a tree or branch of a tree that you want PeopleSoft Query to search.
<b>is null / is not null</b>	<b>Is null</b> - The selected record field is blank or "empty". You do not specify a comparison value for this operator. <b>Is not null</b> - The selected record field is not blank or "empty". You do not specify a comparison value for this operator. <i>Key fields, required fields, character fields, and numeric fields do not allow null values.</i>
<b>less than / not less than</b>	<b>Less than</b> - The value in the record field is less than the comparison value. <b>Not less than</b> - The value in the record field is not less than the comparison value.
<b>Like / not like</b>	<b>Like</b> - The value in the selected field matches a specified string pattern. The comparison value may be a string that contains wildcard characters. The wildcard characters that PeopleSoft Query recognizes are % and _ . % matches any string of zero or more characters. <b>Not like</b> - The value in the selected field does not match a specified string pattern.