



**Student Administration
Query Intermediate 9.0 pt. 8.53**

Version Date: January, 2016

Training Guide

Student Administration

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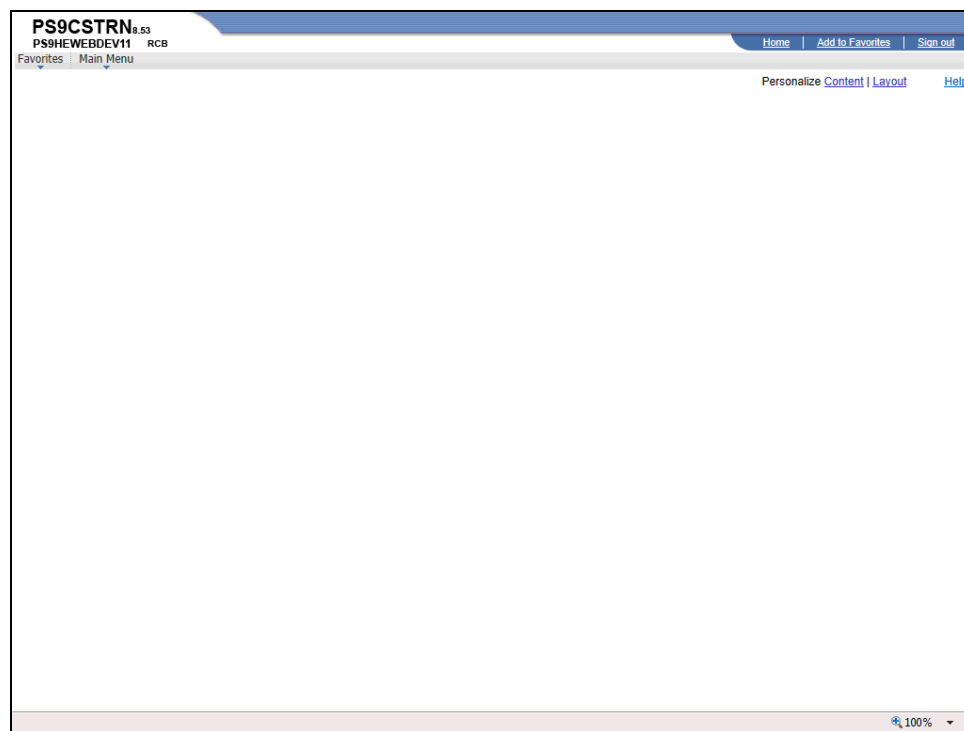
Creating and Formatting a New Query

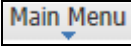


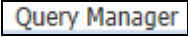
Create a New Query

Procedure

In this topic you will learn how to [Create a New Query](#).

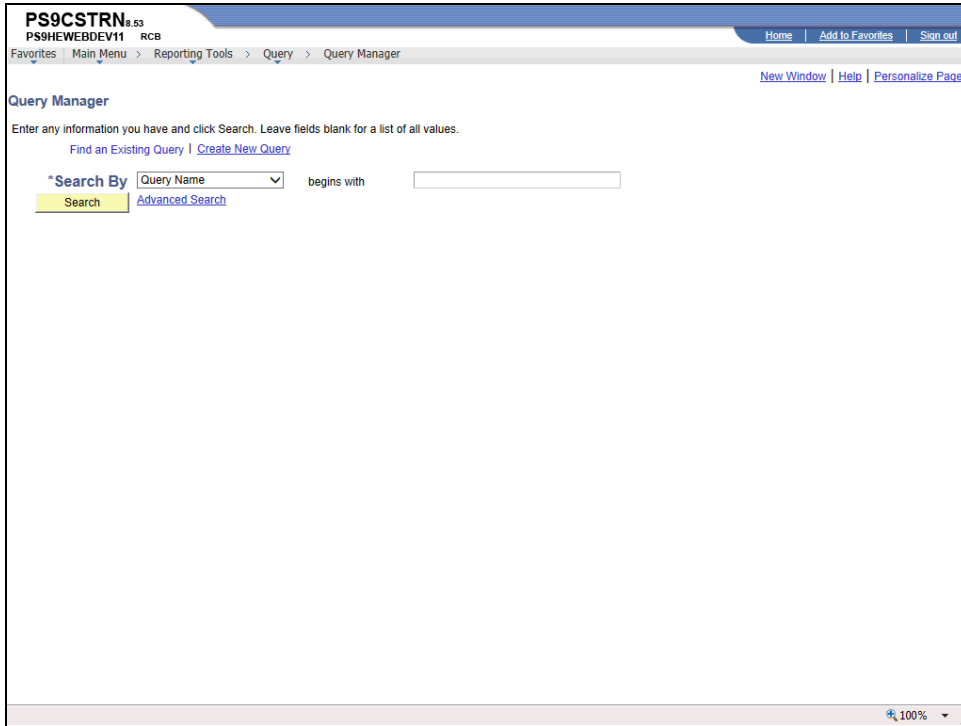
NOTE: In this example the query will display the student's name, ID, date of birth, gender, marital status, and highest education level.



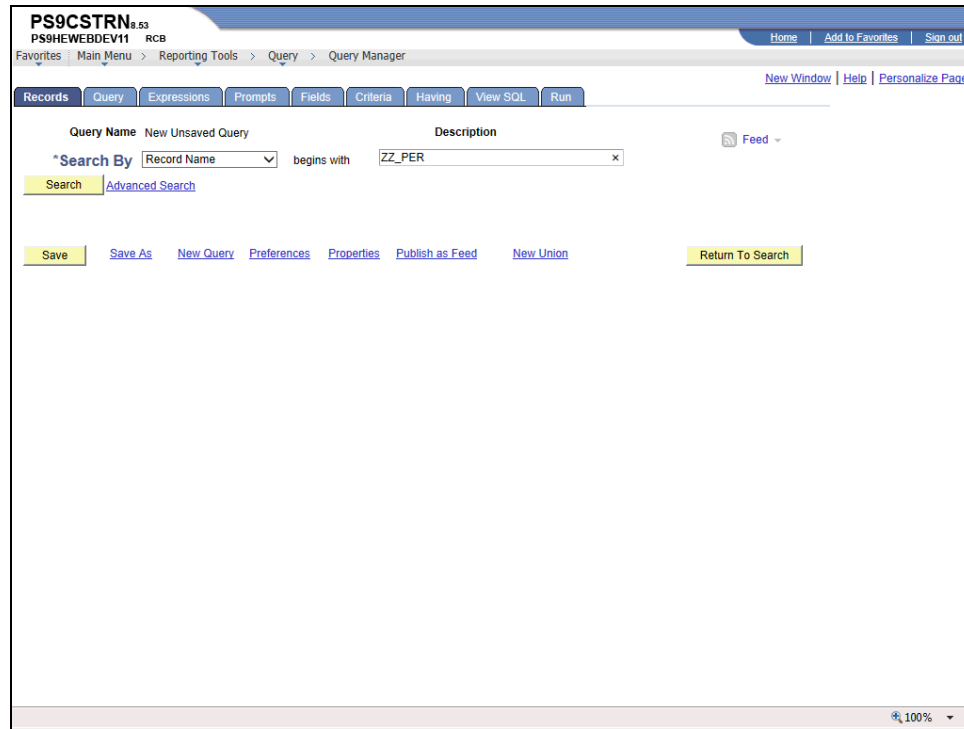
Step	Action
1.	Click the Main Menu button. 
2.	Click the Reporting Tools menu. 
3.	Click the Query menu. 
4.	Click the Query Manager menu. 

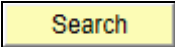

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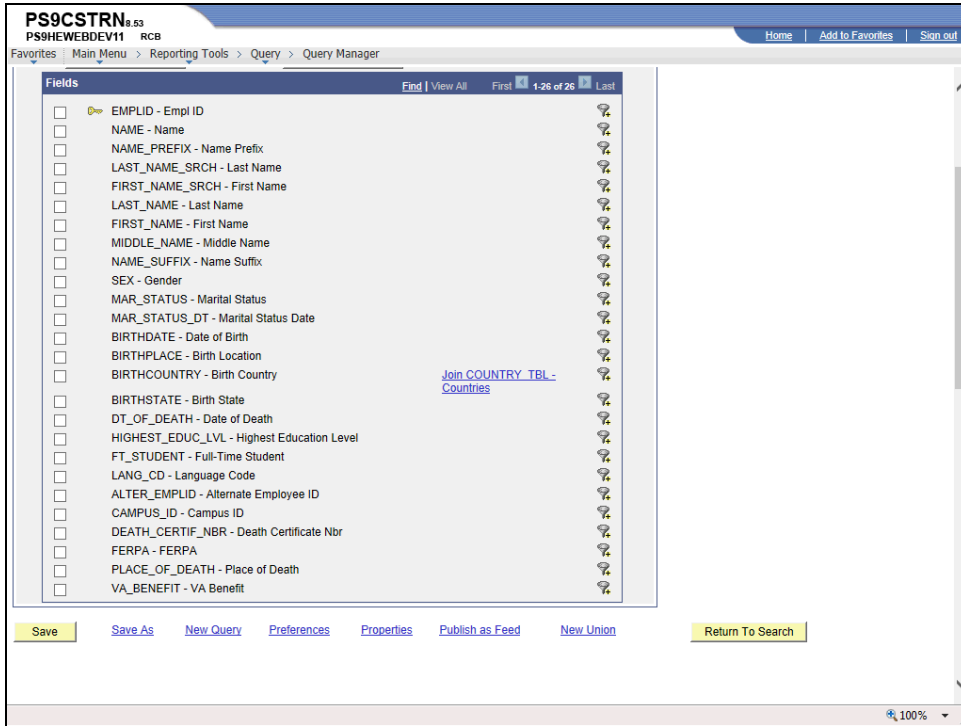
Step	Action
5.	Click the Create New Query link. Create New Query
6.	Adding Records The Records page is the first page that you will see when you click the Create New Query link on the Search page. You will select the information for your query on the Records page.
7.	The Records page displays the records (tables) available to query in alphabetical order. The list of records available to the end-user is determined by his/her security rights (Operator ID). Information for your query will be pulled from the selected record, and will create the data rows on your spreadsheet. The end-user may view existing records by selecting one of the following methods: 1. Click the Search button to view a list of records; or 2. Enter the appropriate search criteria (record name) into the Search by field. The end-user may enter the full record name or partial information in CAPS or lower case. Use the % (percent sign) to act as a wildcard when searching.
8.	In this example you will use fields from one record -- the ZZ_PER_QRY_SAVW_CLONE record. Enter the desired information into the Description field. Enter " ZZ_PER ".



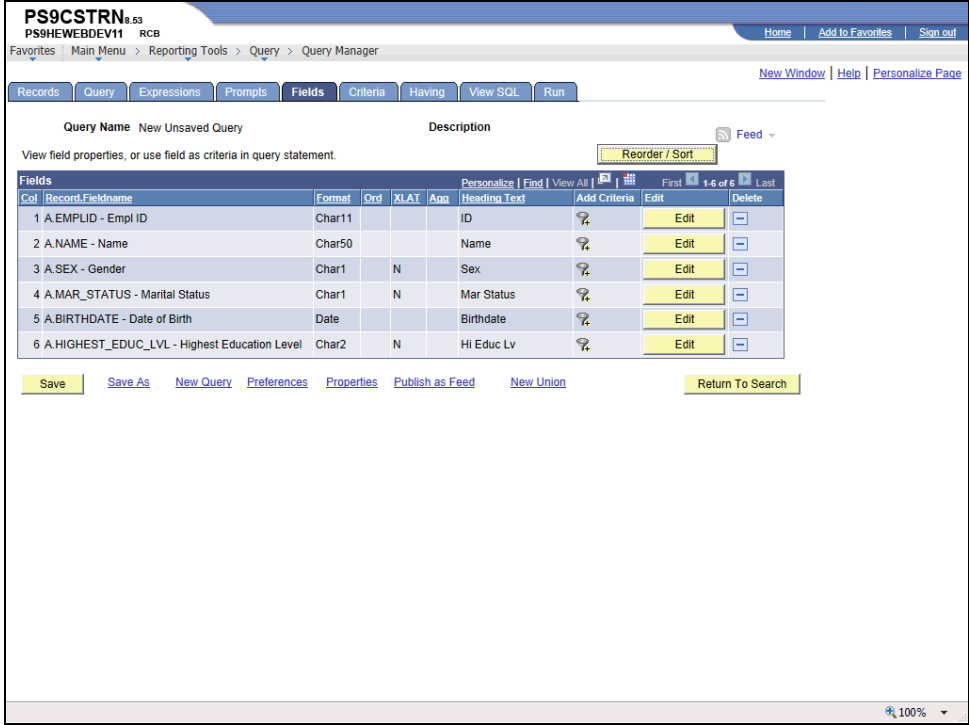
Step	Action
9.	Click the Search button. 
10.	Click the Add Record link. 
11.	<p>Selecting Fields</p> <p>The record and the fields in the record appear on the Query page. It is here that you will select fields to build the query by clicking the checkbox in front of the field.</p> <p><i>NOTE: You may click the checkbox to deselect a field or click the Uncheck All Fields button to deselect all fields that are checked.</i></p>
12.	The Key symbol in front of the field indicates Key fields. Key fields are fields that are common between records.
13.	The Add Criteria symbol (funnel with a plus sign) allows you to add criteria from the record itself. Adding criteria will be covered in the Working with Criteria and Prompts section.
14.	The A-Z button allows you to view fields in alphabetical order.


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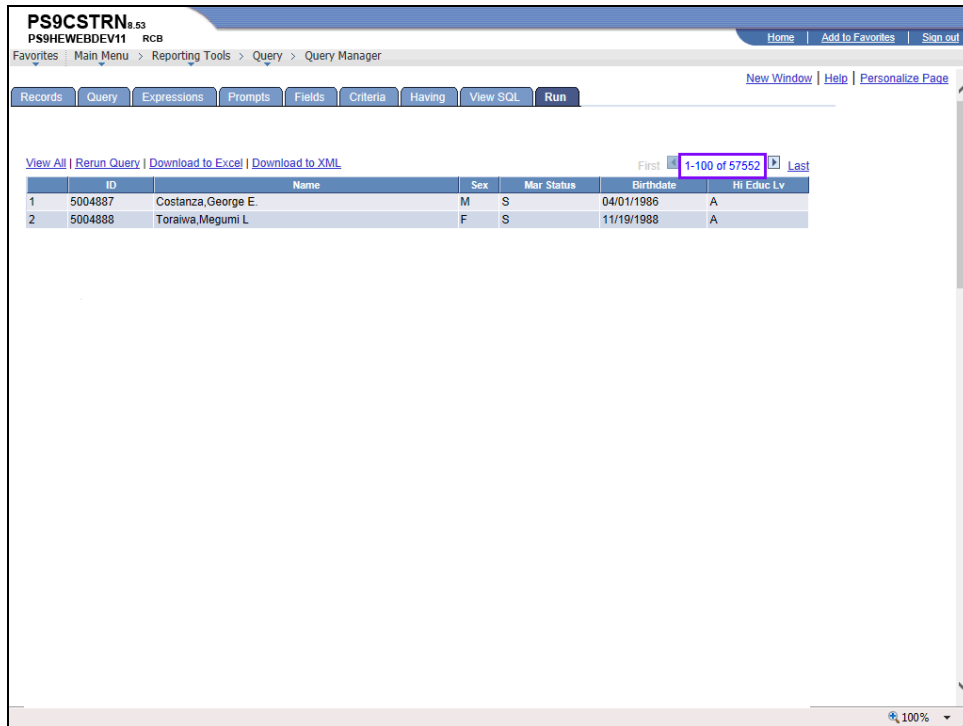
Step	Action
15.	The fields selected will be the columns on your spreadsheet. Click the EMPLID option. <input type="checkbox"/>
16.	Click the Name option. <input type="checkbox"/>
17.	Click the Gender option. <input type="checkbox"/>
18.	Click the Marital Status option. <input type="checkbox"/>
19.	Click the Birthdate option. <input type="checkbox"/>
20.	Click the Highest Education Level option. <input type="checkbox"/>
21.	Click the Fields tab. <input type="button" value="Fields"/>




Step	Action
22.	<p>Fields are displayed on the Fields tab in the order in which they were selected on the Query tab.</p> <p>Click the Run tab.</p> <p></p>

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Step	Action
23.	<p>A total of 57,552 results display.</p> <p>Click the Fields tab.</p> <p></p>

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The screenshot shows the 'Query Manager' interface for 'PS9CSTRN'. The 'Fields' tab is active, displaying a table of fields for a 'New Unsavd Query'. The table has columns for 'Col', 'Record.FieldName', 'Format', 'Ord', 'XLAT', 'Agg', 'Personalize', 'Heading Text', 'Add Criteria', 'Edit', and 'Delete'. There are 6 rows of fields listed.

Col	Record.FieldName	Format	Ord	XLAT	Agg	Personalize	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - Empl ID	Char11					ID		Edit	
2	A.NAME - Name	Char50					Name		Edit	
3	A.SEX - Gender	Char1	N				Sex		Edit	
4	A.MAR_STATUS - Marital Status	Char1	N				Mar Status		Edit	
5	A.BIRTHDATE - Date of Birth	Date					Birthdate		Edit	
6	A.HIGHEST_EDUC_LVL - Highest Education Level	Char2	N				Hi Educ Lv		Edit	

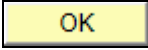
Below the table, there are buttons for 'Save', 'Save As', 'New Query', 'Preferences', 'Properties', 'Publish as Feed', 'New Union', and 'Return To Search'.

Step	Action
24.	Click the Save As link. Save As

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The screenshot shows a web browser window with the title "PS9CSTRN 8.53" and "PS9HEWEBDEV11 RCB". The browser address bar shows "Favorites | Main Menu > Reporting Tools > Query > Query Manager". The page content includes a prompt "Enter a name to save this query as:" followed by several input fields: "*Query:", "Description:", "Folder:", "*Query Type:" (with a dropdown menu set to "User"), and "*Owner:" (with a dropdown menu set to "Private"). Below these is a large "Query Definition:" text area. At the bottom of the form are "OK" and "Cancel" buttons. The browser status bar at the bottom right shows "100%".

Step	Action
25.	Enter the desired information into the Query field. Enter " STDLIST ".
26.	Enter the desired information into the Description field. Enter " STUDENT LIST ".
27.	Enter the desired information into the Query Definition field. Enter " Current List of Students ".
28.	Click the OK button. 
29.	This completes <i>Create a New Query</i> . End of Procedure.

Format a Query

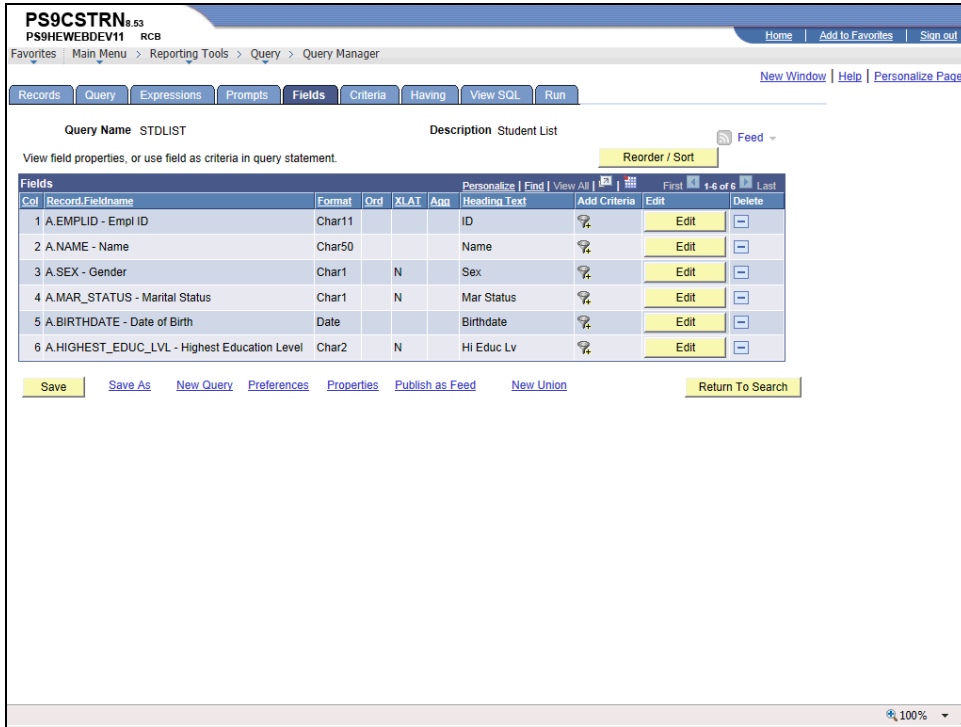
Procedure

In this topic you will learn how to **Format a Query**.

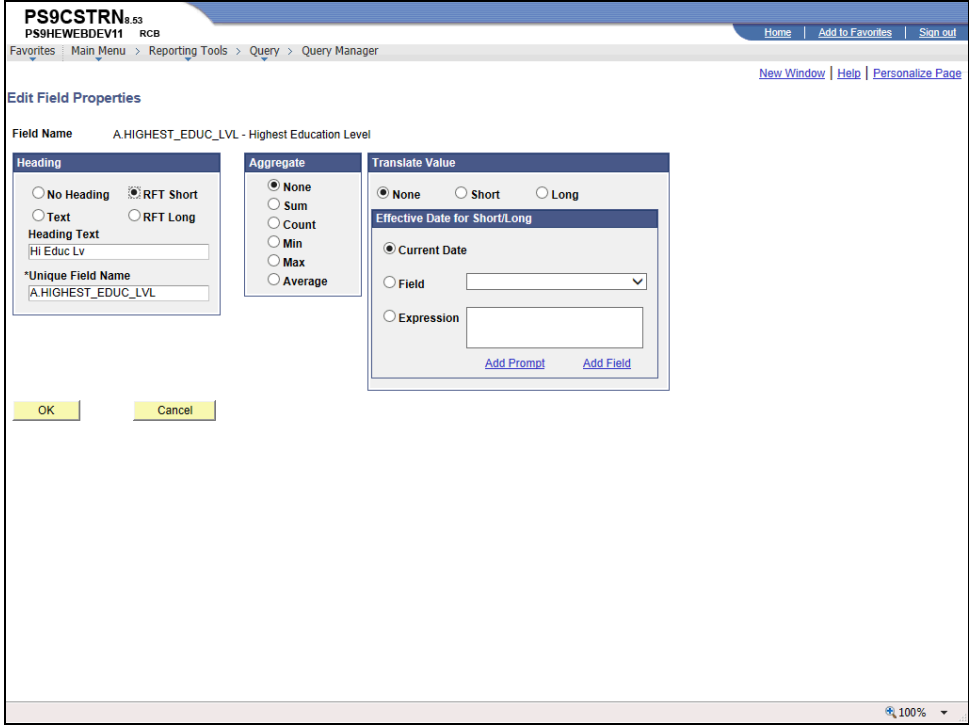
Step	Action
1.	<p>You can make formatting changes for the query on the Fields page. The following are the format options available:</p> <ul style="list-style-type: none">• Change the column heading text.• Change the translate (XLAT) code when this option is available for a field• Sort the output results by a particular field.• Change the order of the columns (i.e. the order in which the fields appear in the query results).
2.	<p>In this example the query results will be formatted as follows:</p> <ol style="list-style-type: none">1. Change the heading text to reflect the long description for Highest Education Level.2. Display the long description of each person's Highest Education Level rather than the default code.3. Sort the data by Highest Education Level in descending order.4. Change the order of the Highest Education Level field to display as the first column.

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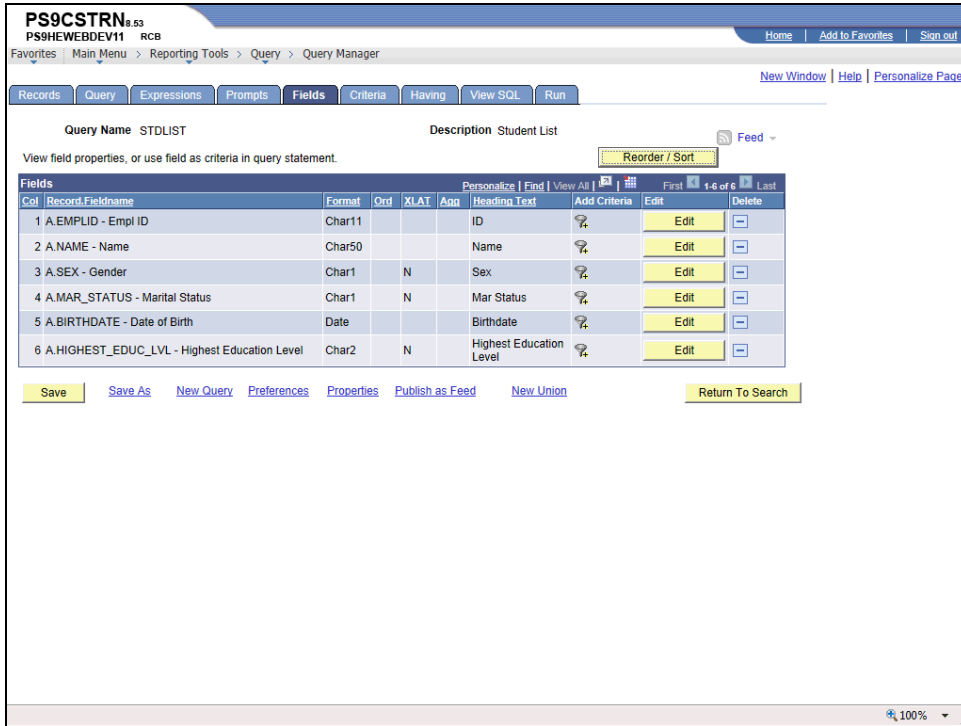
Step	Action
3.	<p>Click the Edit button for the Highest Education Level field.</p> <p><i>NOTE: Fields are formatted one at a time.</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Edit</div>
4.	<p>The Translate Value box will not appear on this page if a field does not have an associated Translate Value.</p>

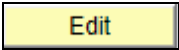


Step	Action
5.	Click the RFT Long option. <input type="radio"/>
6.	Click the OK button. <input type="button" value="OK"/>

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Step	Action
7.	Click the Edit button for Highest Education Level . 
8.	The Translate Value box will not appear on this page if a field does not have an associated Translate Value. If a field has an associated Translate Value, the XLT column will contain one of the following three values: <ul style="list-style-type: none"> · N (None) option will display the default translate code (e.g. "G" for a Bachelor's Degree) in the query results. · S (Short) option will display a maximum of 10 characters (e.g. Bachelor's) in the query results. · L (Long) option will display a maximum of 30 characters (e.g. G-Bachelor's Level Degree) in the query results.

PS9CSTRN^{8.53}
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Personalize Page

Edit Field Properties

Field Name: A.HIGHEST_EDUC_LVL - Highest Education Level

Heading

No Heading RFT Short

Text RFT Long

Heading Text

*Unique Field Name

Aggregate

None

Sum

Count

Min

Max

Average

Translate Value

None Short Long

Effective Date for Short/Long

Current Date

Field:

Expression:

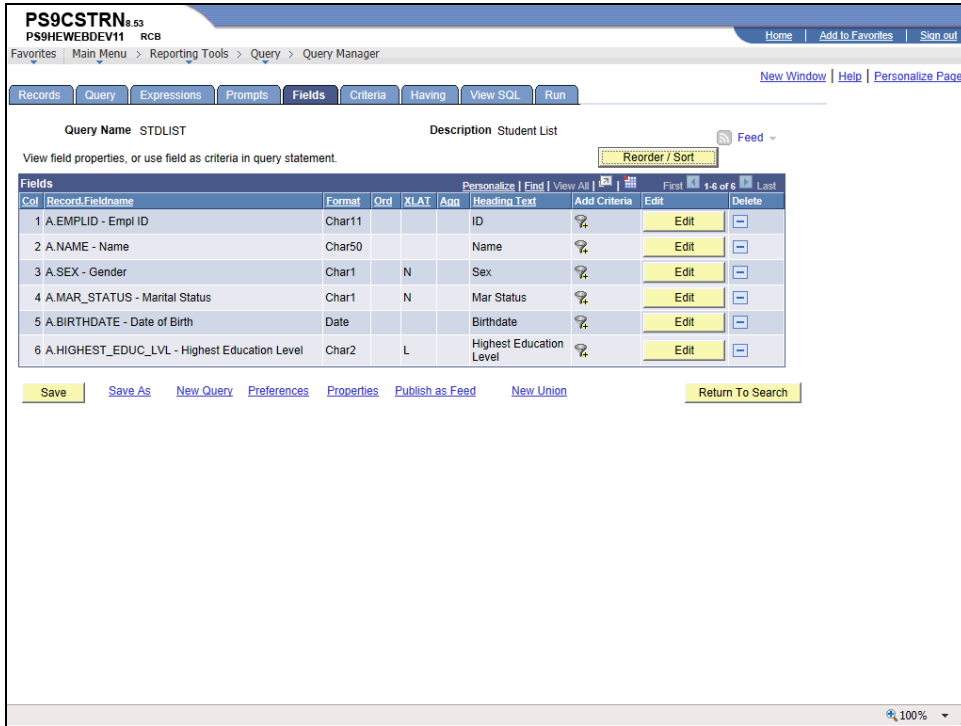
[Add Prompt](#) [Add Field](#)

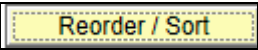
100%

Step	Action
9.	Click the Long option. <input type="radio"/>
10.	Click the OK button. <input type="button" value="OK"/>

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Step	Action
11.	Click the Reorder / Sort button. 
12.	The Edit Field Ordering page allows you to view and change the Sort Order and Output Order of the fields in a single page. In this example, the query results will be changed as follows: <ul style="list-style-type: none"> · The query results will be sorted by Highest Education Level. · The fields (columns) will appear in the following order: ID, Name, Birthdate, Gender, Marital Status, and Highest Education Level.

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Personalize Page

Edit Field Ordering

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.

Edit Field Ordering

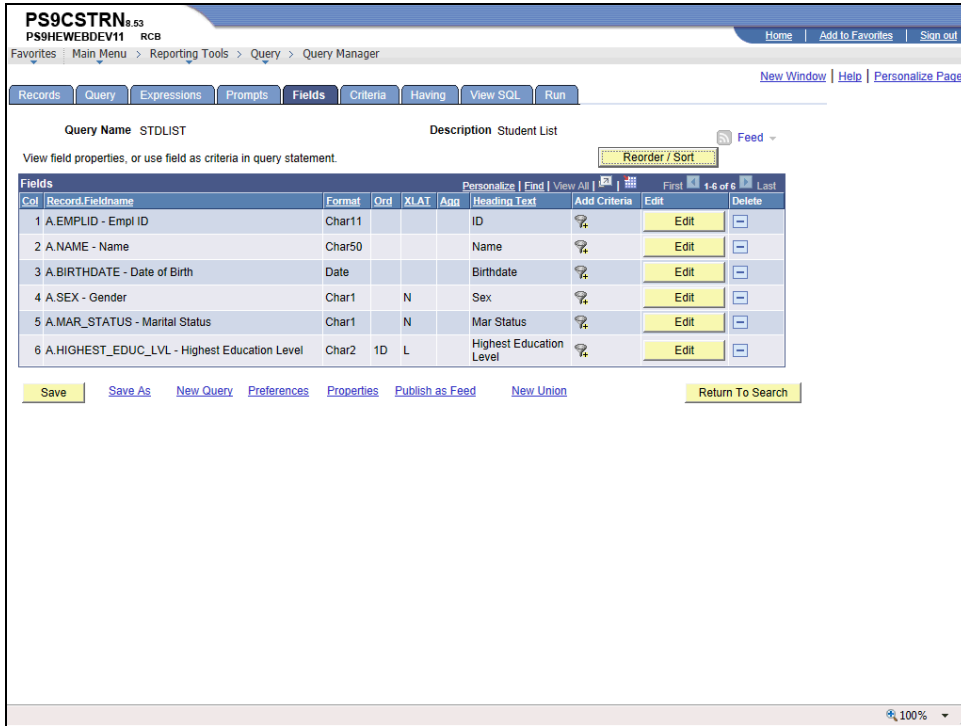
New Column	Column	Record.Fieldname	Order By	Descending	New Order By
	1	A.EMPLID - Empl ID		<input type="checkbox"/>	
	2	A.NAME - Name		<input type="checkbox"/>	
	3	A.SEX - Gender		<input type="checkbox"/>	
	4	A.MAR_STATUS - Marital Status		<input type="checkbox"/>	
	5	A.BIRTHDATE - Date of Birth		<input type="checkbox"/>	
	6	A.HIGHEST_EDUC_LVL - Highest Education Level		<input checked="" type="checkbox"/>	


OK Cancel

Step	Action
13.	Click the Descending option for Highest Education Level. This option allows the results to sort the Highest Education Level first. <input type="checkbox"/>
14.	Enter the desired information into the New Order By field. Enter " 1 ".
15.	Enter the desired information into the New Column field. Enter " 3 ". This field will now be the third column displayed in the query results.
16.	Enter the desired information into the New Column field. Enter " 4 ". This field will now be the fourth column displayed in the query results.
17.	Enter the desired information into the New Column field. Enter " 5 ".
18.	Click the OK button. <input type="button" value="OK"/>

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Step	Action
19.	Click the Run tab. 

The screenshot shows the PS9CSTRN Query Manager interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar are tabs for 'Records', 'Query', 'Expressions', 'Prompts', 'Fields', 'Criteria', 'Having', 'View SQL', and 'Run'. The 'Fields' tab is currently selected. The main area displays a table with the following columns: ID, Name, Birthdate, Sex, Mar Status, and Highest Education Level. The table contains 29 rows of data, with the first row having ID 1 and Birthdate 01/01/1970. The table is paginated, showing 'First 1-100 of 57552 Last'.

ID	Name	Birthdate	Sex	Mar Status	Highest Education Level
1		01/01/1970	M	M	DDS
2		01/01/1959	M	S	DDS
3		01/01/1961	M	M	DDS
4		01/01/1965	F	S	DDS
5		01/01/1962	M	M	DDS
6		01/01/1967	F	M	DDS
7		01/01/1951	F	M	DDS
8		01/01/1962	M	S	DDS
9		01/01/1956	F	M	DDS
10		01/01/1976	F	S	DDS
11		01/01/1946	F	S	DDS
12		01/01/1938	M	M	DDS
13		01/01/1948	F	M	DDS
14		01/01/1979	M	S	DDS
15		01/01/1969	F	M	DDS
16		01/01/1965	M	S	DDS
17		01/01/1965	M	S	DDS
18		01/01/1939	M	M	DDS
19		01/01/1946	M	M	DDS
20		01/01/1953	F	M	DDS
21		01/01/1958	M	M	DDS
22		01/01/1960	F	M	DDS
23		01/01/1961	M	S	DDS
24		01/01/1959	F	S	DDS
25		01/01/1959	F	S	DDS
26		01/01/1975	M	S	DDS
27		01/01/1969	M	M	DDS
28		01/01/1981	M	S	DDS
29		01/01/1965	M	S	DDS

Step	Action
20.	Click the Fields tab. 
21.	<p>Using the Distinct Option</p> <p>When running a query, occasionally the same row of output may be listed more than once when it meets multiple query requirements. Using the Distinct option removes duplicate rows of data. However, the end-user should note that this option may remove pertinent duplicate information, depending on the query. Therefore, if the end-user is not sure if any pertinent data will be removed by selecting this option, the safer alternative would be to run the query results to Excel and manipulate the data in the spreadsheet.</p> <p>If the end-user is confident that pertinent data will not be removed, the Distinct option is located in the Properties page.</p>

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PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Personalize Page

Records | Query | Expressions | Prompts | **Fields** | Criteria | Having | View SQL | Run

Query Name: STDLIST Description: Student List Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A	EMPLID - Empl ID	Char11				ID		Edit	
2	A	NAME - Name	Char50				Name		Edit	
3	A	BIRTHDATE - Date of Birth	Date				Birthdate		Edit	
4	A	SEX - Gender	Char1	N			Sex		Edit	
5	A	MAR_STATUS - Marital Status	Char1	N			Mar Status		Edit	
6	A	HIGHEST_EDUC_LVL - Highest Education Level	Char2	1D	L		Highest Education Level		Edit	

Save Save As New Query Preferences **Properties** Publish as Feed New Union Return To Search

100%

Step	Action
22.	Click the Properties link. Properties

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Personalize Page

Query Properties

*Query: x

Description:

Folder:

*Query Type: v

*Owner: v

Distinct Security Join Optimizer

Query Definition:

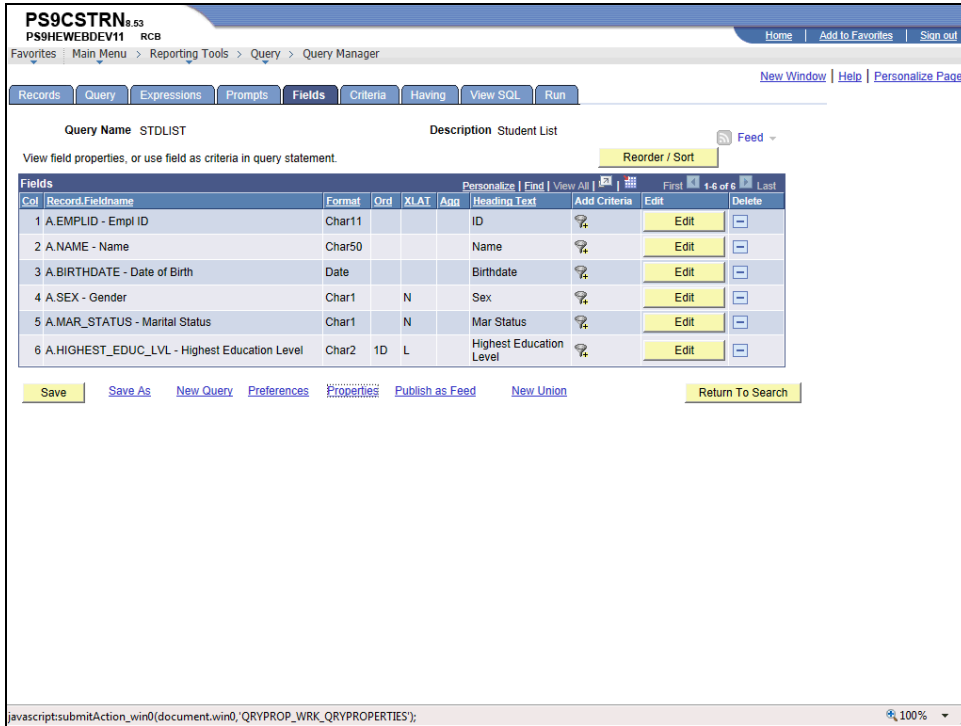
Last Updated Date/Time: 10/03/2014 2:00:20PM
 Last Update User ID: KOCOINN

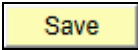
100%

Step	Action
23.	Click the Distinct option. <i>NOTE: When you run the query again, any duplicate rows will be deleted.</i> <input type="checkbox"/>
24.	Click the OK button. <input type="button" value="OK"/>

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Step	Action
25.	Click the Save button. 
26.	This completes <i>Format a Query</i> . End of Procedure.

Working with Criteria and Prompts

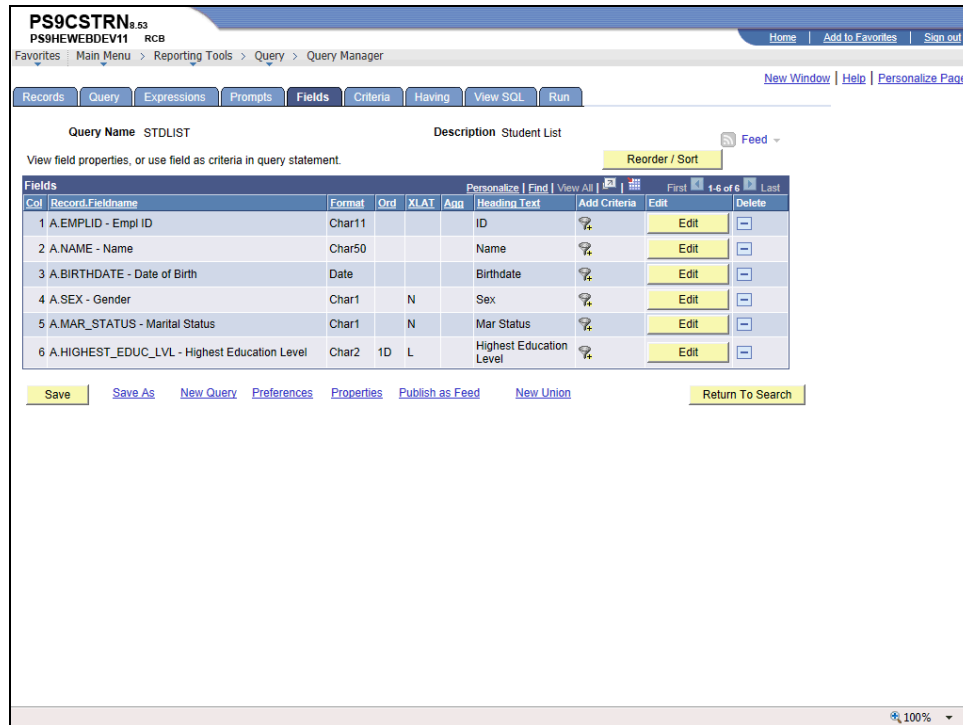
Add a Single Criteria


When you build a query you may wish to add certain criteria to limit the query results to a particular condition (e.g. a specific value, a list of values or between two specified values). Although, there are several conditions which you may select, the three most used Condition Types will be covered in Query Intermediate (i.e. equal to, in list and between).

Procedure

In this topic you learn how to **Add a Single Criteria** to the query.

Step	Action
1.	<p>Adding criteria allows you to limit the query results to a specified value.</p> <p>In this example the query will display the employees whose highest education level is Doctorate (Academic). To do this you will use the "equal to" Condition Type.</p>

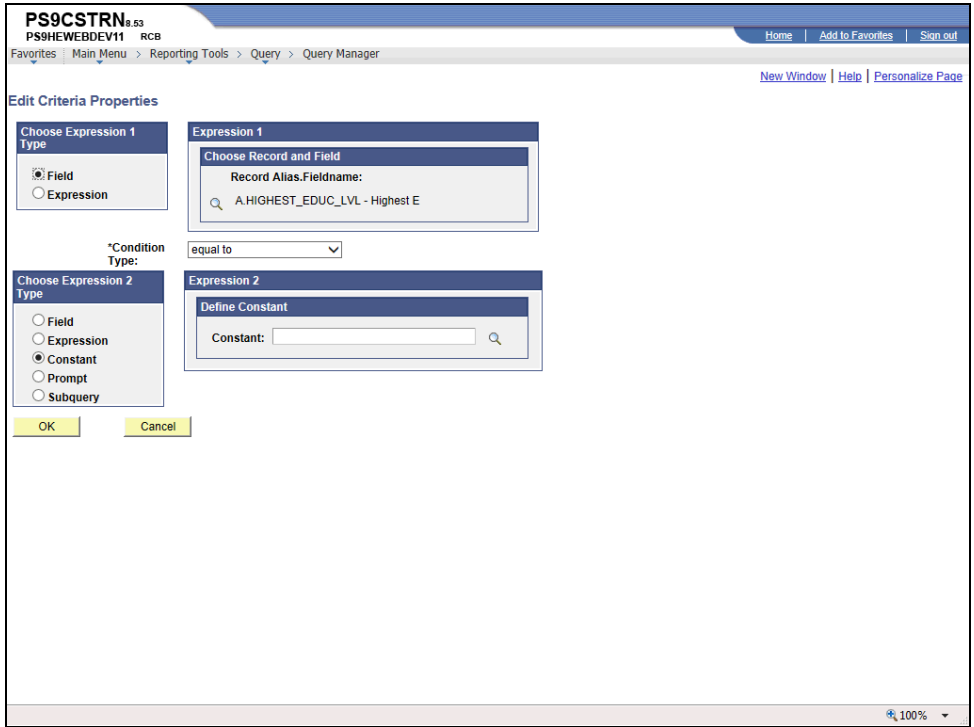


Step	Action
2.	<p>Click the Add Criteria button for HIGHEST_EDUC_LVL.</p> 

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Step	Action
3.	The system defaults to the equal to Condition Type, so it does not need to be selected from the drop-down list.



Step	Action
4.	Click the Select Constant From List button to access the list of education level types and define the desired constant. 

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Personalize Page

Select A Constant

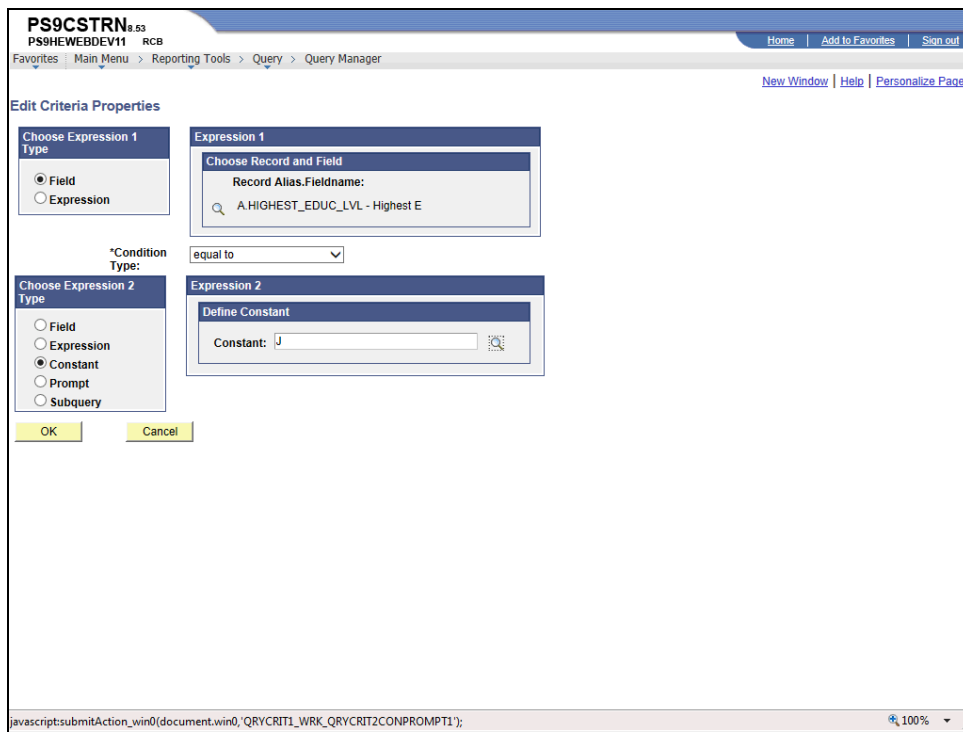
Field Value	Translate Long Name	Translate Short Name	Select Constant
A	A-Not Indicated	Not Indic	Select Constant
B	B-Less Than HS Graduate	Less Th HS	Select Constant
C	C-HS Graduate or Equivalent	HS Grad	Select Constant
D	D-Some College	Some Coll.	Select Constant
E	E-Technical School	Tech Sch	Select Constant
F	F-2-Year College Degree	2-Yr Coll	Select Constant
G	G-Bachelor's Level Degree	Bachelor's	Select Constant
H	H-Some Graduate School	Some Grad	Select Constant
I	I-Master's Level Degree	Master's	Select Constant
J	J-Doctorate (Academic)	Doctorate	Select Constant
K	K-Doctorate (Professional)	MD,DDS,JD	Select Constant
L	L-Post-Doctorate	Post-Doct.	Select Constant
M	Associate Degree	Associate	Select Constant
N	General Education Degree	GED	Select Constant
O	Foreign Degree-No Equivalent	Foreign NE	Select Constant
P	Master's Degree Plus 3 Years	Mast + 3	Select Constant
Q	Medical Doctor	Med Doc	Select Constant
R	Juris Doctor	Jur Doc	Select Constant
S	Specialist in School Psycholog	SSP	Select Constant
ZY	Doctorate	Doctorate	Select Constant
ZZ	DDS	DDS	Select Constant

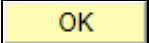
100%

Step	Action
5.	Click the Select Constant link for "J" Doctorate (Academic). Select Constant

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Step	Action
6.	Click the OK button. 

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Personalize Page

Records | Query | Expressions | Prompts | **Fields** | Criteria | Having | View SQL | Run


Query Name: STDLIST Description: Student List Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Personalize	First	View All	Add Criteria	Edit	Delete
1	A.EMPLID - Empl ID	Char11								Edit	
2	A.NAME - Name	Char50								Edit	
3	A.BIRTHDATE - Date of Birth	Date								Edit	
4	A.SEX - Gender	Char1		N						Edit	
5	A.MAR_STATUS - Marital Status	Char1		N						Edit	
6	A.HIGHEST_EDUC_LVL - Highest Education Level	Char2	ID	L						Edit	

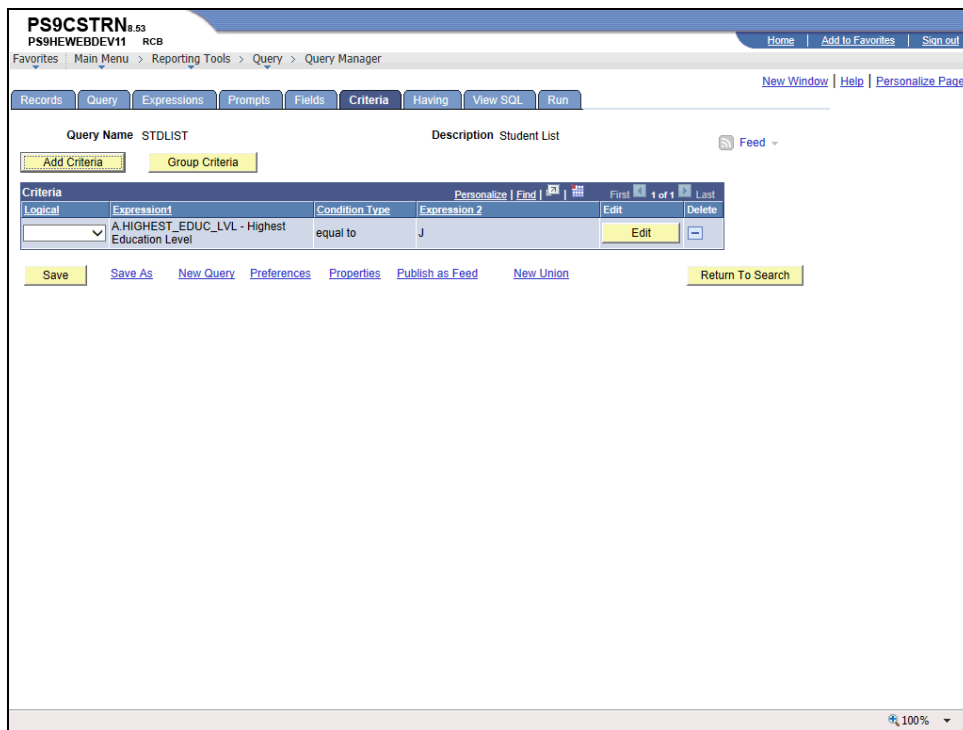
Save Save As New Query Preferences Properties Publish as Feed New Union Return To Search

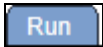
javascript:submitAction_win0(document.win0,'QRYFIELDS_WRK_QRYUSEASCRIPTERIAS5'); 100%

Step	Action
7.	Click the Criteria tab. 

Training Guide

Student Administration



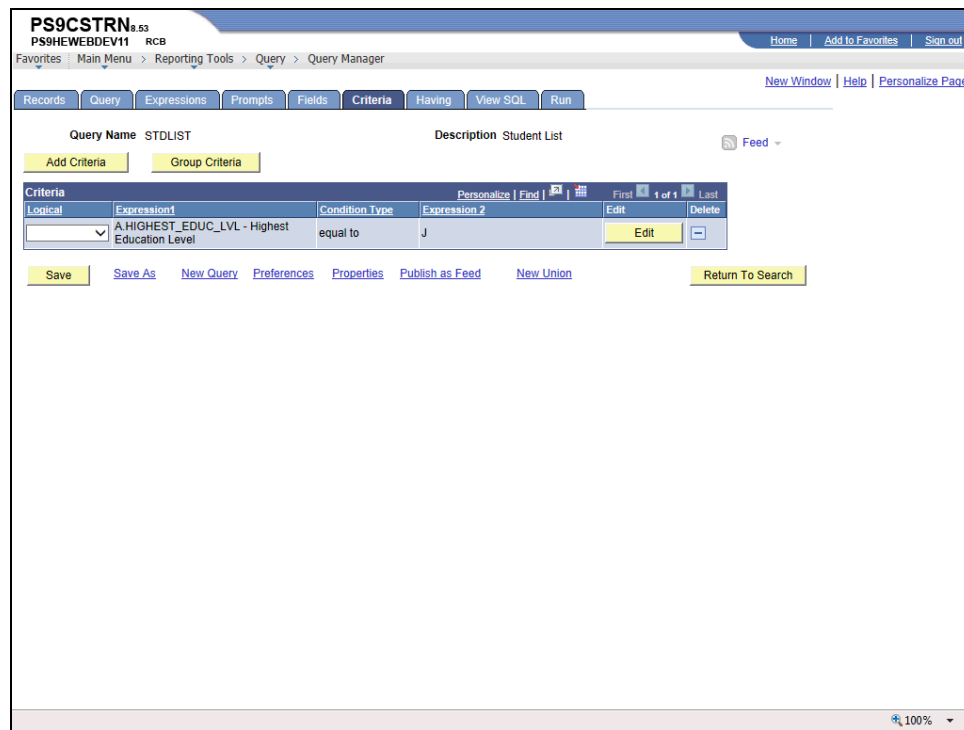
Step	Action
8.	<p>The Criteria tab now indicates to display only those students whose Highest Education Level is equal to 'J'.</p> <p>Click the Run tab.</p> 
9.	Your query results have been reduced from 57,552 to 120.
10.	<p>This completes <i>Add a Single Criteria</i>.</p> <p>End of Procedure.</p>

Add a Group of Criteria Using In List

Procedure

In this topic you learn how to **Add a Group of Criteria Using In List**.

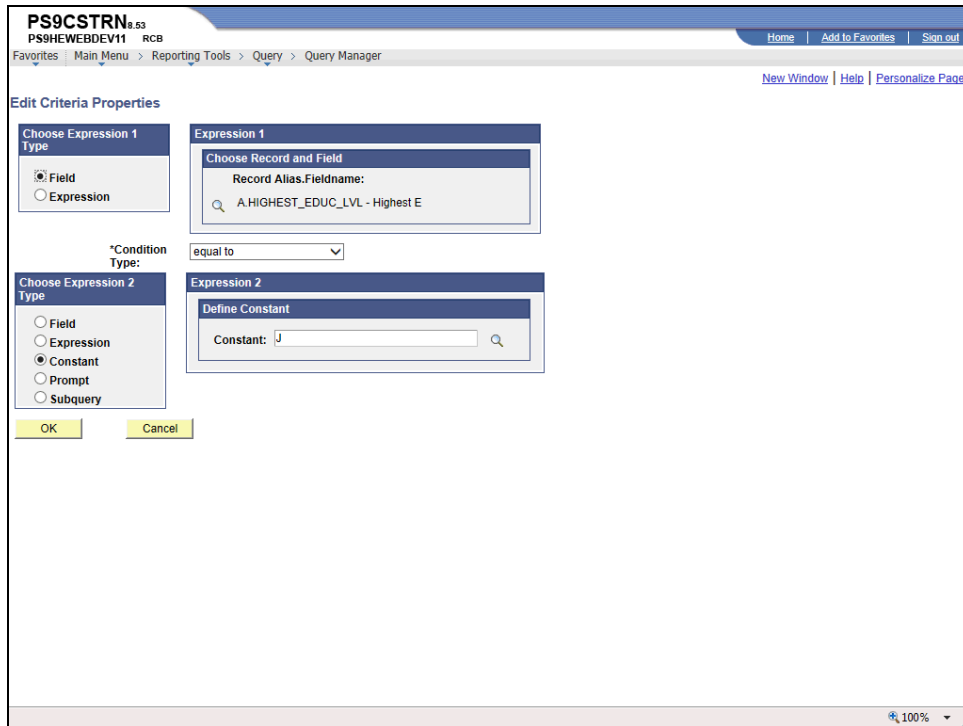
Step	Action
1.	<p>A group of criteria can be added to the query in order to limit the query results to a list of specified values.</p> <p>In this example the query will display the students whose highest education levels are Bachelor's Degree, Doctorate, and Master Level Degree. To do this you will use the "in list" Condition Type.</p>






Step	Action
2.	<p>Click the Edit button.</p> <div style="text-align: center; border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Edit</div>

Training Guide

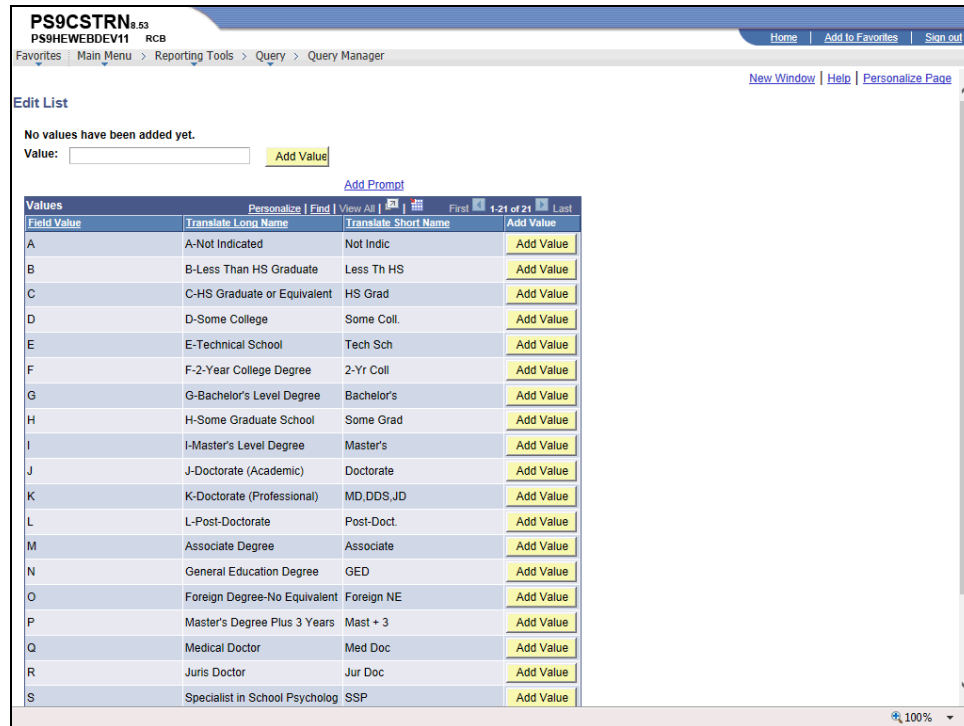
Student Administration



Step	Action
3.	<p>Click the drop-down arrow for *Condition Type and select the in list option.</p> <p><i>NOTE: The "in list" Condition Type finds data having a value that matches any one of the values in a specified list of values.</i></p> 
4.	<p>Click the in list list item.</p> 
5.	<p>Click the Select List Members button.</p> 

Training Guide

Student Administration



Step	Action
6.	Click the Add Value button for G-Bachelor's Level Degree . <input type="button" value="Add Value"/>
7.	Click the Add Value button for I - Master's Level Degree . <i>NOTE: To delete a value, check the box that appears in front of the value that you wish to delete under List Members and click the Delete Checked Values button.</i> <input type="button" value="Add Value"/>
8.	Click the Add Value button J-Doctorate . <input type="button" value="Add Value"/>
9.	Click the OK button. <input type="button" value="OK"/>

Training Guide

Student Administration

PS9CSTRN^{8.53}
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Personalize Page

Edit Criteria Properties

Choose Expression 1 Type
 Field
 Expression

Expression 1
 Choose Record and Field
 Record Alias.Fieldname:
 A.HIGHEST_EDUC_LVL - Highest E

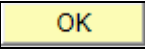
*Condition Type:
 in list

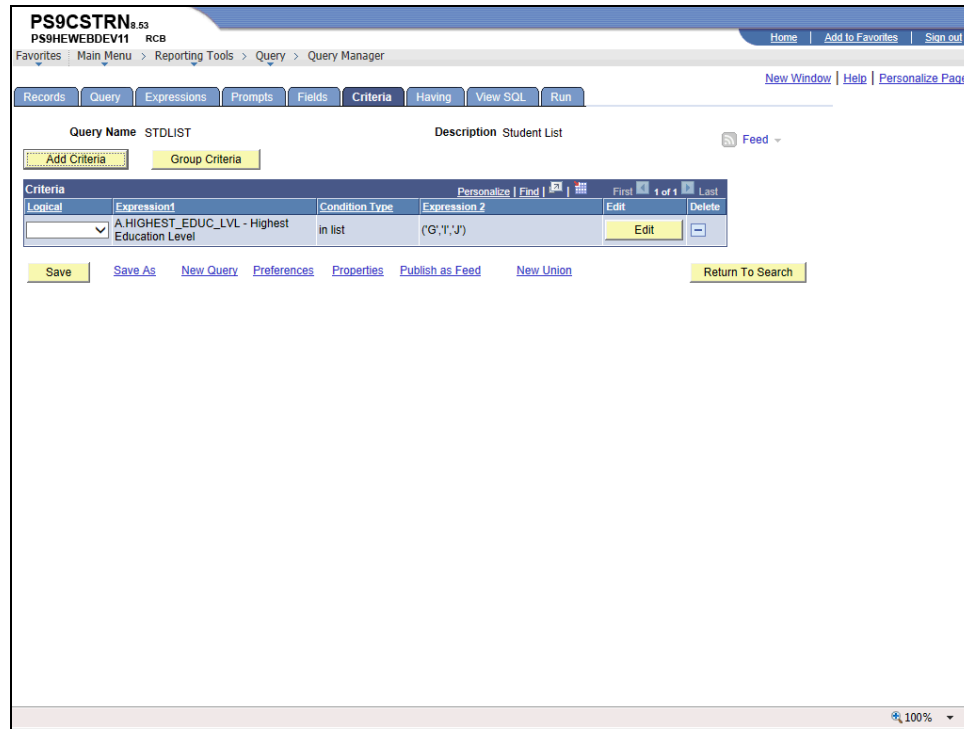
Choose Expression 2 Type
 In List
 Subquery


Expression 2
 Edit List
 List Members: (G, 'I, 'J)

OK Cancel

javascript:submitAction_win0(document.win0, 'QRYCRIT1_WRK_QRYCRIT2LISTSEL'); 100%

Step	Action
10.	Click the OK button. 



Step	Action
11.	<p>The Criteria tab now indicates to only display those students whose HIGHEST_EDUC_LVL is G, I, or J.</p> <p>Click the Run tab.</p> 
12.	Your query results increased from 120 to 3,665.
13.	This completes <i>Add a Group of Criteria Using In List</i> . End of Procedure.

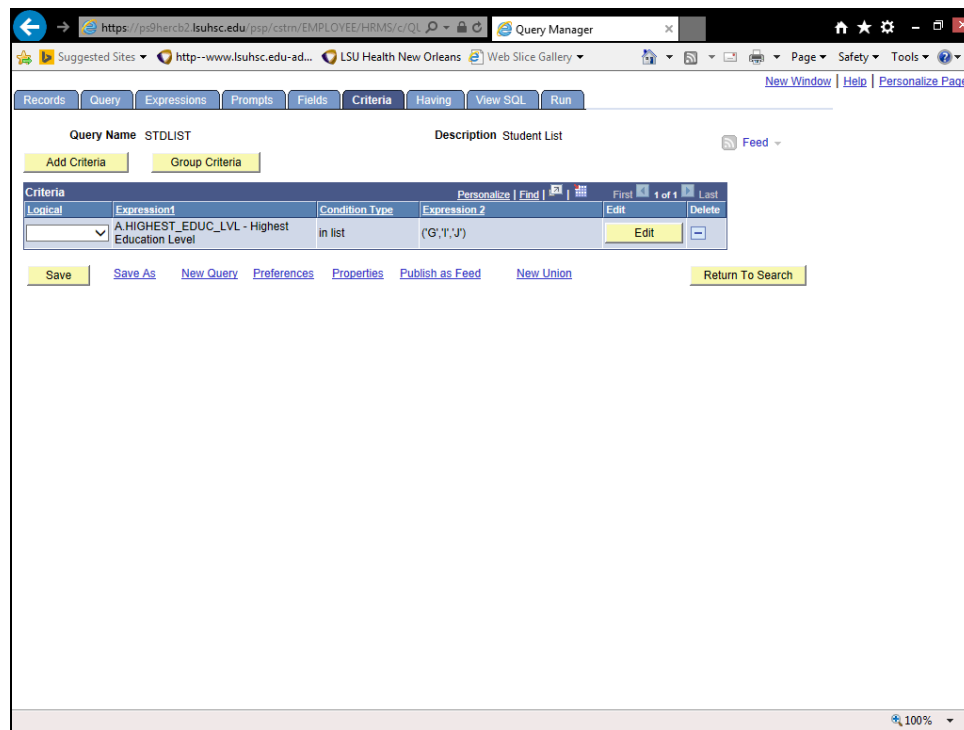
Training Guide
Student Administration

Add Criteria using Between

Procedure

In this topic you learn how to **Add Criteria using Between**.

Step	Action
1.	<p>The "between" criteria allows you to limit the query results to data that falls between two specified values.</p> <p>In this example the query will display the students whose date of birth is between January 1, 1982 and January 1, 1991. To do this you will use the "between" Condition Type.</p>



Step	Action
2.	<p>Click the Fields tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Fields</div>

Training Guide


Student Administration

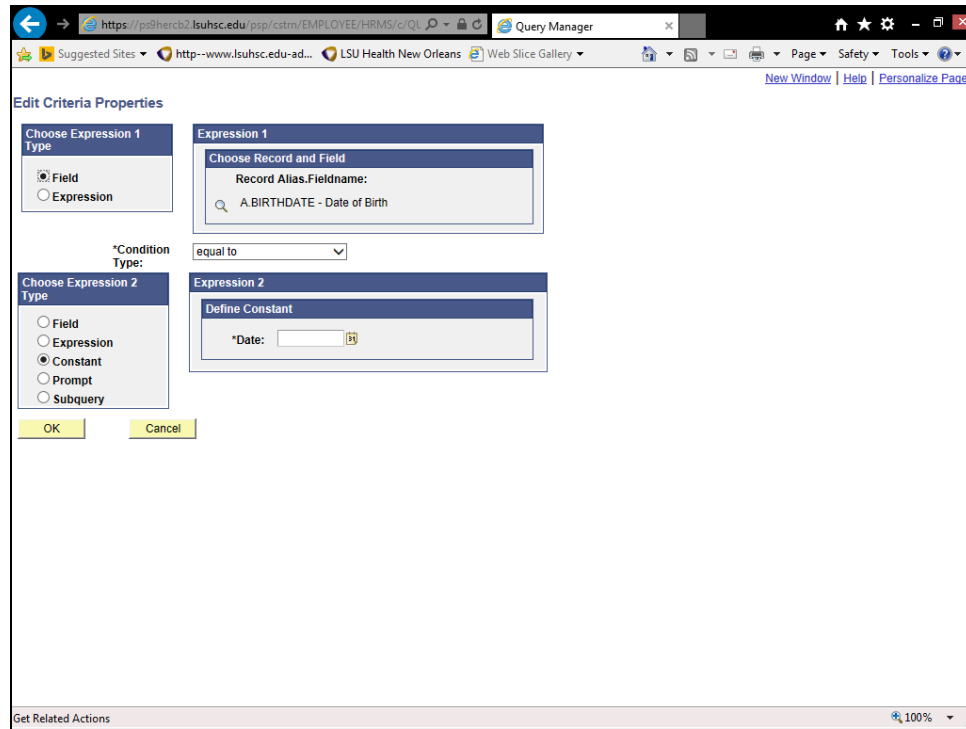
Query Name: STDLIST Description: Student List



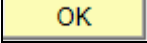
View field properties, or use field as criteria in query statement. [Reorder / Sort](#) [Feed](#)

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A	EMPLID - Empl ID	Char11				ID		Edit	
2	A	NAME - Name	Char50				Name		Edit	
3	A	BIRTHDATE - Date of Birth	Date				Birthdate		Edit	
4	A	SEX - Gender	Char1		N		Sex		Edit	
5	A	MAR_STATUS - Marital Status	Char1		N		Mar Status		Edit	
6	A	HIGHEST_EDUC_LVL - Highest Education Level	Char2	1D	L		Highest Education Level		Edit	

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [Publish as Feed](#) [New Union](#) [Return To Search](#)

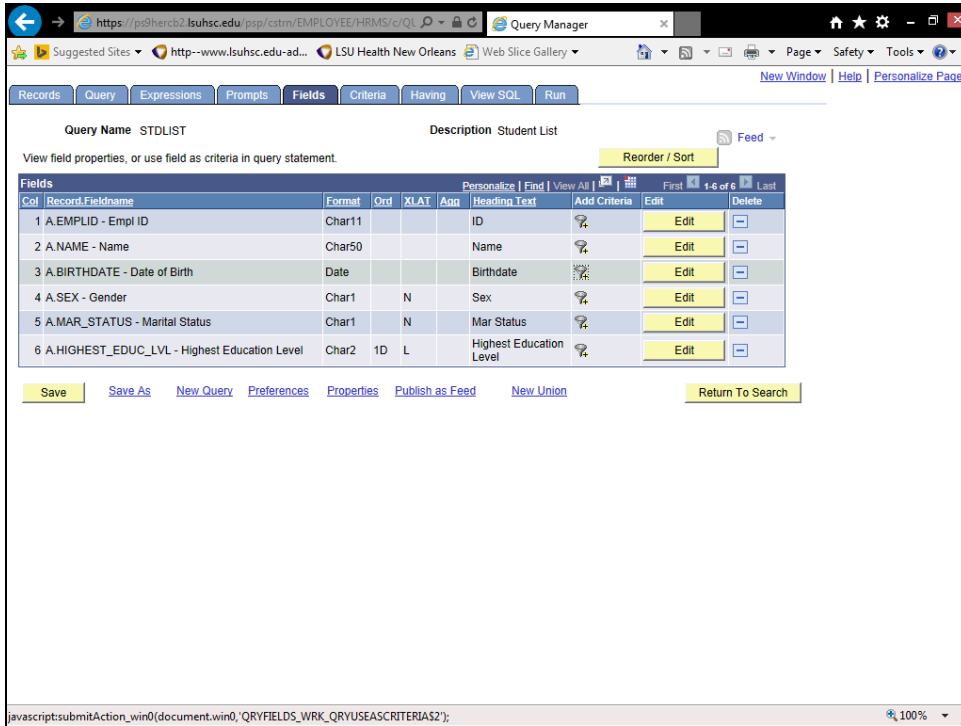
Step	Action
3.	Click the Add Criteria button. 




Step	Action
4.	Click the drop-down for *Condition Type and select the between option. 
5.	Click the between list item. 
6.	Enter the desired information into the Date field. Enter " 010182 ".
7.	Enter the desired information into the Date 2 field. Enter " 010191 ".
8.	Click the OK button. 

Training Guide

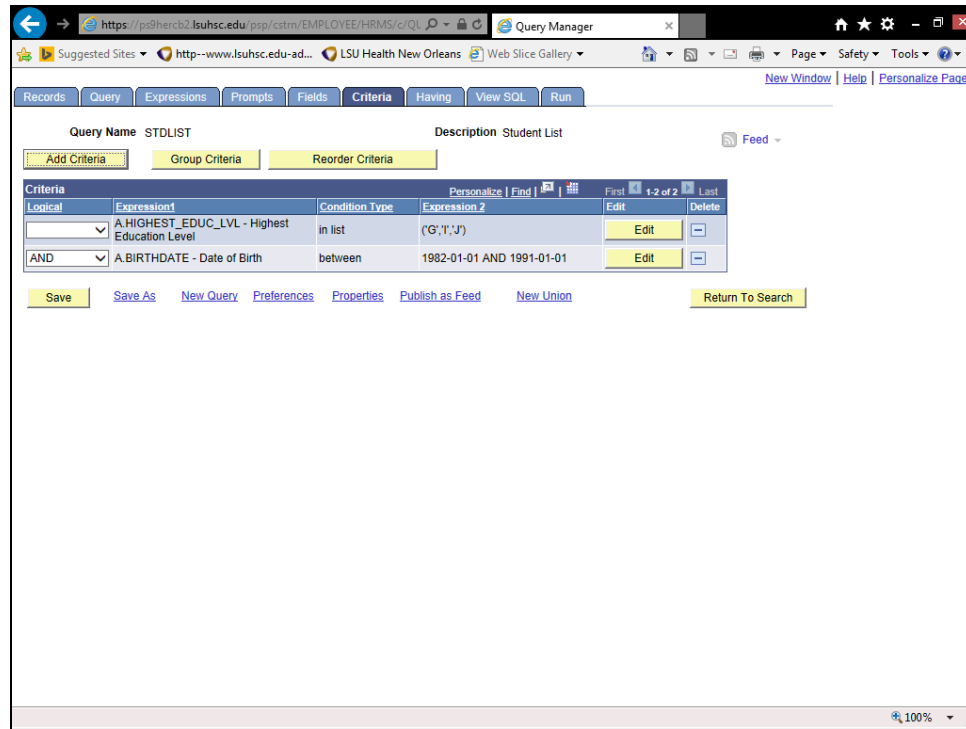
Student Administration




Step	Action
9.	Click the Criteria tab. 

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Step	Action
10.	The Criteria tab now shows to display only students whose Highest Education Level is equal to G, I or J, and whose date of birth is between 01/01/1982 and 01/01/1991. Click the Run tab. 
11.	Your query results have now decreased from 3,665 to 170.
12.	This completes <i>Adding Criteria using Between</i> . End of Procedure.

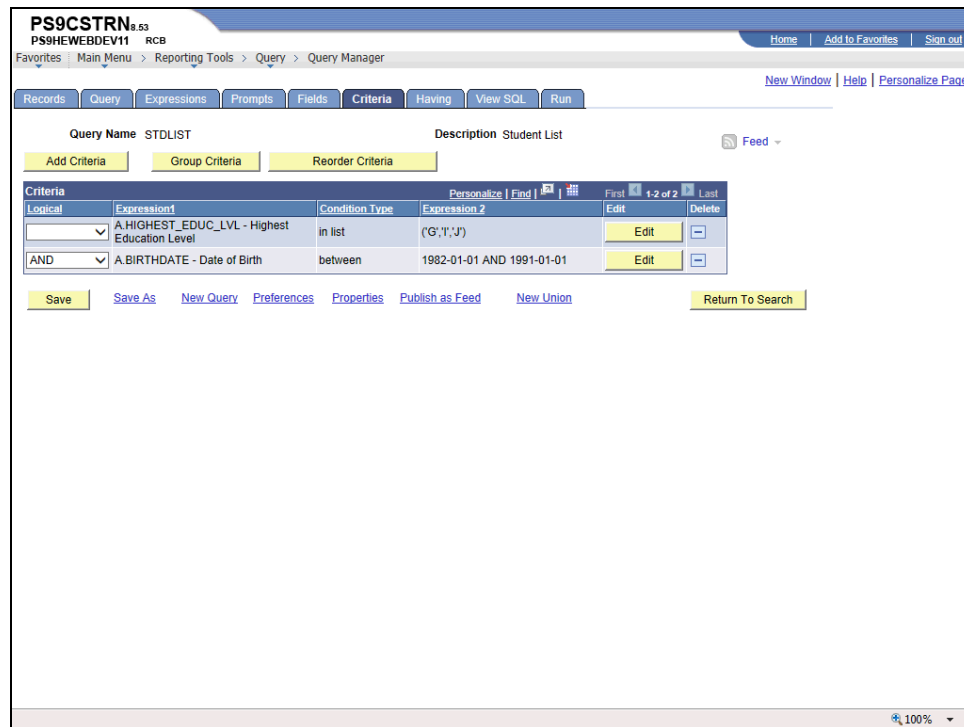
Training Guide
Student Administration

Add a Prompt

Procedure

In this topic you learn how to **Add a Prompt**.

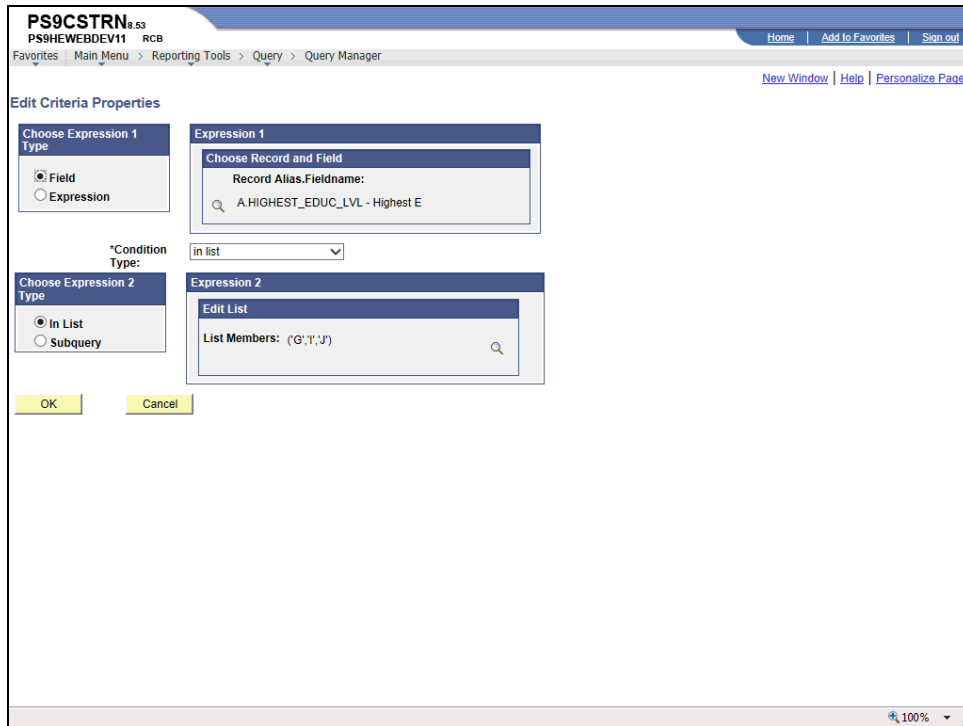
Step	Action
1.	<p>Prompts allow you to select a desired value each time the query is run.</p> <p>In this example, when you run the query you will be prompted to select the desired highest education level. To do this you will use the "equal to" Condition Type and create a "prompt" expression.</p>



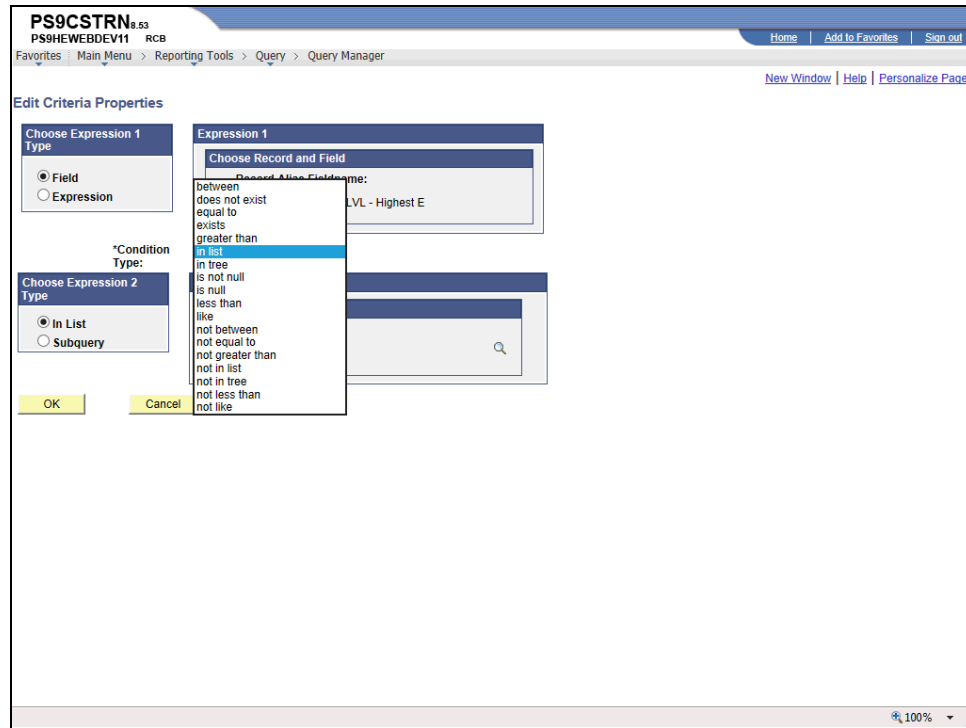
Step	Action
2.	<p>Click the Edit button for HIGHEST_EDUC_LVL.</p> <p>Edit</p>

Training Guide

Student Administration



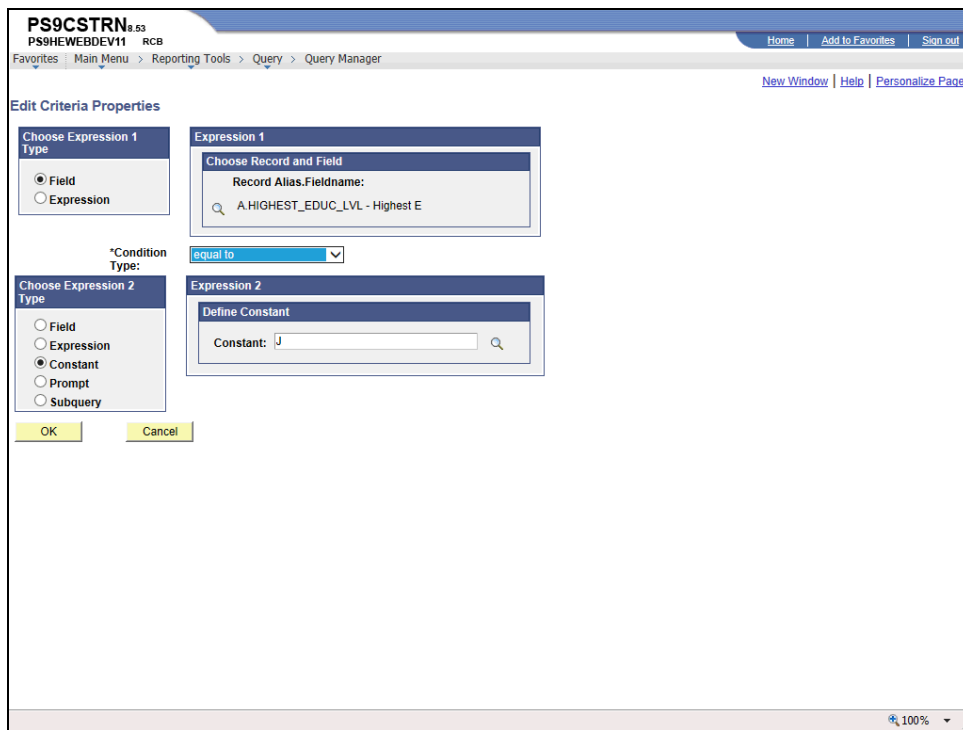
Step	Action
3.	Click the Condition Type list. <i>NOTE: In order to use a prompt, the Condition Type should be set to "Equal to".</i> <input data-bbox="345 1121 386 1157" type="checkbox"/>



Step	Action
4.	Click the equal to list item. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">equal to</div>

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Student Administration



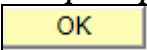
Step	Action
5.	Click the Prompt option. <input type="radio"/>
6.	Click the New Prompt link. New Prompt

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Student Administration

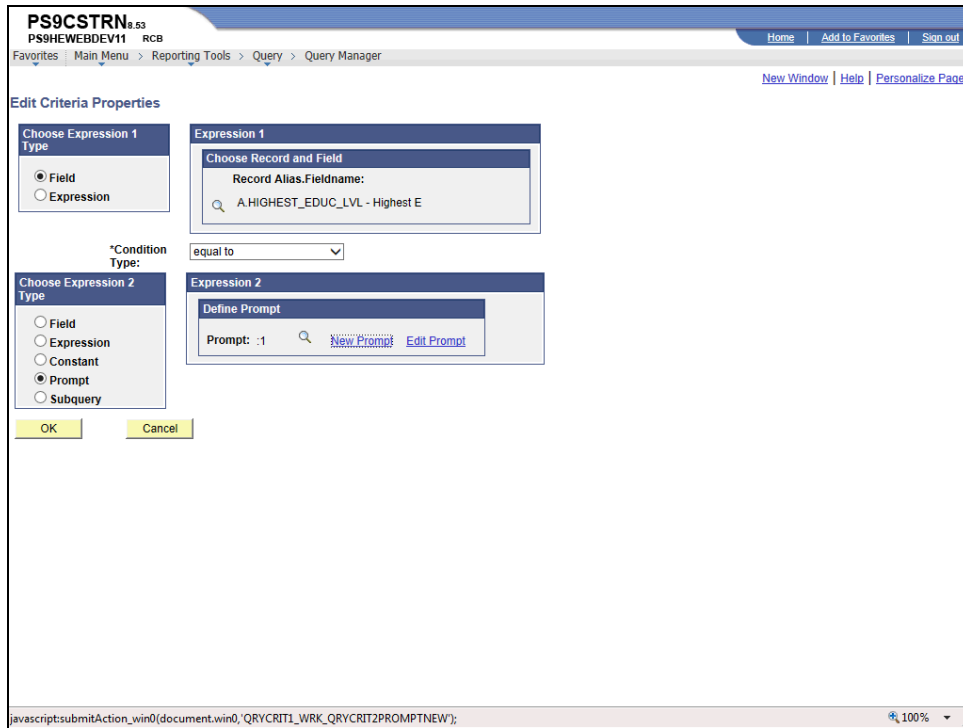
The screenshot shows a web browser window with the title 'PS9CSTRN 8.53' and 'PS9HEWEBDEV11 RCB'. The browser address bar shows 'Reporting Tools > Query > Query Manager'. The main content area is titled 'Edit Prompt Properties' and contains the following fields and controls:

- Field Name: HIGHEST_EDUC_LVL
- *Heading Type: RFT Short (dropdown)
- *Type: Character (dropdown)
- Heading Text: Hi Educ Lv (text input)
- *Format: Upper (dropdown)
- *Unique Prompt Name: BIND1 (text input)
- Length: 2 (text input)
- Decimals: (checkbox)
- *Edit Type: Translate Table (dropdown)
- Prompt Table: (text input with search icon)
- Buttons: OK, Cancel

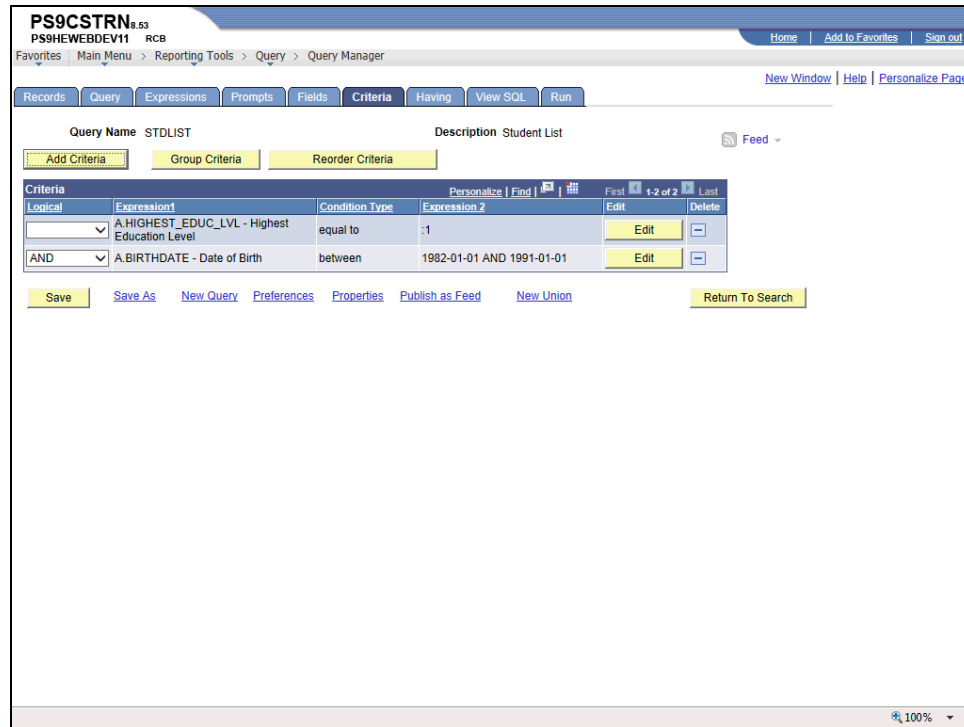
Step	Action
7.	<p>Click the OK button.</p> <p><i>NOTE: Most users will not make changes to the default values on this Edit Prompt Properties page.</i></p> 


Training Guide

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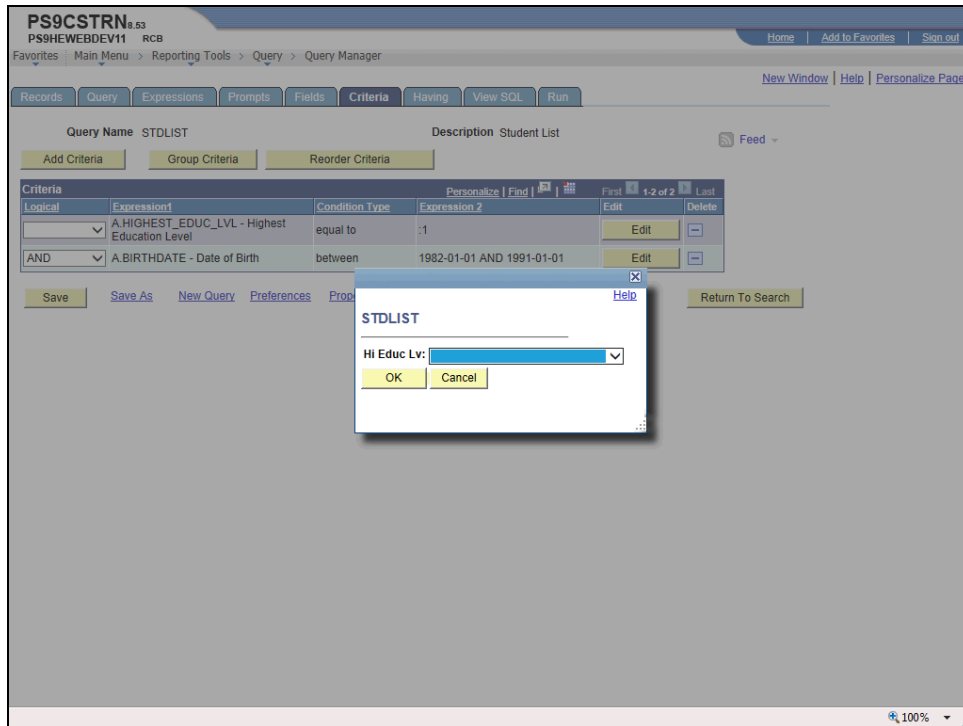
Step	Action
8.	Click the OK button. <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-top: 5px;">OK</div>




Step	Action
9.	<p>The Criteria tab now indicates that HIGHEST_EDUC_LVL has a prompt (:1), and Birthdate must be between 01/01/1982 and 01/01/1991.</p> <p><i>NOTE: Additional prompts will be denoted as :2, :3, etc.</i></p> <p>Click the Run tab.</p> 

Training Guide

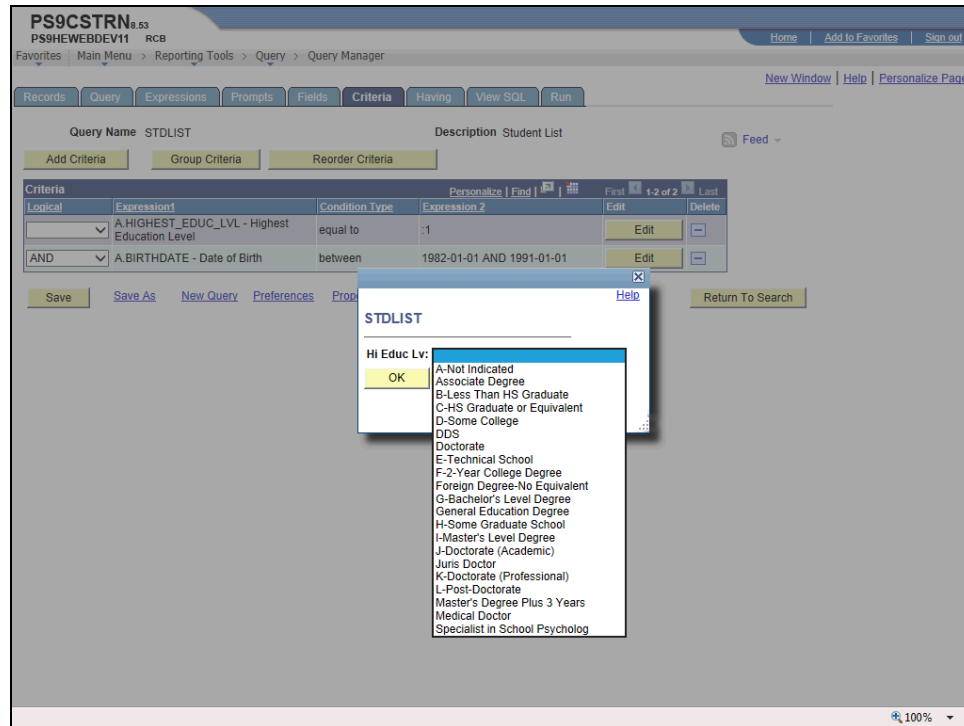
Student Administration



Step	Action
10.	<p>You are prompted to select the desired highest education level.</p> <p>Click the button to the right of the Hi Educ Lv field.</p> 

Training Guide

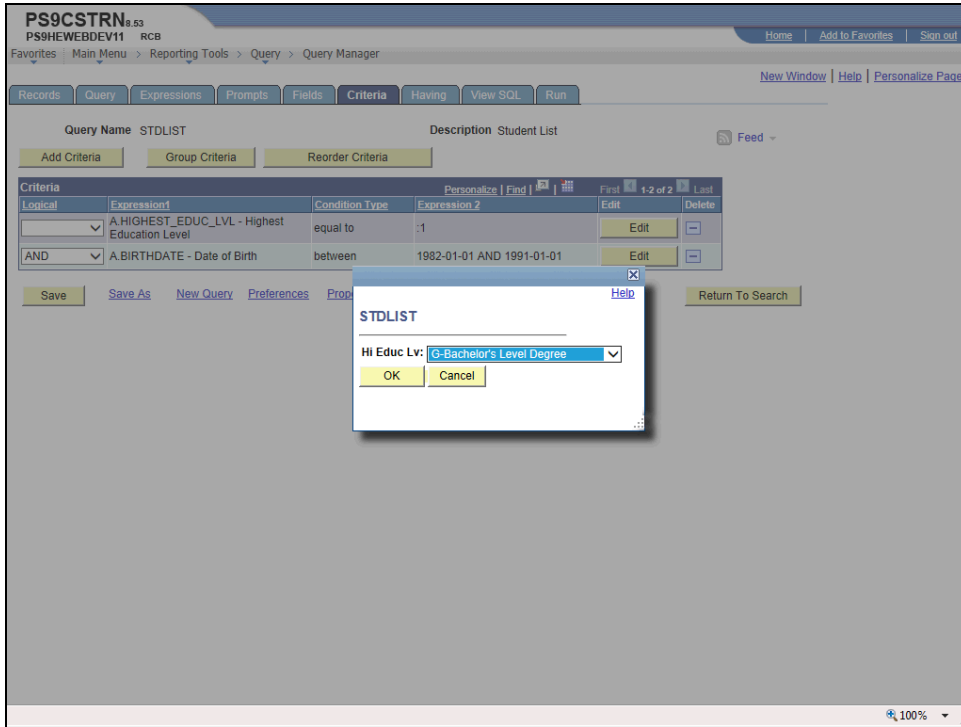
Student Administration




Step	Action
11.	Click the G-Bachelor's Level Degree list item. <input type="text" value="G-Bachelor's Level Degree"/>

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Step	Action
12.	Click the OK button. 
13.	The query results display those employees whose highest education level is Bachelor Level Degree, and whose date of birth is between 01/01/1982 and 01/01/1991. <i>NOTE: You Save your changes before selecting another link from the menu (e.g. Reporting Tools) by clicking the Save or Save As button. <u>There is no Warning that changes will be lost.</u></i>
14.	This completes <i>Add a Prompt</i> . End of Procedure.

Using Multiple Tables in a Query

When creating a query, it may be necessary to retrieve data from more than one table (record) or specify criteria in your query from a second table. In these cases, you need to link at least two tables in one query. Query enables you to run a query that pulls information from multiple tables. When you perform a join, the records involved are linked based on common fields.

Linking multiple tables, or joining, enables Query to retrieve data from more than one table, but the query output will appear as if the data is retrieved from a single table. Working with multiple tables is almost as easy as working with one.

The two joins that are covered in Query Intermediate are the following:

1. Related Record join
2. Any join

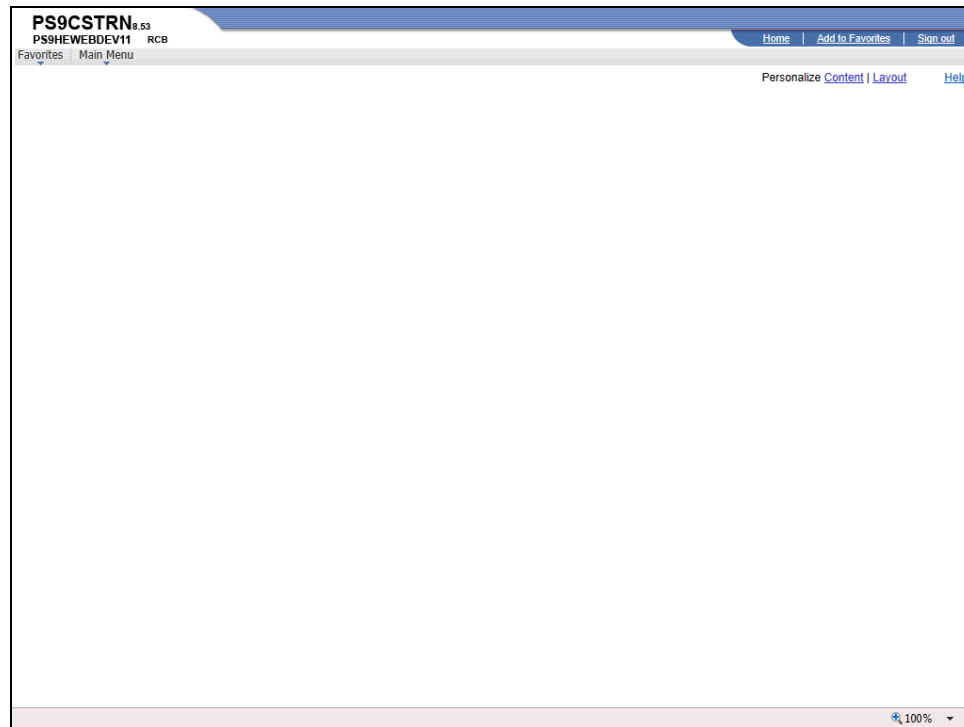
In this lesson you wish to retrieve a query that provides a list of student with their **Student ID, Name, Birthdate, Birth Country, Country Description, Academic Program, Degree, Expected Grad Term** . The **ZZ_PER_QRY_SAVW - Clone of PER_QRY_SAVW** record contains the **Student ID, Name, Birthdate, and Birth Country** fields. The **ZZ_STD_PROG_VW** record contains the **Academic Program, Degree, and Expected Grad Term fields**, but not the **Descr field**. The **Descr** field is found in the **COUNTRY_TBL** table. Therefore, it will be necessary to pull the fields from three different tables (**ZZ_PER_QRY_SAVW, ZZ_STD_PROG_VW** and **COUNTRY_TBL**) to retrieve the desired query results.


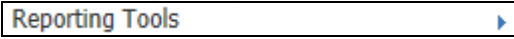

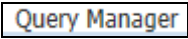
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Use Any Joins and Related Record Joins

Procedure

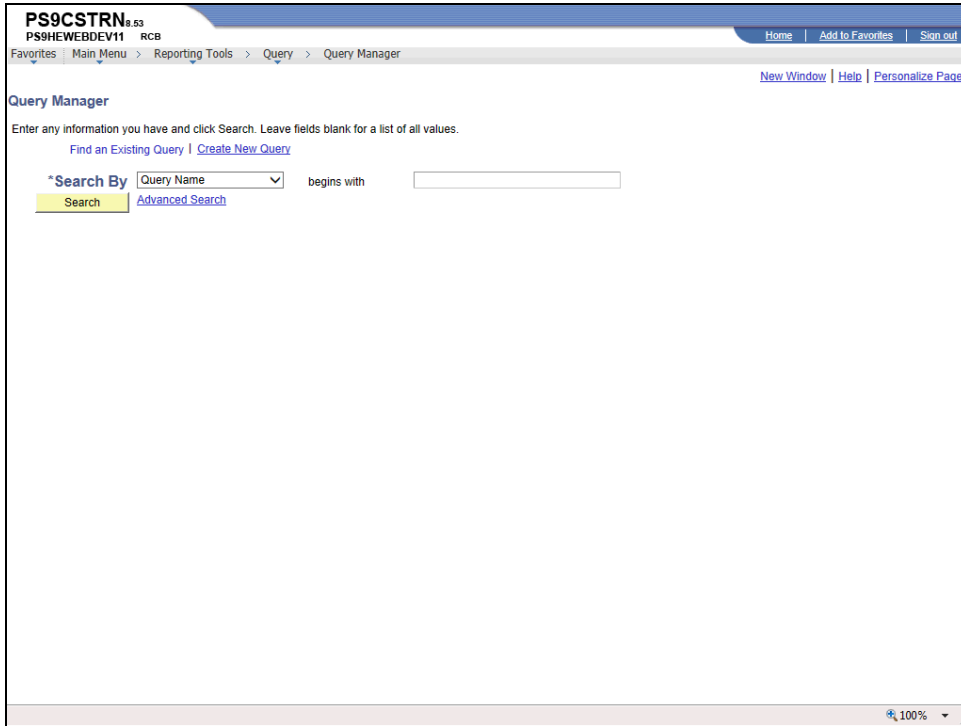
In this topic you will learn how to **Use Any Joins and Related Record Joins**.




Step	Action
1.	Click the Main Menu button. 
2.	Click the Reporting Tools menu. 
3.	Click the Query menu. 
4.	Click the Query Manager menu. 

Training Guide

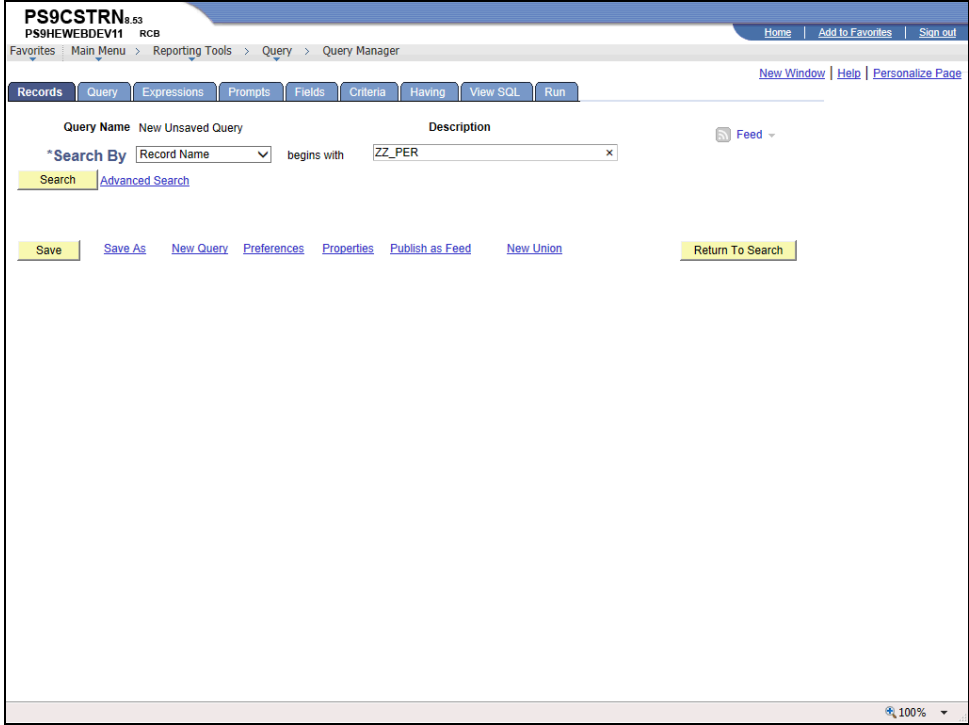
Student Administration

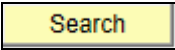
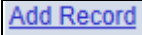


Step	Action
5.	Click the Create New Query link. 
6.	Joins allow you to create a query that combines fields from three tables/records (ZZ_PER_QRY_SAVW , ZZ_STD_PROG_VW and COUNTRY_TBL) using a Related Record join. In Query, predefined joins can be generated as a Related Record join. Since these types of joins are predefined, you will not have to add any criteria to manually link the records. Any Joins gives you the ability to join any record that you may access, to your currently selected record. Records will be joined on their common high-level keys. If you have an Any Join , it will automatically be added to your criteria, unless there is only one row of data in the record to be joined.
7.	Enter the desired information into the Description field. Enter " ZZ_PER ".

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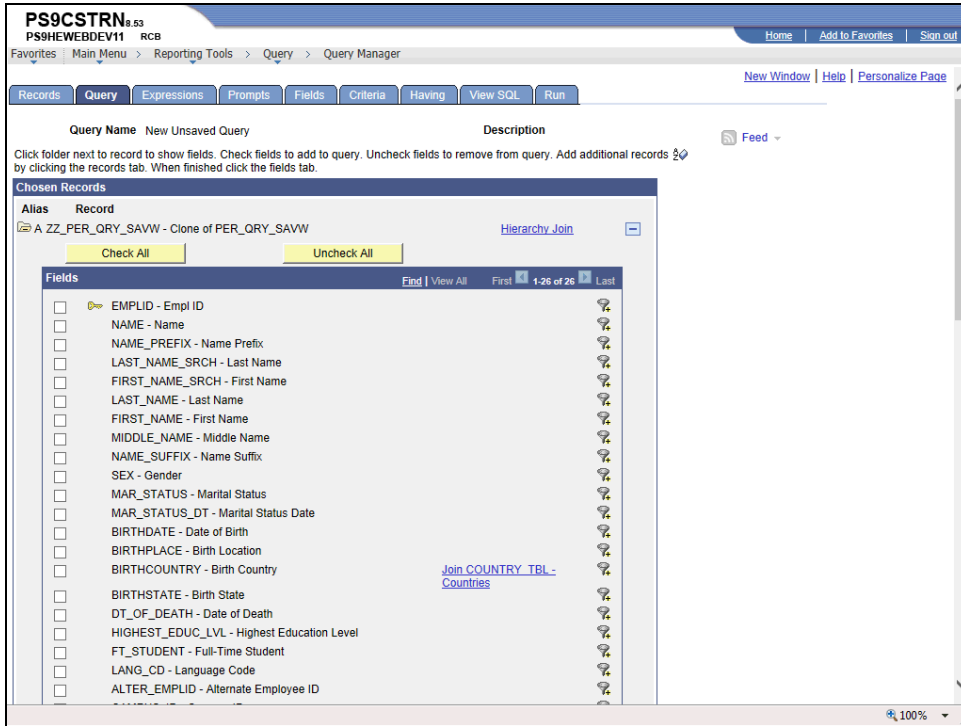
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Step	Action
8.	Click the Search button. 
9.	Click the Add Record link. 

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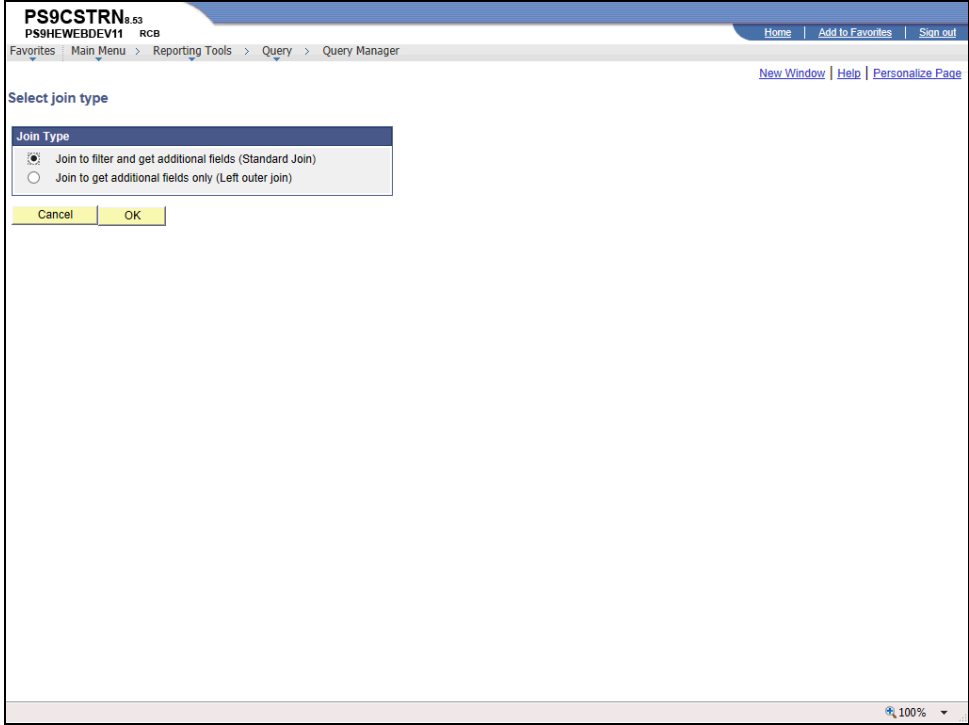
Student Administration

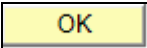


Step	Action
10.	Click the EMPLID option. <input type="checkbox"/>
11.	Click the Name option. <input type="checkbox"/>
12.	Click the Birthdate option. <input type="checkbox"/>
13.	Click the Birth Country option. <input type="checkbox"/>
14.	Click the Join COUNTRY_TBL - Countries link. <i>NOTE: This is a Related Record join.</i> Join COUNTRY_TBL - Countries

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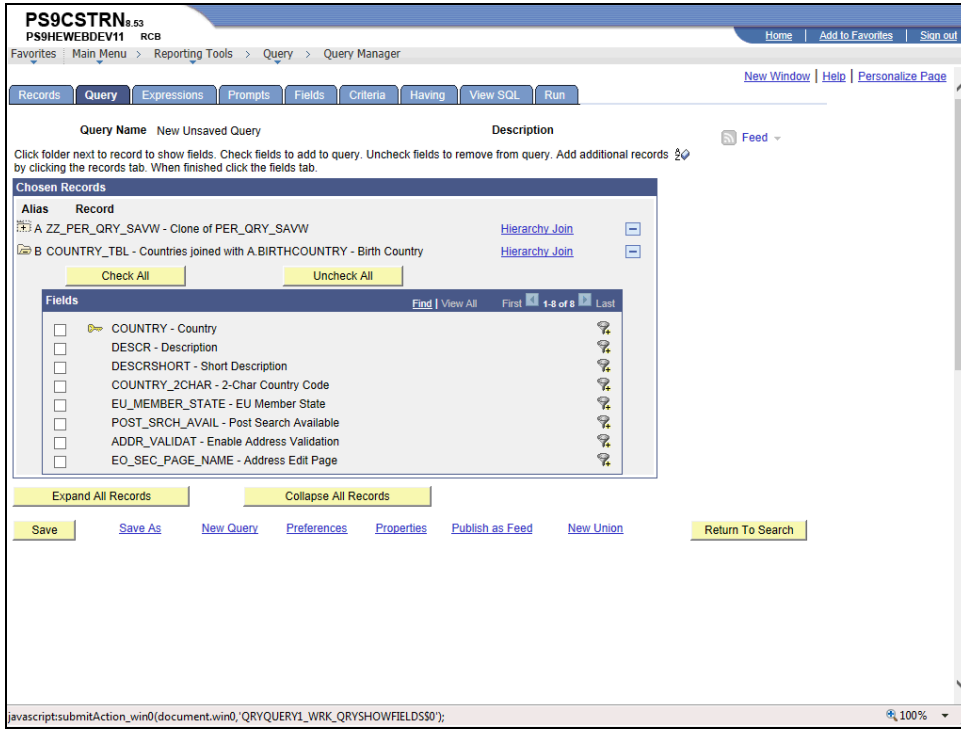
Student Administration




Step	Action
15.	Click the OK button. 

Training Guide

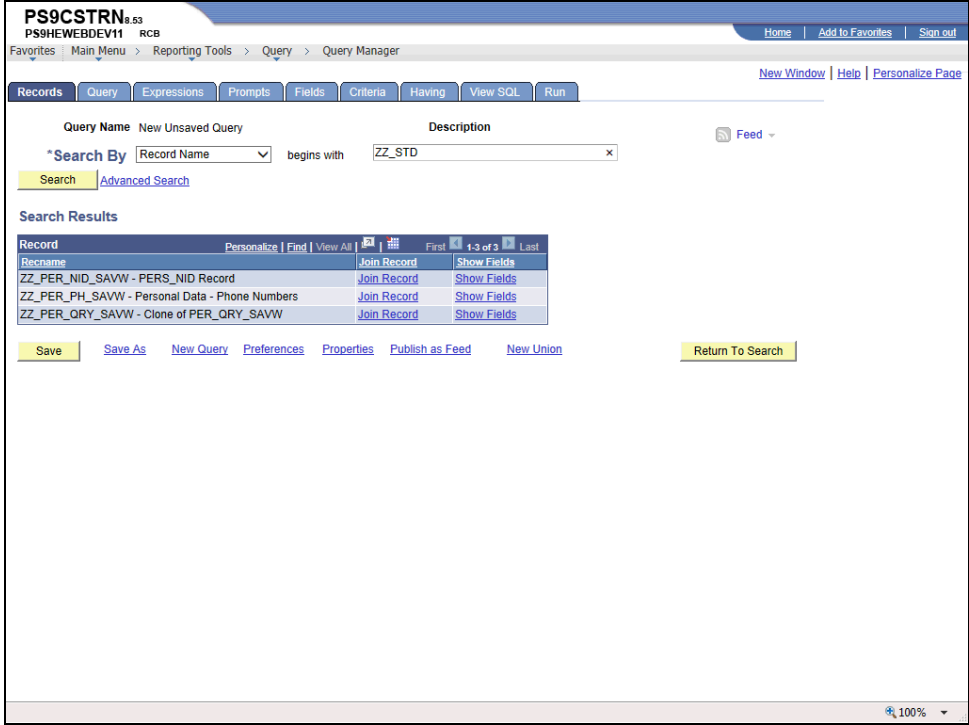
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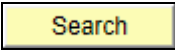



Step	Action
16.	Click the Description option. <input type="checkbox"/>
17.	Click the Records tab. <i>NOTE: This is an Any join.</i> 
18.	Enter the desired information into the Description field. Enter " ZZ_STD ".

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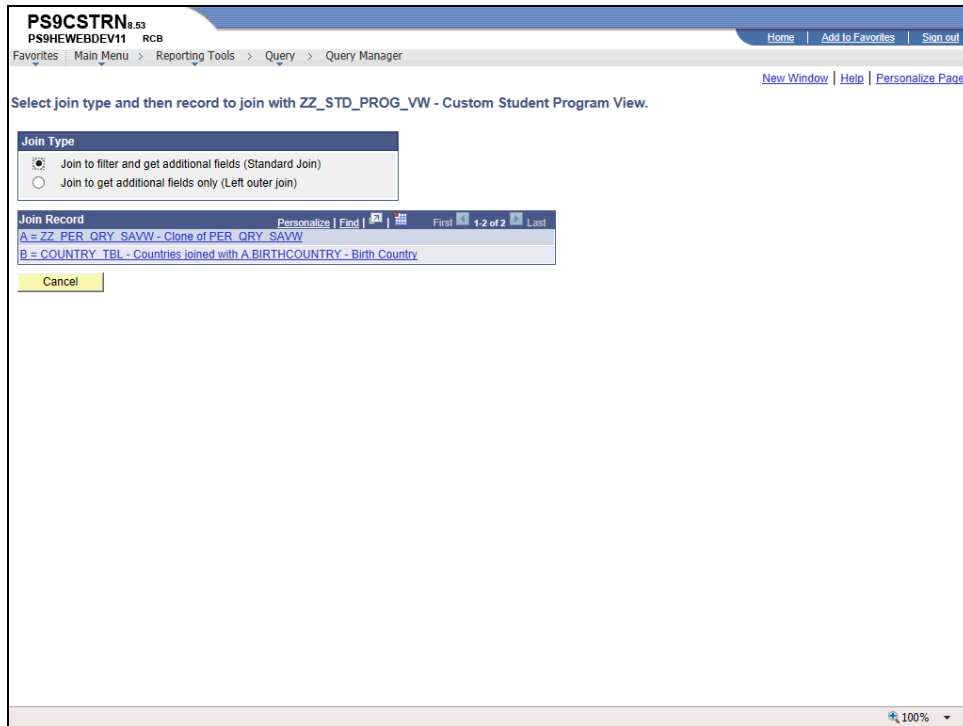
Student Administration



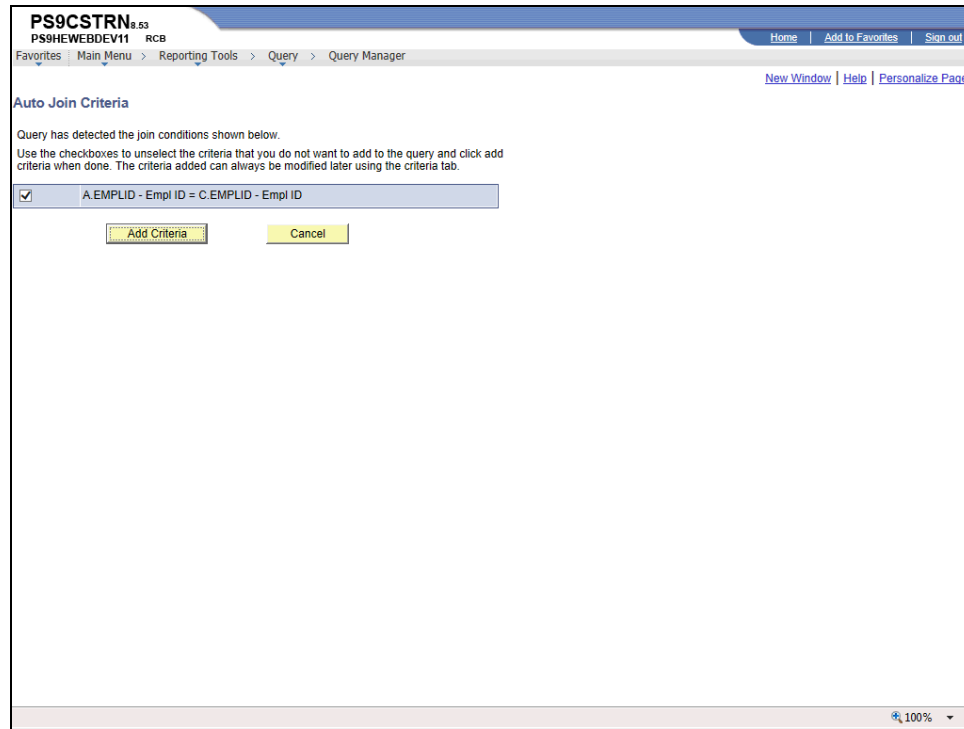
Step	Action
19.	Click the Search button. 
20.	Click Join Record for the ZZ_STD_PROG_VW. 

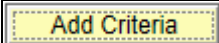
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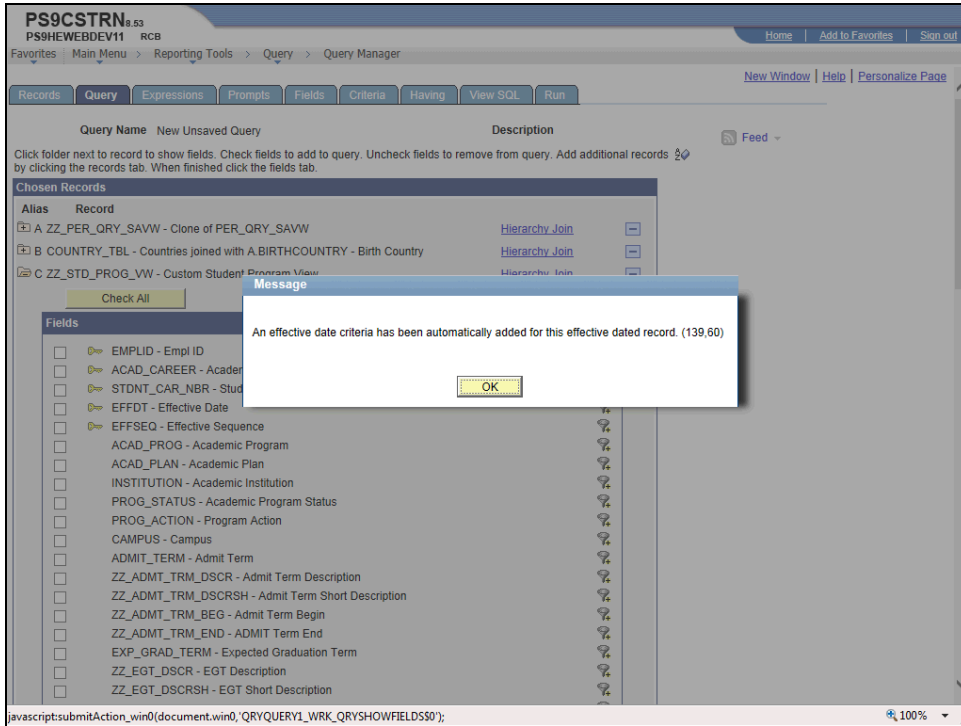
Step	Action
21.	Click the A = ZZ_PER_QRY_SAVW - Clone of PER_QRY_SAVW link. A = ZZ_PER_QRY_SAVW - Clone of PER_QRY_SAVW

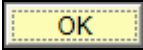



Step	Action
22.	<p><i>NOTE: The Query tool has detected alike fields in both queries. <u>Always select Add Criteria on this screen.</u></i></p> <p>Click the Add Criteria button.</p> 

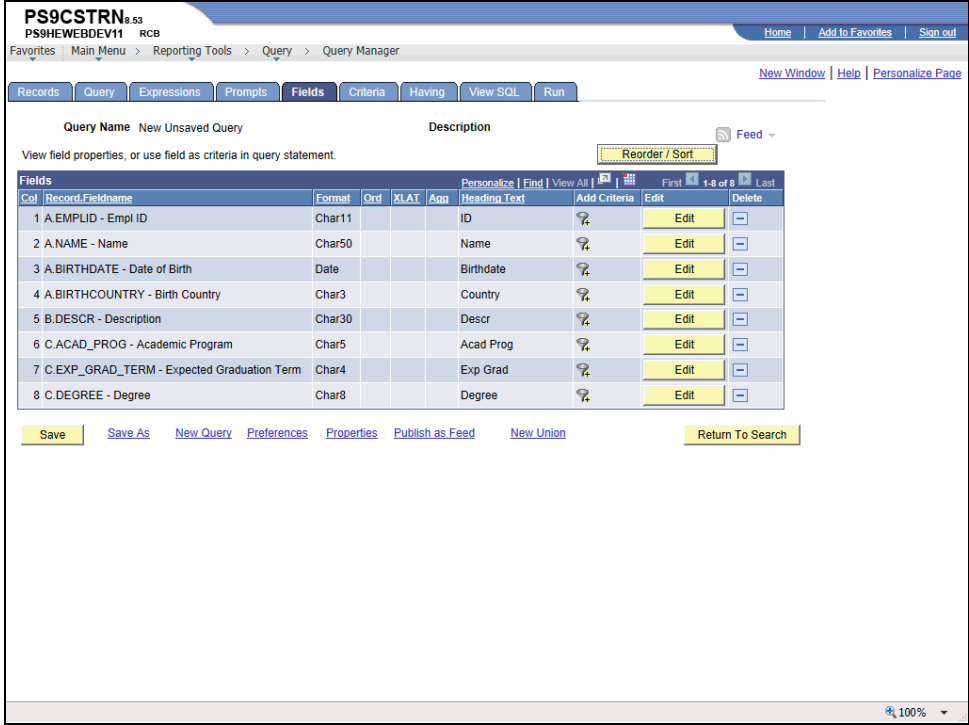
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Step	Action
23.	Click the OK button. 
24.	Click the Academic Program option. <input type="checkbox"/>
25.	Click the Degree option. <input type="checkbox"/>
26.	Click the Expected Graduation Term option. <input type="checkbox"/>
27.	Click the Fields tab. 

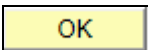
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Step	Action
28.	Click the Save As link. Save As
29.	Enter the desired information into the Query field. Enter " STUDENT_LIST ".

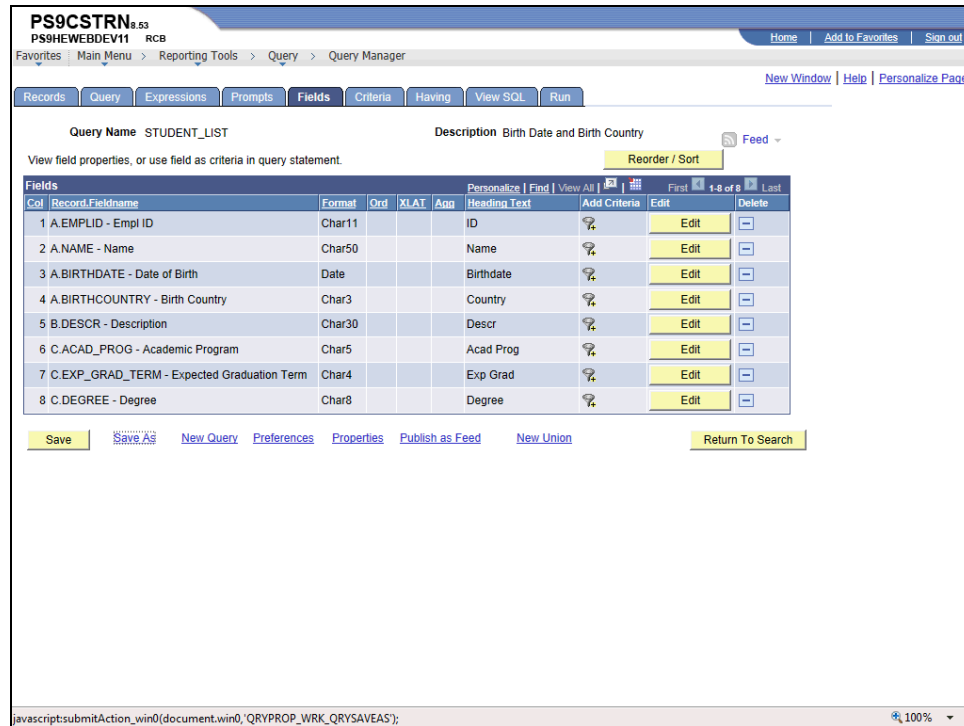
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Step	Action
30.	Enter the desired information into the Description field. Enter " Birth Date and Birth Country ".
31.	Click the OK button. 

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Step	Action
32.	Click the Run tab. 
33.	You query results display.
34.	This completes <i>Using Any Joins and Related Record Joins</i> . End of Procedure.