



### Creating a Query

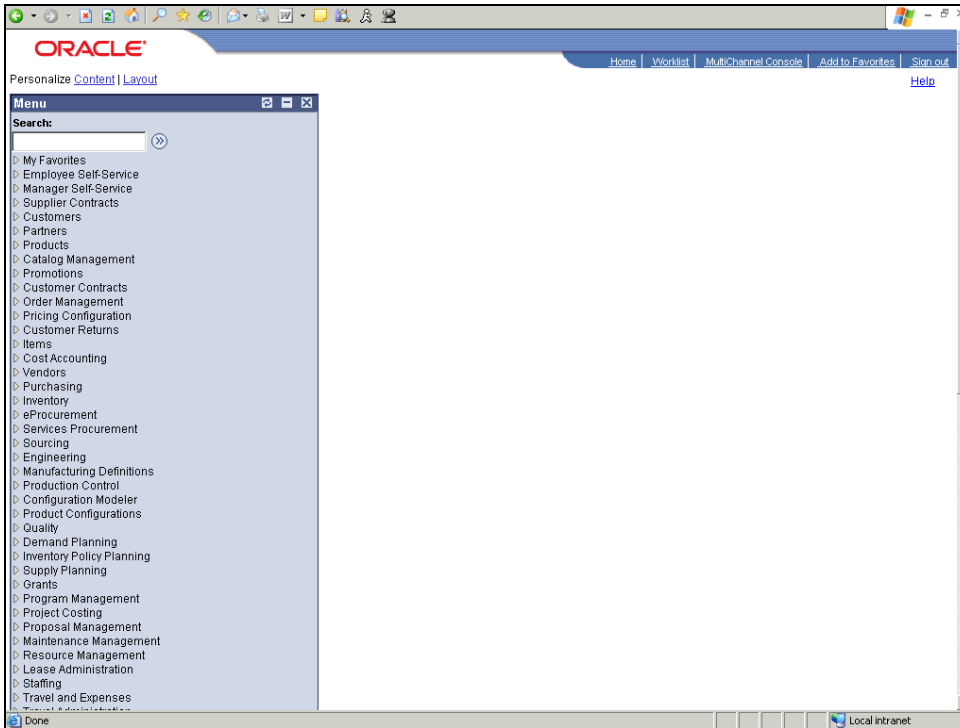
#### Concept



Creating your own queries enables you to select the table or tables from which you need to retrieve data. You can also select the fields within the tables so that the query displays only the required data.

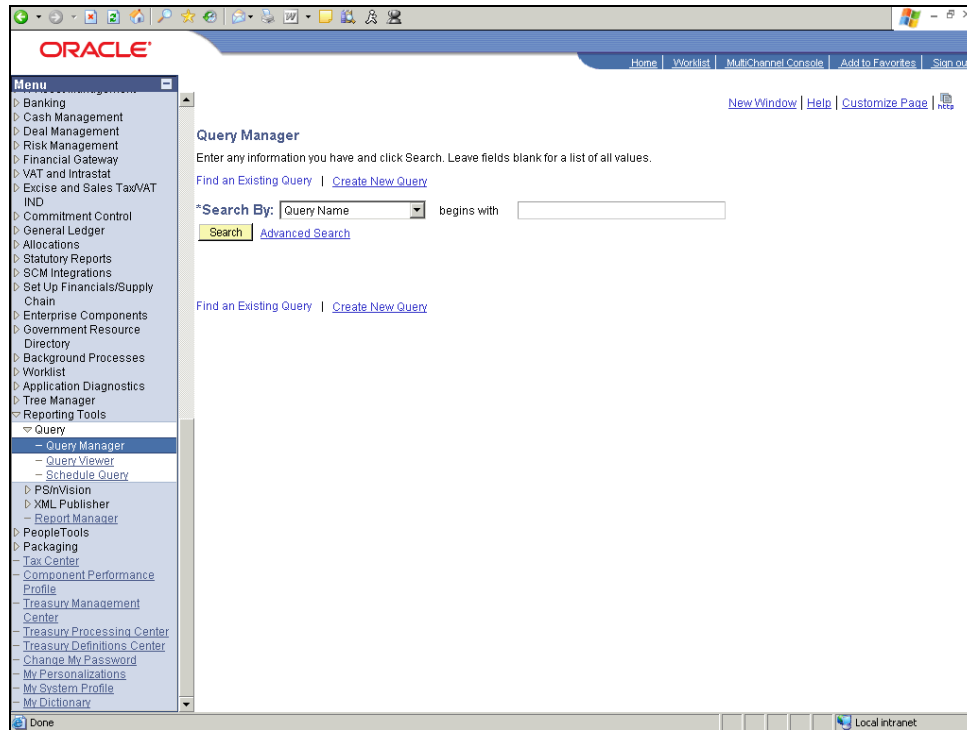
This topic provides the basic information of how to select tables and fields for creating queries by using **Query Manager**. When creating a query, you can specify query attributes and perform such tasks as modifying column headings and specifying the sort order.

In this topic, your manager has asked you for a report that displays general information about assets.

### Procedure



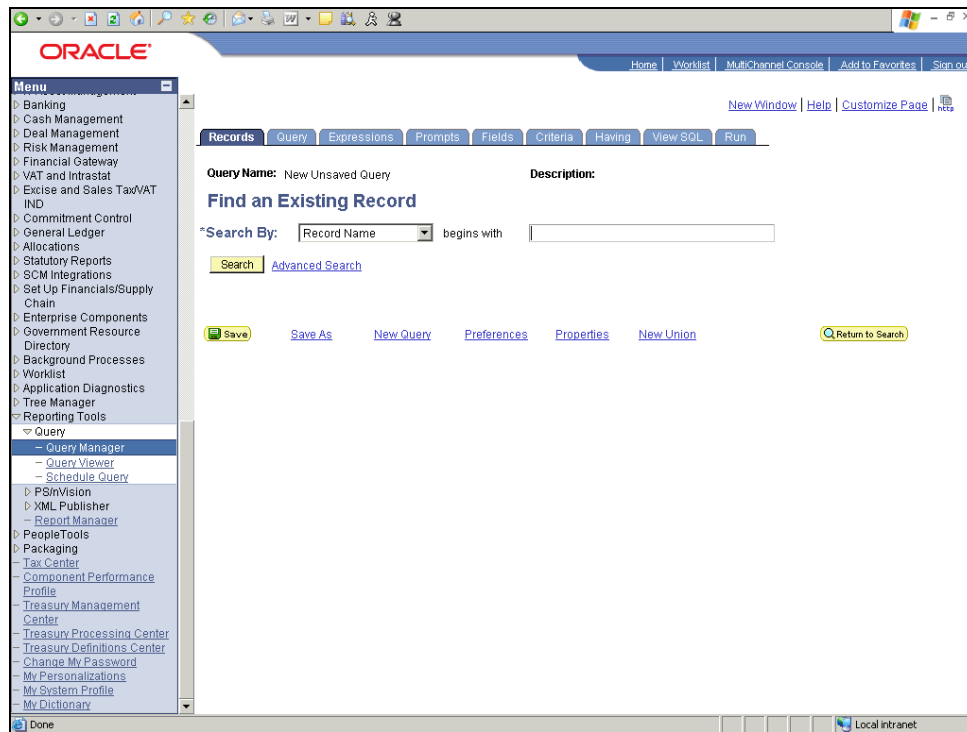
Step	Action
1.	Begin by navigating to the <b>Records</b> page.
2.	Click the <b>Reporting Tools</b> link. 
3.	Click the <b>Query Manager</b> link. 

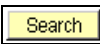


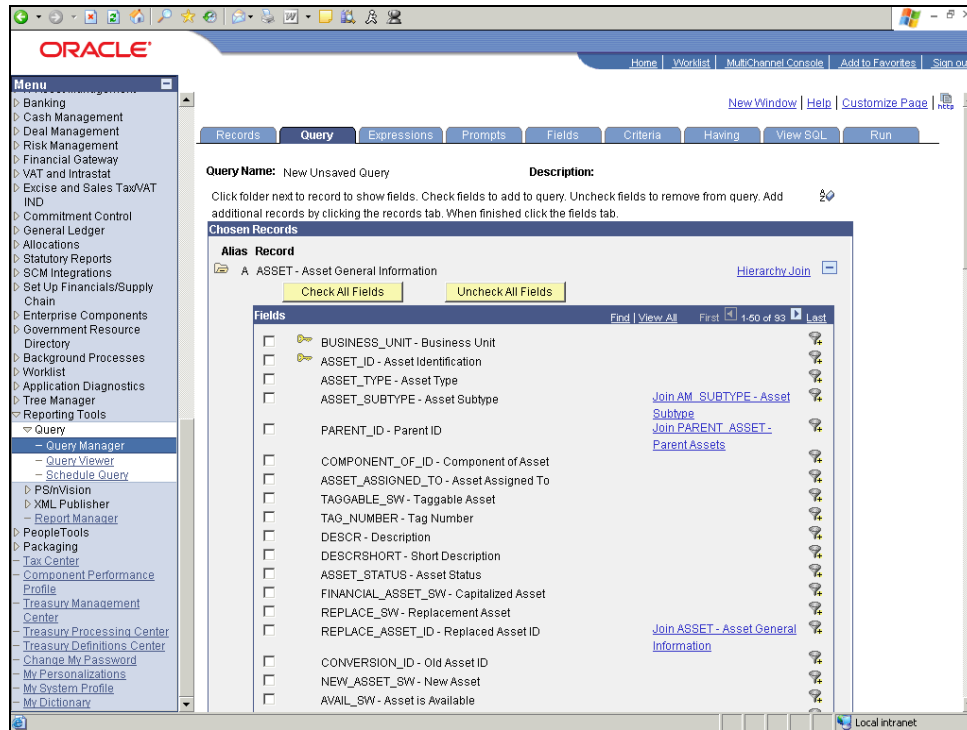
Step	Action
4.	Click the <b>Create New Query</b> link.
5.	The <b>Records</b> page enables you to select the records upon which to base the new query. You can search for existing records by entering appropriate keywords.

# Process Document

## Query for Financials: Creating a Query



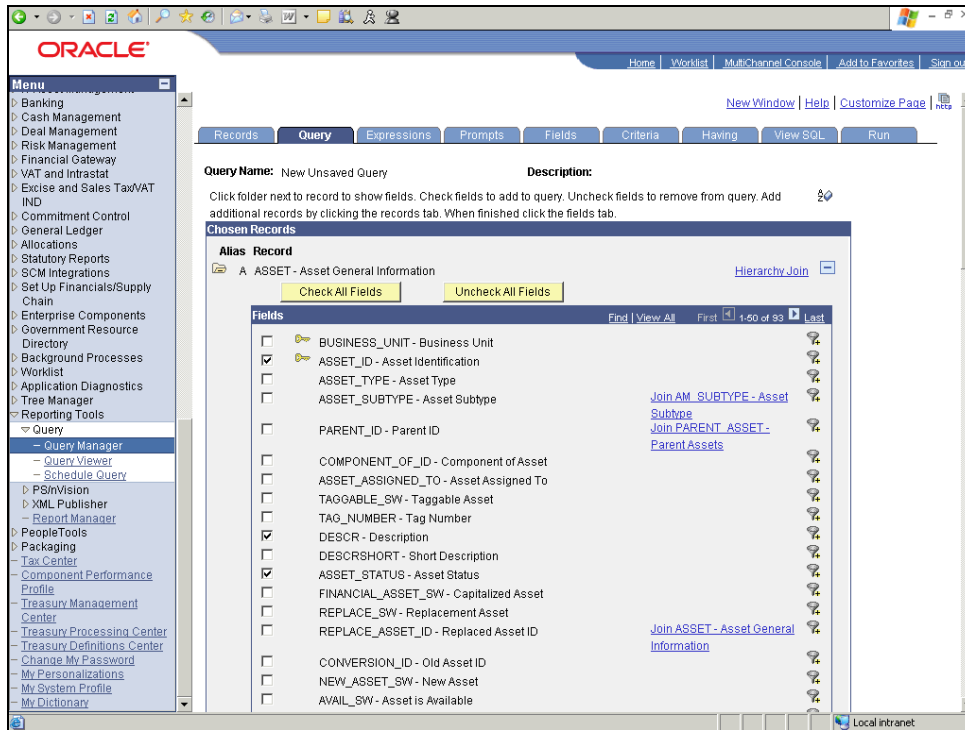
Step	Action
6.	The first step in creating a query is to open an existing record on which you want to base the query. You need to create a query by using the <b>ASSET</b> record. Enter the desired information into the <b>Description</b> field. In this example, we'll enter " <b>ASSET</b> ".
7.	Click the <b>Search</b> button. 
8.	The search results display all the records beginning with the word ASSET. Use the ASSET record to create the query.  Click the <b>Add Record</b> link.
9.	The <b>Query</b> page appears, displaying several fields. Use this page to add fields to a query.




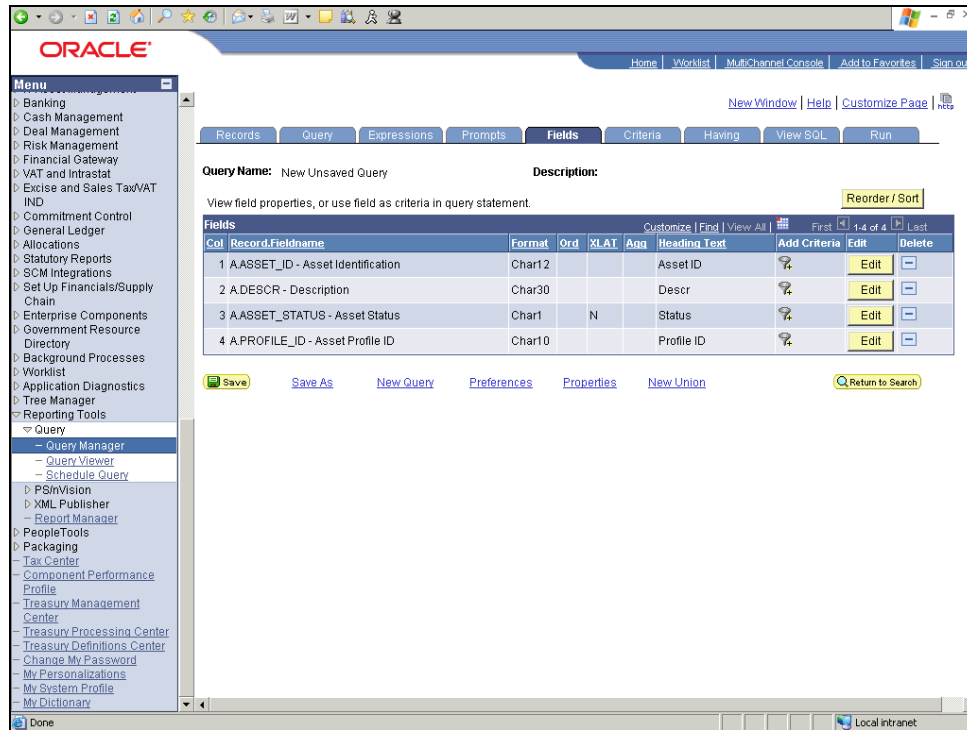
Step	Action
10.	<p>Add the following fields to the query: <b>ASSET_ID</b>, <b>DESCR</b>, <b>ASSET_STATUS</b>, and <b>PROFILE_ID</b>.</p> <p>Click the <b>Fields</b> option next to each field name.</p> <p><input type="checkbox"/></p>
11.	<p>Next, you need to edit the selected fields.</p>

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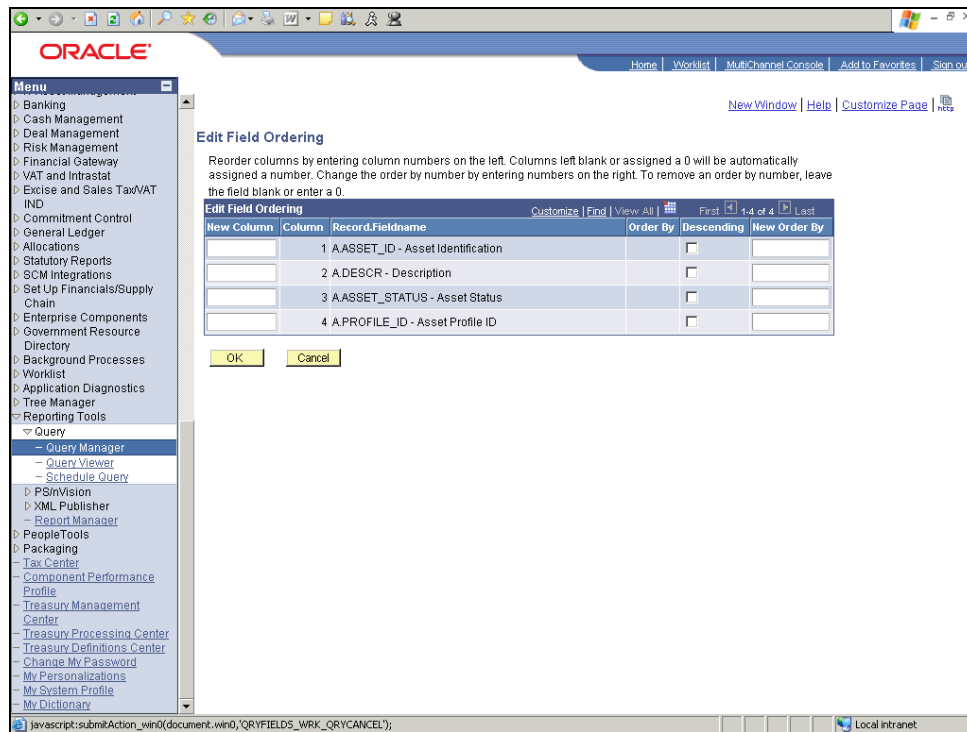
Step	Action
12.	Click the <b>Fields</b> tab. 
13.	The <b>Fields</b> page displays the fields that you selected.
14.	In the <b>Record.Fieldname</b> column, notice the letter A before each field name. This letter is an alias that represents the table from which this field has been extracted.




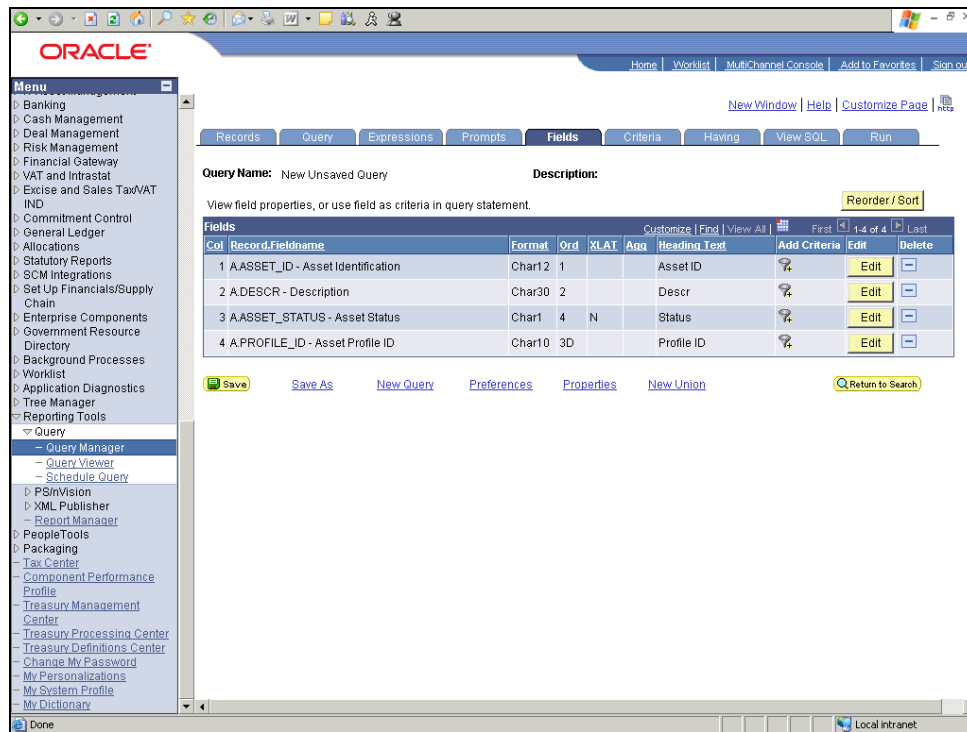
Step	Action
15.	<p>You can click the <b>Reorder / Sort</b> button to display the <b>Edit Field Column Order</b> page.</p> <p>Click the <b>Reorder / Sort</b> button.</p> <p><b>Reorder / Sort</b></p>
16.	<p>Use the <b>Edit Field Column Order</b> to change the column order for multiple fields.</p>


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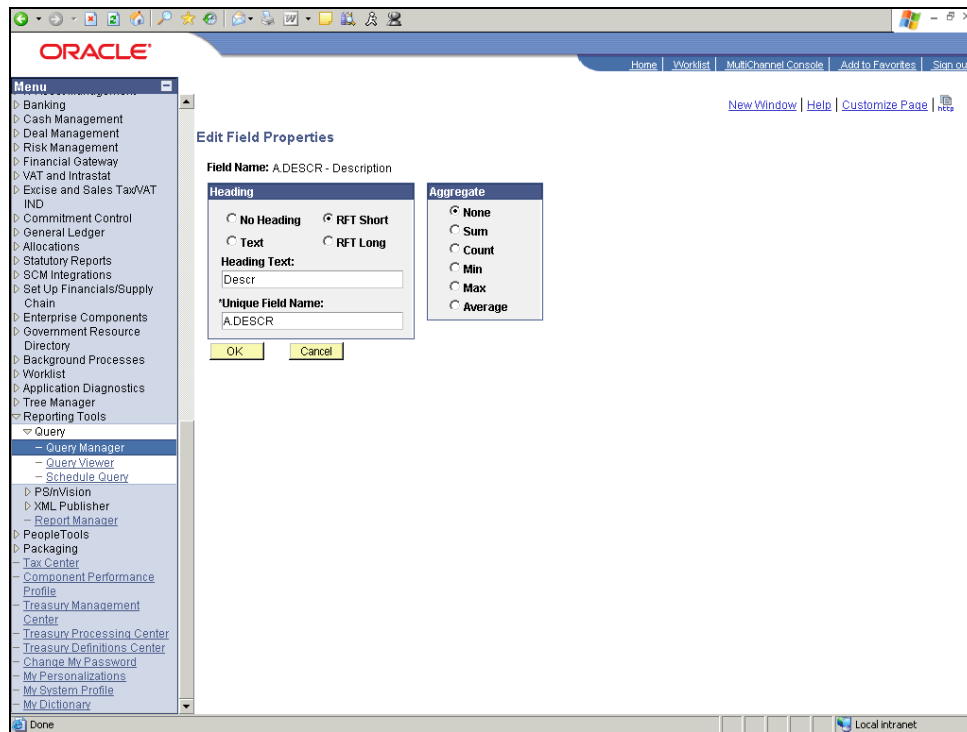
Step	Action
17.	You want the <b>PROFILE_ID</b> field to appear before the <b>ASSET_STATUS</b> field in your report. Currently, the <b>PROFILE_ID</b> field appears at the fourth position.  Click in the <b>Sort Order</b> field.
18.	Enter the desired information into the <b>Sort Order</b> field. For this example, we'll enter " <b>1</b> ".
19.	Specify that the data in the <b>PROFILE_ID</b> field is to be in descending order.  Click the <b>Descending</b> option.
20.	Click the <b>OK</b> button. 
21.	Notice that <b>PROFILE_ID</b> field now appears before the <b>ASSET_STATUS</b> field.
22.	Notice that <b>D</b> appears in the <b>Ord</b> column, which means that the data in the <b>PROFILE_ID</b> field will be in descending order.





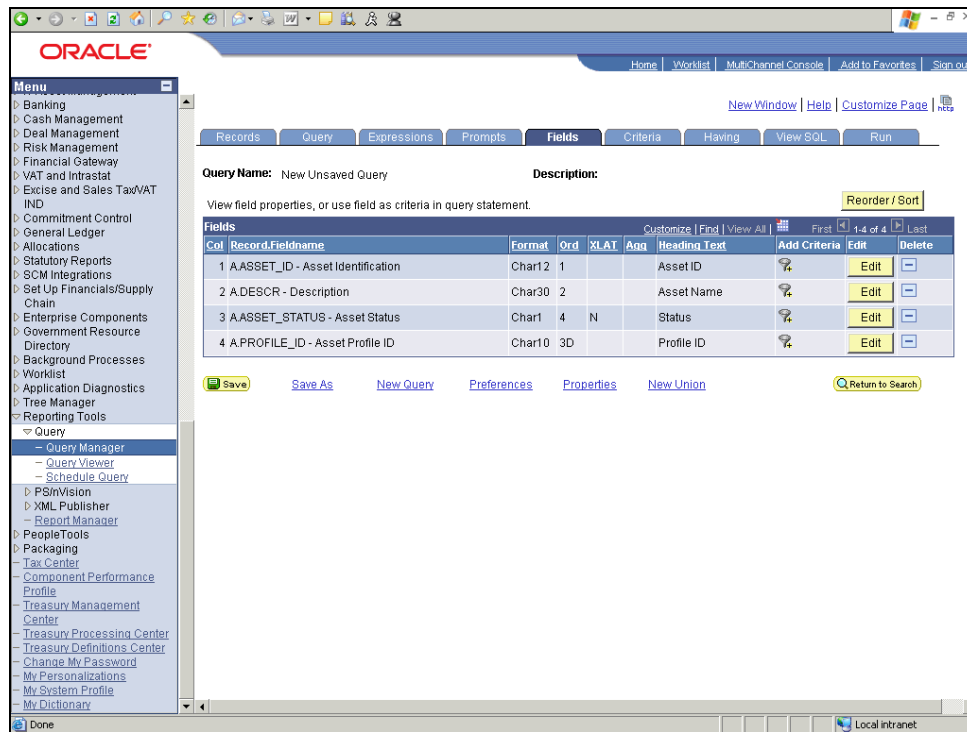
Step	Action
23.	You want to change the column heading for the <b>DESCR</b> field. Click the <b>Edit</b> button. 

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## Query for Financials: Creating a Query



Step	Action
24.	Click the <b>Text</b> option. 
25.	Click in the <b>Heading Text</b> field.
26.	Enter the desired information into the <b>Heading Text</b> field. For this example, we'll enter " <b>Asset Name</b> ".
27.	Click the <b>OK</b> button. 

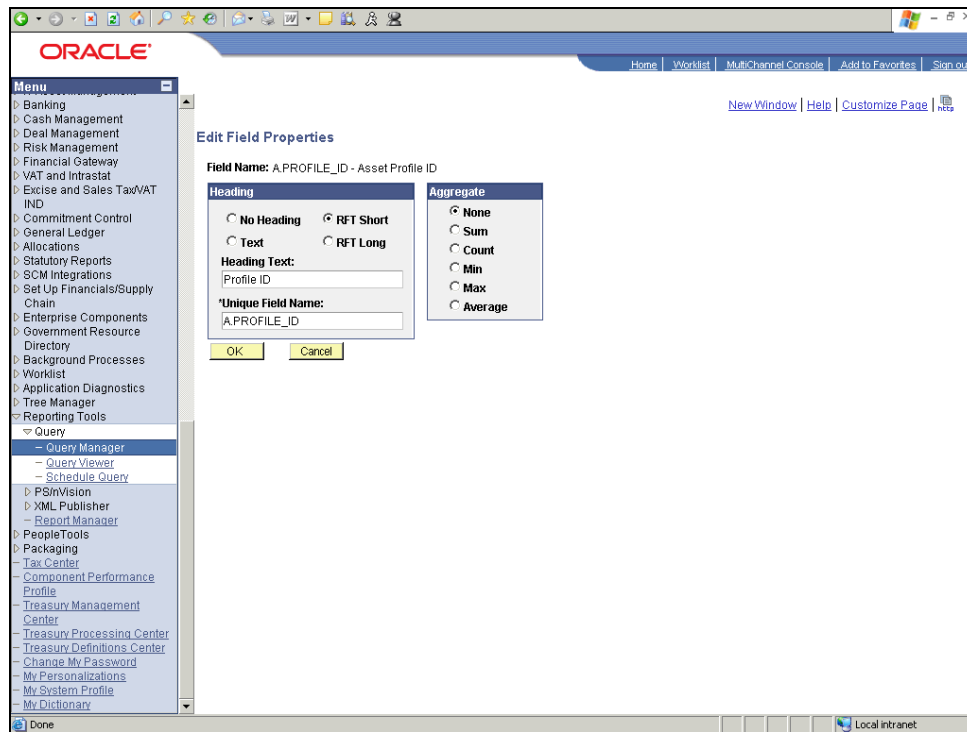



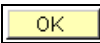
Step	Action
28.	You also want to change the column heading for the <b>PROFILE_ID</b> field. Click the <b>Edit</b> button.

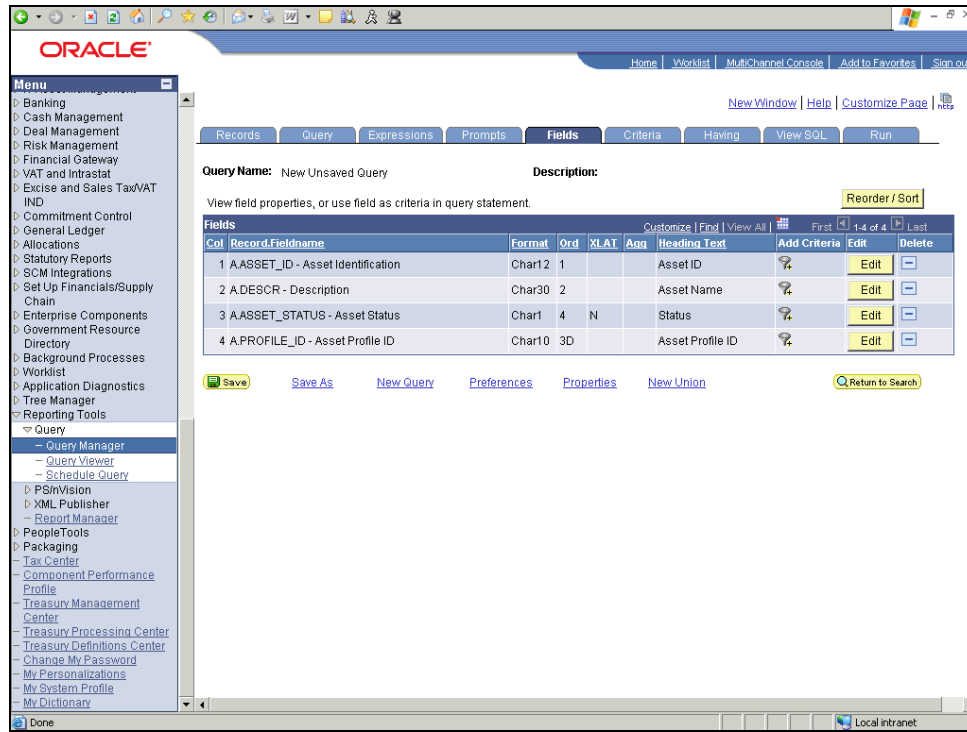



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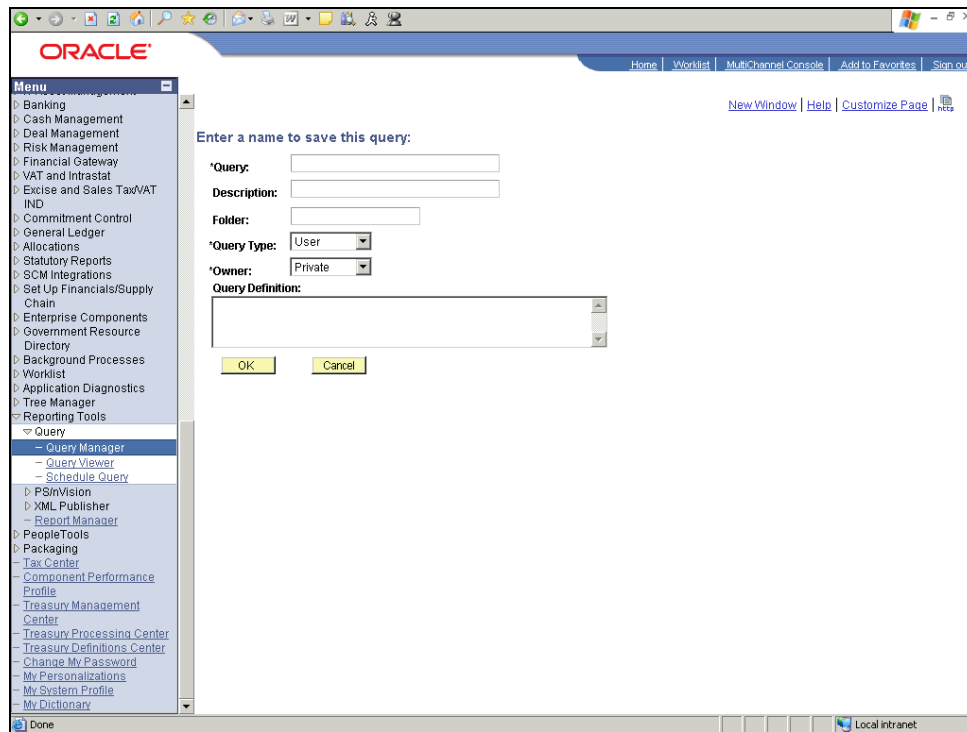
Step	Action
29.	Click the <b>Text</b> option. 
30.	Click in the <b>Heading Text</b> field.
31.	Enter the desired information into the <b>Heading Text</b> field. For this example, we'll enter " <b>Asset Profile ID</b> ".
32.	Click the <b>OK</b> button. 

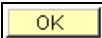


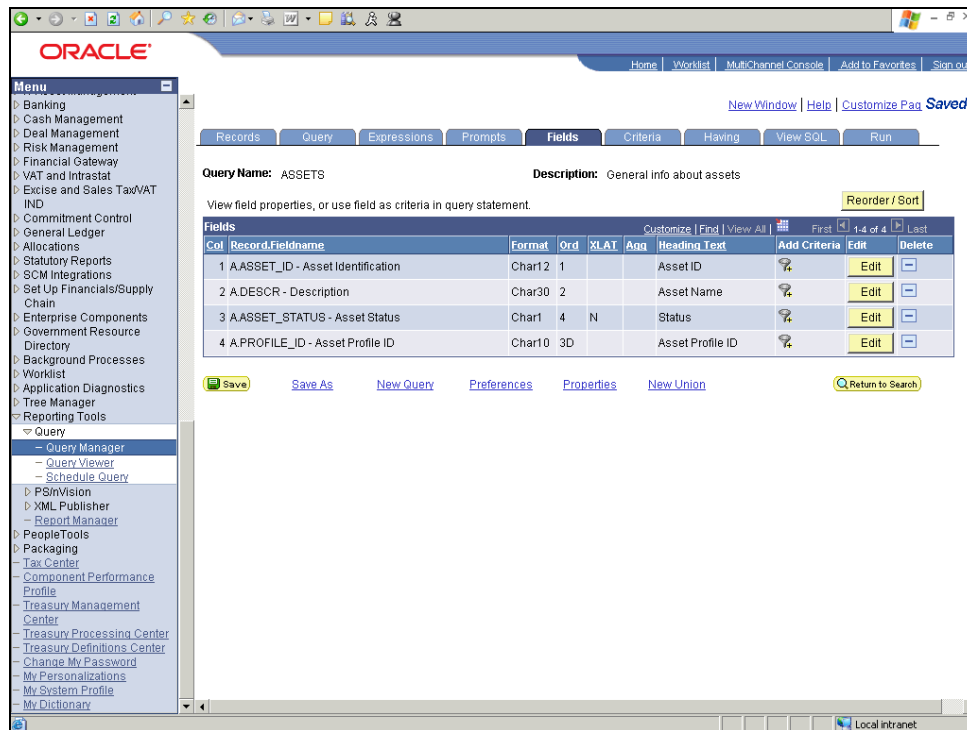
Step	Action
33.	Click the <b>Save</b> button. 



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Step	Action
34.	You can specify a name and description for the new query you created. Enter the desired information into the <b>*Query</b> field. For this example, we'll enter <b>"ASSETS"</b> .
35.	Click in the <b>Description</b> field.
36.	Enter the desired information into the <b>Description</b> field. For this example, we'll enter <b>"General info about assets"</b> .
37.	The <b>Query Type</b> field enables you to specify the type of query as User, Process, or Role. Standard queries are defined as User types, and queries that use workflow are defined as Process or Role types.  For this example, retain the default query type.
38.	You can specify the query as either Private or Public by selecting an entry in the <b>Owner</b> field. A Private 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 Public query.  For this example, retain the default values.
39.	Click the <b>OK</b> button. 



Step	Action
40.	Next, run the query.  Click the <b>Preview</b> tab. 
41.	The <b>Run</b> page enables you to preview the query you have just created.
42.	Finally, view the equivalent SQL statement for the query that you created. Click the <b>View SQL</b> tab. 
43.	Review the SQL statement equivalent to the query that you created.
44.	You successfully created a query by using Query Manager.  Creating your own queries enables you to select the table or tables from which you want to execute a query and to design the fields within those tables so that only the data you want displays. <b>End of Procedure.</b>