



Creating a Query

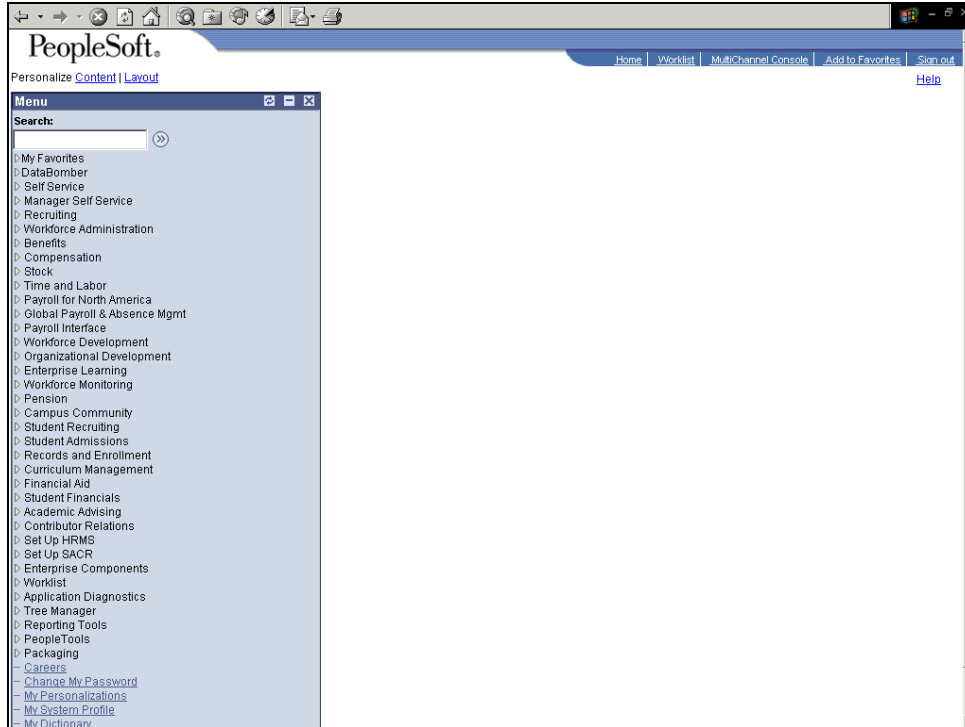
Concept

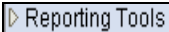
Creating your own queries enables you to select the table or tables from which you need to retrieve data. You can also select the fields within the tables so that the query displays only the required data.

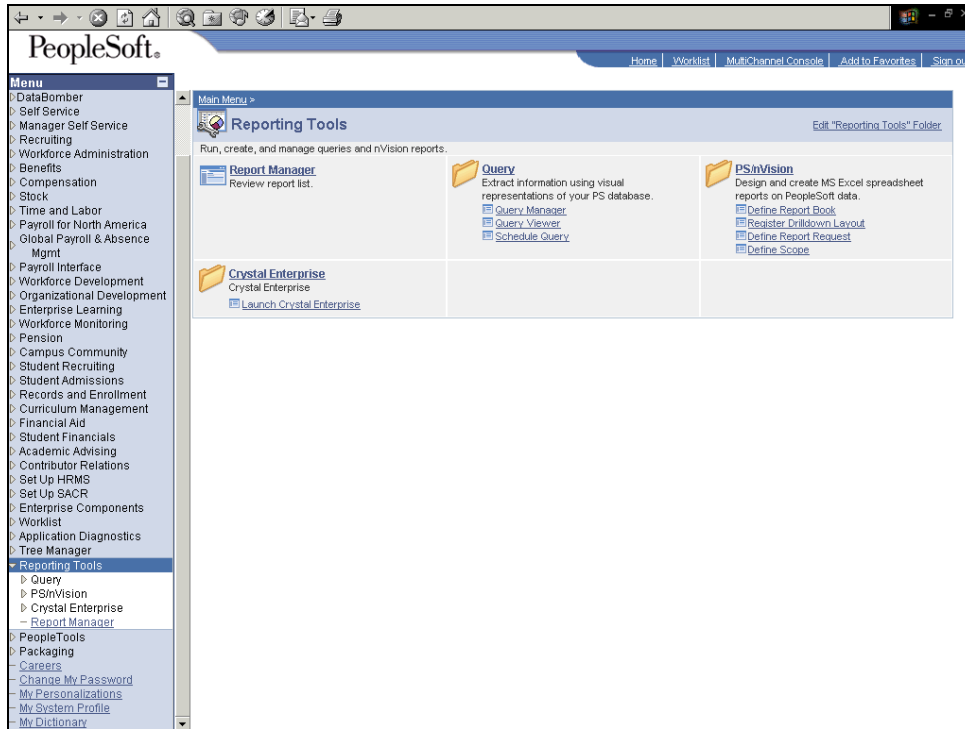
This topic provides the basic information of how to select tables and fields for creating queries by using Query Manager. When creating a query, you can specify query attributes and perform such tasks as modifying column headings and specifying the sort order.


In this topic, you want to create a query about student degrees.

Procedure



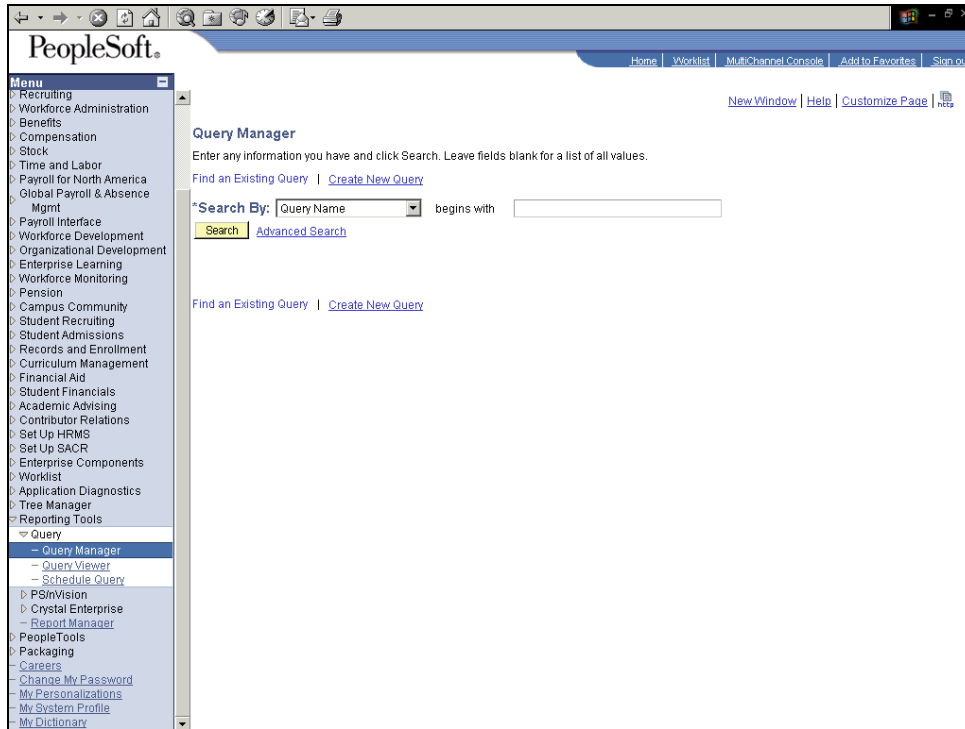
Step	Action
1.	Begin by navigating to the Records page. Click the Reporting Tools link. 



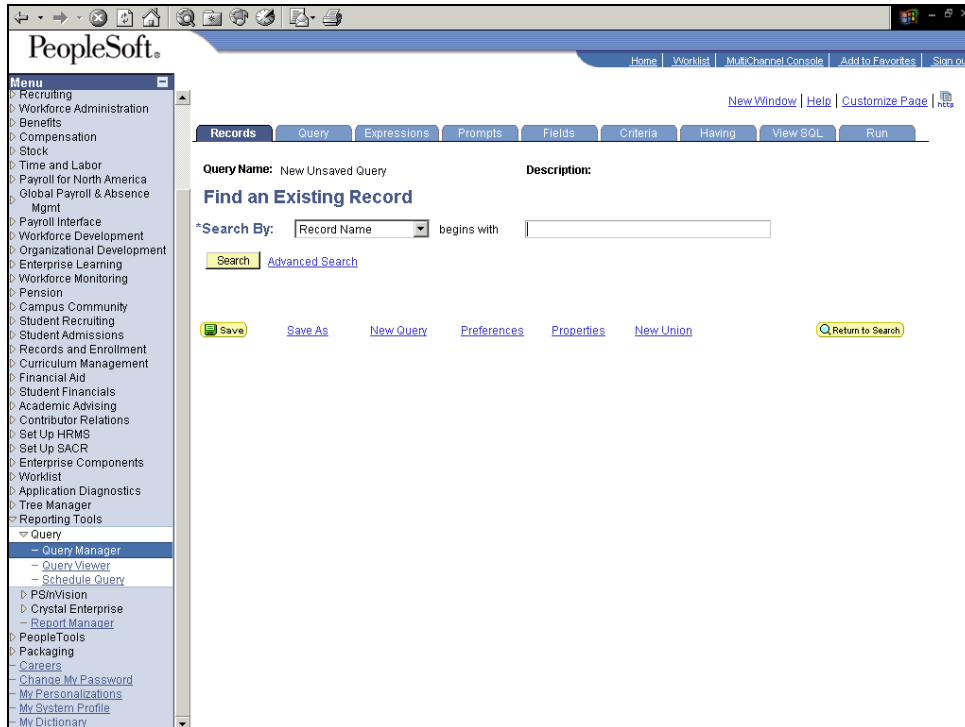
Step	Action
2.	Click the Query Manager link. 

Process Document

Creating a Query



Step	Action
3.	Click the Create New Query link.
4.	The Records page enables you to select the records upon which to base the new query. Select the criteria to use when searching for records. You can search for existing records by entering appropriate keywords.



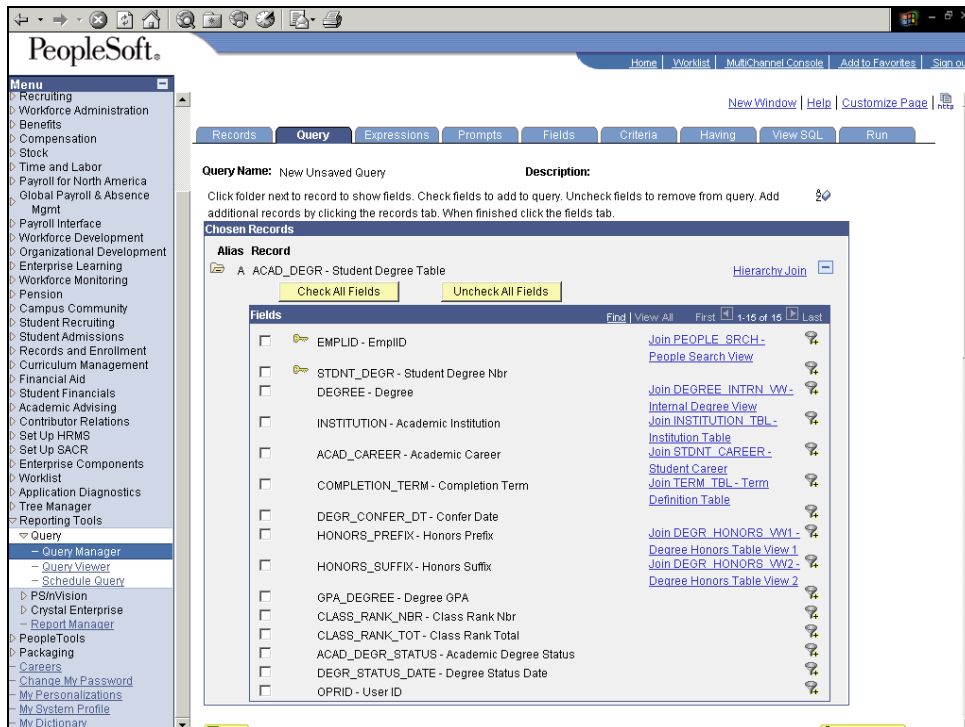
Step	Action
5.	<p>The first step in creating a query is to open an existing record on which you want to base the query. You want to create a query about student degrees, but are not certain of how the record name is stored in the database. You know the record name contains the letters DEG, so you can do an advanced search to locate records containing those letters.</p> <p>Click the Advanced Search link.</p> <p>Advanced Search</p>
6.	<p>You need to change the search operator for the Record Name field.</p> <p>Click the Record Name list.</p> <p><input type="text" value="begins with"/></p>
7.	<p>Change the operator to contains.</p> <p>Click an entry in the list.</p> <p><input type="text" value="contains"/></p>
8.	<p>Click in the Record Name field.</p> <p><input type="text"/></p>
9.	<p>Enter the desired information into the Record Name field. Enter "DEG".</p>
10.	<p>Click the Search button.</p> <p><input type="button" value="Search"/></p>

Process Document


Creating a Query

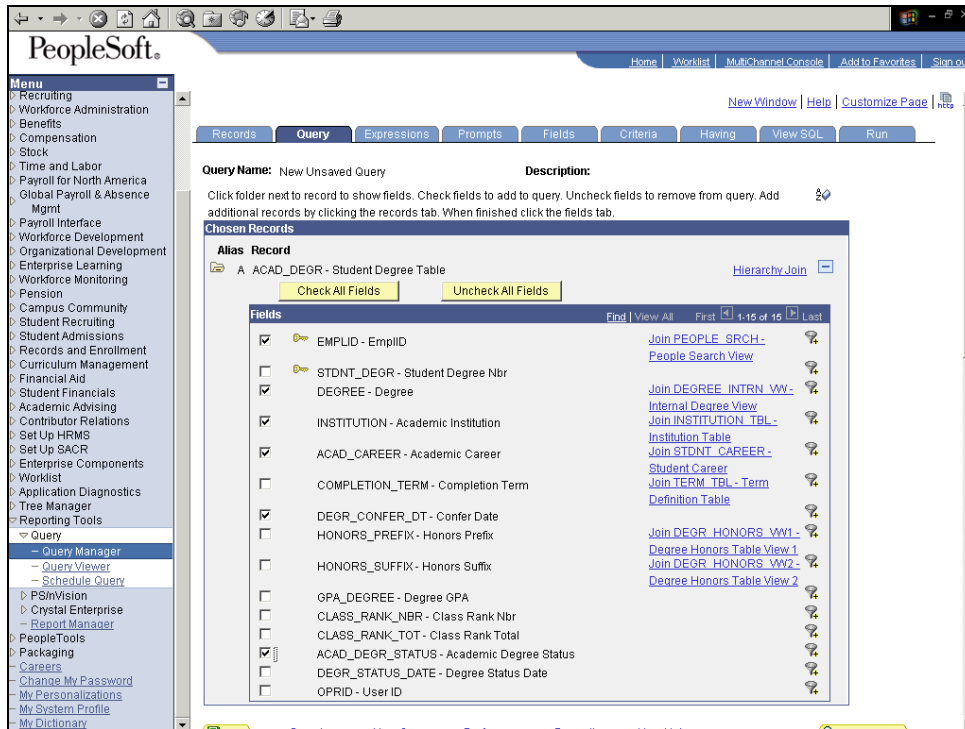



Step	Action
11.	<p>The search results display all the records that contain the letters DEG. Use the ACAD_DEGR - Student Degree Table record to create the query.</p> <p>Click the Add Record link.</p> <p>Add Record</p>



Step	Action
12.	<p>The Query page appears, displaying several fields. Use this page to add fields to a query. Add the fields, EMPLID, DEGREE, INSTITUTION, ACAD_CAREER, DEGR_CONFER_DT, and ACAD_DEGR_STATUS to the query.</p> <p>Click the EMPLID option.</p> <p><input type="checkbox"/></p>
13.	<p>Click the DEGREE option.</p> <p><input type="checkbox"/></p>
14.	<p>Click the INSTITUTION option.</p> <p><input type="checkbox"/></p>
15.	<p>Click the ACAD_CAREER option.</p> <p><input type="checkbox"/></p>
16.	<p>Click the DEGR_CONFER_DT option.</p> <p><input type="checkbox"/></p>

Step	Action
17.	Click the ACAD_STATUS_DATE option. 



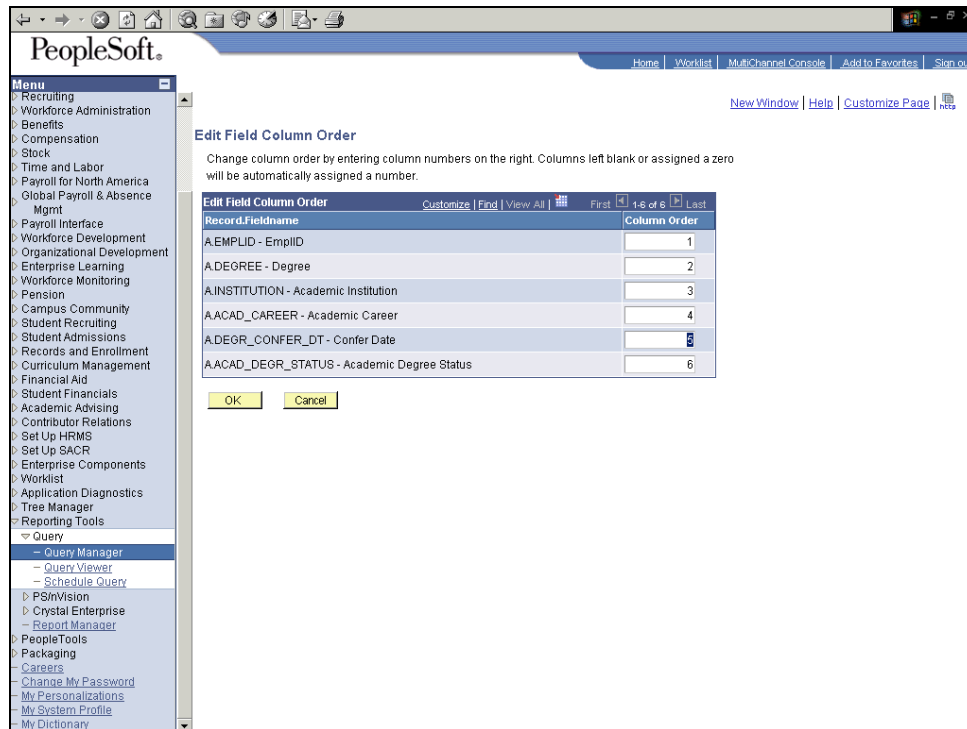
Step	Action
18.	Next, you need to edit the selected fields. Navigate to the Fields page. Click the Fields tab. 
19.	The Fields page displays the fields that you selected. In the Record.Fieldname column, notice the letter A before each field name. This letter is an alias that represents the table from which this field has been extracted.

Process Document

Creating a Query



Step	Action
20.	<p>You can change the order of the columns that the fields are displayed in by clicking the Column Order button.</p> <p>Click the Column Order button.</p> <p>Column Order</p>




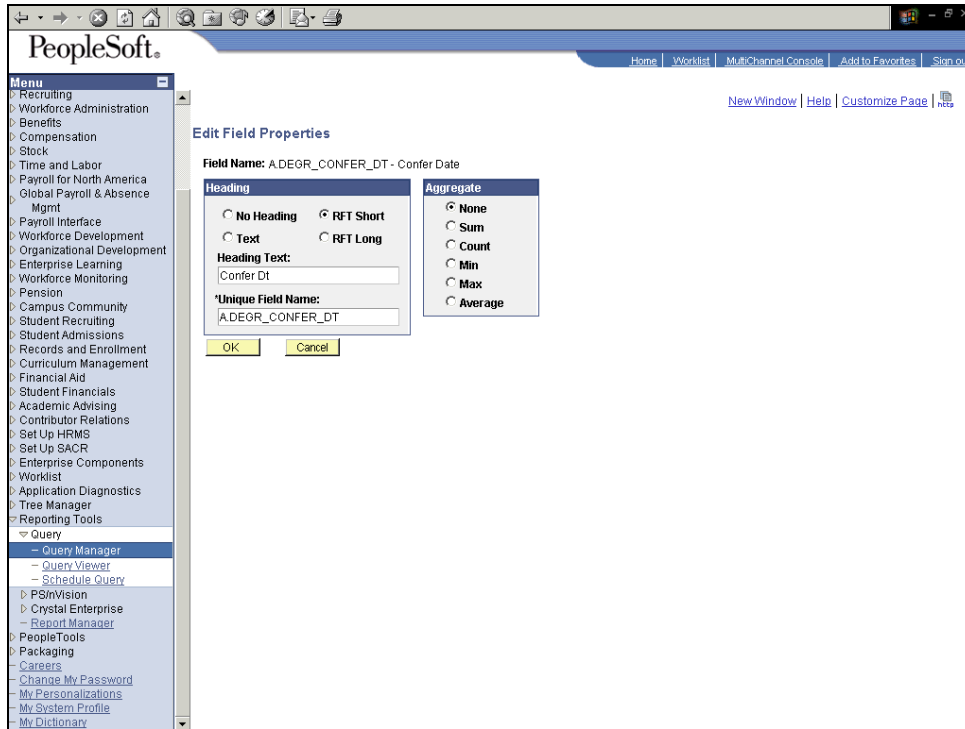
Step	Action
21.	You need the Academic Degree Status field to appear before the Confer Date field in your report. Currently the Confer Date field appears at the fifth position. Enter the desired information into the Column Order field. Enter "6".
22.	Click in the Column Order field. <input type="text" value="6"/>
23.	Now you can change the Academic Degree Status field to appear in column 5. Enter the desired information into the Column Order field. Enter "5".
24.	Click the OK button. <input type="button" value="OK"/>

Process Document

Creating a Query



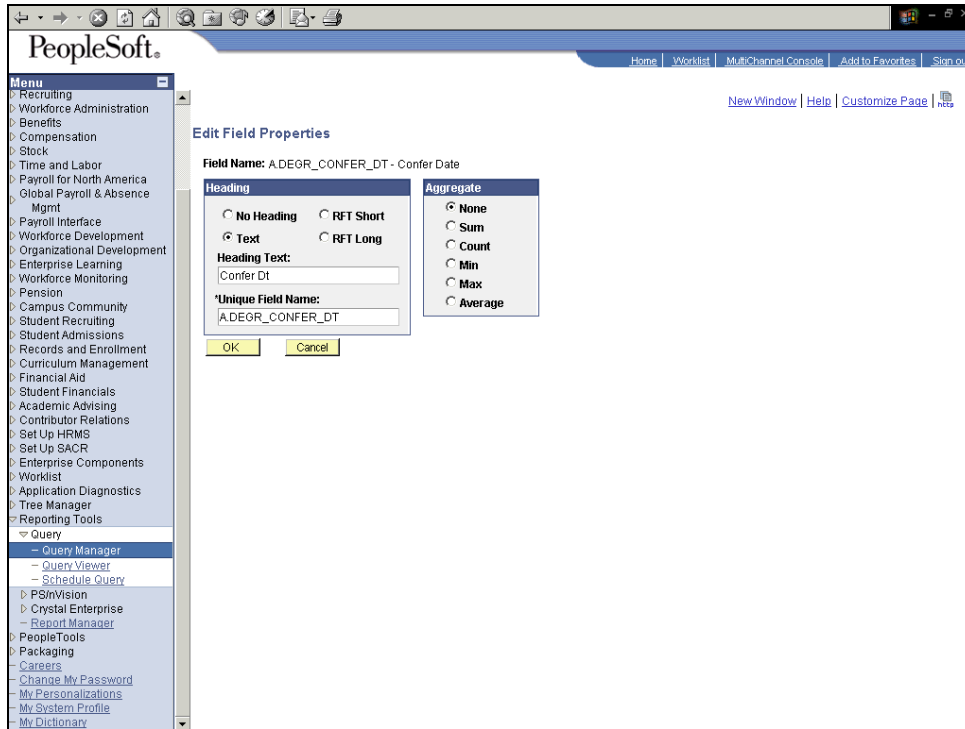
Step	Action
25.	<p>Notice that the Academic Degree Status field now appears before the Confer Date field.</p> <p>Next, use the Edit button to change attributes of the Confer Date field. Click the Edit button.</p> <p></p>



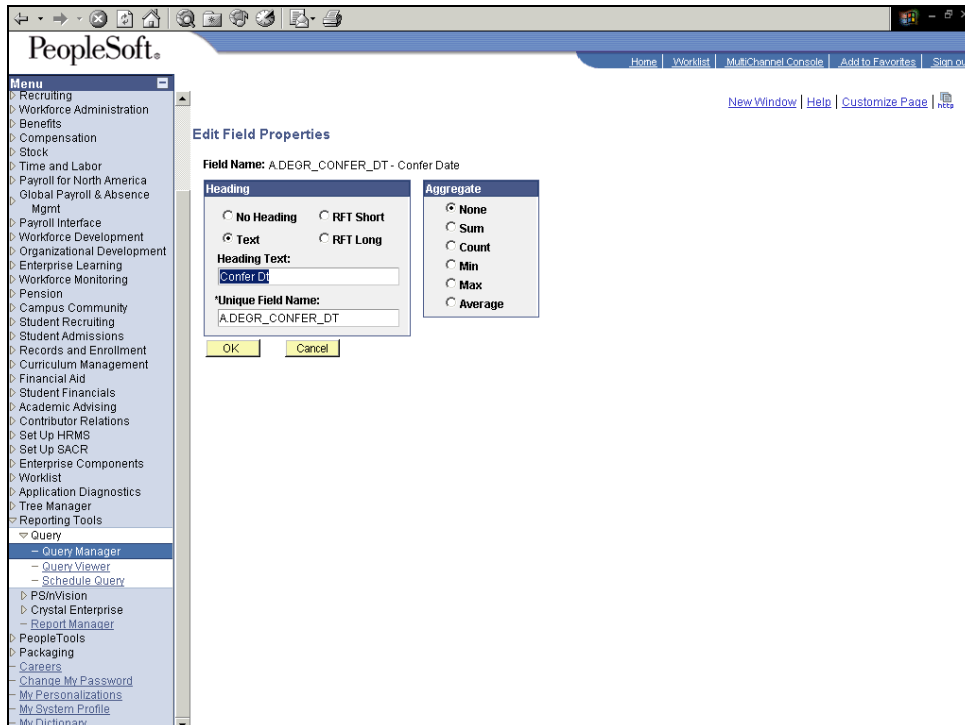
Step	Action
26.	<p>You need to change the column heading for the Confer Date field to Degree Confer Date. Click the Text option.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input checked="" type="radio"/> Text </div>

Process Document


Creating a Query



Step	Action
27.	Click in the Heading Text field.
	<input type="text" value="Confer Dt"/>



Step	Action
28.	Enter the desired information into the Heading Text field. Enter " Degree Confer Date ".
29.	Click the OK button.

The screenshot shows the PeopleSoft Query Manager interface. 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, XLA, I, Aqa, Heading Text, Add Criteria, Edit, and Delete. The 'A.ACAD_DEGR_CONF_DT - Confer Date' field is highlighted, and its 'Heading Text' is set to 'Degree Confer Date'. Below the table, there are buttons for 'Save', 'Save As', 'New Query', 'Preferences', 'Properties', 'New Union', and 'Return to Search'.

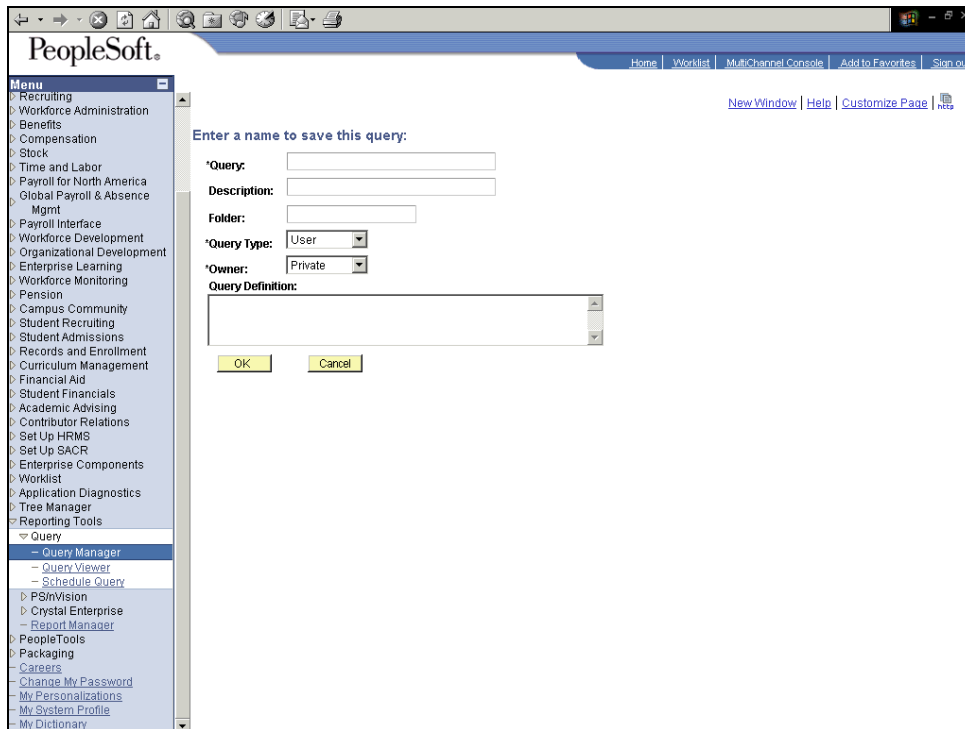
Col	Record	Fieldname	Format	Ord	XLA	I	Aqa	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID	- EmplID	Char11					ID			
2	A.DEGREE	- Degree	Char8					Degree			
3	A.INSTITUTION	- Academic Institution	Char5					Institution			
4	A.ACAD_CAREER	- Academic Career	Char4					Career			
5	A.ACAD_DEGR_STATUS	- Academic Degree Status	Char1		N			Degr Stat			
6	A.DEGR_CONF_DT	- Confer Date	Date					Degree Confer Date			



Step	Action
30.	Notice the new heading text for the Confer Date field. Click the Save Query button.

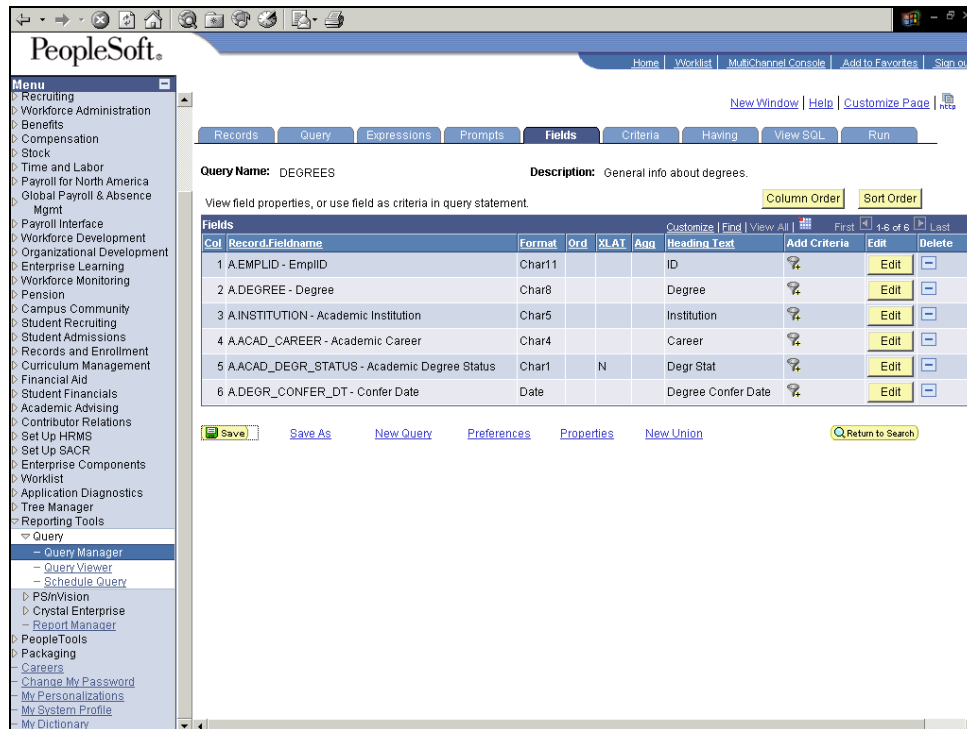




Process Document

Creating a Query



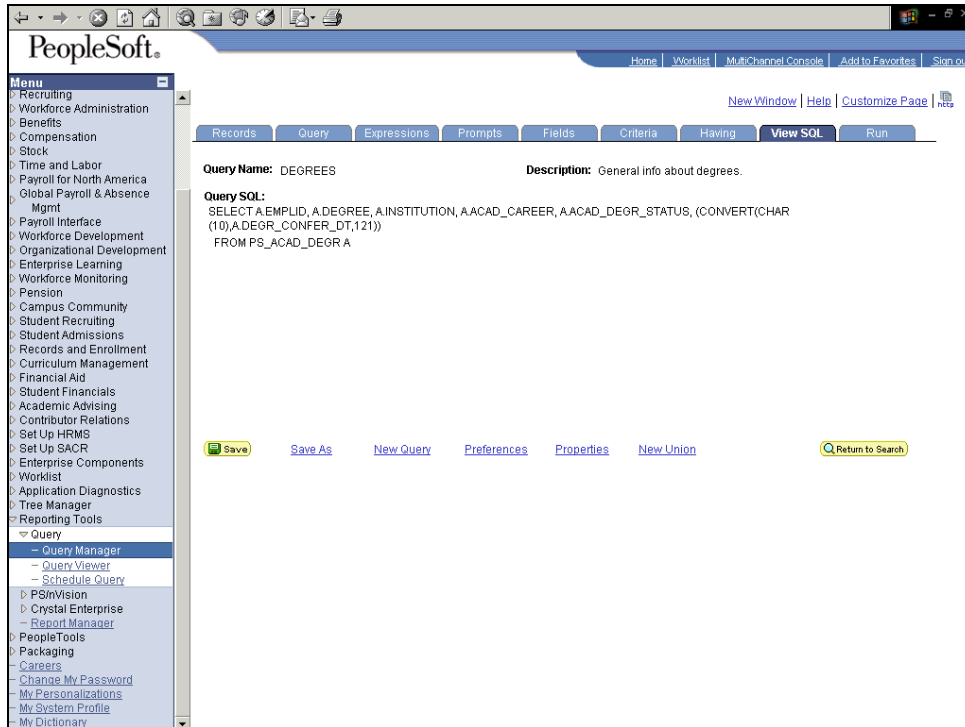
Step	Action
31.	You can specify a name and description for the new query you created. Enter the desired information into the *Query field. Enter " DEGREES ".
32.	Click in the Description field. 
33.	Enter the desired information into the Description field. Enter " General info about degrees. ".
34.	The Query Type 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 the exercise, retain the default query type.
35.	You can specify the query as either Private or Public by selecting an entry in the Owner 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 exercise, retain the default values.
36.	Click the OK button. 



Step	Action
37.	Finally, view the results of the query. Click the Run tab. 
38.	The Run page enables you to preview the query you have just created. Click the View SQL tab. 

Process Document

Creating a Query



Step	Action
39.	Review the SQL statement equivalent to the query that you created.
40.	<p>You successfully created a query by using Query Manager.</p> <p>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.</p> <p>End of Procedure.</p>