



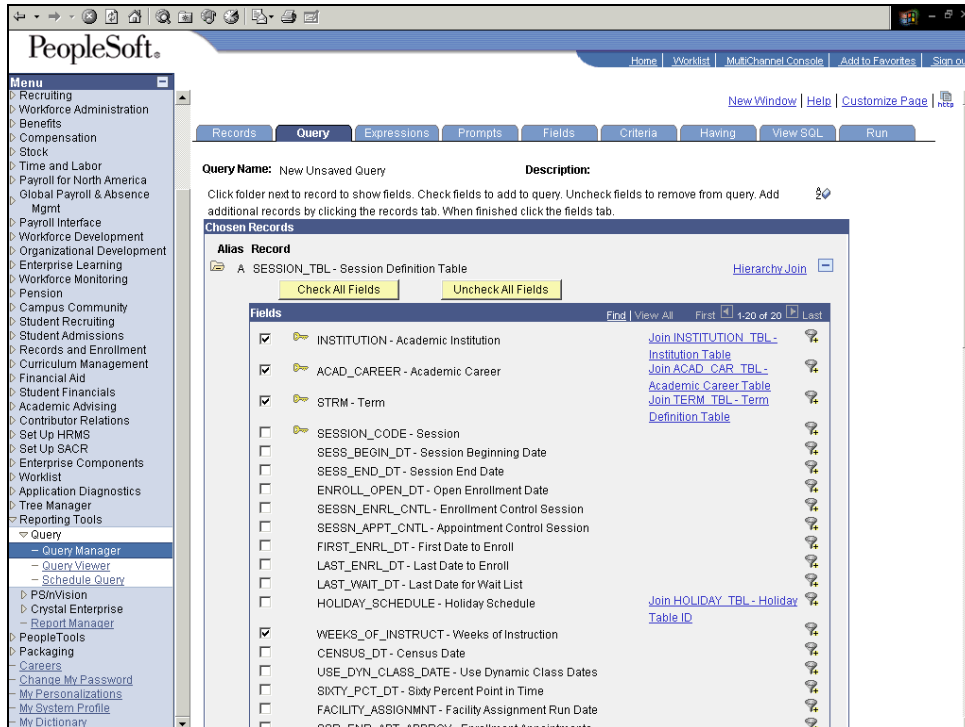
## Editing Queries



### Concept

The **Edit Field Properties** page appears when you click the **Edit** button for a field on the **Fields** page. You can access the Edit Field Properties page from any page except the Records and Preview pages. The fields that appear on the Edit Field Properties page depend on the type of field value you want to edit.

In this topic, a query has already been created and you are going to edit the column order, sort order, and column heading titles for the query.

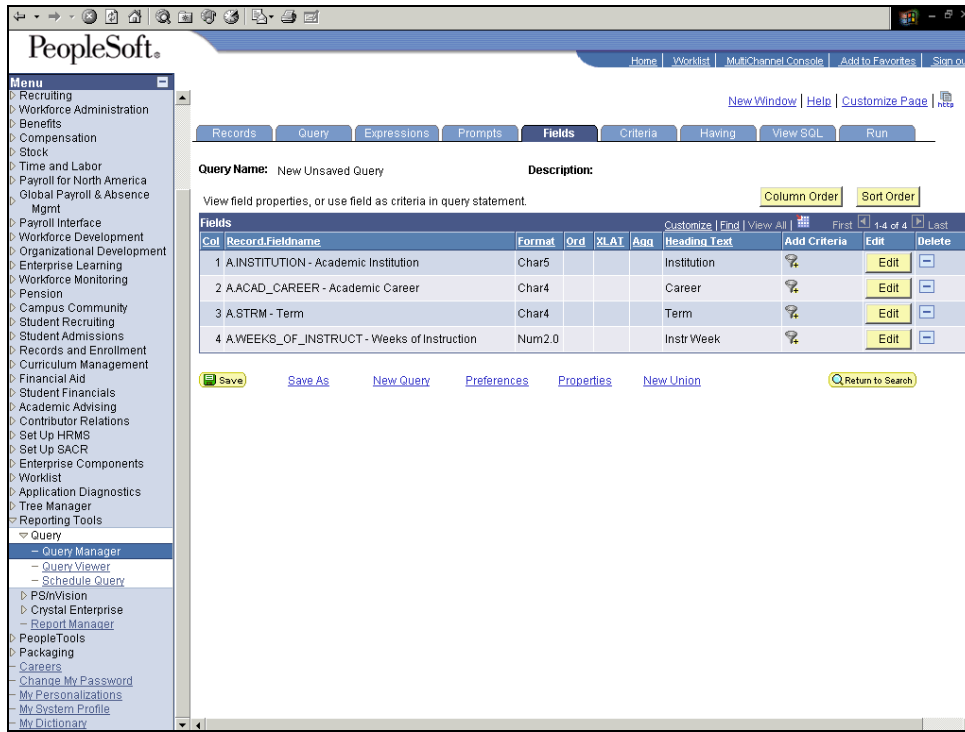
## Procedure



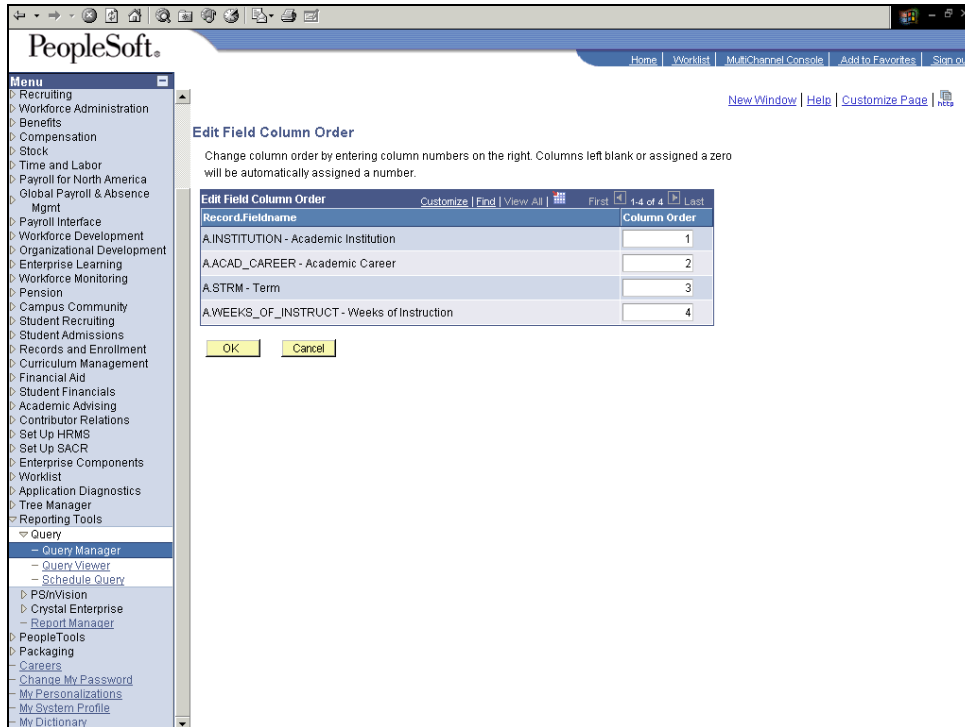
Step	Action
1.	In this example, the query record and fields have already been selected. Begin by viewing the results of the query. Click the <b>Run</b> tab. 
2.	After viewing the results, you decide to change the order of the columns. Click the <b>Fields</b> tab. 
3.	The columns in the query results display in the order specified in the <b>Col</b> column on the <b>Fields</b> page.



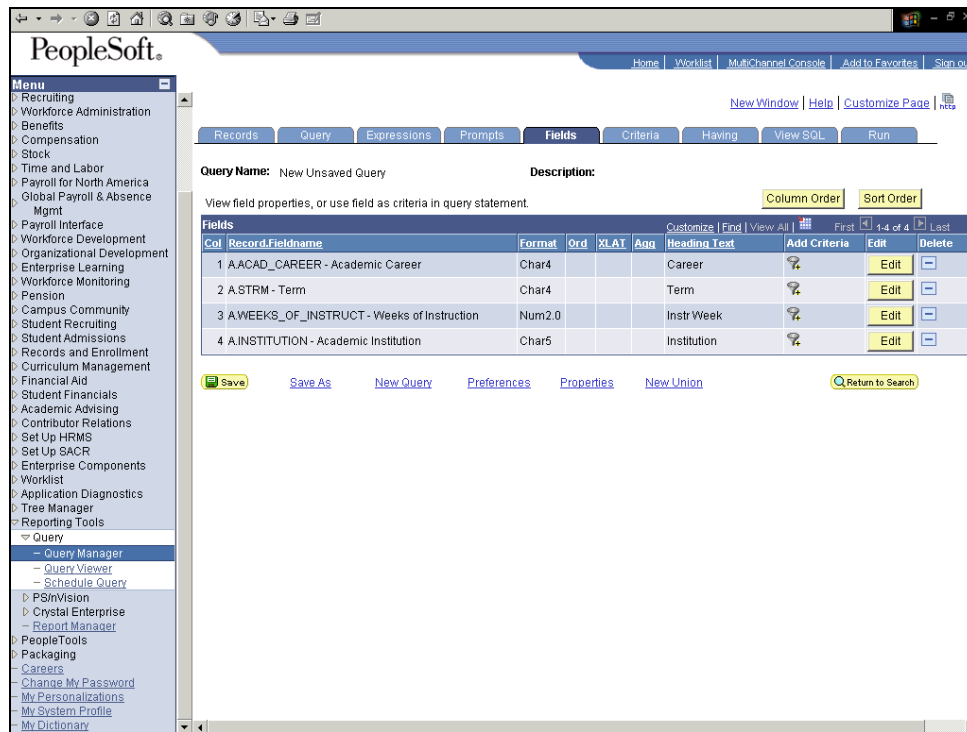
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Step	Action
4.	Use the <b>Edit Field Column Order</b> page to modify the order of the columns. Click the <b>Column Order</b> button. <a href="#">Column Order</a>



Step	Action
5.	In this example, you want the columns in the following order: Academic Career, Term, Weeks of Instruction, Academic Institution. Enter the desired information into the <b>Column Order</b> field. Enter "4".
6.	Click in the <b>Column Order</b> field. <input type="text" value="2"/>
7.	Enter the desired information into the <b>Column Order</b> field. Enter "1".
8.	Click in the <b>Column Order</b> field. <input type="text" value="3"/>
9.	Enter the desired information into the <b>Column Order</b> field. Enter "2".
10.	Click in the <b>Column Order</b> field. <input type="text" value="4"/>
11.	Enter the desired information into the <b>Column Order</b> field. Enter "3".
12.	Click the <b>OK</b> button. <input type="button" value="OK"/>
13.	Note that the fields are now listed with the updated column order.



Step	Action
14.	View the results of the query with the modified column order. Click the <b>Run</b> tab. 
15.	Career is now the first column, followed by Term, Instr Week, and Institution.
16.	You next want to sort the data results to view the careers listed in ascending alphabetical order. Click the <b>Fields</b> tab. 

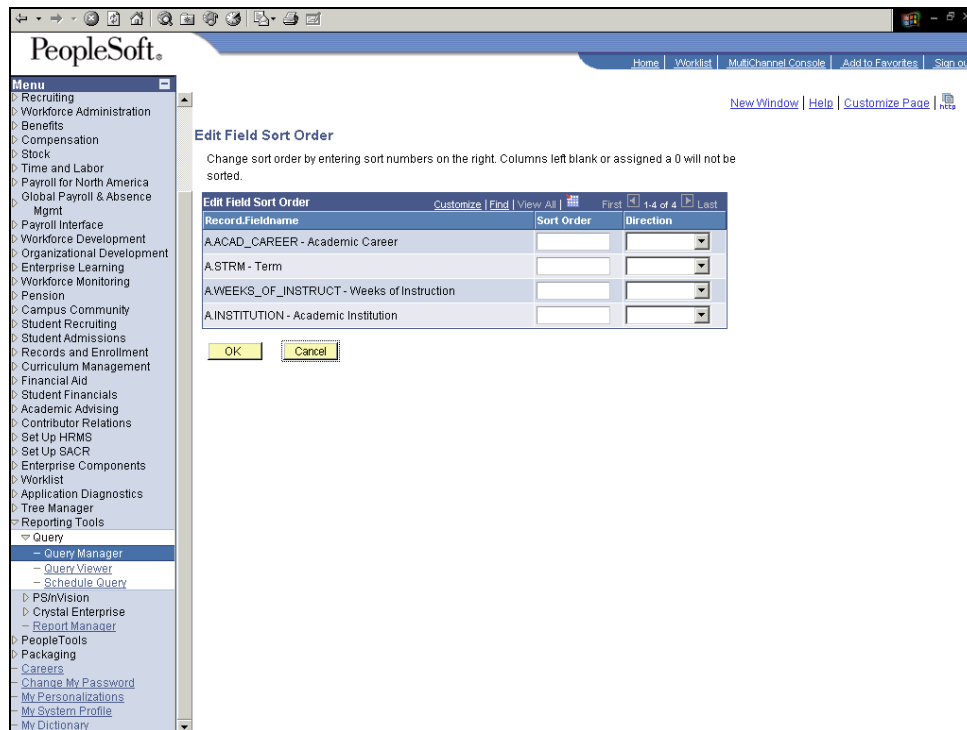
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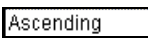

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Step	Action
17.	Click the <b>Sort Order</b> button.

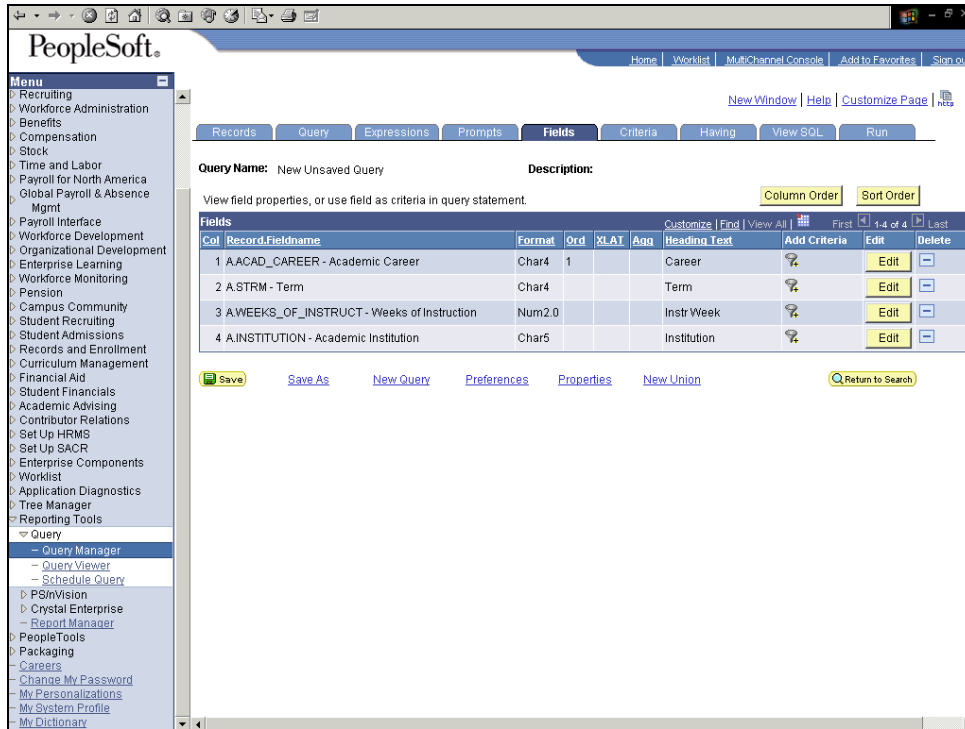




Step	Action
18.	In this example, you want to sort the data by Career in ascending order. Enter the desired information into the <b>Sort Order</b> field. Enter "1".
19.	Click the <b>Direction</b> list. 
20.	Click an entry in the list. 
21.	Click the <b>OK</b> button. 

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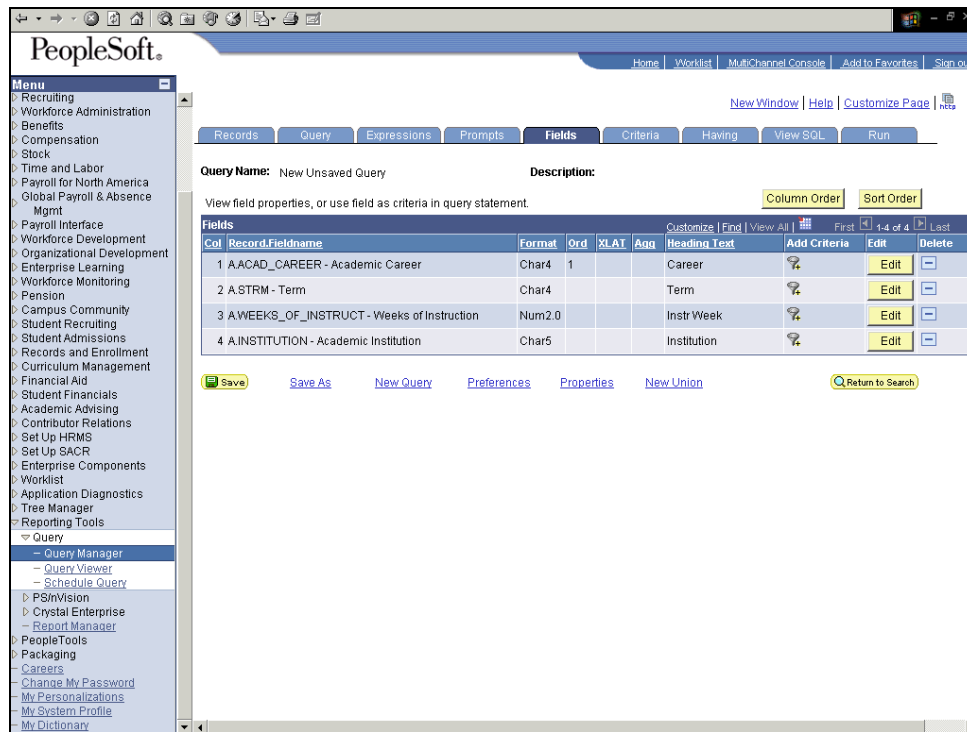



Step	Action
22.	View the results of the query with the sort criteria applied. Click the <b>Run</b> tab.
23.	Notice that the data is now displayed in alphabetical order based on Career.
24.	You next want to apply a second level sort to the data to display the weeks of instruction within each career. You want to view the weeks of instruction in descending order to see the longest ones first. Click the <b>Fields</b> tab.



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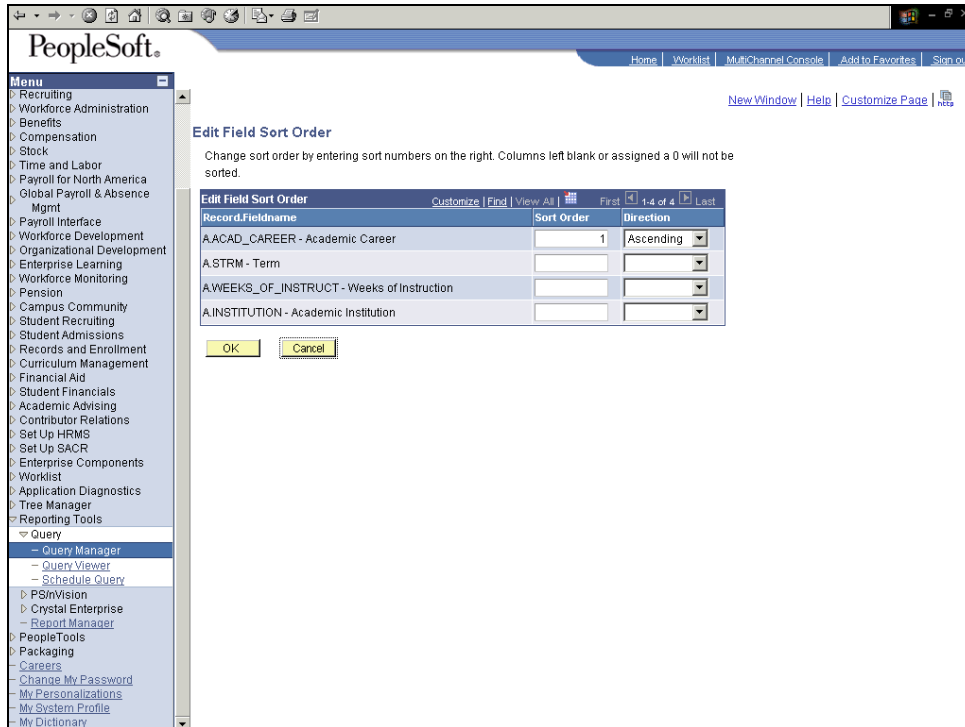
## Editing Queries


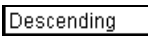



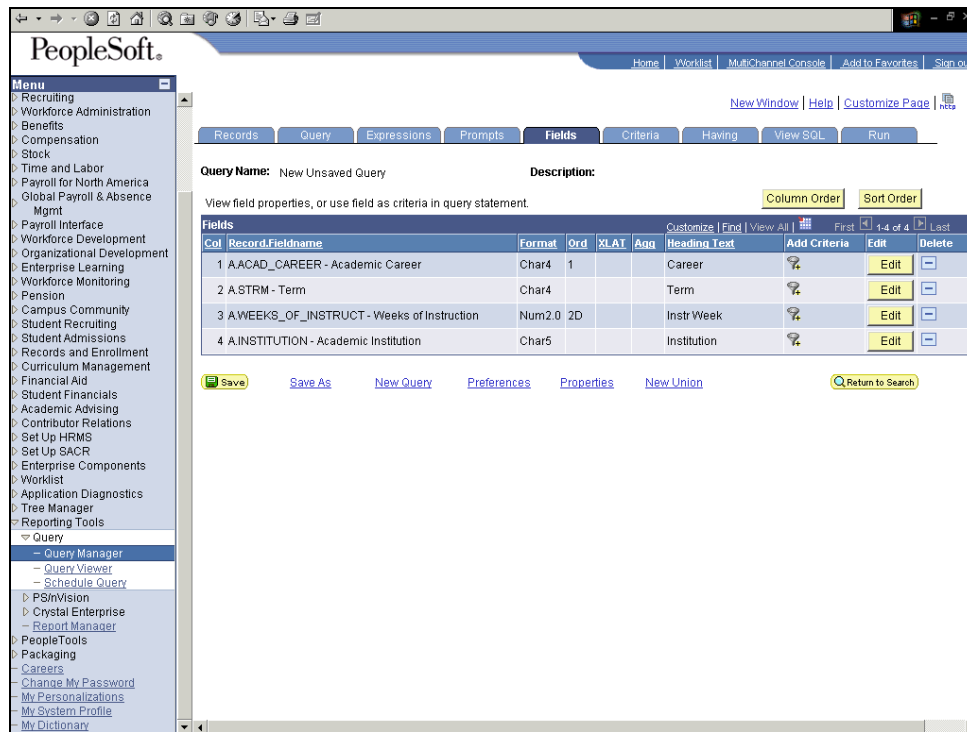
Step	Action
25.	Click the <b>Sort Order</b> button. 



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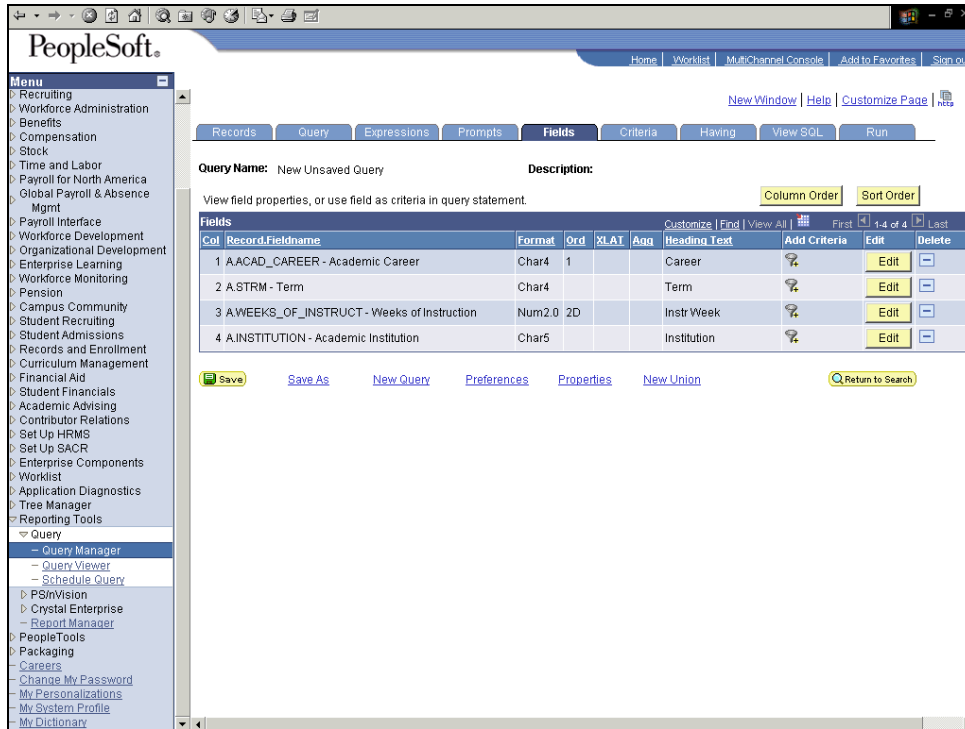
Step	Action
26.	Enter the desired information into the <b>Sort Order</b> field. Enter "2".
27.	Click the <b>Direction</b> list. 
28.	Click an entry in the list. 
29.	Click the <b>OK</b> button. 




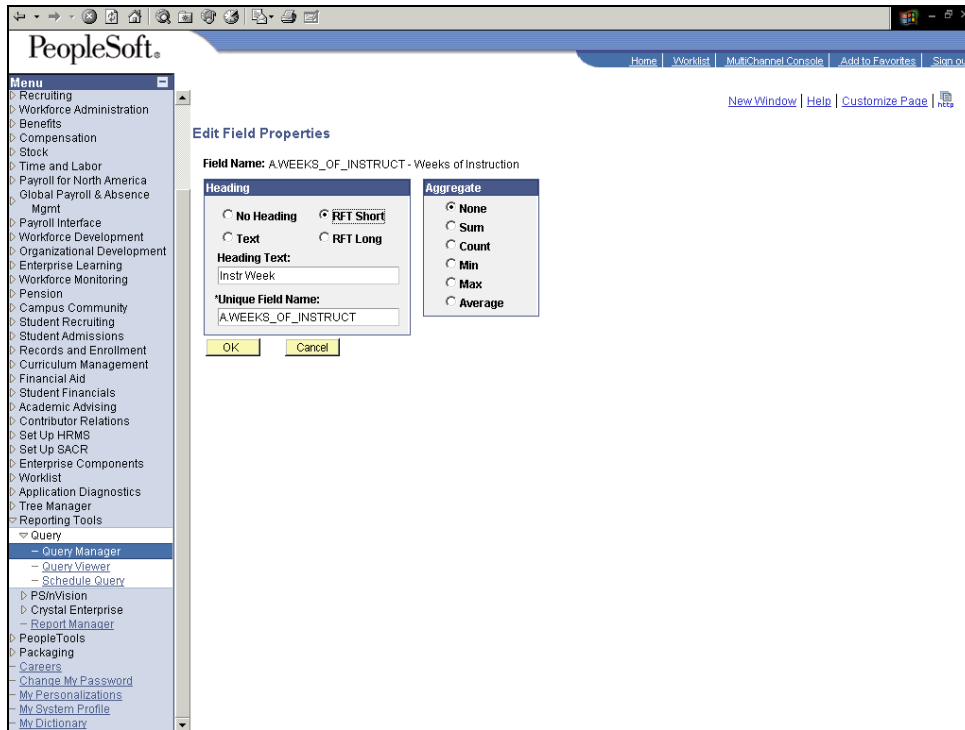
Step	Action
30.	View the results of the query with the two level sort applied. Click the <b>Run</b> tab.  
31.	Notice that the <b>Instr Week</b> column is now sorted in descending order within each career.
32.	The column headings for each column can also be modified. You next want to change the titles displayed on two of the columns. Click the <b>Fields</b> tab.  
33.	The column heading used in the query results is displayed in the <b>Heading Text</b> column.  The text that is listed here is used for the headings in your output to grid control, Excel, and Crystal (if you export from Windows). If, however, you create a Crystal report from within Crystal Reports, the field name is used in the column heading.

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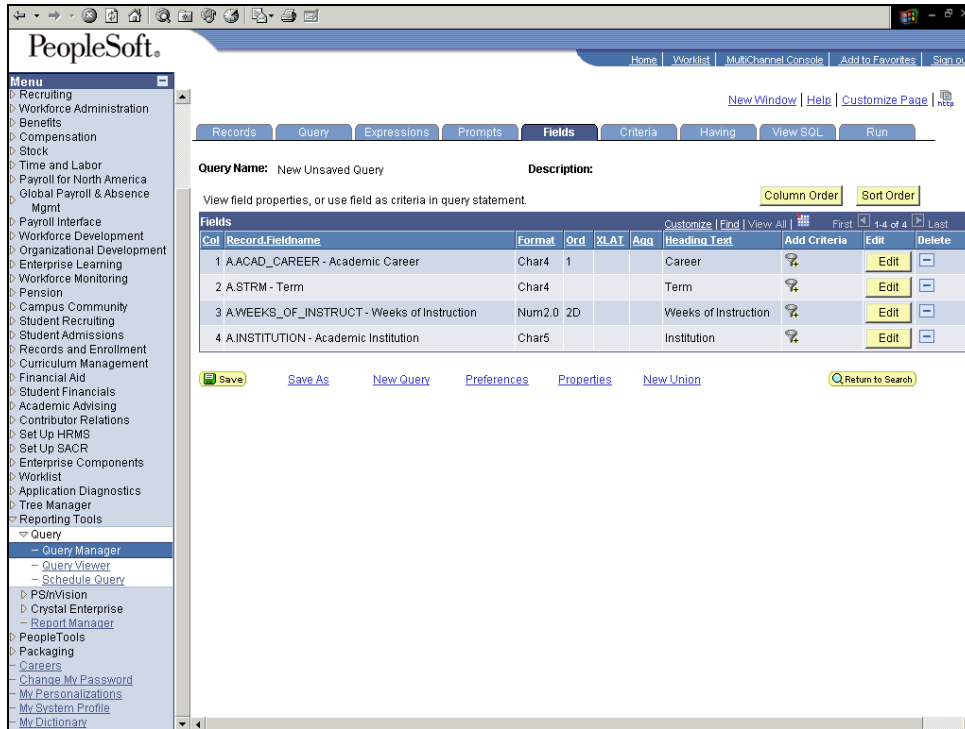
Step	Action
34.	<p>In this example, you don't want to use the abbreviated description for the Weeks of Instruction column. Click the <b>Edit</b> button.</p> <p></p>



Step	Action
35.	<p>You have the choice of using no heading, the short description, the long description, or user-defined text for the column heading. The short description is used by default. You want to change this to use the long description. Click the <b>RFT Long</b> option.</p> <p><input checked="" type="radio"/> <b>RFT Long</b></p>
36.	<p>Click the <b>OK</b> button.</p> <p><input type="button" value="OK"/></p>
37.	<p>Notice that the long description is now displayed in the <b>Heading Text</b> field.</p>

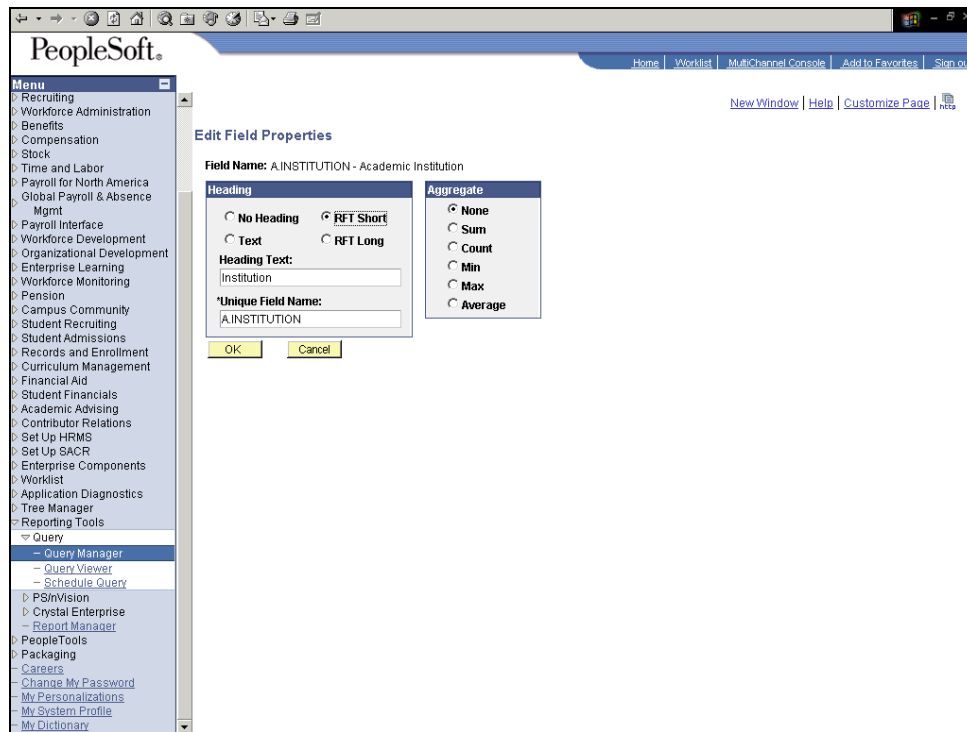
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Step	Action
38.	In this example, your institutions are really different campuses. You want to change the text for this column to read Campus. Click the <b>Edit</b> button.

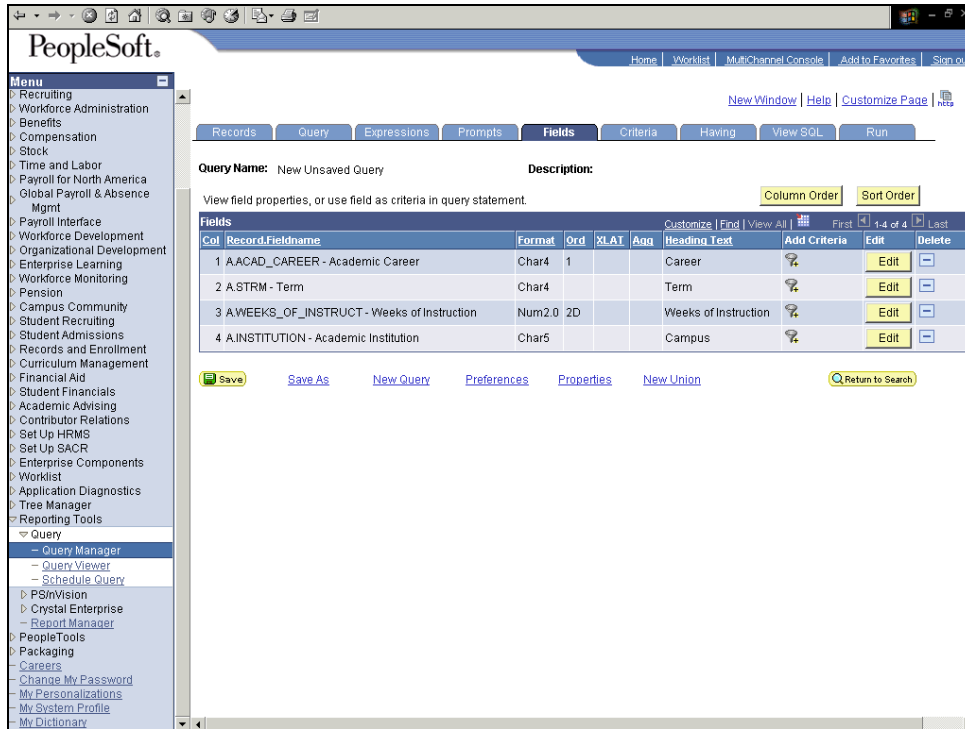
**Edit**



Step	Action
39.	Click the <b>Text</b> option. <input type="radio"/> <b>Text</b>
40.	Click in the <b>Heading Text</b> field. <input type="text" value="Institution"/>
41.	Enter the desired information into the <b>Heading Text</b> field. Enter " <b>Campus</b> ".
42.	Click the <b>OK</b> button. <input type="button" value="OK"/>

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## Editing Queries

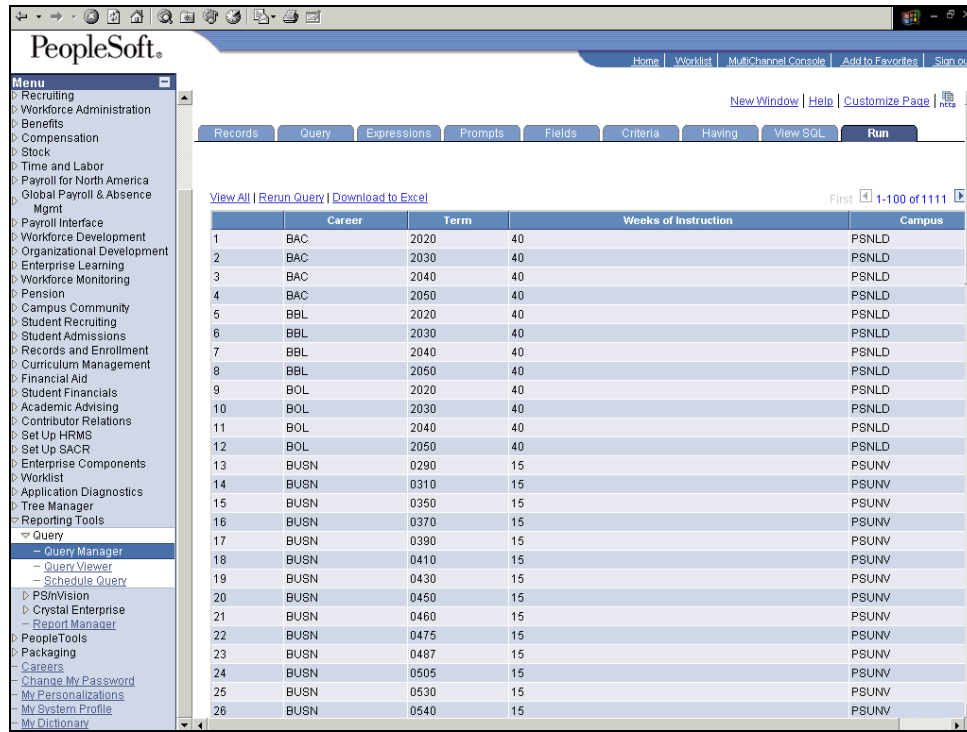


Step	Action
43.	Review the results of the query with the new column headings. Click the <b>Run</b> tab.

**Run**



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Step	Action
44.	Notice the updated column headings.
45.	You have successfully edited a query by changing the column order, sort order, and column headings. <b>End of Procedure.</b>