



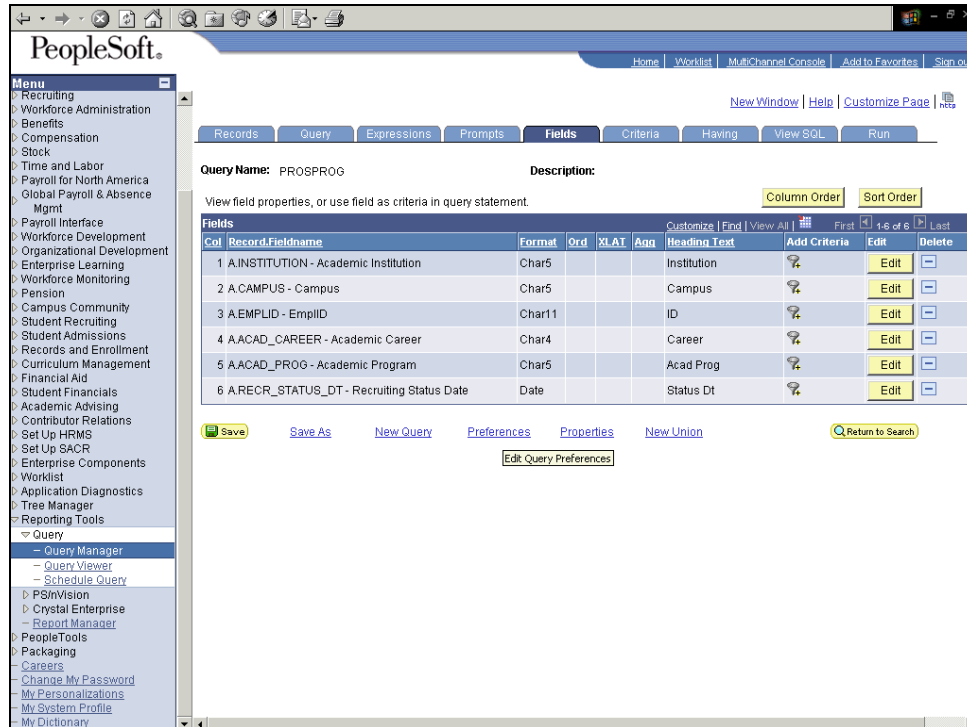
## **Entering Selection Criteria**

### **Concept**

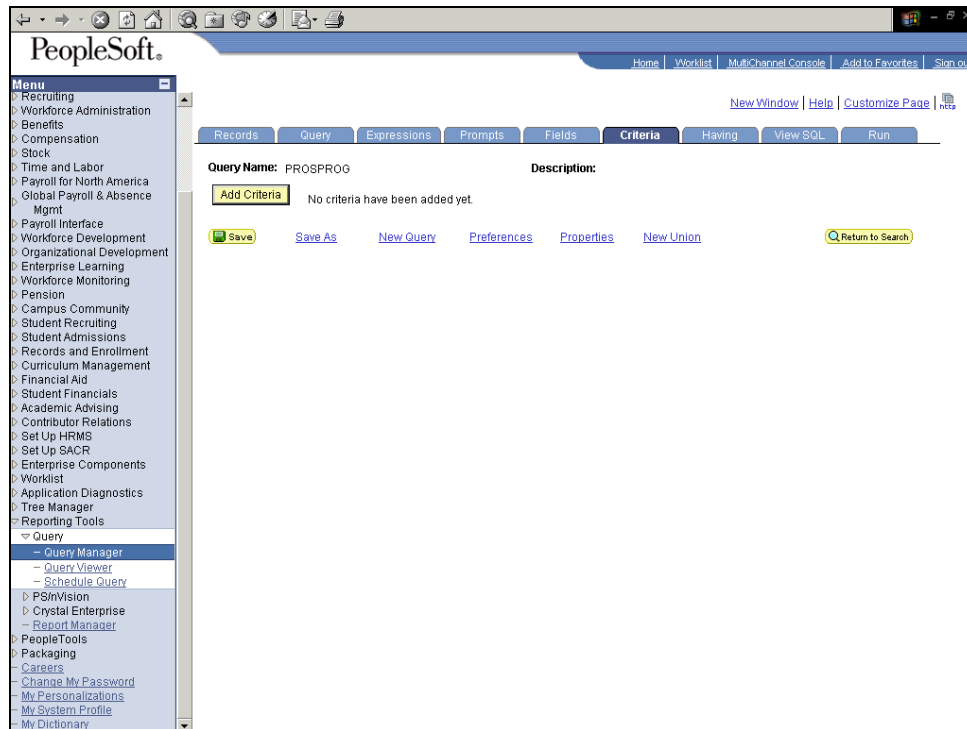
Defining selection criteria enables you to selectively retrieve data. Selection criteria refines your query by specifying conditions that the retrieved data must meet. You can define selection criteria for a new or an existing query.

In this topic, you will define criteria to retrieve prospects for the MAIN campus with a recruiting status date between January and December of 2004. For this purpose, you will use a query named PROSPROG.

### Procedure



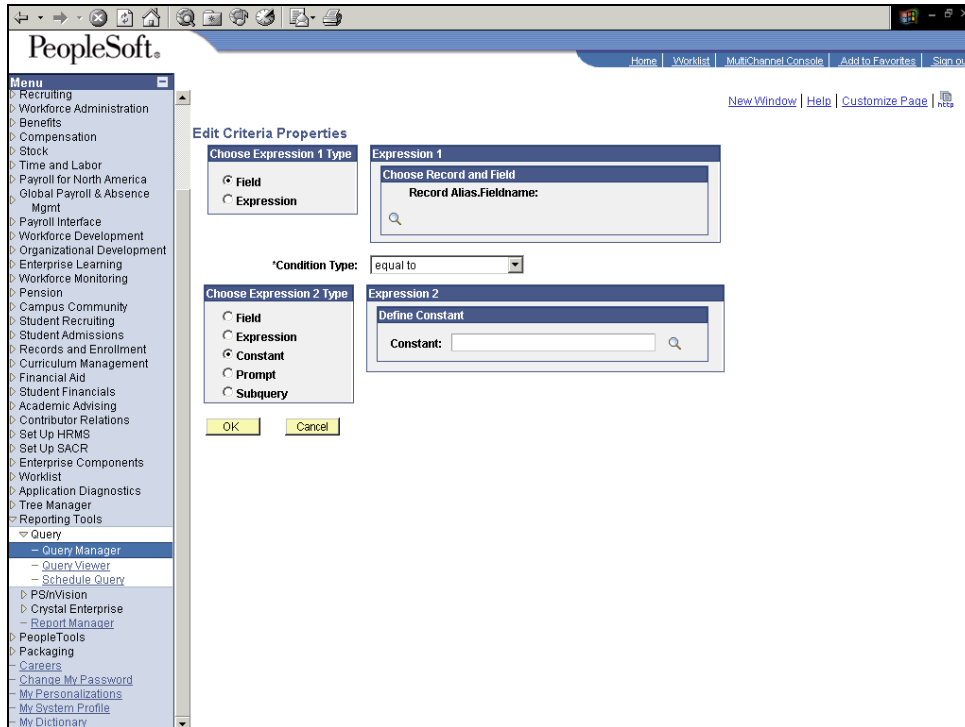
Step	Action
1.	<p>The PROSPROG query is displayed. Before adding criteria to the query, run the query result to see how many rows are returned.</p> <p>Click the <b>Run</b> tab.</p> <p><b>Run</b></p>
2.	<p>The query result displays all 1011 rows in the table. This is because no criteria are defined for this query currently. However, you only want to see specific records. To do this, you need to create criteria for specific fields.</p> <p>Click the <b>Criteria</b> tab.</p> <p><b>Criteria</b></p>




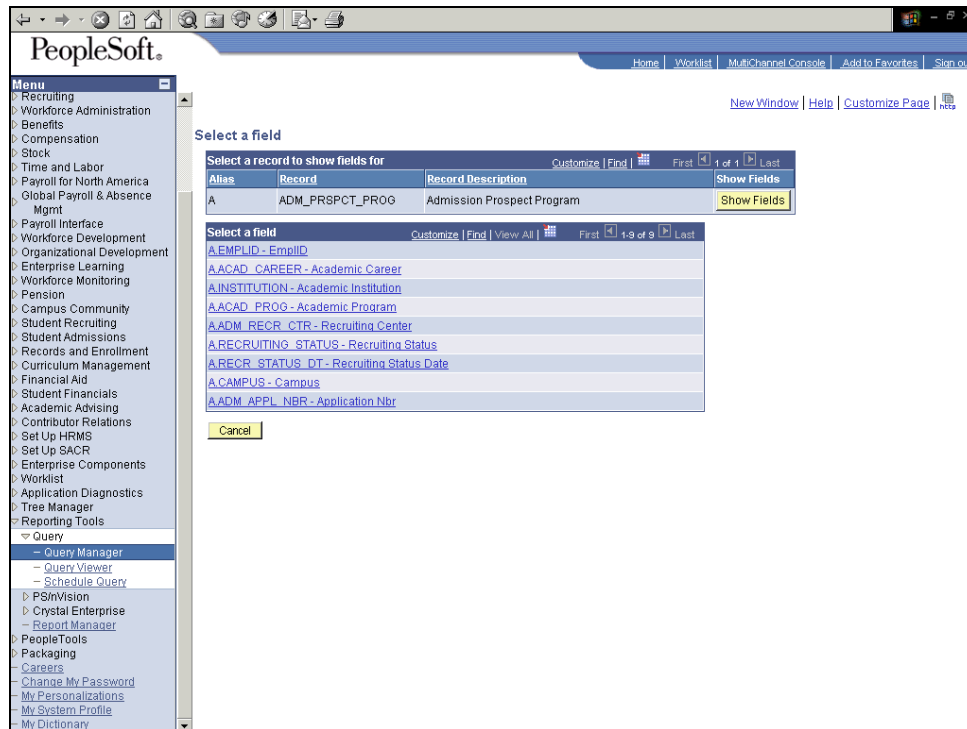
Step	Action
3.	<p>The <b>Criteria</b> page enables you to view any existing criteria for your query, and if necessary, add or modify selection criteria for the query. In this example, you need to add criteria to the query.</p> <p>Click the <b>Add Criteria</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Add Criteria</div>
4.	<p>The <b>Edit Criteria Properties</b> page enables you to define the selection criteria for the query. First, you need to select the expression to be used as a comparison value.</p> <p>Select the first expression type in the <b>Choose Expression 1 Type</b> group box:</p> <ul style="list-style-type: none"> <li>• <b>Field:</b> Select if you want to base the selection criterion on another field's value. Usually a field in another record component. To compare the values from fields in two records, you must join the record components. When you select this option, you must go on to select a condition type.</li> <li>• <b>Expression:</b> Select if you want PeopleSoft Query to evaluate an expression that you enter before comparing the result to the value in the selected field. When you select this option, you must go on to select an expression type. If you are entering an aggregate value, select the Aggregate Expression check box. You can also enter parameters for length and decimal positions. Also enter the expression in the text box. Query Manager inserts this expression into the Structured Query Language (SQL).</li> </ul> <p>In this example, use the default selection.</p>

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Step	Action
5.	<p>In the <b>Expression 1</b> group box, specify the field you want to use as criteria.</p> <p>In this example, you need to retrieve information about a Campus; therefore, locate the A.CAMPUS - Campus field.</p> <p>Click the <b>Select Record and Field</b> button.</p> 

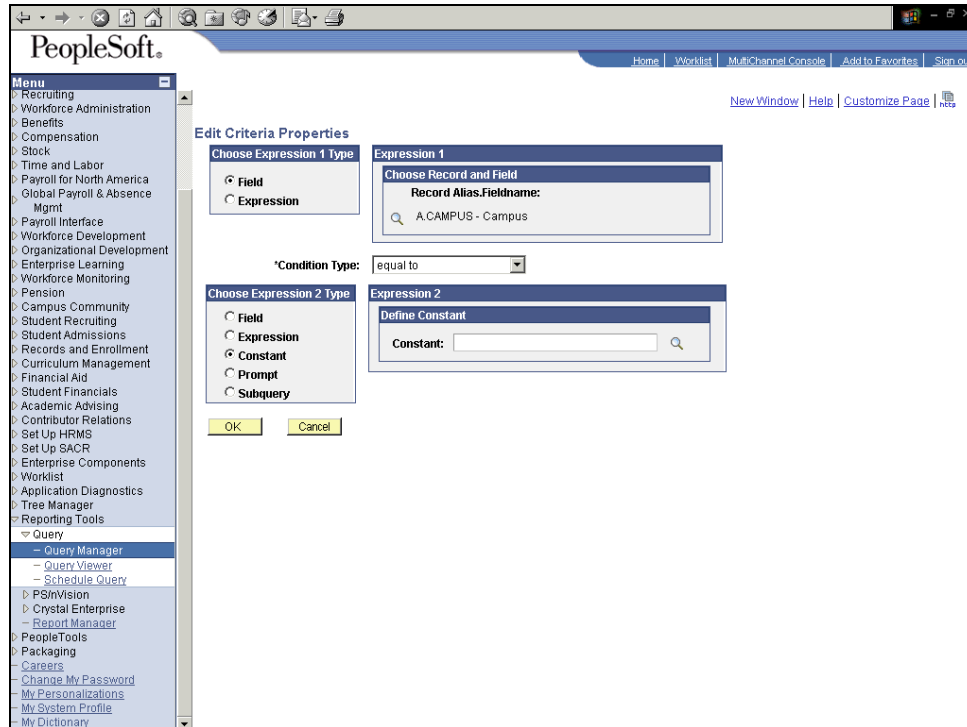


Step	Action
6.	Click the <b>CAMPUS</b> link. <a href="#">A.CAMPUS - Campus</a>
7.	<p>The <b>Condition Type</b> determines how PeopleSoft Query compares the values of the first expression to the second expression.</p> <p>The available condition types are: between, equal to, exists, greater than, in list, in tree, is null, less than, and like. For each of the condition types, Query Manager offers a “not” option that reverses its effect. For example, not equal to returns all rows that equal to would not return.</p> <p>Note that it is always better to use the not version of an operator rather than the NOT operator on the entire criterion. When you use NOT, PeopleSoft Query cannot use SQL indexes to speed up the data search. When you use the not version of an operator, PeopleSoft Query can translate it into a SQL expression that enables it to use the indexes.</p>
8.	In this example, you want to display a campus that is equal to MAIN. Therefore, you will leave the condition type as <b>equal to</b> .
9.	The procedure for entering comparison values differs depending on what kind of value you are entering. You use the <b>Choose Expression 2 Type</b> group box to define the second type of expression.
10.	If you select <b>Field</b> , the value in the selected field is compared to the value in another field, usually a field in another record component.

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Step	Action
	<p>When you have selected <b>Field</b> as the comparison value, the <b>Choose Record and Field</b> dialog box appears. The <b>Record Alias</b> field lists all the records that are part of the current query. Select the record and the field. The selected field name appears in the second <b>Expression</b> column of that field's row.</p>
11.	<p>If you select <b>Expression</b>, the value in the selected field is compared to an expression you enter, which PeopleSoft Query evaluates once for each row before comparing the result to the value in the selected field.</p> <p>When you have selected <b>Expression</b> as the comparison value, the <b>Define Expression</b> dialog box appears. In the text box, enter a valid SQL expression.</p> <p>To add a field or user prompt to the expression, click the <b>Add Prompt</b> link or the <b>Add Field</b> link. These links display the same dialog boxes that you see when adding a field or prompt as a comparison value: the <b>Add Prompt</b> displays the <b>Run-time Prompt</b> dialog box; the <b>Add Field</b> link displays the <b>Select Record and Field</b> dialog box. The only difference is that PeopleSoft Query adds the field or prompt to your expression rather than using it directly as the comparison value.</p>
12.	<p>If you select <b>Constant</b>, the value in the selected field is compared to a single fixed value.</p> <p>When you select <b>Constant</b> as the comparison value the <b>Define Constant</b> dialog box appears. In the text box, enter the value you want to compare the first expression to. To add a value by selecting it from a list, click the lookup button to display the <b>Select a Constant</b> page.</p>
13.	<p>If you select <b>Prompt</b>, the value in the selected field is compared to a value that you enter when running the query.</p> <p>When you select <b>Prompt</b> as the comparison value, the <b>Define Prompt</b> dialog box appears. Click the <b>New Prompt</b> link to move to the <b>Edit Prompt Properties</b> page.</p>
14.	<p>If you select <b>Subquery</b>, the value in the selected field is compared to the data returned by a subquery.</p> <p>When you select <b>Subquery</b> as the comparison value, the <b>Define Subquery</b> dialog box appears. Click the <b>Define/Edit Subquery</b> link to move to the <b>Records</b> tab to start a new query.</p>
15.	<p>In this example, you are going to select a specific value, so you will use the default <b>Constant</b> option.</p>

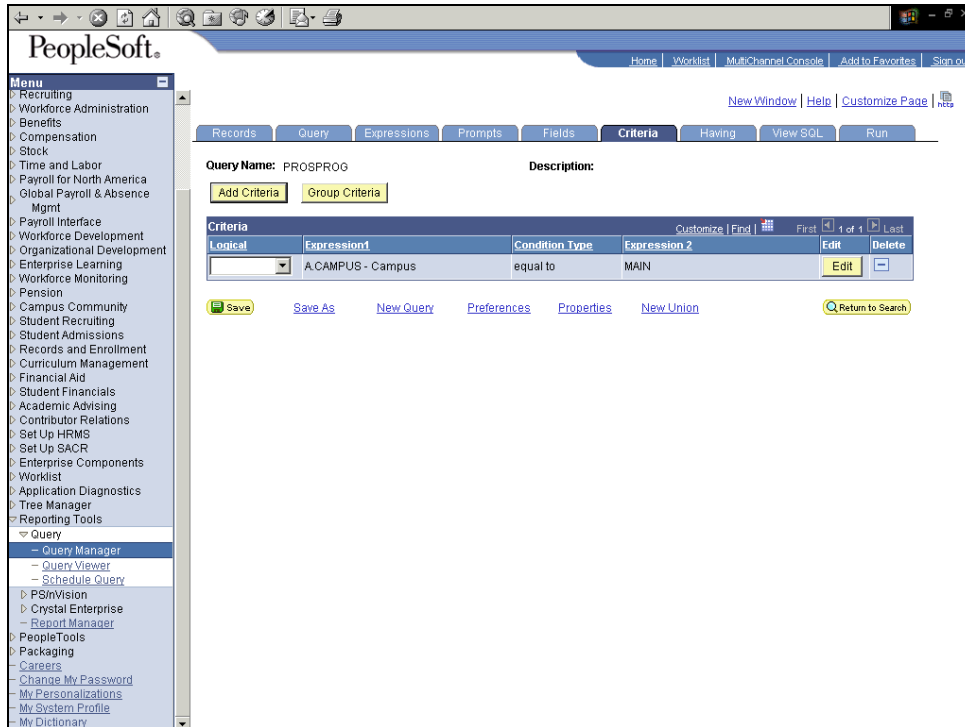


Step	Action
16.	Next, specify the campus value for which you are looking. Enter the desired information into the <b>Constant</b> field. Enter " <b>MAIN</b> ".
17.	Click the <b>OK</b> button.

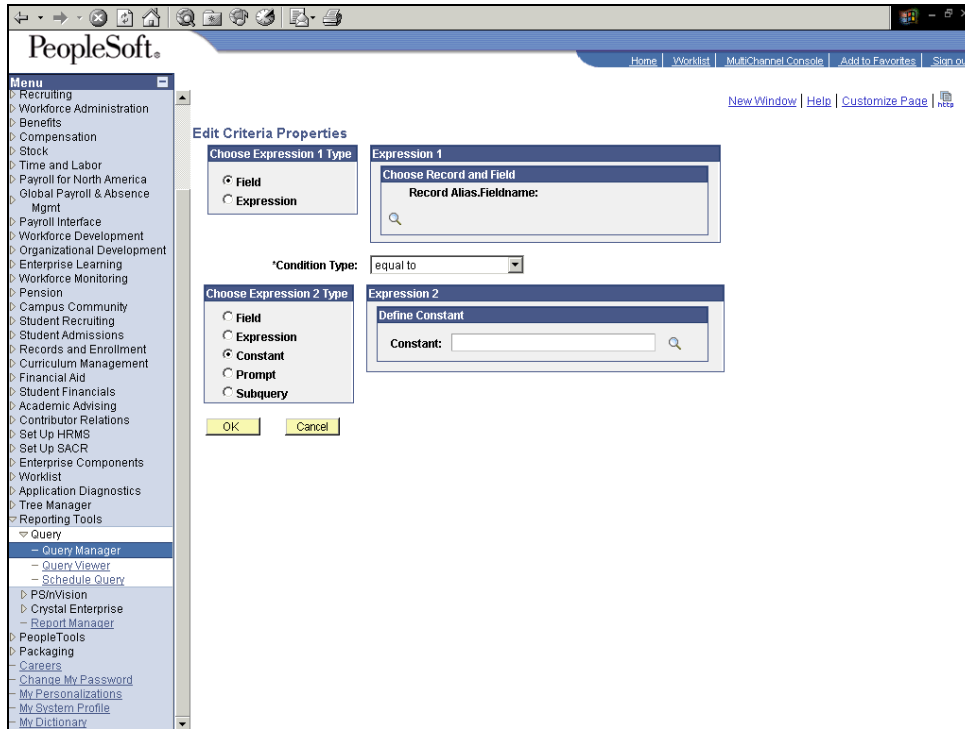



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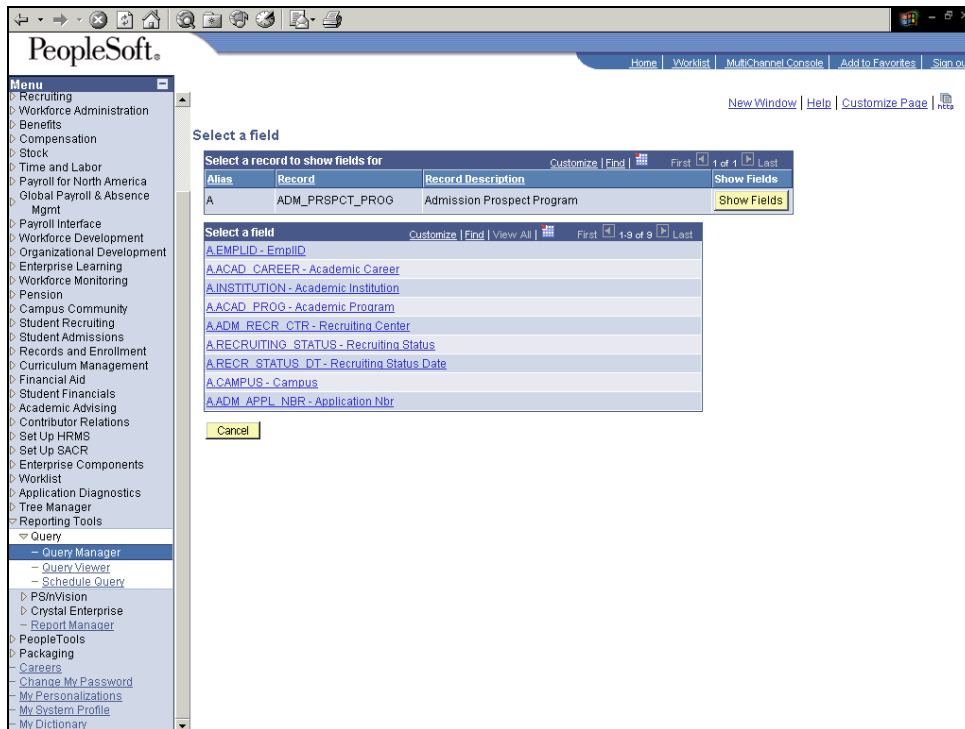
Step	Action
18.	<p>Notice the first criteria is displayed. Now add a second criteria that will filter the recruiting status date between 01/01/2004 and 12/31/2004. Click the <b>Add Criteria</b> button.</p> <div data-bbox="370 1167 501 1203" style="border: 1px solid black; padding: 2px; display: inline-block;">Add Criteria</div>



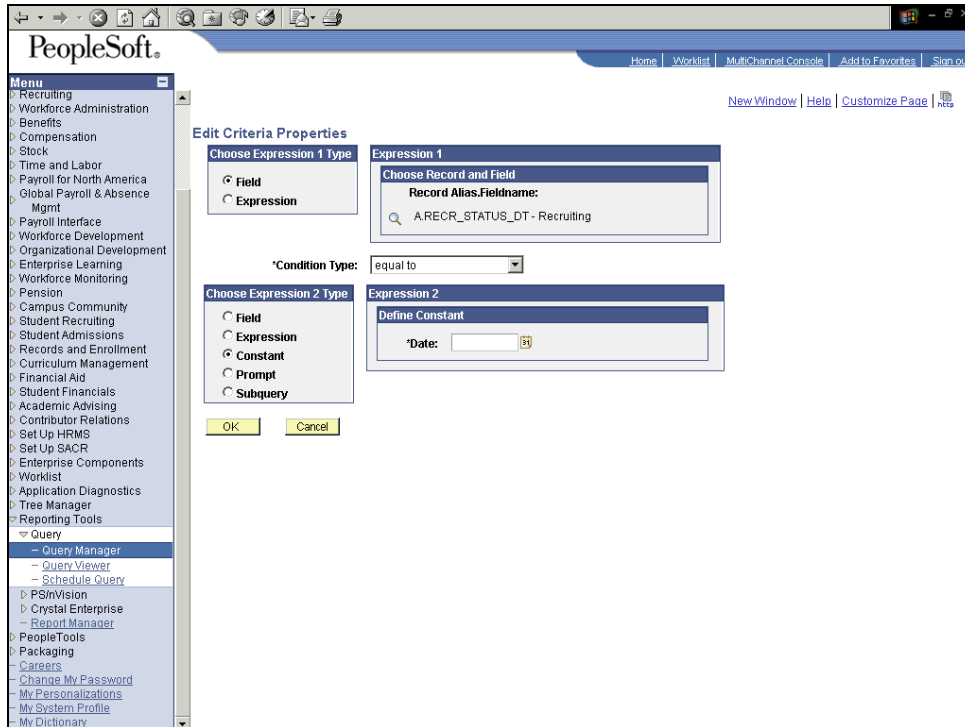
Step	Action
19.	<p>You need to retrieve information about the Recruiting Status Date. Therefore, select the A.RECR_STATUS_DT field.</p> <p>Click the <b>Select Record and Field</b> button.</p> 


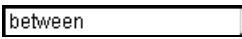

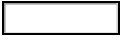

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Step	Action
20.	Click the <b>RECR_STATUS_DT</b> link. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> <a href="#">A.RECR_STATUS_DT - Recruiting Status Date</a> </div>



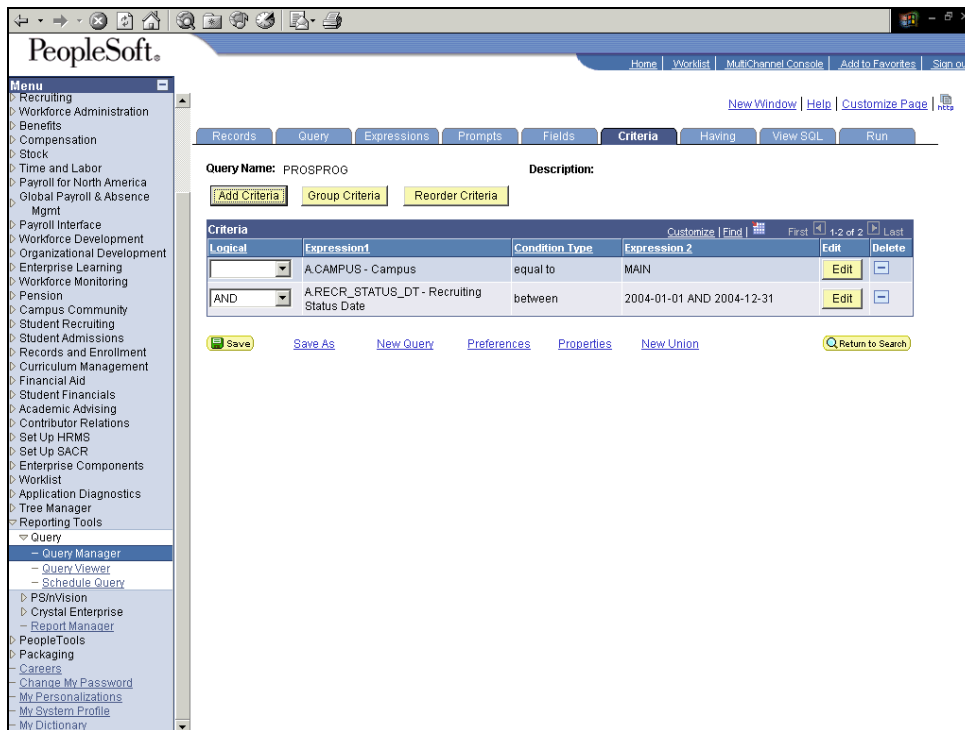
Step	Action
21.	In this case, you will be looking for dates BETWEEN 01/01/2004 and 12/31/2004. Click the <b>*Condition Type</b> list. 
22.	Click an entry in the list. 
23.	Click in the <b>*Date</b> field. 
24.	Enter the desired information into the <b>*Date</b> field. Enter " <b>01/01/2004</b> ".
25.	Click in the <b>*Date 2</b> field. 
26.	Enter the desired information into the <b>*Date 2</b> field. Enter " <b>12/31/2004</b> ".
27.	Click the <b>OK</b> button. 
28.	<b>Boolean expressions</b> are used to further define your criteria rows. By default, an <b>AND</b> logical operator is added each time you add a new criteria expression. The Boolean expressions used in Query include: <ul style="list-style-type: none"> <li>• Use of Parentheses</li> </ul>

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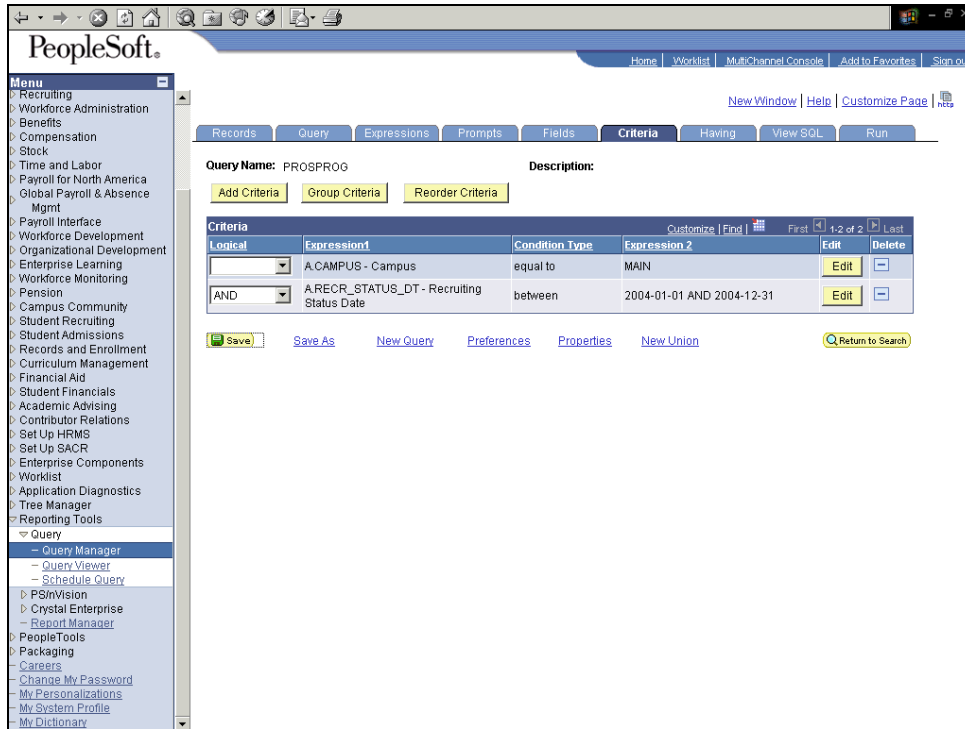


Step	Action
	<ul style="list-style-type: none"> <li>• AND</li> <li>• AND NOT</li> <li>• OR</li> <li>• OR NOT</li> </ul> <p>The query processes all AND statements first and then the OR statements, regardless of the order the criteria fields are arranged.</p>
29.	In this example, you want to retrieve prospects who are associated with the MAIN campus AND with a recruiting status date between January and December of 2004.



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





The screenshot shows the PeopleSoft Query Manager interface. The 'Criteria' tab is active, displaying a table of selection criteria for the query 'PROSPROG'. The table has columns for Logical, Expression 1, Condition Type, Expression 2, Edit, and Delete. Two criteria are listed: 'A.CAMPUS - Campus' with condition type 'equal to' and expression 'MAIN', and 'A.RECR\_STATUS\_DT - Recruiting Status Date' with condition type 'between' and expression '2004-01-01 AND 2004-12-31'. Buttons for 'Add Criteria', 'Group Criteria', and 'Reorder Criteria' are visible above the table. Below the table are buttons for 'Save', 'Save As', 'New Query', 'Preferences', 'Properties', 'New Union', and 'Return to Search'.

Logical	Expression 1	Condition Type	Expression 2	Edit	Delete
	A.CAMPUS - Campus	equal to	MAIN	Edit	
AND	A.RECR_STATUS_DT - Recruiting Status Date	between	2004-01-01 AND 2004-12-31	Edit	

Step	Action
31.	Finally, view the results of the query. Click the <b>Run</b> tab.

**Run**

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	Institution	Campus	ID	Career	Acad Prog	Status Dt
1	PSUNV	MAIN	ADACT001	UGRD	LAU	06/28/2004
2	PSUNV	MAIN	ADACT002	GRAD	GLAU	06/28/2004
3	GLAKE	MAIN	ADACT003	UGRD	A&S	06/28/2004
4	PSUNV	MAIN	ADSAT001	UGRD	LAU	06/28/2004
5	PSUNV	MAIN	ADSAT002	GRAD	GLAU	06/28/2004
6	GLAKE	MAIN	ADSAT003	UGRD	A&S	06/28/2004
7	PSUNV	MAIN	FADF9000	UGRD	LAU	05/20/2004
8	PSUNV	MAIN	SFEK00051	UGRD	LAU	07/27/2004
9	PSUNV	MAIN	SFEK00052	UGRD	LAU	07/27/2004
10	PSUNV	MAIN	SFEK00053	UGRD	LAU	07/27/2004
11	PSUNV	MAIN	SFEK00054	UGRD	LAU	07/27/2004
12	PSUNV	MAIN	SFEK00055	UGRD	LAU	07/27/2004
13	PSUNV	MAIN	SFEK00056	UGRD	LAU	07/27/2004
14	PSUNV	MAIN	SFEK00057	UGRD	LAU	07/27/2004
15	PSUNV	MAIN	SFEK00058	UGRD	LAU	07/27/2004
16	PSUNV	MAIN	SFEK00059	UGRD	LAU	07/27/2004
17	PSUNV	MAIN	SFEK00060	UGRD	LAU	07/27/2004
18	PSUNV	MAIN	SFEK00061	GRAD	GLAU	07/27/2004
19	PSUNV	MAIN	SFEK00061	UGRD	LAU	07/27/2004
20	PSUNV	MAIN	SFEK00062	GRAD	GLAU	07/27/2004
21	PSUNV	MAIN	SFEK00062	UGRD	LAU	07/27/2004
22	PSUNV	MAIN	SFEK00063	UGRD	LAU	07/27/2004
23	PSUNV	MAIN	SFEK00064	UGRD	LAU	07/27/2004
24	PSUNV	MAIN	SFEK00065	UGRD	LAU	07/27/2004
25	PSUNV	MAIN	SFEK00066	UGRD	LAU	07/27/2004
26	PSUNV	MAIN	SFEK00067	UGRD	LAU	07/27/2004

Step	Action
32.	The results display prospects for the MAIN campus with a recruiting status date between January and December of 2004. Notice that there are now only 59 records displayed.
33.	You have successfully created a query with criteria properties. <b>End of Procedure.</b>