



Making a Query Distinct

Concept

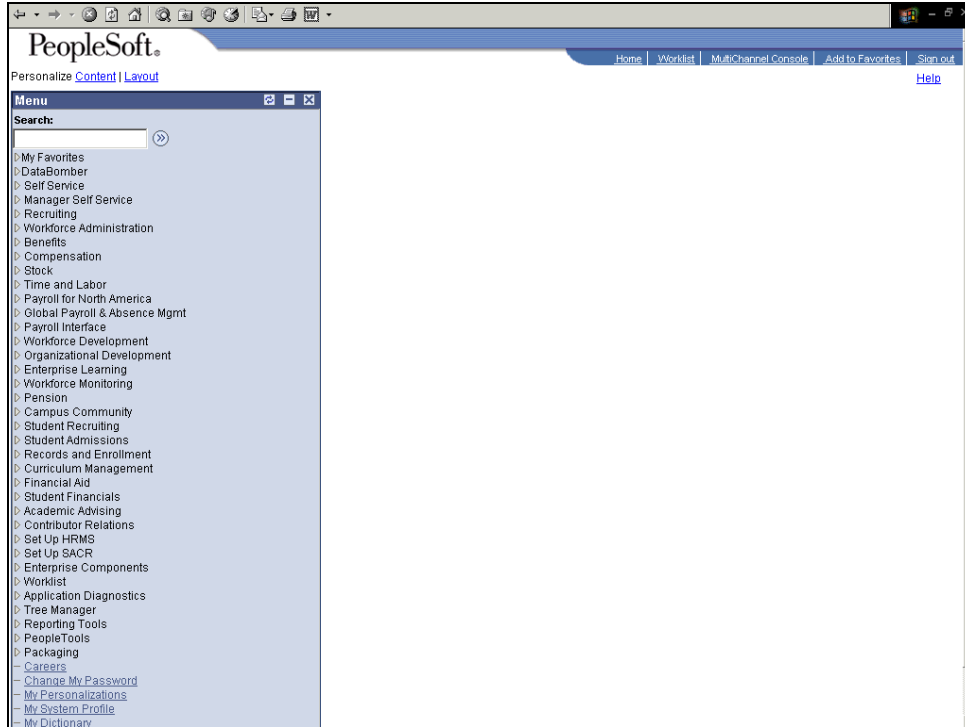
You can use the Distinct feature of Query to avoid duplicity of fields in a report.

In this topic, you want to retrieve a list of students who have degrees from your institution. You want each student ID to appear only once. To do this, you will create a query based on the ACAD_DEGR record and make the query distinct.

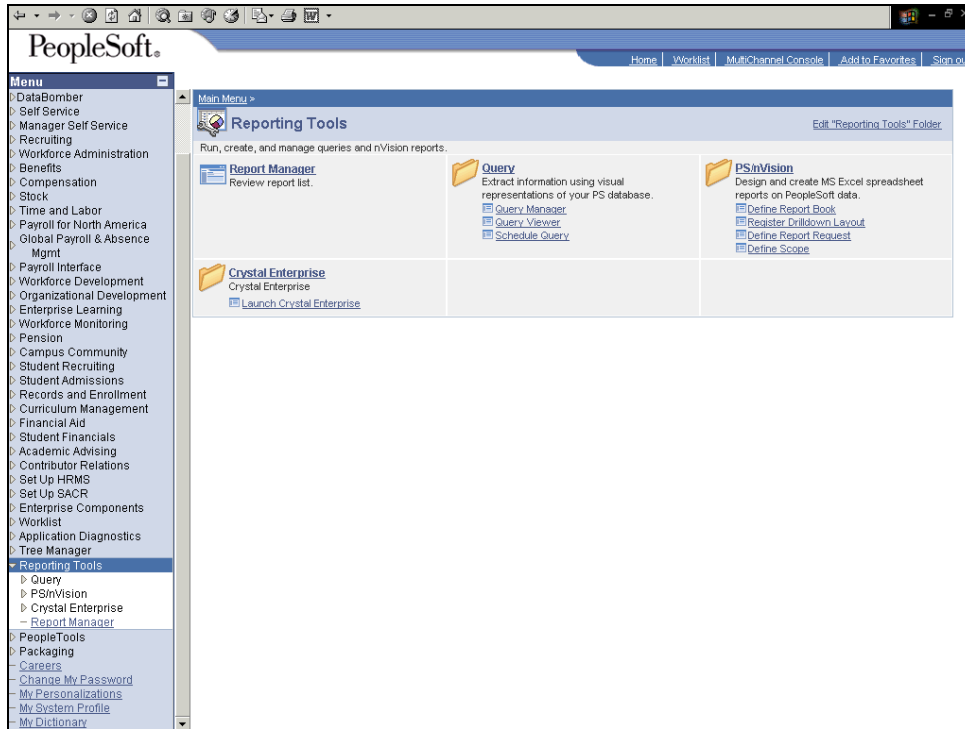
Process Document Making a Query Distinct




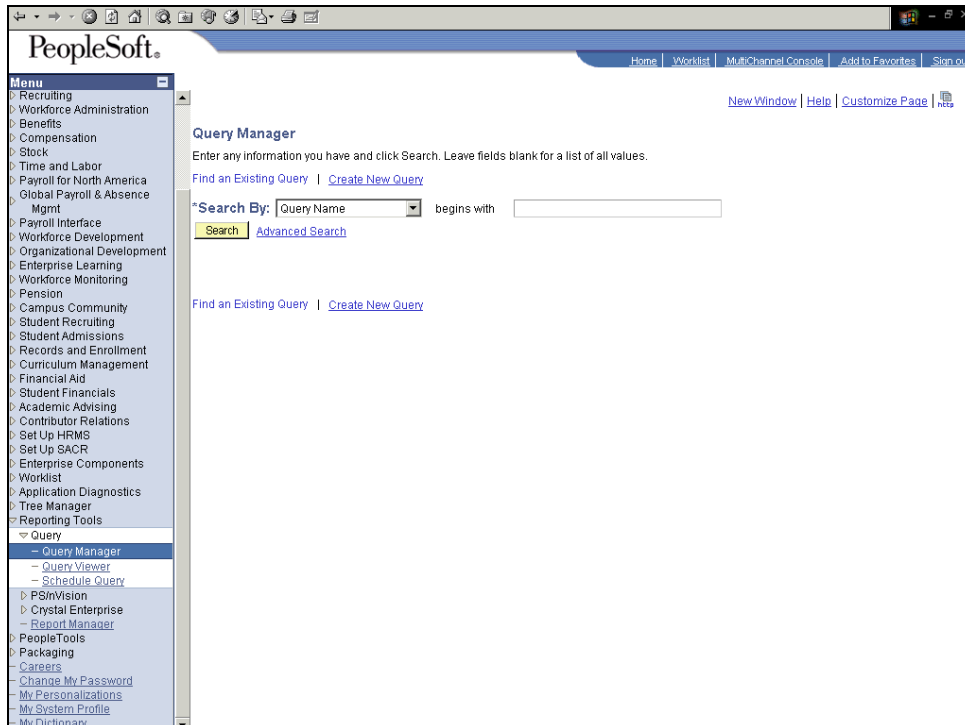
Procedure



Step	Action
1.	Begin by navigating to the Records page. Click the Reporting Tools link. <input data-bbox="370 1285 537 1314" type="text" value="▶ Reporting Tools"/>



Step	Action
2.	Click the Query Manager link. 





Process Document

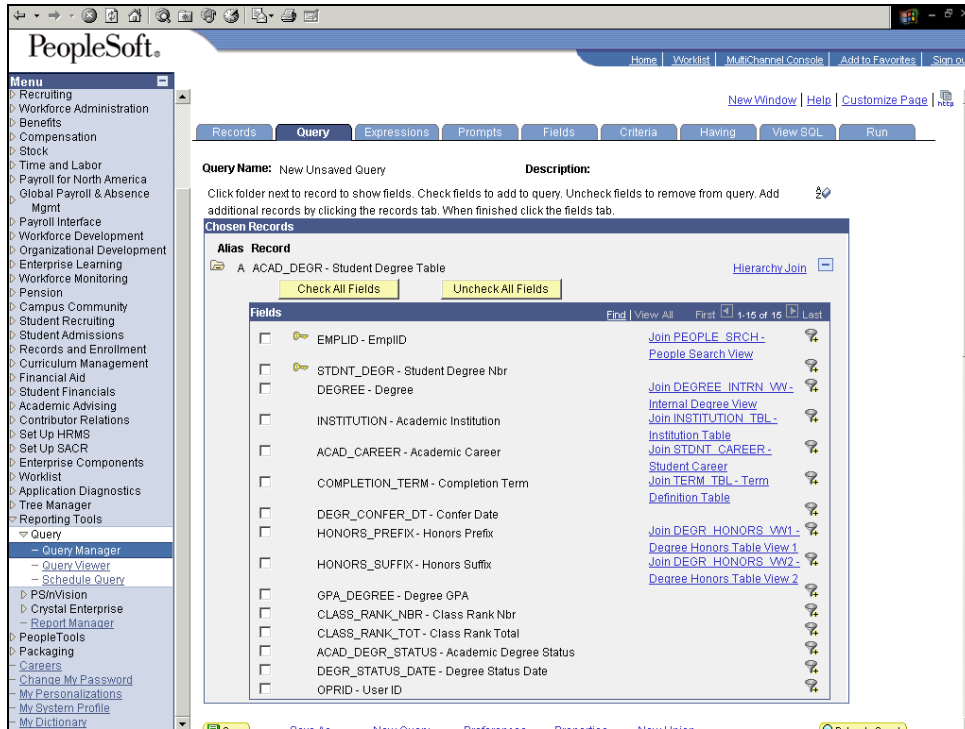
Making a Query Distinct





Step	Action
3.	Click the Create New Query link.



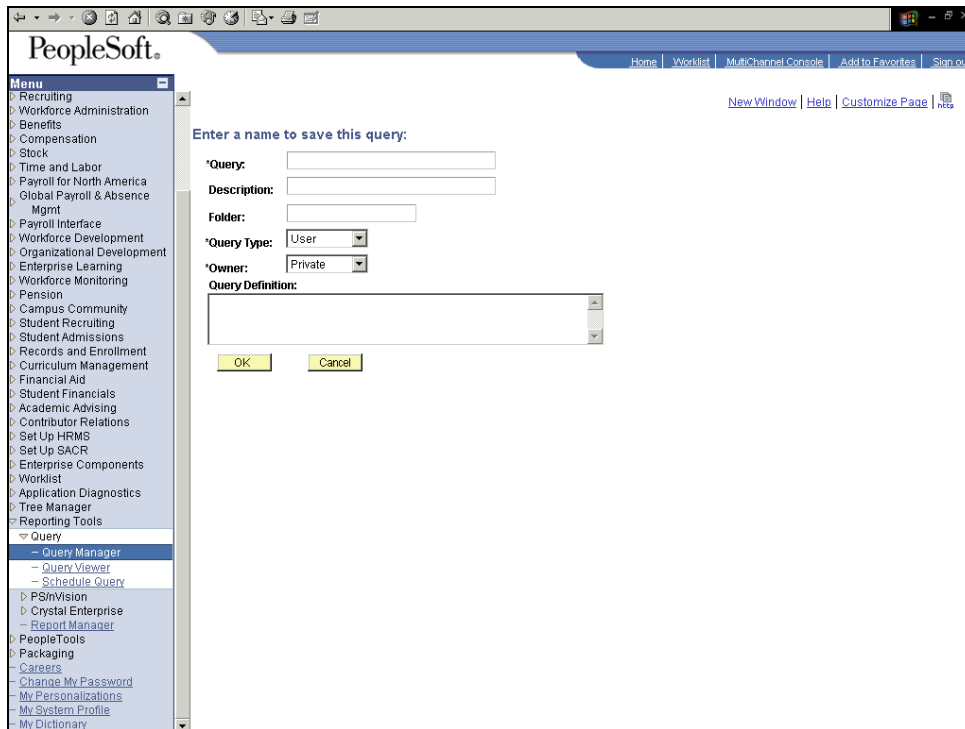
Step	Action
4.	Use the Records page to select the records upon which to base the new query. Select the criteria to use when searching for records. You can search for existing records by entering appropriate keywords. In this example, you want to create a query by using the ACAD_DEGR record. Enter the desired information into the Description field. Enter " ACAD ".
5.	Click the Search button. 
6.	Next, add the record and select the fields from the record that you want to add to the query. Click the Add Record link. 



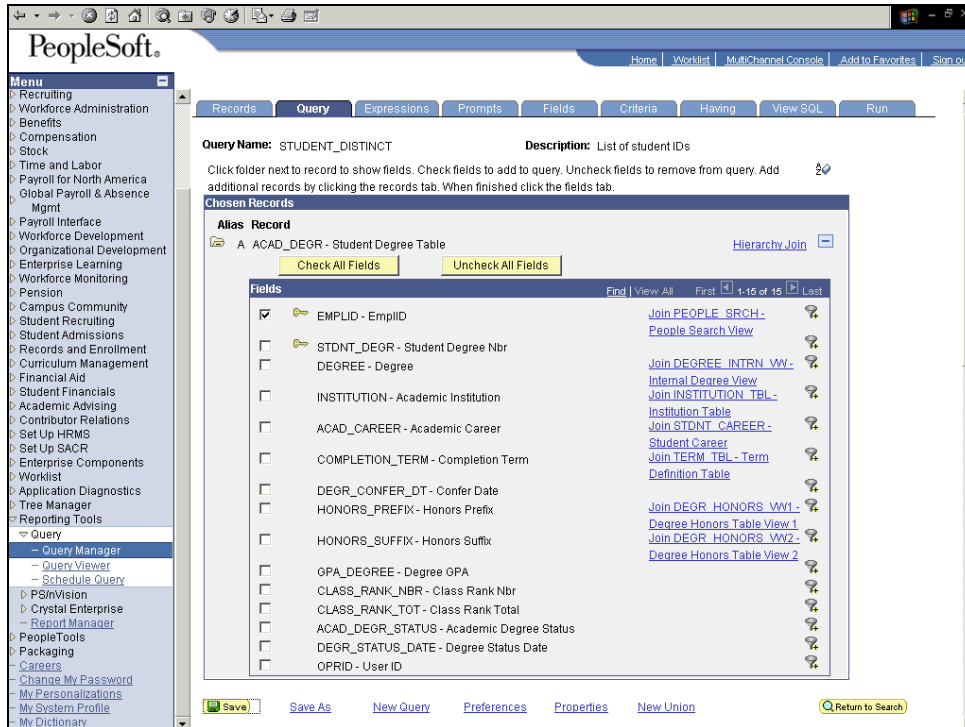
Step	Action
7.	The Query page appears, displaying several fields. Use this page to add fields to a query. Add the EMPLID field to the query. Click the EMPLID option. 
8.	The query name appears as New Unsavd Query until you save the query. Click the Save button. 

Process Document

Making a Query Distinct



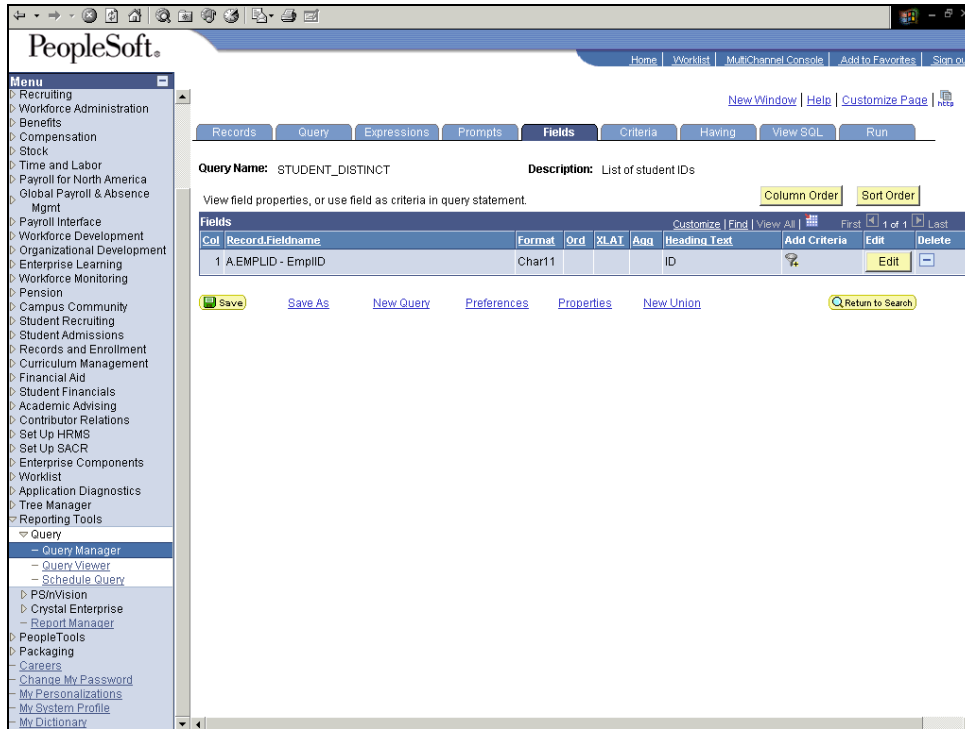
Step	Action
9.	Use the Query Properties page to specify a name and description for the new query you created. Enter the desired information into the *Query field. Enter " Student_Distinct ".
10.	Click in the Description field. <input type="text"/>
11.	Enter the desired information into the Description field. Enter " List of student IDs ".
12.	Use the Query Type field 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.
13.	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 example, retain the default value.
14.	Click the OK button. <input type="button" value="OK"/>



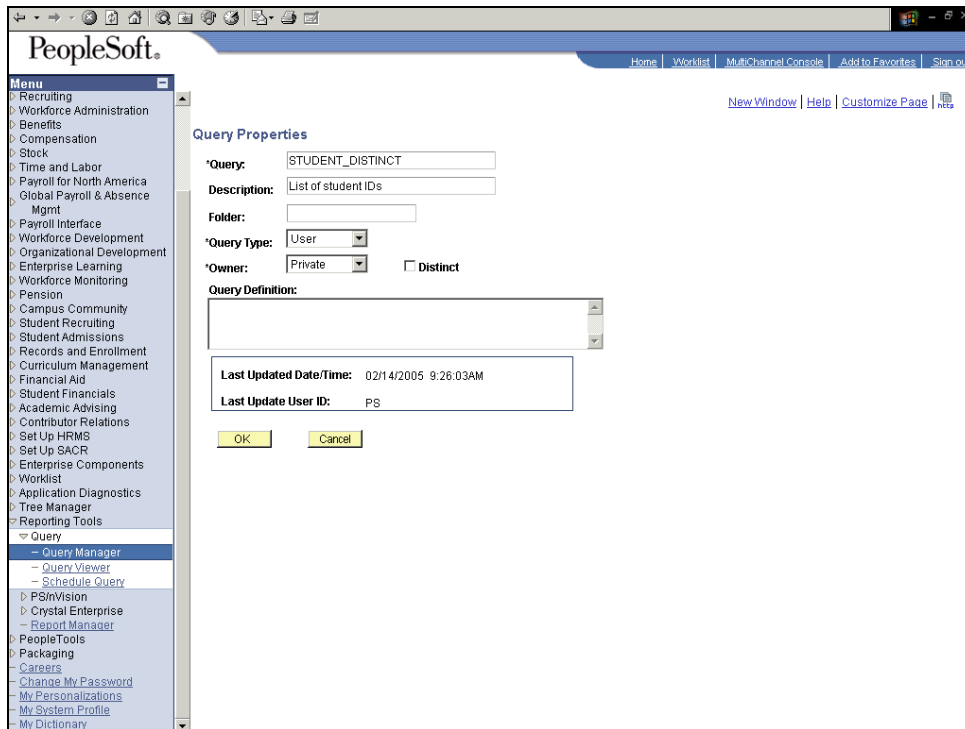
Step	Action
15.	<p>Next, view the query results. Click the Run tab.</p> <p>Run</p>
16.	<p>Use the Run page to preview the query you have just created.</p> <p>Notice that there are 42 rows in the query result, and some IDs are appearing multiple times. Click the Fields tab.</p> <p>Fields</p>

Process Document

Making a Query Distinct

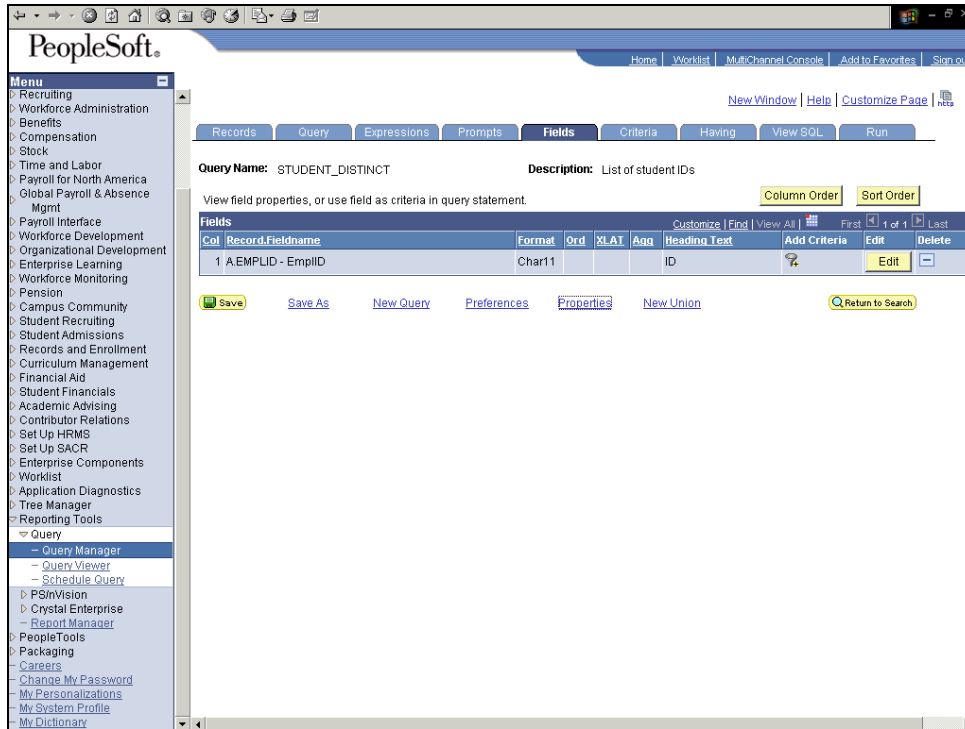


Step	Action
17.	Navigate to the Query Properties page to change the query properties to make it distinct. Click the Properties link. Properties




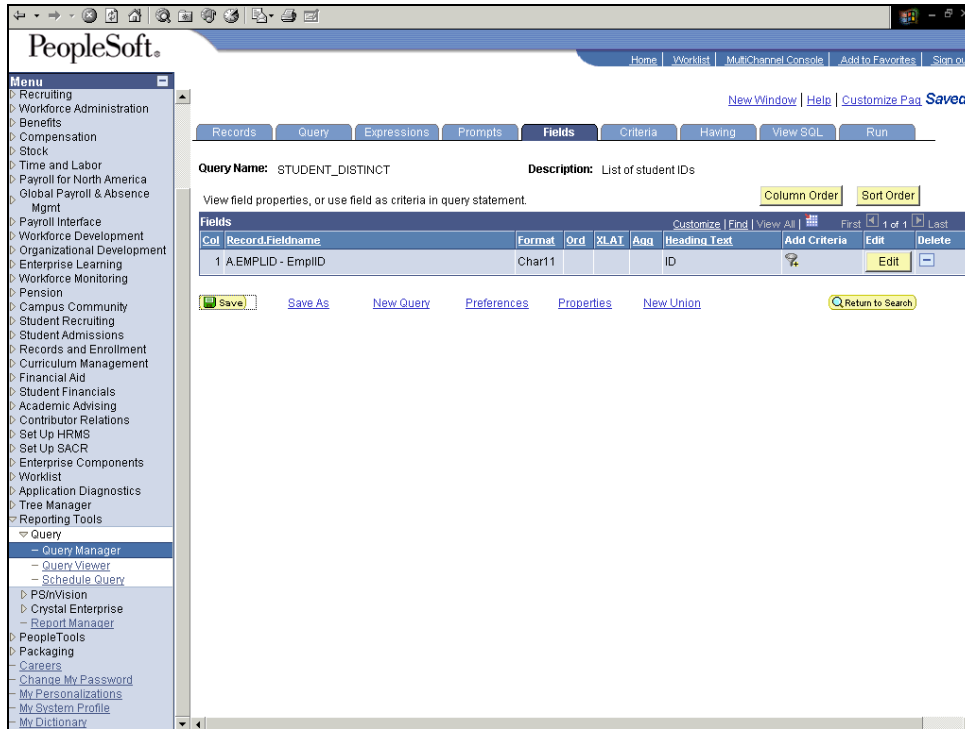
Step	Action
18.	Click the Distinct option. <input type="checkbox"/> Distinct
19.	Click the OK button. <input type="button" value="OK"/>

Process Document Making a Query Distinct



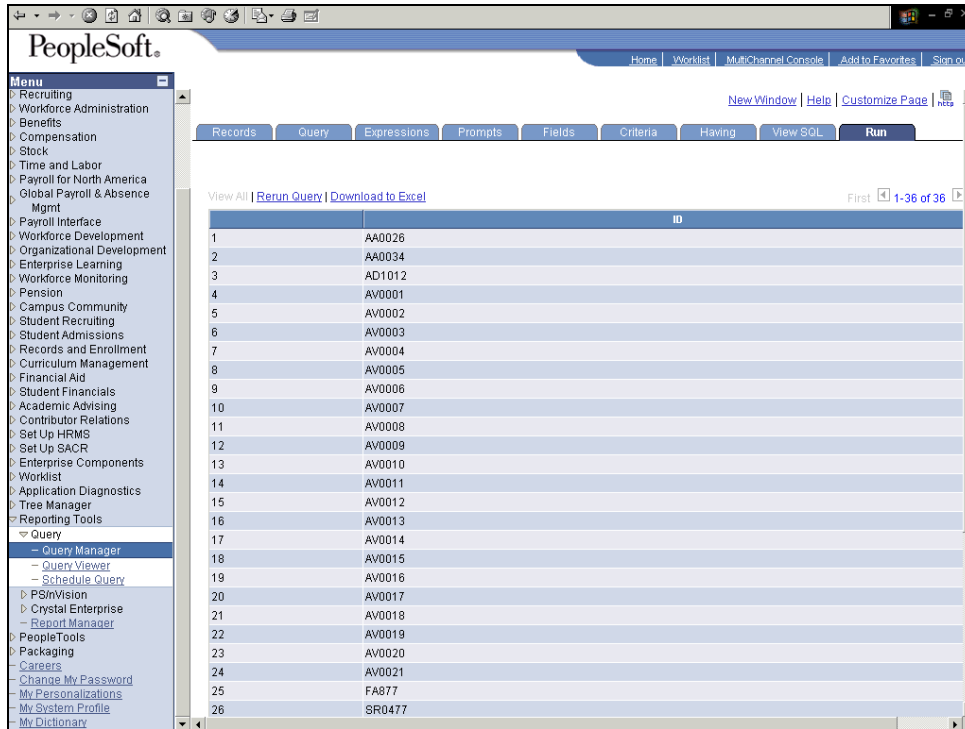
Step	Action
20.	Click the Save Query button.





Step	Action
21.	Now, preview the query results. Click the Run tab.

Process Document Making a Query Distinct



Step	Action
22.	Notice that the page now has only 36 rows. The IDs that were appearing more than once have disappeared from the query results.
23.	You have successfully made a query distinct. End of Procedure.