EMACS Version 9.0: Transition Training

Private Query

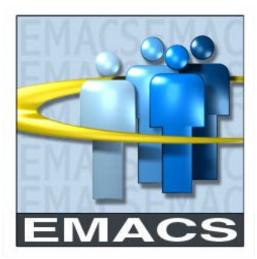






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Using Query Manager

The steps used to create a query in EMACS version 9.0 are very similar to creating a query in the previous version of EMACS, version 8.3

Before you can create a new query, modify an existing query, or run a query, you must navigate to the main page of Query Manager, as shown below.

Navigate to query manager:

1. Main Menu > Reporting Tools > Query > Query Manager

As you drill down through the different levels to get to Query Manager, the Menu and navigation path remains visible on the left side of the page. If you wish, you can collapse the Menu by clicking the small minus sign on the menu bar. A small 'expand' icon will remain in its place. The path refers to the navigation steps you've selected for each specific menu group, menu, menu item and component.

EMACS	Home Worklist
Menu Search:	Click to collapse menu
My Favorites Self Service Manager Self Service Workforce Administration Benefits Time and Labor Payroll for North America Workforce Development Organizational Development Organizational Development OPF Connect Set Up HRMS Worklist Tree Manager Reporting Tools Query Query Query Manager SB Production Control Change My Password	Query Manager Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Query Create New Query *Search By: Query Name Search Advanced Search

The **Find an Existing Query** search page is displayed. From this page, you can either create a new query or find an existing query.

Public Queries can only be run, not deleted or modified. You can, however, take a public query, modify it, and then save it as a private query. You can run, modify and delete your Private queries.



Creating a new Query

To create your query, you will define the relevant parts of your query within Query Manager. Query Manager provides a page that corresponds to each part of your query provided by tabs

- Records select tables
- Query select fields
- Fields view fields
- Criteria define and view criteria
- Properties refine output

To begin defining a new query, you would select <u>Create New Query</u> from the main page of Query Manager. Because the first step in creating a new query is to select the record upon which the new query will be based, Query Manager takes you directly to the Records page so you can select the base record.

We will use the JOB – EE History record to build and modify our queries.

To select a record for the query:

- 1. Click the Create New Query hyperlink to jump to the Find an Existing Record search page.
 - a. You can find an existing record (table) by entering the record name or partial name in the blank **Search By** field then clicking the **Search** button.
 - b. If you leave the field blank and click the **Search** button, a list of up to 300 records will be displayed.
 - c. By default, only the first 20 records appear on the page. To see more of the list, use the navigation buttons and links located on the header bar.

EMACS						<u>Home</u>	<u>Worklist</u>
∎∙ ◀	Click to	expand menu	ı				
Records Q	uery Expression	s Prompts	Fields	Criteria	Having	View SQL	Run
	Unsaved Query Sting Record Record Name		Description:				
	ed Search e As <u>New Quer</u>	y <u>Preferences</u>	Properties	<u>New Uni</u>	on	QR	eturn to Search)



2. Leaving the Search by: Record Name field at its default value, enter a partial name of **JOB** in the blank field, and click the **Search** button.

EMACS			<u>Home</u>	Worklist
Records Query Expressions Prompts	Fields Crit	eria Having	View SQL	Run
Query Name: New Unsaved Query De	scription:			
Find an Existing Record				
*Search By: Record Name 🔽 begins with JO	B			
Search Advanced Search				
Search Results				
Record Customize Find View	All 📕 🛛 First 🗹	1-20 of 42 🕨 Last		
Recname	Add Record	Show Fields		
JOB - EE Job History	Add Record	Show Fields		
JOBCDTRN_CAREER - Job Codes	Add Record	Show Fields		
JOBCD_COMP_RATE - Job Code Comp Rate Table	Add Record	Show Fields		

For each page displayed, Field Descriptions have been given as reference material.

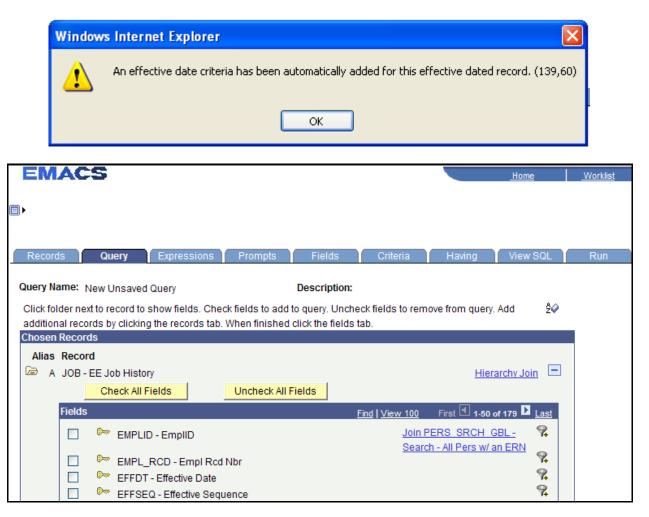
'Find an Existing Record' Field Descriptions

Query Name	This field is read-only. The default "New Unsaved Query" is displayed until query is saved. This field is displayed on all the Create New Query pages.
Description	This field will be blank until query is saved.
Record	The name and description of the records to which you have access are listed.
View All	Click <u>View All</u> link to view all the records found. You may have to scroll through many records to locate your desired record.
	Use arrow to move to the next 20 records
Last	Click Last link to move to the very bottom of the list.
"Add Record" link	Click the Add Record link to select the record. You'll be dropped into the Query page where you can add fields to the query or add additional records.
Show Fields	Click <u>Show Fields</u> to open a view of fields for the record. Click the yellow Return button to go back to the list of records.

3. Click on <u>Add Record</u> on the JOB – EE History row to select the record.



4. The following message appears as a reminder. Effective Dating will be covered in a later section. Click **OK**.



You are automatically dropped into the Query view - Query Tab - to begin selecting fields.

'Query Tab' Field Descriptions

🖻 🖻	Click the Folder to hide or show the list of fields associated with the record.
Alias Record	The system-defined name and description assigned to the chosen record(s) is displayed.
Hierarchy Join	Click the Hierarchy Join link to join a child table to its parent table
Related Record Join	 Click the Related Record Join link to join two records based on a shared field. For example, in the next screenshot the JOB record is related to the
	JOB CODE record by the JOB CODE field



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Query Field Descriptions (cont)

Check All Fields	Click the Check All Fields button to select all fields in the record.
Uncheck All Fields	Click the Uncheck All Fields button to uncheck all fields in the record.
Fields	Select the box located to the left of each field that you wish to add to your query. Click again to de-select.
	Indicates key fields. Using key fields in criteria will help your query run more efficiently.
9.	Click the Use as Criteria link to add a row of criteria for the selected field. You are taken to the Criteria page where you can complete the criteria for the selected field.
	Click the Delete button to delete the associated record from the query. A confirmation message will appear. Click the Yes button to proceed with the deletion. Click the No button to cancel the deletion.

After the record has been selected, the next step is to select the individual fields from the record that you want in your query results.

To select fields for the query:

1. Click the **checkbox** next to each field you want to include in the query output. Click on: EMPLID, EMPL_RCD, DEPTID, JOBCODE and EMPL_STATUS.

Record	ls	Que	ery 👔	Express	ions	Prompts	Fields		Criteria	Having	View	V SQL	Run
Query Na	ame: N	lew Ur	nsaved C	Query			Descriptio	n:					
Click fol	der nex	t to rec	cord to s	how field	s. Che	ck fields to add	to query. Un	check	fields to rem	ove from quer	y. Add	₽¢	
			clicking	the recor	ds tab.	When finished	click the fiel	ds tab					_
Chosen	Record	ls											
Alias	Recor	d										_	
🗁 A	JOB - I	EE Job	b History	1						<u>Hie</u>	erarchy Jo	oin 🗖	
		Che	eck All Fi	elds		Uncheck All	Fields						
	Fields							Fin	<u>d View 100</u>	First 🛃 1-50) of 179 D	Last	
		0		- EmpliD					Join F	ERS SRCH	GBL -	9	
			LINIFLID	- Emplie						h - All Pers w			
		D	EMPL_R	RCD - Em	pl Rcd	Nbr						%	
		D	EFFDT -	Effective	Date							9	
		D	EFFSEQ	Q - Effectiv	e Sequ	lence						9	
			PER_OF	RG - Orga	nizatio	nal Relationsh	ip					%	
			DEPTID	- Departi	ment				<u>Join E</u>	DEPT_TBL-		9	
										rtments		9	
			JOBCOD	DE - Job (Code					OBCODE TE	IL - JOD	¥+	
			POSITIO	N_NBR	Positi	on Number			<u>Code</u>	2		9	

After you have selected the fields for output, you need to define the criteria. Criteria tells Query Manager what data to select based on defined values. To build the criteria, select a field and then define what the field's value should be. Query will pull all data that match the criteria.

As with other Query functions, there are two ways to enter criteria. You may enter criteria from either the Query page or the Criteria page. Entering criteria from the Query page is much faster than using the



Criteria page so it is demonstrated below. Using the Criteria page will be explained in the Advanced Function section.

Note: EMACS is case-sensitive. Some entered data will convert to all caps, however, when defining criteria in Query, your *constant values* need to be entered in ALL CAPS. For example, in our sample query using the JOB table, the employee status we want should retrieve only Active employees. The entered criteria, your constant value, should be entered equal to '**A**' not '**a**'.

To enter and edit selection criteria from Query page:

1. On the JOBCODE row, click on the funnel **Set** to select this field.

Edit Criteria Properties	
Choose Expression 1 Type	Expression 1
 Field Expression 	Choose Record and Field Record Alias.Fieldname: Q A.JOBCODE - Job Code
*Condition Type:	equal to 👻
Choose Expression 2 Type	Expression 2
 Field Expression Constant Prompt Subquery 	Define Constant Constant:
OK Cancel	

You are linked automatically to 'Edit Criteria Properties' to further define the criteria.

'Edit Criteria Properties' Field Descriptions

Choose Expression 1 Type	Field. The value you want to base the selection criterion on. To compare the values from fields in two records, you need to join the record components.
	Expression. Advance functions that will not be covered.
Expression 1	A field component on which you want to base the selection criterion.
*Condition Type	Select the condition type from the drop-down list.
Choose Expression 2 Type	Field. Another field's value, usually a field in another record component. To compare the values from fields in two records, you need to join the record components.



'Edit Criteria Properties' Field Descriptions (cont)

Choose Expression 2 Type	• Expression. An expression you enter which Query evaluates before comparing the result to the value in the selected field. Query evaluates the expression once for each row it tests.				
	Constant. A single fixed value.				
	Prompt. A prompt value.				
Expression 2	Based on the expression 2 type you selected, this box is where you specify the Field name, Expression, Constant value or Prompt for which query will look.				
Define Constant	If you selected 'Constant' as your 'Expression 2 Type', this is the value query will look for.				

- 2. Leaving all fields at their default values, in the Expression 2 box, in the **Constant** field, enter the job code 01025. Click **OK**. You will be returned to the Query page to finish selecting criteria.
 - a. If you did not know the job code, you could click on the magnifying glass in the Expression 2 box and Query would bring up a list of valid job codes from which to choose. From the list, scroll to find the job code, then click on the <u>Select Constant link</u>.
 - b. If the list has too many possible values, query will return the message 'No matching values were found.".
- 3. Repeating steps 1 and 2, add as criteria, the following fields and values:
 - a. EMPL_STATUS equal to A (A translates to Active). Remember to use capital 'A'.
 - b. SHIFT equal to 1.
- 4. Click on the Criteria page to view completed criteria.

Records	Query Expre	essions Prompts	Fields	Criteria Hav	ing vie	w SQL	Run	
Query Name: New Unsaved Query Description:								
Add Criteria	Group Criteria	Reorder Criteria						
Criteria				Customize	Find I	First 🖪 1-4 of 4	▶ Las	
Logical	Expression1		Condition Type	Expression 2		Edit	Delet	
~	A.EFFDT - Effecti	ve Date	Eff Date <=	Current Date (EffS)	eq = Last)	Edit	-	
AND 🗸	A.JOBCODE - Jo	b Code	equal to	01025		Edit	-	
AND 🗸	A.EMPL_STATUS	6 - Payroll Status	equal to	A		Edit	-	
AND 🗸	A.SHIFT - Regula	ar Shift	equal to	1		Edit	-	
AND 🗸	A.SHIFT - Regula	ar Shift	equal to	1		Edit	-	
📳 Save)	Save As Ne	w Query Prefere	nces Properties	New Union		🔍 Returr	to Sear	

Notice that the first field selected as criteria is EFFDT – Effective Date. Since the record JOB is an effective-dated record, Query assumes you want the most current date so this criteria is already selected. Certain tables in EMACS carry with them effective dates which tell EMACS when certain actions or events take effect.



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This Effective Date field gives a historical perspective allowing you to see how the data has changed over time. When using effective dated tables, you usually want the most *current effective* row of data—that is, the row whose EFFDT value is closest to today's date without being in the future. You may not want to view the history rows which may no longer accurate nor do you want to see future-dated rows. However, you do have the ability to see these rows by changing the criteria for the effective date. This will not be covered in this document.

Since we do not really care about shift, we'll delete the criteria row of shift.

5. To delete a criteria row, click on the minus sign (Delete column) on the Shift row.

View after Shift row deleted.

Records	Query Expressions Prompts	Fields	Criteria Having V	'iew SQL Run
Query Name: Ner	w Unsaved Query	Description:		
Add Criteria	Group Criteria Reorder Criteria			
Criteria			Customize Find	First 🛃 1-3 of 3 🕩 Last
Logical	Expression1	Condition Type	Expression 2	Edit Delete
~	A.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit 📃
AND 🗸	A.JOBCODE - Job Code	equal to	01025	Edit 🖃
AND 💌	A.EMPL_STATUS - Payroll Status	equal to	A	Edit
📳 Save) 🧕 S	ave As <u>New Query</u> Prefere	ences <u>Properties</u>	New Union	Q Return to Search

To edit field properties:

With edit properties, you have the ability to change field length, change headings, change sort order, sum amounts, etc. Before we run the query, we want the output to be sorted by employee id.

1. Click on the Fields Tab.

Records Query Expressions Prompts	Fi	elds		Criteri	ia 📕 Having 🗍	View SQL	Run	
Query Name: New Unsaved Query	Des	criptio	on:					
View field properties, or use field as criteria in query staten	nent.						Reorder /	Sort
Fields				<u>Cı</u>	ustomize Find View All	📶 🛛 First 🗹	1-5 of 5	Last
Col Record.Fieldname	<u>Format</u>	<u>Ord</u>	<u>XLAT</u>	<u>Aqq</u>	Heading Text	Add Criteria	Edit	Delete
1 A.EMPLID - EmplID	Char11				ID	9	Edit	-
2 A.EMPL_RCD - Empl Rcd Nbr	Num3.0				Empl Rcd#	9	Edit	-
3 A.DEPTID - Department	Char10				DeptID	9	Edit	-
4 A.JOBCODE - Job Code	Char6				Job Code	9	Edit	-
5 A.EMPL_STATUS - Payroll Status	Char1		N		Pay Status	94	Edit	-
Save As <u>New Query</u> Prefere	nces	Prop	erties	Ν	New Union	C	Return to S	earch



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'Fields Tab' Field Descriptions

Reorder / Sort	Click the Reorder/Sort button to change the order in which columns appear or to specify a sort order.				
Col (Column)	Displays the column order for each field listed.				
Record.Fieldname	Displays the name for each field listed.				
Format	Displays the field type and length for each field listed.				
Ord	Shows one or more fields selected to sort your query output.				
	 If the field is the first sort field, a 1 appears, and the system will sort rows based on this field first. The second sort field selected will be numbered 2, and so on. 				
	 You can also specify a descending sort order. The letter D will appear if selected. 				
XLAT	Specifies which translate value you want to display in the query results: N one, S hort, or L ong.				
Agg	Displays the aggregate function for each field listed.				
Heading Text	Shows the heading assigned to display at the top of the column for the query output for each field listed.				
¢*	Click the funnel to add a row of criteria for the selected field. You are taken to the Criteria page where you can complete the criteria. You can also add additional criteria.				
Edit	Click the Edit button to format the query output. For example: change column headings, use aggregate functions, display translate table values in place of codes,etc.				
-	Click on the Minus button to delete the associated field from the query.				

2. To sort the output by employee ID and then by Department ID, click the **Reorder/Sort** button.

3. In Edit Field Ordering, in the 'New Order By' box, enter 1 and 2 on the EMPID and DEPTID rows.

E	dit Field Or	dering							
	Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.								
	Edit Field Orde	ering	Customize Find	View All	First 🛃 1.	5 of 5 🕑 Last			
	New Column	Column	Record.Fieldname			New Order By			
		1	A.EMPLID - EmpIID			1			
		2	A.EMPL_RCD - Empl Rcd Nbr						
		3	A.DEPTID - Department			2			
		4	A.JOBCODE - Job Code						
		5	A.EMPL_STATUS - Payroll Status						
	OK	Cancel							



'Edit Field Ordering' Field Descriptions

New Column	Query Manager adds the columns in the order you select the fields. To change the order, enter the new column number here. When you close the Edit Field Ordering window by clicking OK, the columns are reordered.
Column	Indicates the order of the columns before you opened the Edit Field Ordering window.
Record.Fieldname	Displays the names of the fields you have selected.
Order By	Indicates the sort order of the field(s) by which data will be sorted. When you first open the Edit Field Ordering window, this field will be blank.
Descending	Check the box to sort data output in descending order. Leave blank to sort in ascending order.
Order By Number	To sort data output, enter the column number for the field you wish to sort by.

4. Click OK.

EMA	CS								<u>Home</u>	Workli	st
•											
Records	Query	Expressions	Prompts	Fi	ields		Criteri	a Having	View SQL	Run	
uery Name:	New Unsaved	Querv		Des	criptio	on:					
		ield as criteria in (query statem	vent						Reorder	/ Sort
ields	penties, or use i	ield as chiella in t	query statem	ient.			0	ustomize <u>Find</u> View Al	First 🗹	1-5 of 5	▶ Leet
Col Record.Fi	ieldname			<u>Format</u>	<u>Ord</u>	XLAT		Heading Text	Add Criteria		Delete
1 A.EMPLIC) - EmplID			Char11	1			ID	94	Edit	-
2 A.EMPL_I	RCD - Empl Ro	d Nbr		Num3.0				Empl Rcd#	9	Edit	
3 A.DEPTIC) - Department			Char10	2			DeptID	9	Edit	Ξ
4 A.JOBCO	DE - Job Code			Char6	1			Job Code	9	Edit	Ξ
5 A.EMPL_	STATUS - Payro	II Status		Char1		N		Pay Status	9	Edit	Ξ
🚽 Save)	Save As	New Query	Preferer	0000	Prop	erties	N	lew Union	· · · · · · · · · · · · · · · · · · ·	Return to S	Samah

Notice the 1 and 2 in the Ord column.



5. To change Heading Text and Translate Value, click on the **Edit** button on the EMPL_STATUS row. The Edit Field Properties window will open.

Edit Field Properties Field Name: A.EMPL_STATUS - Payroll S Heading	tatus Aggregate	Translate Value
 No Heading RFT Short Text RFT Long Heading Text: Pay Status *Unique Field Name: A.EMPL_STATUS 	 None Sum Count Min Max Average 	 None Short Long Effective Date for Short/Long Current Date Field Expression Add Prompt Add Field
OK		

6. In the **Heading** section, choose heading type **Text** and type in "**Employee Status**" in the Heading Text box. In the **Translate Value** section, choose a **Long** translate value.

Edit Field Properties Field Name: A.EMPL_STATUS - Payroll S			
Heading No Heading RFT Short Text RFT Long Heading Text: Employee Status *Unique Field Name: A.EMPL_STATUS	Aggregate None Sum Count Min Max Average 	Translate Value None Short Long Effective Date for Short/Long O Current Date Field Expression Add Prompt Add Field	
OK Cancel			



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Edit Field Properties Field Descriptions

Field	The name of the field for which you are editing properties.								
Heading	Choose column heading from the following:								
	• No Heading. The column does not have a heading.								
	• Text. The column heading is the text you've entered in the text box.								
	 RFT Short. The column heading is the short name from the record definition. 								
	 RFT Long. The column heading is the long name from the record definition. 								
Heading Text	Text displayed at the top of the column.								
*Unique Field Name	Used for translations. There is no need to change this field.								
Aggregate	To aggregate values, select the aggregate function value for this field:								
	None. No aggregate functions used.								
	• Sum. Adds the values from each row and displays the total.								
	Count. Counts the number of rows.								
	• Min. Checks the value from each row and returns the lowest one.								
	• Max. Checks the value from each row and returns the highest one.								
	• Average. Adds the values from each row and divides the result by the number of rows.								
Translate Value	To select a translate value, choose from the following:								
	• None. Result will be a one character value, (i.e. 'L' for 'Leave Status')								
	Short. Result will be a short name ('Leave' instead of 'L')								
	 Long. Result will be a long name ('Leave with Pay' instead of 'L') 								

Other editing can be done from here, such as summing an amounts field, changing the system-defined heading to one of your own, or changing the translate value of a field.

7. Click OK.

Records Query Expressions Prompts	Fi	elds		Criteri	a 📔 Having 📔	View SQL	Run	
Query Name: New Unsaved Query	Des	criptio	on:					
View field properties, or use field as criteria in query statem	nent.						Reorder /	Sort
Fields				<u>Cı</u>	ustomize Find View All	📕 🛛 First 🖸	1-5 of 5	▶ Last
Col Record.Fieldname	<u>Format</u>	<u>Ord</u>	<u>XLAT</u>	<u>Aqq</u>	Heading Text	Add Criteria	Edit	Delete
1 A.EMPLID - EmplID	Char11	1			ID	9	Edit	-
2 A.EMPL_RCD - Empl Rcd Nbr	Num3.0				Empl Rcd#	9	Edit	-
3 A.DEPTID - Department	Char10	2			DeptID	9	Edit	-
4 A.JOBCODE - Job Code	Char6				Job Code	9	Edit	-
5 A.EMPL_STATUS - Payroll Status	Char1		L		Employee Status	9	Edit	-
Save As <u>New Query</u> Prefere	nces	Prop	erties	Ν	lew Union	C	Return to S	earch)

Notice the XLAT value has changed from N (none) to L (long) and the Heading Text now reads "Employee Status" rather than "Pay Status".



Saving a Query

You can save a query at any time after you have selected one record and at least one field. You do not have to save a query before you run it, but to avoid losing your work, it is best so save your query periodically as you build it. If you modify an existing query, you may wish to save the new query under a different query name so you won't lose your changes.

To save a query:

1. Click on the **Save As** link.

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2. Enter the ***Query Name** of Active_Emps. Enter **Description** as Active Employee.

Note. An asterisk before a field name indicates that it is a required field and must be completed. Query name is required, however, description is not.

^

"Save Query As' Field Descriptions

*Query Name	Enter the name of the query
Description	Description of the query. Limited to 30 characters.
Folder:	Enter the name of the folder in which you would like the query to reside. To create a new folder, enter the name of the new folder.
*Query Type	This field is read-only.
*Owner	Choices are usually Private or Public. You will only have the capability of building private queries.
Query Definition	Free text that can be used to further describe your query.



3. Click **OK.** You are once again returned to the Records page.

EMACS						<u>Home</u>	Worklist
•							
Records Query Expressions Prompts	Fi	ields		Criteri	ia Having	View SQL	Run
Query Name: ACTIVE_EMPS	Des	criptic	on: Act	ive Em	nployee		
View field properties, or use field as criteria in query stater	nent.					1	Reorder / Sort
Fields				<u>Cı</u>	ustomize Find View All	📕 🛛 First 🗹	1-5 of 5 🕨 Last
Col Record.Fieldname	Format	<u>Ord</u>	<u>XLAT</u>	<u>Aqq</u>	Heading Text	Add Criteria	Edit Delete
1 A.EMPLID - EmplID	Char11	1			ID	9	Edit 📃
2 A.EMPL_RCD - Empl Rcd Nbr	Num3.0				Empl Rcd#	%	Edit 📃
3 A.DEPTID - Department	Char10	2			DeptID	9	Edit 📃
4 A.JOBCODE - Job Code	Char6				Job Code	%	Edit 📃
5 A.EMPL_STATUS - Payroll Status	Char1		L		Employee Status	9	Edit
Save As <u>New Query</u> Prefere	ences	Prop	erties	Ν	lew Union	Q	Return to Search

Notice that the Query Name is now ACTIVE_EMPS whereas before it was New Unsaved Query.

Using **Save As** creates an instance of the query that you created or if you modified an existing query, it creates another instance. **Save** simply saves over the current query.

Run a Query

To run a query:

1. Click the **Run** tab at the top right of the page.

The query results will be displayed.

Record	ds Query	Expressions Prompts	Fields	Criteria Having	View SQL Run
View Al	Rerun Query Dowr	nload to Excel			First 🗹 1-25 of 25 🕨 La
	ID	Empl Rcd#	DeptID	Job Code	Employee Status
1	10747	0	44010	01025	Active
2	A5892	0	86600	01025	Active
3	B4255	0	92441	01025	Active
4	C0831	0	62411	01025	Active
5	C6080	0	66825	01025	Active



Download the Query as an Excel Spreadsheet or CSV file

Once your query has been run, you can of download your results to an Excel spreadsheet or a CSV file.

To download to Excel

1. Click the hyperlink <u>Download to Excel</u> (see page 14) to open the file in your browser in Excel. The following message appears. Click on **Open**.

File Dow	rnload 🛛 🔀					
Do you	want to open or save this file?					
	Name: WEBLIB_QUERY.ISCRIPT1.FieldFormula.xls Type: Microsoft Excel Worksheet From: emacsapp.sbcounty.gov					
	Open Save Cancel					
🗹 Alwa	ys ask before opening this type of file					
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>						

When you download to Excel, a new Excel window will open in your browser.

Ø h	/> https://emacsapp.sbcounty.gov/psc/h90prd/EMPLOYEE/HRMS/s/WEBLIB_QUERY.ISCRIPT1								
G	🚱 🗸 🖉 https://emacsapp.sbcounty.gov/psc/h90prd/ 🔽 🔒 🐓 🗙 Google								
Į Fi	le Edit Vie	ew Insert Fo	rmat Tools		•				
G	oogle			*	🔧 Search 🔹 💀 🦪 🔹 🛖	- »	ج گ	🔵 Sign In 🔹	
	>>	🛄 Snagit 📃	2					Links »	
	🕸 🟠	- 🗟 - 🖶	🔹 🔂 Page	🕶 🔘 Tools 👻	Q• 🚉 🚳				
	G7								
	A	В	С	D	E	F	G	H 🔼	
1		25							
2	ID	Empl Rcd#	DeptID	Job Code	Employee Status				
3	10747	0	44010	01025	Active				
4	A5892	0	86600	01025	Active				
5	B4255	0	92441	01025	Active				
6	C0831	0	62411	01025	Active				



Working in Excel through the browser allows only minimal Excel functions to be performed like basic formatting and sorting.

If the Excel application is on your PC and you need more advanced Excel functions, you can save you query results in an Excel format and retrieve the document through Excel. To save as an Excel file:

- 1. Using the browser menu, click on **File** then **Save As**.
- 2. At the save as box, navigate to the location and folder in which you want to save your file.
- 3. In the 'Save as type' box, click the drop down arrow and select **Microsoft Excel Workbook**.
- 4. At File name: enter Active Employees and hit Save.

You may now open up Excel and retrieve the worksheet.

To download to CSV test file

If your individual PC has Excel and your CSV default is set to Excel, you can download to CSV text file which will open the Excel application and all functions and formatting will be available.

1. Return from **Run** to another page of Query and Click the **Return to Search** button.

EMAC	S						Home	Worklist
₽►						1		
Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run
Query Name: Add Criteria			der Criteria	Description:	Active Employee			
Criteria					Cus	tomize Find	🖩 🛛 🖬] 1-3 of 3 ▶ Last
Logical	Expressi	<u>on1</u>		Condition Type	Expression			Edit Delete
	A.EFFDT	- Effective Date		Eff Date <=	Current Dat	e (EffSeq = La	st)	Edit 🖃
AND	A.JOBCO	DE - Job Code		equal to	01025			Edit 🖃
AND	A.EMPL_	STATUS - Payroll	Status	equal to	A			Edit 🖃
📳 Save	Save As	<u>New Query</u>	Preferen	ices <u>Properti</u>	<u>es New Uni</u>	ion	ł	Q Return to Search

- 2. On the Find an Existing Query page, type in 'Active' and Click **Search**.
- 3. Find your query ACTIVE_EMPS and on the same row click on the <u>HTML</u> link under <u>Run to HTML</u>. A new window will open with your results and two Download options will be available: <u>Excel</u> <u>Spreadsheet</u> and <u>CSV Text File</u>.



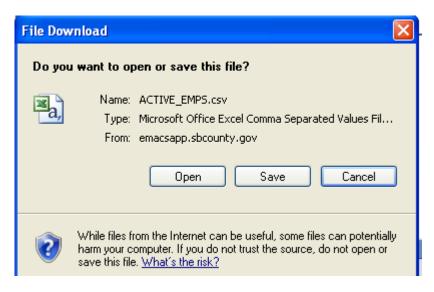
Query Manager							
Enter any information you have and click	Search. Leave fields	blank for a lis	t of all va	alues.			
Find an Existing Query Create New (Query						
*Search By: Query Name	 begins with 	ACTIVE					
Search Advanced Search							
Search Results							
*Folder View: All Folders	*						
Check All Uncheck All				*Action: Ch	00se	~	Go
Query		<u>Cust</u>	<u>omize Fi</u>	nd View All 🛄	Fire	st 🖪 1 of 1	▶ Last
Select Query Name	Descr		<u>Owner</u>	<u>Folder</u>	<u>Edit</u>	<u>Run to</u> <u>HTML</u>	<u>Run to</u> <u>Excel</u>
ACTIVE_EMPS	Active Employee		Private		<u>Edit</u>	HTML	Excel
Find an Existing Query Create New Query							

4. Click on CSV Text File.

AC.	ACTIVE_EMPS- Active Employee							
Download results in : Excel SpreadSheet CSV Text File (3 kb)								
Vie	w All			Fir	st 🗃 1-25 of 25 🕟 Last			
	ID Empl Rcd# DeptID Job Code Employee Status							
1	10747	0	44010	01025	Active			
2	A5892	0	86600	01025	Active			
3	B4255	0	92441	01025	Active			
4	C0831	0	62411	01025	Active			



5. The following message will appear. Click on **Open**.



5. A new Excel window will open.

	A	В	С	D	E
1	ID	Empl Rcd#	DeptID	Job Code	Employee Status
2	10747	0	44010	1025	Active
3	A5892	0	86600	1025	Active
4	B4255	0	92441	1025	Active
5	C0831	0	62411	1025	Active
6	C6080	0	66825	1025	Active

If you click on <u>CSV Text File</u> and Excel does not open, your default CSV needs to be changed to point to Excel. Your internal computer operations section should be able to make the change.



Note that from the query search page you may also run your query to <u>**Run to HTML**</u> which opens a new window with the query results. From this page, which resembles the 8.3 version of query, you can download to Excel or CSV Text File. From the search page you can also click on the link <u>**Run to Excel**</u> and Excel will open through the browser window.

Query	Manager								
Enter any information you have and click Search. Leave fields blank for a list of all values.									
Find an E	Existing Query Create New Query								
*Searc	h By: 🛛 Query Name 🛛 🗸	begins with							
Search	Advanced Search								
Searc	h Results Too many items met y	our search criteria. Only the first 3	00 items displayed.						
*Folder \	/iew: All Folders 🗸 🗸								
Chec	k All Uncheck All		*Action: Choos	e	Go				
Query		Customize Find View 10	00 🛗 🛛 First 🗹 1-30 (of 300 🕨 Las	<u>st</u>				
<u>Select</u>	<u>Query Name</u>	<u>Descr</u>	<u>Owner</u> Folder	Edit Run					
	ACTIVE_EMPS	Active Employee	Private	Edit HTN	<u>IL Excel</u>				
	CLERICAL_EE		Private	Edit HTM	<u>ML</u> <u>Excel</u>				
	TEST	test	Private WHAT IS THIS 45678	Edit HTM	ML Excel				
	14 00 STD	14/00 std	Public	Edit HTM	IL Excel				

Print a Query

To print query results:

- 1. If you are in Query Manager and used the Run tab to get your results, you'll need to <u>Download to</u> <u>Excel</u> first.
- 2. Once your results are in the browser, click on the **Printer** icon or navigate to File > Print in your browser menu.

NOTE: If you are in the Run tab of query and do File > Print, only a partial page of your results will print.



Exit Query Manager

1. To exit, click on <u>Home</u> at the top of the page.	
EMACS	<u>Worklist</u>
Expand (Ctrl+Y) Menu	
Records Query Expressions Prompts Fields Criteria Having View SQL	Run
Query Name: ACTIVE_EMPS Description: Active Employee	
Add Criteria Group Criteria Reorder Criteria	
Criteria Customize Find III First] 1-3 of 3 ▶ Last
Logical Expression1 Condition Type Expression 2	Edit Delete
A.EFFDT - Effective Date Eff Date <= Current Date (EffSeq = Last)	Edit 🖃
AND AJOBCODE - Job Code equal to 01025	Edit
AND A.EMPL_STATUS - Payroll Status equal to A	Edit 🖃
(Save) Save As New Query Preferences Properties New Union	QReturn to Search)

Update an Existing Query

There may be times when you'd like to update a query to reflect new conditions or copy an existing query and modify for other uses. You can open a query, examine it to see if it's suitable, modify as needed then use the **Save As** function to save it with a new name.

To update an existing query:

1. If you have exited query manager, navigate from Main Menu > Reporting Tools > Query > Query Manager

If you are still in query manager, you may hit the **Return to Search** button that appears in lower right hand corner of most of the pages. You will be taken to the Find an Existing Query page.

Query Manager							
inter any information you have and click Search. Leave fields blank for a list of all values.							
Find an Existing Query Create New Query							
Search By: Query Name 🕑 begins with							
Search Advanced Search							
Find an Existing Query Create New Query							



2. Enter ACT in the blank select box and click **Search.**

[Main Content] Query Manager								
Enter any information you have and click	Search. Leave fields blank for	a list of all values.						
Find an Existing Query <u>Create New (</u>	Query							
*Search By: Query Name	✓ begins with ACT							
Search Advanced Search								
Search Results								
*Folder View: All Folders	*							
Check All Uncheck All		*Action: Cl	hoose 🛛 🔽 Go					
Query	<u>c</u>	ustomize Find View All 🛗	First 🖸 1-2 of 2 🕑 Last					
Select Query Name	<u>Descr</u>	Owner Folder	Edit Run to HTML Excel					
ACTIVE_EMPS	Active Employee	Private	Edit HTML Excel					
ACTION_REASON_TABLE	List of Action/Reaon table	Public	Edit HTML Excel					
Find an Existing Query Create New (Query							

From this page, you may run existing private or public queries. You may also delete private queries by selecting the appropriate Action from the drop down menu.

3. Locate and click on the ACTIVE_EMPS <u>Edit</u> link.

Re	ecords	Query	Expressions	Prompts	Fi	ields		Criteri	a 🍸 Having 🍸	View SQL	Run	
Quer	y Name:	ACTIVE_EMPS			Des	criptio	on: Act	ive Em	ployee			
Viev	v field proj	perties, or use fi	ield as criteria in q	uery staten	nent.						Reorder /	Sort
Field	s							<u>Cı</u>	ustomize Find View All	📕 🛛 First 🗹	1-5 of 5	▶ _{Last}
<u>Col</u>	Record.Fi	<u>ieldname</u>			<u>Format</u>	<u>Ord</u>	<u>XLAT</u>		Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID) - EmpliD			Char11	1			ID	94	Edit	-
2	A.EMPL_	RCD - Empl Rco	d Nbr		Num3.0				Empl Rcd#	9	Edit	-
3	A.DEPTID) - Department			Char10	2			DeptID	9	Edit	-
4	A.JOBCO	DE - Job Code			Char6				Job Code	9.	Edit	-
5	A.EMPL_	STATUS - Payro	II Status		Char1		L		Employee Status	94	Edit	-
😑 s	ave	Save As	New Query	Prefere	nces	Prop	erties	N	lew Union	C	Return to S	earch)

You are dropped into the Fields page to begin modifying. We will modify the criteria for the job code to retrieve several, specific job codes.

4. Go to Criteria Page by clicking on Criteria.



- 5. Click the **Edit** button on the JOBCODE row.
- 6. In the Edit Criteria Properties, in the ***Condition** box, hit the down arrow. Scroll to find **In List**, highlight to select.

Edit Criteria Properties			
Choose Expression 1 Type	Expression 1		
 Field Expression 	Choose Record and Field Record Alias.Fieldname: Q A.JOBCODE - Job Code		
*Condition Type:	in list 👻		
Choose Expression 2 Type	Expression 2		
💿 In List	Edit List		
O Subquery	List Members:	٩	
OKCancel			

7. In the Edit List in Expression 2 box, click on the magnifying glass to begin listing job codes. When the following window opens, click **Search**.

Edit List No values have been added yet.		
Value:	Add Value	Search
OK		Add Prompt

8. This window opens. Click the magnifying glass icon next to SetID.

SetID:	Q
Job Code:	Q
ОК	Cancel



9. Click **Look Up** button when the following window opens. Select **COMMN** from the list.

Look Up SetID
Search by: SetID v begins with
Look Up Cancel Advanced Lookup
Search Results
View All First 🗃 1 of 1 🕞 Last
SetID Description

- 10. Repeat step 9 for search for Job Code.
- 11. At the following window, click Look Up.
- 12. A list of Job Codes Appears. Select 01025.

Look	Up Job Code		
Search	by: Job Code 💌 beg	ins with	
Look Up	Cancel Advanced Lookup		
	Results		
Only the fi View All	rst 300 results can be displayed. En		above and search ag 1-100 of 300 🕨 Las
Job Code	Description	Occupational Series	Official Position Title
01025	Accountant II	(blank)	(blank)
01026	Help Desk Technician I	(blank)	(blank)
01027	Help Desk Technician II	(blank)	(blank)
01029	Aging & Adult Network Officer	(blank)	(blank)
01039	Cont. Accountant	(blank)	(blank)
01040	Accountant I	(blank)	(blank)

13. Click OK.

SetID: C	OMMN 🔍
Job Code: 0	1025 🔍
ОК	Cancel



14. Repeat the steps outlined above and add job code 01059.

Edit List	
List Members	Customize Find 🗰 First 🕙 1-2 of 2 🕨 Last
01025	
01059	
Value:	Add Value Search Delete Checked Values
OK Cancel	Add Prompt

Notice the previous entered job code 01025 appears in the List Members box. If you needed to delete this job code, click on the check box and click the **Delete Checked Values** box.

15. Click OK.

Edit Criteria Properties Choose Expression 1 Type Field Expression 	Expression 1 Choose Record and Field Record Alias.Fieldname: Q A.JOBCODE - Job Code
*Condition Type:	in list
Choose Expression 2 Type	Expression 2
💿 In List	Edit List
O Subquery	List Members: ('01025','01059')
OK	

- 16. Click **OK** in the Edit Criteria Properties box.
- 17. Save query by hitting the **Save** button. Run the query.

Record	ls Query	Expressions Prompts	Fields	Criteria Havi	ng 🔰 View SQ	L Run
View All	Rerun Query Dow	nload to Excel				First 🔳 1-27 of 27 🕨 Las
View All	<u>Rerun Query</u> <u>Dow</u> ID	nload to Excel Empl Rcd#	DeptID	Job Code		First 1-27 of 27 🕨 Las Employee Status
View All	1	Empl Rcd#	DeptID 44010	Job Code 01025	Active	



In the previously modified query, we used the **In List** Condition Type in Criteria. We listed specific job codes to retrieve. One other useful criteria condition is the **wildcard %**.

If we edit the JOBCODE criteria by changing *Condition Type to 'like' and the Constant in Expression 2 to '03%', query will retrieve all rows where the job code begins with 03XXX.

Choose Expression 1 Type Field Expression 	Expression 1 Choose Record and Field Record Alias.Fieldname: AJOBCODE - Job Code
*Condition Type: Choose Expression 2 Type OK Cancel	like Expression 2 Define Constant Constant: 03%

Records	Query I	Expressions 📔 Prompts	Fields	Criteria Having	View SQL Run
View All F	terun Query Downlo	ad to Excel			First 🗹 1-100 of 3311 🕨 Las
	ID	Empl Rcd#	DeptID	Job Code	Employee Status
1	10015	0	45136	03317	Active
2	10031	0	91821	03560	Active
3	10033	0	44230	03537	Active
4	10079	0	52360	03316	Active
5	10086	0	52395	03316	Active

Run an Existing Query

Run an existing query:

- Navigate to Main Menu > Reporting Tools > Query > Query Manager.
 Or if you are still in query manager, click on the Return to Search key.
- 2. Enter SB_DEPT in the blank select box and click **Search.**



Ē		y information you have and click Search. Le	ave fields blank	tor a list of all value	es.						
F	Find an Existing Query Create New Query										
*	Searc	h By: Query Name 🔽	begins with	SB_DEPT							
	Search	Advanced Search									
*	Searc	h Results /iew: All Folders									
	Chec	k All Uncheck All			*Ac	tion:	Choos	e	*	Go	
	Query			Customize Find V	/iew All		First 🗹	1-9 of 9	▶ Last		
	<u>Select</u>	Query Name	<u>Descr</u>		<u>Owner</u>	Folde		<u>Edit</u>	<u>Run to</u> <u>HTML</u>	<u>Run to</u> <u>Excel</u>	
		SB_DEPTID	Deptid		Public			<u>Edit</u>	<u>HTML</u>	Excel	
		SB_DEPTL_ALL_EXPENSES	prompt by ppd	and deptid	Public			<u>Edit</u>	HTML	Excel	
		SB_DEPTL_ALL_EXPENSES_EMPLID	prompt by ppd	and emplid	Public			<u>Edit</u>	HTML	Excel	
		SB_DEPTL_ALL_EXPENSES_SUMMARY	prompt by ppd	and deptid	Public			<u>Edit</u>	HTML	Excel	

3. Locate **SB_DEPTID** and click on <u>HTML</u> or **Excel** to obtain a list of department ID'S and descriptions.

Delete a Query

To delete a query:

1. Navigate to Main Menu > Reporting Tools > Query > Query Manager.

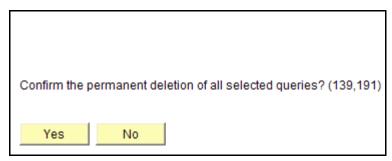
Or if you are still in query manager, click on the **Return to Search** key.

- 2. Leaving the 'begins with' field blank, click **Search**.
- 3. From the list, select Query Name **ACTIVE_EMPS** by clicking its check box at the left. Select '**Delete Selected'** from the **Action** drop down menu and click Go

	Searc	h Results Too many items met	our search criteria. Only the first 3	00 items	displ	ayed.			
*	Folder \	/iew: All Folders 💙							
	Chec	k All Uncheck All		*Acti		Delete Se		*	Go
Query			Customize Find View 100 Firs Add to Favorites						
	<u>Select</u>	Query Name	<u>Descr</u>	Owner	Folde	O	ser		Run to Excel
		ACTIVE_EMPS	Active Employee	Private		Move to F Rename	older	bd	Excel
		14_00_STD	14/00 std	Public	l	Nename	Edit	HTML	Excel
		1BAS EM PARTICIPANT OVERRIDES	BAS EM PARTICIPANT	Public			Edit	нтмі	Excel



4. You will be prompted to confirm deletion.



5. Click **Yes** to delete but for this sample, click **No.** You'll be returned to the Find an Existing Query page.



Advanced Query Functions

Advanced functions include:

- Add a prompt
- Table joins
- Distinct function
- Building expressions
- Unions using SQL
- Sub-queries

Building expressions, unions using SQL and sub-queries are beyond the scope of this class and will not be covered. We will do the advance functions of adding a prompt and doing a table join but not the distinct function. It is documented, however, for reference.

Prompts

Adding a prompt allows you to further refine a query when you run it. For example, retrieving employee information on different employees. Instead of hardcoding an employee id in the criteria and changing it each time you run the query, you could add a prompt so each time the query is run, you can enter a different employee id.

Use our existing Active_Emps query, we will be adding a prompt for the Job Code so we can run the query for different job codes.

1. If you are still in Active_Emps, do nothing. If you are not, retrieve the query ACTIVE_EMPS. Click on the Return to Search button.

Enter ACTIVE_EMPS as the search criteria. Click SEARCH button. Click on ACTIVE_EMPS query. The Fields page is automatically displayed. We will be entering the prompt as criteria.

2. Click on the **Criteria** page.

Records	Query Expressions Prompts	Fields	Criteria Having View S	QL Run				
Query Name: ACTIVE_EMPS Description: Active Employee								
Add Criteria	Group Criteria Reorder Criteria							
Criteria			Customize Find 🚟 First	1-3 of 3 ▶ Las				
<u>Loqical</u>	Expression1	Condition Type	Expression 2	Edit Delet				
~	A.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit 🖃				
AND 🗸	A.JOBCODE - Job Code	like	03%	Edit 📃				
AND 🗸	A.EMPL_STATUS - Payroll Status	equal to	A	Edit 📃				

3. Click the Edit button on the JOBCODE row



4. In the Edit Criteria Properties box, select Condition Type "equal to" and under Choose Expression 2 Type, click on the **Prompt** radio button.

Edit Criteria Properties	
Choose Expression 1 Type	Expression 1
 Field Expression 	Choose Record and Field Record Alias.Fieldname: Q AJOBCODE - Job Code
*Condition Type:	equal to 💌
Choose Expression 2 Type	Expression 2
◯ Field	Define Prompt
Cexpression	Prompt: Q <u>New Prompt</u> Edit Prompt
 Prompt Subquery 	
OK	

The Expression 2 box now opens an additional Define Prompt Box.

5. Click the <u>New Prompt</u> link. The Edit Prompt Properties box opens.

Edit Prompt Properties	
Field Name: Q JOBCODE	*Heading Type: RFT Short 🗸
*Type: Character	Heading Text: Job Code
*Format: Upper 🗸	*Unique Prompt Name: BIND1
Length: 6 Decimals:	
*Edit Type: Prompt Table	Prompt Table:
OK	

Field Descriptions

	Click the Sutton to select a prompt field. After you select a prompt field, it shows the name of the field. Query looks to the record definition for information about this field and fills out the rest of the dialog box based on its properties.
*Туре	Select a field type from the drop-down list.



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*Format	Select a format for the prompt field from the drop-down list.					
*Heading Type	Select the Heading Type from the drop-down list.					
Heading Text	Displays the label for the text box where the user will enter the comparison value. To change the text, select <i>Text</i> from the Heading Type list box, then type he new label in the Heading Text box.					
*Unique Prompt Name	A default value generated by Query Manager for globalization. This value can only be set by a base language user to uniquely identify a query prompt parameter.					
Length	Specify the length of the prompt field.					
Decimals	Specify the number of decimals to be used with the prompt field.					
*Edit Type	Defines the type of field edit for the specified field. In general, we recommend that you use the same Edit Type that is used in its record definition so that it is consistent throughout PeopleTools.					
Prompt Table	If the Edit Type is <i>Prompt Table</i> , the value in the list box specifies the prompt table to use. Only values in the prompt table can be entered. If the <i>No Edit Table</i> is selected, query will accept all values entered all of which may not be valid.					

6. In dropdown arrow in the *Edit Type box. Select No Table Edit. Click Ok.

When selecting the Edit type of **Prompt Table**, query sometimes may not find a value even though it is valid. When the No Table Edit is selected, you must be careful that you do input a valid job code, otherwise you may get blank results due to an invalid job code and not due to no employees currently occupying that job code.

6. In the Edit Properties box, click **OK** again.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Y	Run
Query Name: ACTIVE_EMPS Description: Active Employee									
Add Criteria	Group Cr	iteria Reor	der Criteria						
Criteria					<u>Cı</u>	ustomize Find	First 💽	1-3 of 3	▶ Last
Logical	Expression	on1		Condition Type	Expressio			dit	Delete
	A.EFFDT	- Effective Date		Eff Date <=	Current Da	ate (EffSeq = Las	t)	Edit	-
AND	A.JOBCO	DE - Job Code		equal to	:1			Edit	-
AND	A.EMPL_S	STATUS - Payroll	Status	equal to	A			Edit	-
📳 Save	Save As	New Query	Preferen	ces Properti	es <u>New U</u>	nion	(Q Return	to Search)

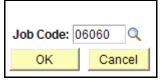
Notice Expression 2 has changed to :1.

7. <u>Save As ACTIVE_EMPS_PROMPT.</u>

8. Run the query.



9. Enter job code 06060 and click OK button.



10. You may <u>Rerun Query</u> to enter new values in the Job Code box.

Reco	ords Quen	Expressions Prompts	s Fields	Criteria Having	View SQL Run				
Job Code = 06060									
View	All Rerun Query De	ownload to Excel			First 🖪 1-5 of 5 🕨 Lasi				
	ID	Empl Rcd#	DeptID	Job Code	Employee Status				
1	C8489	0	34320	06060	Active				
2	D6291	0	34320	06060	Active				
3	D8449	0	34320	06060	Active				
4	H0797	0	34320	06060	Active				
5	H3506	0	34320	06060	Active				

Joining Records

Query Manager allows you to retrieve data from more than one table in a single query. A **join** connects two or more table together by common values. For example, within the Job View table, a join can occur with the Department table since the Dept ID exists in both tables, or join with the Job code table since the Job code field exists in both tables.

We will only perform a **related record join**. Using the existing ACTIVE_EMPS query, we will join the Department table to get the description of each department.

Creating a Related Record Join

- 1. Retrieve the existing query ACTIVE_EMPS.
- 2. Move to the Query page. Click on the join related record link Join DEPT_TBL_Departments.



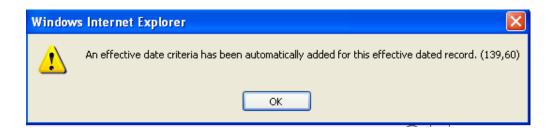
County of San Bernardino Private Query Transition Training

ſ	Record	ls	Query Ex	pressions	Prompts	Fields	;) (i	Criteria	Having	View SQ	L	Run
	Query Na	ame: A	ACTIVE_EMPS			Descript	ion: Act	ive Employee	9			
	addition	al reco	t to record to show ords by clicking the						ove from query	. Add	<u></u> Ź∕∕	
	Chosen	Record	ds									
	Alias	Recor	ď									
	🗁 A	JOB -	EE Job History						<u>Hier</u>	archy Join	—	
			Check All Fields	6	Uncheck All	Fields						
		Fields					Find	<u> View 100</u>	First 🖪 1-50	of 179 🕨 La	<u>st</u>	
			🗁 EMPLID - E	mplID					ERS SRCH			
			🗁 EMPL RCD) - Empl Rcd	Nbr			Searc	h - All Pers w/ :			
			🗁 EFFDT - Eff							9		
			EFFSEQ - E	ffective Seau	lence					9		
					nal Relationsh	nip				9		
			DEPTID - D	-				Join E	EPT TBL -	9		
			JOBCODE						rtments OBCODE_TBL	Job 💡		

3. Click **OK** to select the Standard Join type.

oin T	vpe
۲	Join to filter and get additional fields (Standard Join)
~	Join to get additional fields only (Left outer join)

4. Click **OK** to select the Standard Join type.



- 5. At the 'effective date' message, click **OK.**
- 6. Query will open the DEPT_TBL fields. From the new table, click on the DESCR-Description field.



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Records Query Expres	sions Prompts Fields Criteria	Having View SQL Run
Query Name: ACTIVE_EMPS	Description: Active Employee	
	ds. Check fields to add to query. Uncheck fields to remov ords tab. When finished click the fields tab.	ve from query. Add
Chosen Records		
Alias Record A JOB - EE Job History		Hierarchy Join
🗁 B DEPT_TBL - Departments jo	ined with A.DEPTID - Department	Hierarchy Join 🖃
Check All Fields	Uncheck All Fields	
Fields	Find <u>View All</u>	First 🛃 1-50 of 56 🕨 Last
🔲 🗁 SETID - SetID		94
🔲 🖙 DEPTID - Depa	rtment	94
🔲 蹄 EFFDT - Effectiv	e Date	94
	Status as of Effective Date	94
DESCR - Desci	iption	94
DESCRSHORT	- Short Description	%

- 7. Save query as Active_Emps_By_Dept
- 8. Run the query

Reco	ords Q	uery Expres	sions I	Prompts F	ïelds Criteria	Having View SQL Run			
View /	View All Rerun Query Download to Excel								
	ID	Empl Rcd#	DeptID	Job Code	Employee Status	Descr			
1	10015	0	45136	03317	Active	DA Fontana			
2	10031	0	91821	03560	Active	Sup Svcs Env Svc-House Svcs			
3	10033	0	44230	03537	Active	Sheriff Scientific Invest			
4	10079	0	52360	03316	Active	TAD - Barstow Admin			

Properties – Distinct

You can use the Distinct option to eliminate duplicate rows in a query result. Some queries will return the same row more than once because it satisfies the query in more than one case. The Distinct option removes the duplicate rows from the result set. For example, if two returned rows are identical in all selected columns, Query displays only one of the rows.

We will not perform a distinct in this class, however, if you run upon duplicate rows, use the steps below.

To do Distinct to eliminate duplicate rows

- 1. In the query, click on the **Properties** link at the bottom of most query pages.
- 2. Click on the **Distinct** box and click **OK**.



Query Proper	ties
*Query:	ACTIVE_EMPS_BY_DEPT
Description:	Active Employee
Folder:	
*Query Type:	User
*Owner:	Private V Distinct
Query Definiti	on:
	<u>~</u>
	×
Last Update	ed Date/Time: 09/27/2010 11:58:57AM
Last Update	User ID: U0051
ОК	Cancel

3. Save query and run.

Field Descriptions

Query Name	 The default "New Unsaved Query" is displayed until changed on the Properties page. This field is displayed on all the Create New Query pages. 				
Description	 This field will be blank. A description can be entered on the Properties page. This field is displayed on all the Create New Overy pages. 				
	This field is displayed on all the Create New Query pages				
Folder:	Enter the name of the folder in which you would like the query to reside. To create a new folder, enter the name of the new folder.				
Query Type	This field is Read-only.				
Owner	Valid value should only be <i>Private</i> . <i>Public</i> would allow other users to run the query.				
Distinct	Use the Distinct option to eliminate duplicate rows in a query result.				
Query Definition	Free text area that can be used to further describe your query.				
Last Updated Date/Time	The date and time the query definition was last saved.				
Last Update User ID	The name of the last user to save the query definition.				



Alternate way to enter criteria – From Criteria Page

To enter and edit selection criteria from the Criteria page:

1. After adding a record to your query (JOB_VW is used in this example), click the **Criteria** page to begin adding editing criteria. For EFFDT, use default values.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Ì	Run
Query Name:	Query Name: New Unsaved Query Description:								
Add Criteria	Group Cri	teria							
Criteria					9	<u>Customize Find</u>	First [√ 1 of 1	▶ Last
Logical	Expressio	<u>n1</u>		Condition Type	Expressio			Edit	Delete
	A.EFFDT -	Effective Date		Eff Date <=	Current Da	ate (EffSeq = La	ist)	Edit	-
Save)	Save As	New Query	<u>Preferen</u>	ices Properties	<u>New U</u>	nion	(Q Return	to Search)

Field Descriptions

Add Criteria	Click button to add criteria.			
Group Criteria	To select two or more fields to be compared with together. An advance function that will not be covered.			
Logical Any rows after the first row must include either an AND or logical value to specified or as an alternative criterion. The first criterion you define doesn't have value in this column. The default for subsequent criteria is AND.				
Expression1	EFFDT is automatically entered due to the record JOB being an effective dated table. This is the field in which you want to base the criteria.			
Condition Type	pe This operator describes the type of evaluation that query will use.			
Expression2	 This is the value that query compares (using the condition type) to Expression 1. Can be one of up to five types of values, normally constant or prompt will be used. Field Expression Constant Prompt Subquery 			
Edit	Click the Edit button to modify the associated criteria.			
	To deleted the current criteria row.			

2. Click the **Add Criteria** button to begin adding additional fields.



Choose Expression 1 Type Field Expression 	Expression 1 Choose Record and Field Record Alias.Fieldname: Q
*Condition Type: Choose Expression 2 Type	equal to
 ○ Field ○ Expression ③ Constant ○ Prompt ○ Subquery 	Define Constant Constant:

3. In the Expression 1 box, click on the magnifying glass. This opens up the Select Record and Field window. These are the available fields for selection.

elect a field							
Select a	record to show fields	i for	Customize Find	First 🕙 1 of 1 🕩 Last			
<u>Alias</u>	Record	Record Description		Show Fields			
A	JOB	EE Job History		Show Fields			
Select a f	īield	Customize Find View 100 🗮	First 🛃 1-50 of 179	▶ Last			
A.EMPLIC) - EmplID						
A.EMPL	RCD - Empl Rcd Nbr						
A.EFFDT - Effective Date							
A.EFFSEQ - Effective Sequence							
A.PER_ORG - Organizational Relationship							
A.DEPTID - Department							
AJOBCODE - Job Code							
A.POSITION_NBR - Position Number							
A.SUPERVISOR ID - Supervisor ID							
A.HR_STATUS - HR Status							
A.APPT 1	TYPE - Appointment T	ype					
A.MAIN A	PPT NUM JPN - Ma	in Appointment Number					

4. Scroll and locate <u>A.JOBCODE</u> field. Click on the link to select. Query drops you back to edit criteria properties.



Edit Criteria Properties	
Choose Expression 1 Type	Expression 1
 Field Expression 	Choose Record and Field Record Alias.Fieldname: Q A.JOBCODE - Job Code
*Condition Type:	equal to
Choose Expression 2 Type	Expression 2
◯ Field	Define Constant
 Expression Constant Prompt Subquery 	Constant:
OK	

In Expression 1 box, JOBCODE is selected.

5. Leave *Condition Type: at equal to and also leave the Choose Expression 2 Type as Constant. In Expression 2 box, click in the Constant field and enter the job code 01025. Click **OK** button.

Records (Query Expressions Prompts	Fields	Criteria Having V	iew SQL 📔 Run				
Query Name: Nev	Query Name: New Unsaved Query Description:							
Add Criteria	Group Criteria Reorder Criteria							
Criteria			Customize Find	First 🛃 1-2 of 2 🕨 Last				
Logical	Expression1	Condition Type	Expression 2	Edit Delete				
~	A.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit 🖃				
AND 💌	A.JOBCODE - Job Code	equal to	01025	Edit				
📳 Save) S	ave As <u>New Query</u> Prefer	ences <u>Properties</u>	New Union	Q Return to Search				

Notice that JOBCODE is now another row in the Criteria page. You may continue to enter additional criteria repeating steps 2 through 5.