

PeopleSoft Training

Human Resources Intermediate Query 9.1

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Human Resources Intermediate Query 9.1

Creating and Formatting a New Query

Create A New Query

Procedure

In this topic you will learn how to create a new query.

In this example the query will display the employee's **name**, **emplid**, **department**, **original hire date**, and **highest education level**.

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Point to the Reporting Tools menu.
3.	Point to the Query menu.

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Step	Action
4.	Click the Query Manager menu.
	Query Manager



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Step	Action
5.	Click the Create New Query link.
6.	Adding Records:
	The Records page is the first page that you will see when you click the Create New Query link on the Search page.
	You will select the information for your query on the Records page.
7.	The Records page displays the records (tables) available to query in alphabetical order. The list of records available to the end-user is determined by his/her security rights (Operator ID).
	The end-user may view existing records by selecting one of the following methods:
	1. Click the Search button to view a list of records; or
	2. Enter the appropriate search criteria (record name) into the Search by field. The end-user may enter the full record name or partial information in CAPS or lower case. Use the % (percent sign) to act as a wildcard when searching.
8.	In this example you will use fields from one record the EMPLOYEES record.
	In order to find the record enter "employees" into the begins with field.



Action
Click the Search button.

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Step	Action
10.	The EMPLOYEES record displays in the Search Results.
	Click the Add Record link to select the record and view the fields in that record on the Query page. Add Record



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rielus	An effective date criteria has been automatically added for this effective dated record. (139.60)	
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	LAST_NAME - Last Name %	
	FIRST_NAME - First Name %	
	MIDDLE_NAME - Middle Name 94	
	SECOND_LAST_SRCH - Second Last Name %	
	SECOND_LAST_NAME - Second Last Name 94	

Step	Action
11.	If the record is <i>effective dated</i> , a message will appear stating the effective date criteria is automatically added.
	Click the OK button if this message displays.
12.	Selecting Fields:
	The record and the fields in the record appear on the Query page. It is here that you will select fields to build the query by clicking the checkbox in front of the field.
	Note: You may click the checkbox to deselect a field or click the Uncheck All Fields button to deselect all fields that are checked.
13.	The Key symbol in front of the field indicates Key fields.
14.	The Add Criteria symbol (funnel with a plus sign) allows you to add criteria from the record itself. Adding criteria will be covered in the Working with Criteria and Prompts section.



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Step	Action
15.	Note: The fields default in hierarchical order (i.e. the Key fields in the record appear at the top of the list).
	Click the Sort fields alphabetically button to sort fields in alphabetical order.
	You may return the fields to the hierarchical order by clicking the Sort fields alphabetically button again.
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16.	Click the EMPLID checkbox.
17.	Click the NAME checkbox.
18.	Click the HIGH_EDUC_LVL checkbox.
19.	Click the Show next row (Alt+.) button.
20.	Click the ORIG_HIRE_DT checkbox.
21.	Click the DEPTID checkbox.



Step	Action
22.	The Fields page displays the fields used in the query. You may format your query layout on this page. This will be covered in Format a Query section.
	Click the Fields tab.

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3 A.HIGHEST_EDUC_LVL - Highest Education Level	Char2		N		Hi Educ Lv	9	Edit	-			
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5 A.DEPTID - Department	Char10				Dept ID	9	Edit	-			
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Step	Action
23.	On the fields page verify all the records needed for your results are listed.
	If not, return to the query tab select/deselect the appropriate fields.
	The Run tab allows you to see the query results before saving your query.
	Click the Run tab.
24.	Click the Fields tab.



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Step	Action
25.	Click the Save As link. Save As
26.	Enter the *Query Name . Note: The Query Name may be entered in CAPS or lowercase (once you click OK it will be converted to CAPS). The Query Name is limited to 30 characters. Spaces or special characters are not allowed. The end-user may opt to use the underscore (_) to separate the words Enter " EMPLIST ".
27.	 Enter the Description. Note: The Description is limited to 30 characters and it may contain spaces or special characters. The Description may be entered in CAPS, lowercase or mixed case, but will appear the way it has been entered. Enter "employee list".
28.	Enter the Query Definition.Enter "list of employee and their highest education level".



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Step	Action
29.	Click the OK button.
30.	This completes Create a New Query. End of Procedure.



Format A Query

Procedure

In this topic you will learn how to format the query results to change the display. This is accomplished on the Fields page. The following are the format options available:

- · Change the column heading text.
- \cdot Sort the output results by a particular field.
- · Change the order of the columns (i.e. the order in which the fields appear in the query results).
- \cdot Change the translate code when this option is available for a field.

In this example the query results will be formatted as follows:

- · Change the heading text to reflect the long description for Highest Education Level.
- · Sort the data by Highest Education Level in descending order.
- Change the order of the Highest Education Level field to display as the first column.

· Display the long description of each person's Highest Education Level

rather than the default code.

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Step	Action
1.	Click the Edit button for the Highest Education Level field.
	Note: Fields are formatted one at a time.



Step	Action
2.	In the Heading box: • The RFT Short option will display the default selection (Hi Educ Lv) in the column heading. • The RFT Long option will display the long description (Highest Education Level) in the column heading.
	• The Heading Text option will display the free text (that you type) in the column heading.

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	© Expression Add Prompt Add Field	
	Main	Content

Step	Action
3.	Enter the desired information into the Heading Text field. Enter " Highest Education Level ".
4.	The Translate Value box will not appear on this page if a field does not have an associated Translate Value.
	 If a field has an associated Translate Value, the XLT column will contain one of the following three values: N (None) option will display the default translate code (e.g. "G" for a Bachelor's Degree) in the query results. S (Short) option will display a maximum of 10 characters (e.g. Bachelor's) in the query results. L (Long) option will display a maximum of 30 characters (e.g. G-Bachelor's Level Degree) in the query results.



Step	Action
5.	For Translate Value , click the Long option to allow the full description of each person's highest education level to display (instead of abbreviation code).
6.	Click the OK button.
7.	You can see on the Fields page the changes you made to the field properties for HIGHEST_EDUC_LVL .

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1 A.EMPLID - Empl ID	Char11				ID	9	Edit	-		
2 A.NAME - Name	Char50				Name	94	Edit	-		
3 A.HIGHEST_EDUC_LVL - Highest Education Level	Char2		L		Highest Education Level	94	Edit	-		
4 A.ORIG_HIRE_DT - Original Start Date	Date				Start Date	9	Edit	-		
5 A.DEPTID - Department	Char10				Dept ID	8	Edit	-		

Step	Action
8.	Reorder/Sort:
	Click the Reorder / Sort button.
9.	The Edit Field Ordering page allows you to view and change the Sort Order and Output Order of the fields in a single page.
	In this example, the query results will be changed as follows:
	• The query results will be sorted by Highest Education Level first and then by Name .
	• The fields (columns) will appear in the following order: Highest Education Level, EmplID, Name, Department and Original Hire Date.



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Step	Action
10.	Click the Descending option for Highest Education Level.
	This option allows the results to sort the Highest Education Level first.
11.	Enter "1" in the New Order By column to display the Highest Education Level as the heading in the first column of the query results.
12.	Enter "4" into the New Column field for Highest Education Level .
	This field will now be the fourth column displayed in the query results.
13.	Enter "5" into the New Column field for ORIG_HIRE_DT
	This field will now be the fifth column displayed in the query results.
14.	Enter "2" into the New Order By field for Name.
	The query results will now be sorted by HIGHEST_EDUC_LVL in descending order first and then by NAME in ascending (A-Z) order.
15.	Click the OK button.



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1 A.EMPLID - Empl ID	Char11				ID	9	Edit	-			
2 A.NAME - Name	Char50	2			Name	9	Edit	-			
3 A.DEPTID - Department	Char10				Dept ID	9	Edit	-			
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5 A.ORIG_HIRE_DT - Original Start Date	Date				Start Date	9	Edit	-			

Step	Action
16.	Click the Run tab to view the new order of the fields, sort order, and column headings.
17.	Click the Fields tab.



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Step	Action
18.	Using the Distinct Option:
	Note: When running a query, occasionally the same row of output may be listed more than once when it meets multiple query requirements. Using the Distinct option removes duplicate rows of data. However, the end-user should note that this option may remove pertinent duplicate information , depending on the query. Therefore, if the end-user is not sure if any pertinent data will be removed by selecting this option, the safer alternative would be to run the query results to Excel and manipulate the data in the spreadsheet.
	If the end-user is confident that pertinent data will not be removed, the Distinct option is located in the Query Properties box.
	Click the Properties link. <u>Properties</u>



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Step	Action
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20.	Click the OK button.

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1 A.EMPLID - Empl ID	Char11				ID	9	Edit	-		
2 A.NAME - Name	Char50	2			Name	9	Edit	-		
3 A.DEPTID - Department	Char10				Dept ID	9	Edit	=		
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5 A.ORIG_HIRE_DT - Original Start Date	Date				Start Date	8	Edit	-		



Step	Action
21.	Click the Save button.
	Note: When you run the query again, any duplicate rows will be deleted.
22.	This completes <i>Format Query</i> . End of Procedure.



Format Name and Description

Procedure

In this topic you will learn to Rename a query and change a queries description.

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Point to the Reporting Tools menu.
3.	Point to the Query menu.

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Step	Action
4.	Click the Query Manager menu.
	Query Manager



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Query Manager	
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Search Advanced Search	
Find an Existing Query Create New Query	
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Step	Action
5.	Click the Search button.
6.	Click the Edit link for the EMPLOYEE_LIST query.

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Action
Click the Properties link.

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Query Definition:
list of employee and their highest education level
Last Updated Date/Time: 05/02/2012 9:22:38AM
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OK Cancel Main Content

Step	Action
8.	Enter the desired information into the Query field. Enter " BIOMED_EMPLOYEE_LIST ".
9.	Enter the desired information into the Description field. Enter " Biological Medical EmpEmpl I Info ".
10.	Click the OK button.



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Step	Action
11.	Click the Save button.
12.	This completes <i>Format Name and Description</i> . End of Procedure.



Working with Criteria and Prompts

When you build a query you may wish to add certain criteria to limit the query results to a particular condition (e.g. a specific value, a list of values or between two specified values). Although, there are several conditions which you may select, the three most used Condition Types will be covered in Query Intermediate (i.e. equal to, in list and between).

Add a Single Criteria

Procedure

In this topic you learn how to add a single criteria to the query in order to limit the query results to a specified value.

In this example the query will display the employees whose highest education level is **Doctorate** (Academic). To do this you will use the "equal to" Condition Type.

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Step	Action
1.	Click the Add Criteria button for HIGHEST_EDUC_LVL.
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OK Cancel				

Step	Action
2.	Click the drop-down arrow for *Condition Type and select the " equal to'' option.
	Note: The "equal to" Condition Type finds data having a value that matches the specific value.
3.	Note: The Expression 2 Type defaults to Constant when "equal to" is selected. Click the Select Constant From List button to access the list of education level types and define the desired constant.



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Select Constant	2-Yr Coll	F-2-Year College Degree	
Select Constant	Bachelor's	G-Bachelor's Level Degree	
Select Constant	Some Grad	H-Some Graduate School	
Select Constant	Master's	I-Master's Level Degree	
Select Constant	Doctorate	J-Doctorate (Academic)	
Select Constant	MD,DDS,JD	K-Doctorate (Professional)	
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Step	Action
4.	Click the Select Constant link for "J" Doctorate (Academic).
	Select Constant

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Step	Action
5.	Click the OK button.
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Step	Action
6.	Click the Criteria tab.



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Step	Action
7.	Note: The Criteria tab now indicates HIGHEST_EDUC_LVL = J
	Click the Run tab.
	Run
8.	Note: The query results display only those employees (whose records you may access) with a highest education level of J-Doctorate (Academic) .
9.	This completes <i>Add a Single Criteria</i> . End of Procedure.





Add a Group of Criteria Using In List

Procedure

In this topic you learn how to add a group of criteria to the query in order to limit the query results to a list of specified values.

In this example the query will display the employees whose highest education levels are **Bachelor's Degree, Some Graduate School** and **Master Level Degree**. To do this you will use the **"in list"** Condition Type.

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Step	Action
1.	Note: When changing the criteria of a field that has already been added to the Criteria tab, <u>do not</u> return to the Fields tab to add the field to the Criteria tab again. Doing so will cause an error in your search results.
	Instead, edit the field that already appears in the Criteria tab by clicking the Edit button.
	Click the Edit button for Highest Education Level . Edit



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In List	Edit List		
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_	List Members: (G','H',T)		
OK Cancel			

Step	Action
2.	Click the drop-down arrow for *Condition Type and select the in list option.
	Note: The "in list" Condition Type finds data having a value that matches any one of the values in a specified list of values.
3.	Click the Select List Members button.



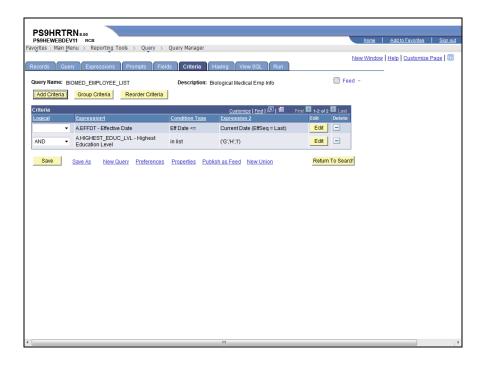
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с	C-HS Graduate or Equivalent	HS Grad	Add Value
D	D-Some College	Some Coll.	Add Value
E	E-Technical School	Tech Sch	Add Value
F	F-2-Year College Degree	2-Yr Coll	Add Value
G	G-Bachelor's Level Degree	Bachelor's	Add Value
н	H-Some Graduate School	Some Grad	Add Value
1	I-Master's Level Degree	Master's	Add Value
J	J-Doctorate (Academic)	Doctorate	Add Value
к	K-Doctorate (Professional)	MD,DDS,JD	Add Value
L	L-Post-Doctorate	Post-Doct.	Add Value
м	Associate Degree	Associate	Add Value
N	General Education Degree	GED	Add Value
0	Foreign Degree-No Equivalent	Foreign NE	Add Value
P	Master's Degree Plus 3 Years	Mast + 3	Add Value
Q	Medical Doctor	Med Doc	Add Value
R	Juris Doctor	Jur Doc	Add Value

Step	Action
4.	Click the Add Value button for G-Bachelor's Level Degree.
5.	Click the Add Value button for H-Some Graduate School . Note: To delete a value, check the box that appears in front of the value that you wish to delete under List Members and click the Delete Checked Values button. Add Value
6.	Click the Add Value button I-Master's Level Degree.
7.	Click the OK button.



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Step	Action
8.	Click the OK button.





Step	Action	
9.	Note: The Criteria tab now indicates HIGHEST_EDUC_LVL with the values of G , H and I .	
	Click the Run tab.	
10.	Note: The query results are limited to employees whose highest education level is Bachelor's Degree, Some Graduate School and Master Level Degree .	
11.	This completes <i>Add a Group of Criteria Using In List</i> . End of Procedure.	





Using Between Criteria

Procedure

In this topic you learn how to add a criteria to the query in order to limit the query results to data that falls between two specified values.

In this example the query will display the employees whose original hire date is between January 1, 2004 and July 31, 2004. To do this you will use the **"between"** Condition Type.

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Step	Action
1.	Click the Fields tab.



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Step	Action
2.	Click the Add Criteria button.

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Step	Action
3.	Click the drop-down arrow for *Condition Type and select the between option.
4.	Enter the desired information into the Date field.
	Enter " 010104 ".
5.	Enter the desired information into the Date 2 field.
	Enter "073104".
6.	Click the OK button.

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3 A.DEPTID - Department	Char10				Dept ID	9	Edit	-		
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Step	Action
7.	Click the Criteria tab.



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AND AORIG_HIRE_D Date)T - Original Start	between	2004-01-01 AND 2004-07-31	Edit	
Save Save As New	Query Preferences	Properties Publisi	h as Feed New Union	Return To Search	
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Step	Action
8.	Note: The Criteria tab indicates ORIG_HIRE_DT between 2004-01-01 and 2004-07-31. Click the Run tab.
9.	Note: In addition to the highest education level criteria established in the previous exercise, the query output now also reflects only those employees hired between 01/01/2004 and 07/31/2004.
10.	This completes <i>Using Between Criteria</i> . End of Procedure.



Creating a Prompt for Criteria

Procedure

In this topic you learn how to add a prompt to the query which will allow you to select a desired value each time the query is run.

In this example, when you run the query you will be prompted to select the desired highest education level. To do this you will use the **"equal to**" Condition Type and create a **"prompt"** expression.

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	AND	•	A.HIGHEST_EDUC_LVL - Highest Education Level	in list	('G','H','I')	Edit
	AND	•	A.ORIG_HIRE_DT - Original Start Date	between	2004-01-01 AND 2004-07-31	Edit
	Save		Save As New Query Preferences	Properties Publis	h as Feed New Union	Return To Search
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Step	Action
1.	Click the Edit button for HIGHEST_EDUC_LVL.
	Edit



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*Condition Type:	equal to 👻		
Choose Expression 2 Type	Expression 2		
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Constant	Prompt: :1 New Prompt Edit Prompt		
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Subquery			
OK Cancel			
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Step	Action
2.	Click the equal to list item.
	Note: In order to use a prompt, the Condition Type should be set to "Equal to"
	equal to 👻
3.	Click the Prompt option.
4.	Click the New Prompt link. New Prompt



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OK Cancel		

Step	Action
5.	Click the OK button. Note: Mosts users will not make changes to the default values on this Edit Prompt Properties page. OK

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OK Cancel		
		Main Content



Step	Action
6.	Click the OK button.

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	AND	•	A.HIGHEST_EDUC_LVL - Highest Education Level	equal to	:1	Edit	-			
	AND	•	A.ORIG_HIRE_DT - Original Start Date	between	2004-01-01 AND 2004-07-31	Edit	-			
	Save		Save As New Query Preferences	Properties Publis	m	Ketum	To Search			

Step	Action
7.	Note: The Criteria tab now indicates that HIGHEST_EDUC_LVL has a prompt (:1). Additional prompts will be denoted as :2, :3, etc. Click the Run tab.



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OK Cancel			

Step	Action			
8.	You are prompted to select the desired highest education level. Click the Hi Educ Ly list.			
9.	Click the Medical Doctor list item. Medical Doctor			
10.	Click the OK button.			
11.	Note: The query results display those employees whose highest education level is Medical Doctor .			
	Note: You Save your changes before selecting another link from the menu (e.g. Reporting Tools) by clicking the Save or Save As button . <u><i>There is no Warning that changes will be lost.</i></u>			
12.	This completes <i>Creating a Prompt for Criteria</i> . End of Procedure.			





Using Multiple Tables in a Query

When creating a query, it may be necessary to retrieve data from more than one table (record) or specify criteria in your query from a second table. In these cases, you need to link at least two tables in one query. Query enables you to run a query that pulls information from multiple tables. When you perform a join, the records involved are linked based on common fields.

Linking multiple tables, or joining, enables Query to retrieve data from more than one table, but the query output will appear as if the data is retrieved from a single table. Working with multiple tables is almost as easy as working with one.

The three joins that are covered in Query Intermediate are the following:

- 1. Record Hierarchy join
- 2. Related Record join
- 3. Any join

In this lesson you wish to retrieve a query that provides a list of employees with their **EmplID**, **Job Code**, **DeptID**, **Name and Job Title (Descr**). The **Personal_Data** record contains the **EmplID** and *Name* fields. The **Job** record contains the **Job Code** and **DeptID fields**, but not the **Descr field**. The **Descr** field is found in the **Jobcode** table. Therefore, it will be necessary to pull the fields from three different tables (**Personal_Data**, **Job** and **Jobcode**) to retrieve the desired query results.

Any Joins and Related Record Joins

Procedure

In this topic you will learn how to create a query that combines fields from three tables/records (**Personal_Data, Job and Jobcode**) using the two predefined joins **Record Hierarchy** join and a **Related Record** join.

In Query, predefined joins can be generated as a Related Record join. Since these types of joins are predefined, you will not have to add any criteria to manually link the records.

Any Joins gives you the ability to join any record to your currently selected record. Records will be joined on their common high-level keys. If you have an **Any Join**, it will automatically be added to your criteria, unless there is only one row of data in the record to be joined.

Step	Action
1.	Click the Main Menu button. Main Menu
2.	Point to the Reporting Tools menu.
3.	Point to the Query menu.



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Step	Action
4.	Click the Query Manager menu.
	Query Manager

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Enter any information you have and click Sear	ch. Leave fields blank for a list of all values.			
Find an Existing Query Create New Query				
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Search Advanced Search	-			
Find an Existing Query <u>Create New Query</u>				



Step	Action
5.	Click the Create New Query link. Create New Query
6	
б.	Enter the desired information into the begins with field. Enter " personal ".

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Search By: Record Name	
Search Advanced Search	
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Step	Action
7.	Click the Search button.
	Search



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Step	Action
8.	Click the Add Record link for the Personal_DATA record. Add Record
9.	Note: Query displays a letter in front of each record or table. This letter is an alias that represents the record or table. When joining records or tables, Query assigns subsequent letters. Click the checkbox EMPLID.
10.	Click the checkbox for NAME.



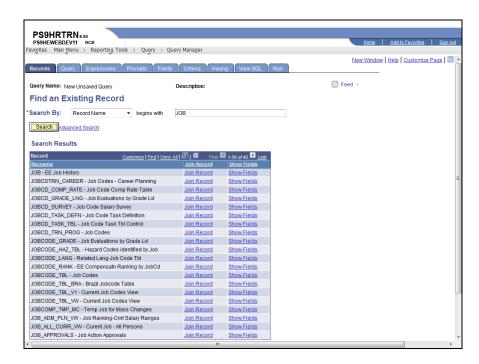
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	FIRST_NAME_SRCH - First Name		8			
	AST_NAME - Last Name		8			
	FIRST_NAME - First Name		8			
	MIDDLE_NAME - Middle Name		94			
	SECOND LAST NAME - Second Last Name		94			
	SECOND LAST SRCH - Second Last Name		94			
	NAME AC - Alternate Character Name		94			
	PREF_FIRST_NAME - Preferred First Name		8			

Step	Action
11.	Note: This is an Any join. Click the Records tab. Records

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ERSONAL_VW - Personal Data Name View	Join Record Show Fields	
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Step	Action
12.	Enter the desired information into the begins with field. Enter " job ".
13.	Click the Search button.



Step	Action
14.	Click Join Record for the JOB - EE Job History.
	Join Record



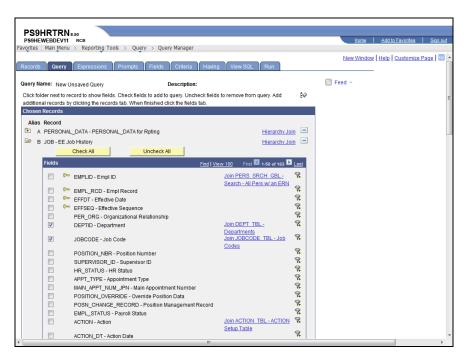
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Join Type			
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Join to get additional fields only (Left outer join)			
Join Record Customize Find 🖾 🗰 First 🖾 1 of 1 🔯 Last			
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Cancel			

Step	Action
15.	Click the A = PERSONAL_DATA - PERSONAL_DATA for Rpting link.
	A = PERSONAL_DATA - PERSONAL_DATA for Rpting

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Auto Join Criteria	
Query has detected the join conditions shown below. Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.	
A.EMPLID - Empl ID = B.EMPLID - Empl ID	
Add Criteria Cancel	



Step	Action
16.	Note: The Query tool has detected alike fields in both queries. Always select Add Criteria on this screen.
	Click the Add Criteria button.
17.	Click the OK button.
18.	Click the checkbox for DEPTID .
19.	Click the checkbox for JOBCODE .



Step	Action
20.	Click the Join JOBCODE_TBL - Job Codes link.
	Note: This is a Related Record join.



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Select join type				
Join Type				
 Join to filter and get additional fields (Standard Join) 				
 Join to get additional fields only (Left outer join) 				
OK Cancel				

Step	Action
21.	Click the OK button.
22.	Click the OK button.
23.	Click the checkbox for DESCR .
24.	Click the Fields tab.



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Step	Action
25.	Note: Query displays a letter in front of each field. This letter is an alias that represents the record or table from which the field was pulled. When joining records or tables, Query assigns subsequent letters. Click the Save As link.
26.	Enter the desired information into the Query field. Enter "EMPLOYEE_JOB_TITLES".
27.	Enter the desired information into the Description field. Enter " Employee and Job Titles ".



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ОК	Cancel	

Step	Action
28.	Click the OK button.
29.	Click the Run tab.
30.	End of Procedure.





Using Excel to Organize Query Results

Save a Query in Excel

Procedure

In this topic you will learn how to Save a Query in Excel.

Step	Action
1.	After exporting your results into an Excel file, you have the option to save the information for future reference.
	Click the Office Button .
2.	Click the Save As option.

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Step	Action
3.	Click the Excel Workbook entry in the list. Excel Workbook
4.	Enter the desired information into the BIRTHDATE LIST field. Enter " BIRTHDATE LIST ".



Step	Action
5.	Click the Save button.
	NOTE: The file will automatically save in the "My Documents" of Citrix. This file will not be available in your desktop documents folder.

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Step	Action
6.	This completes Save a Query in Excel.
	End of Procedure.



Auto Filter

Procedure

In this topic you will learn how to use Auto Filter.

Step	Action
1.	You can use AutoFilter to hide or sort the data in your worksheet.
	In this example you will filter the data so only employees whose birth year is 1993 will display.

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Step	Action
2.	Click the Sort & Filter button.
3.	Click the Filter option.



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Step	Action
4.	Notice the each column displays a drop-down button.
	Click the button to the right of the birth date field.
5.	Click the checkbox to the left of the Select All option to deselect it.
6.	Click the 1993 option.
7.	Click the OK button.
8.	A list of employees who were born in 1993 displays. The filter symbol displays next to the column header to denote that filtering has occurred.
9.	This completes Auto Filter . End of Procedure.



Delete Columns

Procedure

In this topic you will learn how to **Delete Columns**.

Step	Action
1.	The redefined queries in PeopleSoft 9.1 are very general, therefore, there is information included that is not needed by all users. After running your report you can delete any unrelated columns in Excel.

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Step	Action
2.	In this example you will delete the NID column.
	Click the B column to highlight the entire column.
	В
3.	Click the Home button.



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Step	Action
4.	Click the arrow to the right of Delete .
5.	Click the Delete Sheet Columns list item. Delete Sheet <u>Columns</u>
6.	The NID column is removed from the spreadsheet.
7.	This completes Delete Columns . End of Procedure.



Resize Columns

Procedure

In this topic you will learn how to **Resize Columns**.

Step	Action
1.	There are two options available for resizing columns:
	 Manually enter the appropriate column width, or Utilize the Excel - Auto Fit option.
	In this example both options will be demonstrated.

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Step	Action
2.	Click the B column to highlight the entire column.
3.	Click the Format option.
4.	Click the Column Width list item.



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Step	Action
5.	Enter the desired column width.
	Enter the desired information into the Column Width field. Enter "45".
	NOTE: You may have to repeat this option until the column width is correct.
6.	Click the OK button.



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Step	Action
7.	Excel can determine the correct column width for you by using the Autofit option.
	Click the Column Heading you wish to resize.
8.	Click the Format button.
9.	Click the AutoFit Column Width list item. AutoFit Column Width
10.	The system automatically resized column B.
11.	This completes Resize Columns . End of Procedure.





Find

Procedure

In this topic you will learn how to use **Find**.

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Step	Action
1.	In this example you will find employee names that contain "John".
	Click the Find & Select button.
2.	Click the Find option.
	<u>F</u> ind
3.	Enter the desired information into the Find what: field. Enter " John ".
4.	Click the Find Next button.
	<u>Find Next</u>
5.	The system will take you to the first name containing "John". In this example the
	system will not differentiate between first names and last names containing "John".
	You will click the Find Next button to search for the next employee name.
б.	This completes Find .
	End of Procedure.





Sort Using Multiple Criteria

Procedure

In this lesson you will learn how to Sort Using Multiple Criteria.

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Step	Action
1.	Click the Data button.
2.	Click the Sort button.



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Step	Action
3.	Click the button to the right of the Sort by field to define the first level of sort.

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Step	Action
4.	Click the Dept list item. Dept
5.	Click the Add Level option.
6.	Click the button to the right of the Then By field.
7.	Click the birth date list item. Birthdate
8.	Click the OK button.
9.	The system displays the sorted data.
10.	This completes Sort Using Multiple Criteria . End of Procedure.





Print Results on One Page

Procedure

In this lesson you will learn how to **Print Results on One Page**.

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Step	Action
1.	Click the Office Button .
2.	Click the Print list item.
3.	Click the Print Preview list item. Print Preview
4.	Click the Page Setup button.



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Step	Action
5.	Click the Fit to: option.
6.	Click the OK button.
7.	Click the Print button.
8.	For <u>training purposes</u> only, click the Cancel button.
9.	This completes Print Results on One Page . End of Procedure.