

Personnel Query Reporting 2010a User Manual

For more information: E: diane.mcgovern@sophtlogic.com T: 01473 255552

Table of Contents

INTRODUCTION	4
TYPES OF REPORT:	4
Reporting Windows	
QueryBuster	
\widetilde{U} ser Defined Reporting	
PERSONNEL QUERIES (REPORTING)	5
CREATING A LIBRARY	7
Add a Library	7
CREATE A QUERY	
AVAILABILITY TABLES: window one	
DEFINE RELATIONSHIP BUTTON	
INNER JOIN and OUTER JOIN	
SELECTED COLUMNS:	
DEFINE SELECTED COLUMNS – WHERE:	
Add / OR Buttons	
Test and Run Query Buttons	
Count Of	
Group By	
SAVING QUERIES	
View / Open a Saved Query	
SAVE AS - DUPLICATE AMENDED QUERIES	
OPENING EXISTING QUERIES	
Printing & Exporting Facilities from the Brown Clipboard How to Modify Column Layout	
How to Print a Report How to Format MS Excel Options	
How to Send to MS Excel	
How to send data to CSV files	
How to return to Factory Settings	
QUERY MANAGER	
SETTING UP THE LIBRARIES	26
Add a Library Set-up a Users within the Libraries	
Linking the Department to the Query Library	
List Publisher	
Query Heading to Long	
Withdrawal Published Query form Library	
QUERY BUSTERS	45
RUNNING QUERIES	15
Query Window	
Verifying a Query is Correctly Formed	
Reasons That A Query May Not Run Correctly.	
To Define the Query Further.	50
And / OR.	53
Saving and Opening a Saved Query	55
Delete, Duplicate, Rename a Saved Query	
AUTOMATIC QUERIES	
Setting-Up Automatic Queries	
Retrieving Automatic Queries	
RETRIEVING RESULTS OF AUTOMATIC QUERIES	
Reference Date Functionality	
· ·	

Introduction

The level of detail needed when entering data into pharOS means that the information available is very comprehensive. Reports can be as simple or complex as necessary. This manual gives the user the tools to interrogate the database and save commonly-used Queries.

Types of Report:

There are 3 levels of reporting within pharOS.

Reporting Windows

There are standard windows which provide reports to be run with little or no user intervention. At the most basic level a reporting window would load, for example, all personnel who are due for a medical.

Most windows however will allow for search criteria to be entered in order to restrict the results. These generally include a date range, and may include options to restrict location, rank, post type (ie Whole Time, Retained, APTC) or service number/person's name. This type of report is always specific to the individual modules and will be covered in detail in the corresponding manuals.

QueryBuster

This is the next level in complexity, which also means greater flexibility. Query Busters are standard reports that are published by SOPHTLOGIC. The fields and search criteria can be defined by the user.

User Defined Reporting

This offers the greatest flexibility, but requires a higher level of competency. Reports have to be generated by choosing the tables, fields and search criteria.

Personnel Queries (Reporting)

This option allows the user to build user defined reports. This is a very powerful tool, but requires an understanding of how the database is made up.

- Click onto the Personnel
- Scroll down to Reports
- Click onto Personnel Queries



The Personnel Queries window will appear

As you can see you have three windows

🚷 Personnel queries - Untitled		
Clear 🛇 Open 📂 Save 🎦 Save as 🔛	Access 🗧 View SQL 🔗 🗢 🔺	
Available fields	Select columns	Add 🚚
General	<u>^</u>	Modify 1
⇒ System time		Modify
		R <u>e</u> move 🐡
		Group by
Window 1	Window 2	
	WINGOW 2	Random Selection
		No of Records: 0
		Test query
	Y	Ru <u>n</u> query 🦽
Add table Bemove table Where R Select		
Select columns		Add 🚚
AND	×	Modify
		Remove de
Wind Wind		
		<u> </u>
	·	~
		-

Available Fields - Window 1 - gives you all the available tables and sub-tables within the Fire Safety, Personnel and Training.

Selected Columns – Window 2 – By using the Select button you can create the columns that you want the information to appear in on the Report.

Selected Columns – Window 3 – this is were you define the query by using the 'Where', 'AND' and 'OR' options.

Before we go any further, let's see what the icons do in the toolbar



View SQL SQL The 'Structured Query Language' (SQL) executed when the Query is run
The Arrow icons allow you to move the fields
Add 📕 The Add icon at the top, allows you to add another Column – at the bottom, allows you to add a field
Modify The Modify icon at the top, allows you to make changes to the columns – at the bottom, allows you to modify the query
Remove I The Remove icon at the top, allows you to remove the fields – at the bottom, allows you to remove the line of the Query
Group by The Group by icon allows you to add another column
Test query icon allows you to test if there is any data behind the Query and ensures that the Query has been formulated correctly prior to execution
Run query A The Run Query icon allows you to Run the query
Add table The Add Table button allows you to add another Field folder to Available Fields
<u>Remove table</u> The Remove Table button allows you to Remove the Field folder from Available Fields
Where S The Where button allows you to select the fields you want to break down your query
Select -> The Select button moves the chosen field and move it from the left window to the right
AND The AND button tells your query that you want data back for X and Y and Z
DR The OR button tells your query that you want data back for X or Y
(The Brackets buttons allows you to break down a query more

When you are creating a query its good to write down what it is you want the system to search for and return to you

Creating a Library

The 'Personnel Queries' system allows the user to section the information held within the system and 'Save' the query in a Library, access to which is completely user-definable.

Users with access to books within these Libraries may then construct and 'Save Queries' and transport the data from those queries into other applications (such as Microsoft Excel) where it may be formatted in any way that the host applications allow.

The 'Personnel Queries' makes full use of graphical user interface facilities and data is made available using common English terms rather than cryptic computer terminology. There is no need for users of the system to learn query languages.

New Library.

Open 👝

Within 'Personnel Queries'

• Click onto the 'Open' icon

As you can see there is already a list of 'Libraries'

Add a Library

Click onto the 'New Library' button

The 'Library Setup' box will appear

- Enter the 'Name' of your library
- Click onto the 'OK' button

Library setup			
Library name:	Di's Perso	onnel Library	
		Cancel	ОК

As you can see, 'Di's Personnel Library' in now been inserted into the Libraries list.

• Click onto the Library

As you can see here there are no queries saved in this Library

Libraries	Name	Description	Cree Rename Query
Di's Personnel Library			Otelete Query
			New Library.
			Rename Library
			Delete Library
			-
	lat.		1
*			

Create a Query

What is the Question you want to ask the system???

First you need to work out what data you want the Query to return as the two examples shown below

I want to create a Query that shows -

Q1: Leavers for the Year from 1st April (enter the year)

For this Query to work we will need all of what is displayed below

Availability Tables:	Selected Columns:	Defined Selected Columns:
Personnel Current Posting Details Service History	Surname First Name Service Number Ava or Una, Leave Blank Reason for Leaving Finish Date	Value of Ava or Una, Leave Blank Equals to Ava AND Value of Finish Date Greater than or Equal to 01/04/enter the year AND Value of Reason For Leaving Is not Empty

Let's go through this Query Step by Step

First we need to enter our tables into the 'Available Fields' window

AVAILABILITY TABLES: window one

In the 'Fire Safety Queries' window you will see the option of 'General' in the left hand Available Fields window (1) with two sub options of

System Time – is the time the query was created System Date - is the date the query was created

These are defaults

To bring up more fields – this is so we can define the query

- Highlight the option of 'General' folder
- Click on 'Add Table' button at bottom of window 1







Add table

PAGE: 8

Under the 'General' folder you will be given the list of all the Tables available within 'Fire Safety Reporting'. All the other folders will only have sub-tables that are linked to that particular field.

Select table to add	
Multiple Pay Types Current Details Link	
The Multiple Pay Types Service History Link	
10 Next of kin	
D Pay Types	
Pay rates	
Pay reference	
Pension schemes	
The Personnel	
Personnel - Segmented Addresses	
R Post categorie	
Post function	
Post pattern	
Posts	-
Define Relationship	Select Cancel

Select a 'Table' that you wish 'Search' on by highlighting i.e. 'Personnel'

> Available fields General System time System date Personnel Surname

⇒ Service n
⇒ Initials

→ First names → National insurance numbe

Home address
 Home telephone
 Other telephone
 Date of birth
 Marital status

Add table Remove table

Click onto the 'Select' button



where 💎

As you can see 'Personnel' table and all the sub-fields within that table has appeared in the 'Available Fields' window (1) with a choice of sub menu options i.e. 'Service Number', 'Surname', 'Date of Birth' etc...

'Add' more 'Tables'

Adding Additional Tables to the Query

Here is where you will link the tables together



Once a table has been selected you can not use the 'General' folder again. The reason for this is you now need to link the tables to each other for your query to work.

- Click onto the 'Personnel' folder
- Click on 'Add Table' button at bottom of window 1





seleccia	ible to add	
1 Ab	sence Monitoring	-
Ac da	cidents	
C AM	vards	
10 Co	ntact details	
Co Co	urse transactions	
Tim Cu	rient posting details	
00 De	pendants .	
Dia Dia	abilites	
R En	ployer details	
C EU	mic origin	
C Me	idical Calendar	
C Mo	dical transactions	
R Ne	st of kin	
4	nim of anti-	-
Define	Relationship Select Cancel	

Select 'Current Posting Details'

The 'Tables' that are 'Linked' to the 'Personnel' table will appear, as shown

Click onto the 'Select' button

<u>S</u>elect

'Current Posting Details' will attach itself to the bottom of the Personnel table list

Repeat the above instruction but this time...

- Click onto the 'Current Posting Details' folder
- Click onto Add Table
- Select Service History

Service History will attach itself to the bottom of the 'Current Posting Details' table list

 Available fields

 Image: Second Seco



- Click onto the Personnel folder
- Click onto Add Table
- Click onto Define Relationship button

Define Relationship...

Clear 😳 Open 🎦 Save	Seve at 🛍	Access ()	View SQL B	~ ~		2
Available fields		Select columns			Add 🚚	
(A) General	-			-	(5:3) 查	
System time By System date					(Deck) - Th	
Di Personal					Acres 1	
P- Summe	_				Signets .	
B- Service number						- H
Be Initials					Calculation III	
B- Fest names	Select table to add	L				
Konstand invasion rundee Konstador undee Konstador undee Konstador undee Konstador undee Date of bish Mask datum Select columns.	Tite 1	gmerited Addesses Leik				
enc gn t	Training Institut Training Institut Training Institut Training Institut User defined e Walling lat	Aces chime				1
THE R. L.	Define Relationshi				Select D	arcel

Define Relationship Button

'Define Relationship' does two functions... It allows you to link stand alone tables/data to other tables (attributes) within the system and/or use the 'Inner Join' / 'Out Join' options.

The 'Define Relationship' window will appear

On the left of the window there is a list of all the tables that are in the 'Personnel' window.

Scroll down to the table

• Select Ranks option

Let me explain the window in a little more detail, the first part...

From Column

The 'From Column' is a list of all the tables that are linked to the 'Personnel' folder in 'Available Fields' window (window1) you want to link a table to.

From Column > Select Personnel ID

To Column

The 'To Column' is a list that will change depending what folder you choose on the left of the Define Relationship box. This is where you link the table to the table in the 'From' option.

To Column > Select Ranks ID

Absence Monitoring Accident activities Accident body parts

As you can see in the two examples below, the 'To Column' is different depending on what is selected from the list on the left of the window.

Q pat 5 - actions and c

Accident body parts		_	To Colum	n		
Accident causes			Absence	Monitoring ID		8
Accident injuries				Monitoring ID		
Accident locations				ign key to top on key to toerso	0	
C Accidents			Date of N	rview on key to fileve		
Availability			Corden one	gn key to tseve		
Available Evidence						
Anad types						
Annado Annado						
Body parts						
Contact details						
Cost Classes		<u>ل</u> ح.				
Linking	the	'Personn	el	ID'	to	the
5						
'Absence	e Moni	toring ID'	in	the 'F	Prem	ises'
option.						
option.						

fine Relationship	_		
Q Level 3 (Recruitment)	٠	From Column	
Level 38 (Recruitment)		PettornelID	
Level 3C (Recruitment)		To Column	
Level 4 (Recruitment)		@@Primary Key	-
Levell (Recruitment)		(PCPhimary Key	1
Level2 (Recruitment)		GAGAForeign Key Created Ba	
PArt 1 contact details (Health and Safety - Personal Injury)		Created Date	
2 Part 2 - Critical equipment failures (Health and Salety - Personal Injury		Relationship ID	
Part 3 - When, how and what occurred [Health and Safety - Personal			
Part 3 - continued (Health and Safety - Personal Injury)			
SOPHTLOGIC Knowledge Base Articles (Equal Opportunities)			
Witnesses Present Dataset (Health and Safety - Personal Inius)			

Linking the 'Personnel ID' to the '@@Primary Key' in the 'Part 2 – Critical Equipment Failures (Health & Safety – Personal Injury)' attribute option.



From Column	
Personnel ID	-
Personnel ID	
Surname	
Service number	
Initials	
First names	
National insurance number	
Home address	
Home telephone	
Other telephone	
Date of birth	
Marital status	
Other telephone description	
Upper case conversion of surname	
Gender	
Blood group	
Major allergies	•

To Column	
Ranks ID	-
Ranks ID	_
Code	
Name	
Туре	
Seniority	
Qualification required	
Retirement proc seqno, leave blank	
Hide rank from front of duty rota	
Pay scale group	

This is where you join the stand alone tables e.g. 'Audit Form' 'Health and Safety', 'Recruitment', 'Attributes' or 'Equal Opportunity' etc to a defined field.



'Personnel' tables are not stand alone tables they are linked within the system so this part of 'Define Relationship' may not apply to the query.

INNER JOIN and OUTER JOIN

The second part of 'Define Relationship'; 'Inner Join' and 'Outer Join', does apply to 'Fire Safety'. Look at the right hand side of this window there are 3 option buttons. These are called 'Join' buttons. Each option will have an 'Explanation' box with a brief description of what the 'Inner Join' options do

De

INNER JOIN

The 'INNER JOIN' only acts on rows were 'All 'Qualification', 'Attributes' Absence Monitoring etc....' records where there are related 'Personnel Records'.

OUTER JOIN

The 'LEFT OUTER JOIN (FROM)' only acts on rows were 'All 'Qualification', 'Attributes' Absence Monitoring etc....' records where there may or may not be related 'Personnel Records.'

The 'RIGHT OUTER JOIN (TO)' only acts on rows were 'All Personnel Records' where there may or may not be related to any 'Qualification', 'Attributes' Absence Monitoring etc....'

• Click onto Right Outer Join (to) option

Once you have finished setting up the 'Defined Relationship'

• Click onto the 'OK' button

fine Relationship	
Cual-course instance link Qual-course link Qualifications Renks	From Column Personnel ID To Column Ranks ID
	C Inner Join C Left Outer Join (from) C Right Outer Join (from) Explanation All Personnel records where there are related Ranks
Service history	OK Cancel

Explanation	
All Personnel records where records.	there are related Ranks 🗾
	 Inner Join Left Outer Join (from) Right Outer Join (to)

Explanation	
All Ranks records where the related Personnel records.	ere may or may not be 🗾
	 Inner Join Left Outer Join (from) Right Outer Join (to)

I	Explanation	
	All Personnel records where the related Ranks records.	re may or may not be 🔺
		C Inner Join
		C Left Outer Join (from)
1		Right Outer Join (to)

As you can see the 'Defined Relationship' Ranks has appeared at the bottom of the list



The window will automatically defaults to the top of the Ranks list.

Scroll down the left hand column

Ranks will attach itself to the bottom of the Service History table list

One difference...

There is a plus (+) sign next to the Ranks folder. This means that this table is linked to the Available field.



Even though 'Ranks' table is linked to the 'Current Posting Details' table it may not be linked within the system setup. Knowing what tables are linked to and what sub-options are associated to what table go to 'Personnel Tables and Links Manual' to see the full listings of all 'Tables' and 'Attribute

Groups' that are in the 'Personnel Queries'.

It is also important to have a very good knowledge of the system setup and know where the data can be pulled from when creating these Reports from 'Personnel Queries'

SELECTED COLUMNS: window two

🚷 Personnel queries - Untitled		_ 🗆 🗙
Clear 🛇 🛛 Open 👝 🛛 Save 🔛 Save as 🔛	Access 🤄 View SQL 🔗 🔽 🔺	
Available fields	Select columns	Add 🚚
🔯 General 📃	*	
⊒+ System time		Modify 🏠
⇒ System date		Remove 🐡
🔍 Personnel		11211040 #
⇒+ Surname		Group by 🎄
⇒ Service number Window 1	Window 2	
⇒+ Initials		Calculation 🗟
⇒ First names		
⇒ National insurance number		Random Selection
⇒+ Home address		No of Records: 0
⇒ Home telephone		
⇒ Other telephone		Test query 📴
⇒ Date of bith		Run query 🤌
🗈 Marital status	×	maii qualiy 💦
Add table Bemove table Where 💎 Select 🔿		

To create the 'Report' you first have to select the information that you wish to return in report columns from the left window (1) into the right window (2).

• This is done by – for this example query

Within the 'Personnel' folder

• Double click onto the 'Surname' sub options

Or

- Click onto and highlight the 'File Number' sub options
- Click onto the 'Select' button

Select 🚽



The 'Select Value, Attributes' window will appear

Select value	, attributes
Select:	Value of
	Surname
Label:	Surname
Justification:	left 🔹
Width:	30
	₩
	OK Cancel

Select drop down arrow gives you options to

'Value Of', 'Minimum', 'Average', 'Maximum Value Of', 'Sum Of', 'Count Of' etc...

The 'Label' box allows you to change the heading name for that column

- 'Justification' drop down arrow will allow you to align the data
- 'Width' allow you to change the character length which determines the width of column in report.

Select val	ue, attributes
Select	Value of
	Value of
	Maximum value of
Label:	Average value of
	Minimum value of
Justificatio	n Sum of
	Count of
Width	Distinct count of
	Initials captitalised value of

• Click onto the 'OK' button

Clear 🛇	Open 🖻	Save 🔛	Save as 🔛	Access (x	View SQL 🕏	▼ ▲		
Available fields		÷		Select columns				Add 🚚
🔍 General			-	Column1 = Value of 1	Sumane			
🚽 System ti	me		1	Akas: Sumane		Align left		Modily 🖔
- System d	Salie		_	Not grouped by colu	nn -	Width 30	1	Remove at
Personnel Sumarre							1	Group by
- Service r	number		_				17	
📴 İnitialı:							14	Parchanon mo
📑 Fest nam								
	inturance number						r	Random Selection
- Home ad							N	to of Records: 0
- Home tel								in the second
Other tel							11	Test query
Date of t			-				ali	Bug query 🍂
- Marital II	What						<u> </u>	Cold deside the

As you can see the 'Surname' has appeared in the 'Select Column' window (2) on the right.

Within the Personnel folder

- Click onto First Name > Value of
- Click onto the Select button

Select 🚽

This will open up the 'Select Value Attributes' window

Select valu	e, attributes		
Select	Value of		
	First names		
Label:	First names		
Justification:	left •		
Width:	20		
		OK	Cancel

Click onto the 'OK' button

As you can see the 'First Name' has appeared as column 2 under the 'File Number' column

By following the steps explained above...

Personnel folder

- Click onto 'Service Number' > Value of
- Click onto the Select button

Select 🚽

This will open up the 'Select Value Attributes' window

• Click onto the 'OK' button

As you can see Service Number' has appeared as column 3 under the 'First Name' column

As you can see 'Ava or Una, Leave blank' has appeared as column 4 under the 'Service Number' column

Current Posting Details folder

- Click onto 'Ava or Una, Leave blank' > Value of
- Click onto the Select button

Select 🚽

This will open up the 'Select Value Attributes' window

Click onto the 'OK' button

 Conc Q:
 Down
 Save as Q:
 

-

Clear 🗘 Doen 🍋 Save 🔛	Save as 🔛	Access C= View SQL	8 🔻 🔺		
Available fields		Select columns		Ac	الله در
- System time	-	Column1 - Volue of Sumame	10000	-	
- System date		Alias: Sumane	Align: left	M	odly 🚡
Perconnel		Not grouped by column	Width: 20	Ber	nove at
B- Sumame		Column2 = Value of Fest names	and the second second	100	NIG BL
- Service number		Alas: First names	Align: left	Gro	upby 🛔
The tritials	12	Not grouped by column	Width 10	Concession in the local division in the loca	
- First names		Column3 = Value of Service number		⊆alo	ulation 🖏
National insurance number		Alac: Service number	Align: left	1.1	
B- Home address		Not grouped by column	Walk 11	E Ber	vices Select
- Hone telephone					ecord: 0
- Other telephone		L .		NOOFI	ecord: In
⇒ Date of bith		I K		Tect	query [2]
- Marital status					
Be Other teleningen description	-		-	- Rug	query A
	Select				

Service History folder

- Click onto Reason for Leaving > Value of
- Click onto the Select button

Select 🚽

This will open up the 'Select Value Attributes' window

Click onto the 'OK' button



As you can see 'Reason for Leaving' has appeared as column 5 under the 'Ava or Una, Leave blank' column

Service History folder

- Click onto Finish Date > Value of
- Click onto the Select button

Select 🚽



Date Range

The 'Date Range' fields are referencing the date attribute identified as a 'Reference Date'.

It would be usual to only set one date as a 'Reference Date' in a single query. If multiple 'Reference Dates' are used both dates will need to fall within the 'Date Range' defined.

E.g. where the 'Inspection Created Date' and 'Inspection Finish Date' falls within the 'Date Range' set.

If you enter a 'Date' criteria to your query the 'Select Value, Attributes' window will be a little different - as shown

This dialog box gives you the option to choose a different 'Reference Date'

The default is 'Within Date Range'

If you do wish to change this

Click onto the 'Reference Date' box

This will activate the options

• Select one of the options



To grey out the other options

- Remove the tick from the 'Reference Date' box
- Click onto the 'OK' button

This will open up the 'Select Value Attributes' window

• Click onto the 'OK' button





At this stage, not all queries need to be defined or set to a date range.

Ranks folder

- Click onto 'Code > Value of
- Click onto the Select button

Select 🚽

This will open up the 'Select Value Attributes' window

Select value	e, attributes	
Select	Value of	
	Code	
Label:	Ranks Code	
Justification:	left 🔹	
Width:	6	
		OK Cancel

In the Label box I have added 'Ranks' to the column heading

Click onto the 'OK' button

As you can see 'Code' has appeared as column 4 under the 'Finish Date' column

Available fields	later and the second	an wow	and the second sec	Select columns	10	Add 🚚
fri Pay Bate	tus() (Returns statu Status() (Returns s e Status() (Returns	tatus of pay rate	-SUB or TMP)	Column4 + Value of Ava or una, leave Alias: Ava or una, leave blank, Not grouped by column	Align. left Widthe 3	Modily &
	Status) (Returns s			Column5 - Value of Fleason his loov		Renove de*
Ranks (+)	2003, Kol II 120, 20130	0		Alias: Reason for leaving Not grouped by column	Align: left Width 16	Eroup by
B+ Name				Column6 = Value of Finish date		1 Calculation 🖏
- Type				Alier: Finish date Not grouped by column	Align left Width 15	E Bandon Selectio
	ion required			Column7 = Value of Code		No of Records: 0
	nt proc segno, leave from front of duty r			Alia:: Code Not proped by column	Algn left Width 6	Test query
Pay scale	group		-			Rup query 🖈

- 🗆 ×

Condition Equal to -

Function Value of

Value UNA

current posting of

Field

Where...

Field

Value

Function Value of

Condition Equal to

Equal to

Not equal to Greater than or equal to

Less than or equal to

This will open the value 'Where' window

The 'Function' box is always defaulted to 'Value of'

Click onto the Functions Arrow

A drop down menu of options will appear

A drop down list will appear > change if necessary

For this query we want the 'Function' on 'Value Of' option

-

•

٠

- Cancel

-

Cancel

ava or una, leave blank

ΟK

The Condition is always defaulted to 'Equals to'

- Click onto the Conditions Arrow ٠
- A drop down menu of options

current posting details.ava or una, leave blank



In the 'Current Posting Details' folder

Where 당

- Click onto 'Ava or Una, Leave Blank' .
- Click onto the 'Where' button Condition - Equal to
- Value 'UNA'
- Click onto the 'OK' button

witere	
Function	Value of
Field	Value of Alle of Alle Alle Alle Alle Alle Alle Alle All
Condition	Lower case value of Mid value (substr(3,3)
Value	Mid value (substr(3,3) Mid value (substr(3,2)

Equals to	= Numbers / Dates
Not equals to	= Numbers / Dates
Greater that or equals to	= Numbers / Dates
Less than or equals to	= Numbers / Dates
Begins with	= Text
Ends with	= Text
Contains	= Text
Is empty	= Leave Blank
Is not empty	= Leave Blank
Does not begin with	= Text
Does not end with	= Text
Does not contain	= Text







Define Selected Columns – Where:

Add / OR Buttons

When using the OR / AND buttons you need to ask yourself what the question you're trying to ask is...

Use the And / Or buttons to breakdown your Query

AND = Surnames beginning with the letter S AND Location containing the letter N	AND
OR = Surnames beginning with the letter S OR Location containing the letter N	<u>0</u> R
() = You would use the brackets if you are giving more than one option – For example	<u> </u>

Year = 2007	(Year = 2007 AND Location = A)
OR	OR
(Type = A AND Location = B)	(X = Y AND A = B)

The AND button gives does not give you an option it wants all data within 'Where' i.e.

Sickness where the Value of 'Finish Date' is 'Greater than or equal to' '01/04/09' AND Value of 'Finish Date' is 'Less than or equal to' '31/03/10'

The OR button gives you conditions and usually us the brackets to separate the options i.e.

Sickness where the (Value of 'Finish Date' is 'Greater than or equal to' '01/04/09' AND Value of 'Finish Date' is Less than or equal to' 31/04/09)

OR

Sickness where the (Value of 'Date' is 'Greater than or equal to' '01/08/09' AND Value of 'Date' is Less than or equal to' 31/08/09)

AND

Where 🕄

Add 🚚

Add in a Query Line

• Click onto either the AND / OR button

For this example I am using the 'AND' button

You can either: -

- Click onto the table through window (1) then
 - Click onto the 'Where' icon

Or you can...

•

- Click on the 'Add' button
- Select another option from 'Available Fields' window

Either way



In the 'Service History' folder

- Click onto 'Finish Date'
- Click onto the Where button
- Condition Greater Than or Equal To
- Value Enter a 1/4/enter the year
- Click onto the 'OK' button



As you can see the defined questions are now entered



Where 💎

Where 💎

In the 'Service History' folder

- Click onto 'Reason for Leaving'
- Click onto the Where button
- Condition Is Empty
- Value blank
- Click onto the 'OK' button



	Select columns	Ado	i 🚚 🗌	
	Value of Ava or una, leave blank Equal to UNA			
AND	AND	Mo	dify 🎽	Once
<u>0</u> R	Value of Finish date Greater than or equal to 01 04 2009	Rem	ove 🗗	
	AND	<u> </u>		query
_ (Value of Reason for leaving Is empty 0			
	J E			

Once all you have defined your query

while...

To close the results window

Click onto the 'X' in the top right hand corner

Test and Run Query Buttons

To 'Test Query'

Click onto the 'Test Query' button

A dialog box may pop up saying you have not used anything from tables that was selected in the 'Available Fields' window. You might not have used anything from that table in the column window (2) but did use one or so of the fields from the table in the 'Where' window (3) or it was part of the linking of tables. Either way...

Click onto the OK button

If there are no records to pull back which meet the search criteria entered, a message will appear as follows:

Ru<u>n</u> query 🥳

Test query 🔁

This lets you know not to run query as there are no records returned

- Click onto the OK button
- If there are records to return

A dialog box will appear letting you know that there were records returned

- Click onto the 'OK' button
- Click onto the 'Run Query' button

Same as above

Click onto the Yes button

The system will now search all the records for the answer for your query. Depending on the size of the query, this could take a little

As you can see in this example I had 377 records returned.

Thomson Morgan Leary Leary Thyne Thynn Thyne Thynn Thyne Thynn Thyne Thynn Thy

Query executed successfully however no records were returned.	
	OK





No fields have been selected from the Service history table

No fields have been selected from the Service history ta continue?	ble. Do you wisl	n to
	No	Yes

Query executed sucessfully and records were returned

PAGE: 21

OK

Count Of

Count of' will count how many records they are to be counted e.g. Ranks

• Double click onto the 'Code' column

or

- Click onto the 'Code' column
- Click onto the 'Modify' icon

The 'Select' box is a drop down box which defaults to the 'Value Of'

Click onto the 'Select' arrow

A dropdown menu will appear

Click onto 'Count Of'

This will allow the query to 'Count' how many; in this case, 'Code' were made for each 'Rank'.

• 'Count Of' has now appeared into the 'Select' box

L	have	also	changed	the
---	------	------	---------	-----

RI

- 'Justification' to 'Centre'
- 'Width' from '6' to '8'
- Click onto the 'OK' button

-
OK Cancel

ielect value, attributes..

Value of

iount c

Distinct o

Value of Maximum value of Average value of

Minimum value of

Select

Label

Justificati

Width

As you can see the changes to the 'Inspection Type Code', in column 4, have been changed.

Column4 = Value of Ava or una, lea	IVE DIGHN
Alias: Ava or una, leave blank	Align: left
Not grouped by column	Width: 3
Column5 = Value of Reason for lea	ving
Alias: Reason for leaving	Align: left
Not grouped by column	Width: 16
Column6 = Value of Finish date	
Alias: Finish date	Align: left
Not grouped by column	Width: 15
Column7 = Count of Code	
Alias: Count of Code	Align: center
Not grouped by column	Width: 8

Select columns..

• Click onto the 'Run Query' button

As you can see 377 records have returned. The 'Rank Code ' has been counted for each 'each 'Leaver' for the Year.

'Code' heading has changed to 'Count of Code' and is now centred

Column4 = Value of Ava or una, I	eave blank
Alias: Ava or una, leave blank	Align: left
Not grouped by column	Width: 3
Column5 = Value of Reason for le	aving
Alias: Reason for leaving	Align: left
Not grouped by column	Width: 16
Column6 = Value of Finish date	
Alias: Finish date	Align: left
Not grouped by column	Width: 15
Column7 = Value of Code	
Alias: Code	Align: center
Not grouped by column	Width: 8

Let's add another 'Count of'

• Double click onto the 'Finish Date' column

or

- Click onto the 'Finish Date' column
- Click onto the 'Modify' icon

The 'Select' box is a drop down box which defaults to the 'Value Of'

Click onto the 'Select' arrow

A dropdown menu will appe	ear
---------------------------	-----

• Click onto 'Count Of'

This will allow the query	/ to 'Count' t	the; in this case,	'Finish Date'
---------------------------	----------------	--------------------	---------------

- 'Count Of' has now appeared into the 'Select' box
- Click onto the 'OK' button



As you can see the changes to the 'Finish Date', in column 6, have been changed.

Click onto the Run icon

Select value, attributes...

Value of Value of Maximum value of Average value of Minimum value of

Sum of Count of Distinct count Initials captitali

Select

Label: Justific

Width

In this example, there are now 190 records have returned counting how many 'Rank Code' and how many with 'Finish Date' for each 'Leaver for the Year.

The 'Finish Date' heading has changed to 'Count of Finish Date'.

٠

Let's make this query easier to understand by using the Grouping the query

Total number of records = 190							
Personna	el queries						
Sumame	First names	Service r	Ava or una, I	Beason for leaving	Count of Finish date	Count of Rank Code	
Bell	Noel	4922	UNA.	0	2	2	
Doew	Darrell Anthony	1450	UNA.	ŏ	2	ž	-
Gray	Iain Robert	1692	UNA	0	5	5	
Haip	James	1402	UNA	0	2	2	
Hand	William Robert	1694	UNA	0	4	4	
Hill	Alan	1949	UNA	0	1	1	
Hood	Scott	6915	UNA	0	1	1	_
Hood	Johnny	5402	UNA.	0	3	3	
Hunt	Karen Patricia	9015	UNA	0	3	3	
Joss	Robin Ritchie	1400	UNA.	0	2	2	
Kean	Garry	1669	UNA	0	3	3	
Ken	Martin Hugh	1272	UNA	0	3	3	
Ken	Thomas David	1453	UNA.	0	2	2	
Mack.	Dean	1616	UNA	0	2	2	
Marr	Trevor	1470	UNA	0	2	2	
Man	Roderick Fraser	1633	UNA	0	2	2	
Muir	James	9039	UNA.	0	2	2	
Reid	Robert	1423	UNA	0	1	1	
Reid	lan Hill	3512	UNA.	0	2	2	
Reid	Martin Kenneth	1509	UNA.	0	2	2	
Robb	Alasdair	2093	UNA.	0	2	2	
Robb	David Stewart	6108	UNA.	0	2	2	
Ross	Angus	1426	UNA.	0	2	2	
Sear	James Tait	1095	UNA.	0	2	2	
Shaw	Philip David	1281	UNA.	0	2	2	
Todd	Brian Malthew	1427	UNA.	0	3	3	
Watt	Kenneth Neil	1299	UNA	0	1	1	
Weir	Kevin	1220	UNA.	0	3	3	
Wymn	Ross	1234	UNA	0	2	2	
Acton	Matt	9041	UNA.	0	4	4	
Boyle	John Ingleby	1048	UNA.	0	2	2	
Boune	Grahame	8443	UNA.	0	2	2	

Alias: Ava or una, leave blank	Alian: left
Not grouped by column	Width: 3
Column5 = Value of Reason for leav	/ing
Alias: Reason for leaving	Align: left
Not grouped by column	Width: 16
Column6 = Value of Finish date	
Alias: Finish date	Align: left
Not grouped by column	Width: 15
Column7 = Count of Code	
Alias: Count of Rank Code	Align: center
Not grouped by column	Width: 8

Select:	Count of		
	Finish Date		
Label:	Count of Finish Date		
Justificati	on: left		
Width:	11		
	Reference date		
	😨 Within Date Range		
	C Brought Forward		
	C Carried Forward		
	C After Date Range		
		OK	Cancel

Group By

Usually a Query will show the data in the columns you have selected. 'Group By' allow you to create a 'Three Dimensional' Query. To do a 'Three Dimensional Report', meaning you will have headings down the side (Y axis) and the headings along the top (X axis) use the 'Group By' button. Like a line chart.

- Click and highlight the 'Finish Date' Column
- Click onto the 'Group By' button



Column4 = Value of Ava or una, le-	ave blank
Alias: Ava or una, leave blank	Align: left
Not grouped by column	Width: 3
Column5 = Value of Reason for lea	iving
Alias: Reason for leaving	Align: left
Not grouped by column	Width: 16
Column6 = Count of Finish date	
Alias: Count of Finish date	Align: left
Not grouped by column 🛛 🕨	Width: 15
Column7 = Count of Code	
Alias: Count of Code	Align: left
Not arouped by column	Width: 6



For this example:

- Scroll down to 'Ranks'
- Click onto 'Code'
- Click onto the 'OK' button



Once you have selected all of your tables / columns it should look something like the example below



The selected field will now show in right window (2), (selected columns window)

Repeat this until you have entered in all headings for columns that you wish to be displayed in report.

• Run the Report

You will still see the 190 records that have returned like before, except the system has entered the 'Leavers' down the side of the page and the 'Rank Codes' across the top of the page, giving you a 'Count by' (total) of each 'Leaver'. And the row 'Grouped' the data by 'Rank' – giving each Rank its own column.

	-
	K. Court of heat 1

Saving Queries

To enable to be save the query that you have just created for retrieval and subsequent execution at a later date

Click the 'Save' button

The Save Query window will display

The system defaults to the first field 'Query Name'

- Enter an appropriate 'Name' of the query being saved
- Enter a 'Brief Description' of the query

Position the cursor in the 'Query Status' field

The system defaults to 'Private'

Private

Save 🔛



Save Query As

Query name:

Leavers for year from 1 April (enter year)

If however, the query is to be accessible to all users

• Select 'Public' option

The 'Public' option allows all users within the allocated department to see and use the query.

- Click onto the 'Library' folder
- Click the 'OK' button to 'Save' the query.

A query has been formulated and 'Saved' for retrieval at a later date.

Libraries					
Libraries		Name	Description	Crea	Rename Query
Di's Personnel Library 📥	圈	Current Posting Details	Enter a brief description about about the o	03 02 📩	
					Delete Query
					New Library
					Rename Library
					Delete Library

REMEMBER...

Users can change the query but must remember to always 'SAVE AS' this will give the user the option to give the amended query a new name. By clicking onto the 'SAVE' icon the user will overwrite the query...

The system will return to the 'Fire Safety Queries' window and the heading will have changed from 'Untitled' to the name you 'Saved' the query at.



View / Open a Saved Query

To 'View' or 'Open' the 'Saved' query

- Click onto the 'Open' button
- Click onto the 'Library' you saved the query in

Open 📂	
--------	--

As you can see the query you created and saved is in the 'Library'

Libraries		Name	Description	Crea	Rename Query
Di's Personnel Library 📥	圈	Current Posting Details	Enter a brief description about about the o	03 02 🔺 🔸	
	圈	Leavers for year from 1 April (enter year)	Enter a brief description about the Query a	04 02	Delete Query
					New Library
					Rename Library.
					Delete Library
]		-	
*	4			•	

Notice there is four columns

Name:	This is the 'Name' of the query
Description:	This is the 'Brief Description' about the query
Created:	This is the 'Date' the query was created
Last Run:	This is the 'Date' of the last time this query was opened and 'Last Run'

• Click onto the 'OK' button to close the window

Save As - Duplicate Amended Queries

To enable queries to be 'Duplicated' / 'Amended' queries using the same kind of data but allowing you to amend, add, delete columns etc... And re-save under a new name.

Open 🍋

Save as 🕌

Open the original Query

- Click onto the 'Open' icon
- Click onto the 'Library' the query is saved in
- Select the 'Query'
- Click onto the 'OK' button



This will re-open the 'Saved' query

• Make the 'Amendments' to the query

As you can see I have removed the last entry and changed the date range



Click the 'Save As' button

The 'Save as' window will display

The system defaults to the first field 'Query Name'

- Enter an 'NEW' name of the query being saved
- Enter a 'Brief Description' of the NEW query

If you would like to change the 'Status' of the query...

- Select 'Private' or 'View' option
- Click onto the Library Folder
- Click the 'OK' button to Save the Query.

The system returns to the 'Fire Safety Queries' window

As you can see the query name has changed

🚷 Personnel queries - Leavers for year from 1 April (enter year)	_ 🗆 ×
🚷 Personnel queries - Leaver 2008	_ 🗆 ×

a ve Query As Query name:	
Leaver 2008	
Query description:	
Enter a New Description of the	Query and the data it will return
Query status: C Private 📀 Library:	Public C View
Di's Personnel Librar	y 🔺
	OK Cancel

Opening Existing Queries

The query window has been modified to include the query description, the date the query was created and the date the query was last run. The query list now features sortable columns.

To enable the viewing and subsequent selection of Queries previously 'Saved'



The 'Libraries for Fire Safety Queries' window will display

• Click onto the 'Library Name' on the left hand side of the window

The Queries Saved to the highlighted Library will appear

- Highlight the relevant Query
- Double click on the query
- Or Click onto the 'OK' button

Libraries	 Name Current Posting Details	Description	Crea 03.02 ▲	Rename Query
Di's Personnel Library 🛋	 Leaver 2008	Enter a brief description about about the c enter a New Description of the Query and		Delete Query
	Leavers for year from 1 April (enter year)	Enter a brief description about the Query a	04 02	New Library
				Rename Library.
				Delete Library



The query will appear in the FSQ window for you to execute, amend etc...



The Personnel Queries, Fire Safety Reporting, Training Queries and Operational Queries are exactly the same window just they reference different database tables enabling different type Queries to be created.

Printing & Exporting Facilities from the Brown Clipboard

The following section describes how to use the standard 'Printing and Exporting' facilities which are incorporated in the majority of windows e.g. 'Fire Safety Queries Window'.

From the 'Executed' query

_	number of	records = 22												<u>×</u>	
FSEC A B C D E F G H	A A B C D E F G H	e Description Hospitals Care Homes Houses of Multiple Docupation (HMO) Tenement High Rise Fills: Purpose Bulk >= 4 Storeys Hostels Hostels Houses Converted to Fists Other Steeping Accommodation	Count of Inspectio 61 42 33 17 14 14 14 9 10	8RG 4 2 1 1 1 1 1 0 1	CAS 2 3 1 1 1 1 0 0	CLAUDI 33 28 24 8 4 7 5 3	CL FHFS(0 0 0 0 0 0 0 0 0 0 0	CL HSC 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	CL.NEW ED1 1 1 1 1 1 1 1 1 1 1 1 1 1	J FUI 4 0 0 0 0 0 0 0 0 0	FUL 0 1 0 0 0 0 0 0 0 0	HOU 2 1 1 2 0 0 1	LUC 1 ×		In the top left hand corner
JKLMNPPSTZZAA	J K M P P S T F6 A0101 A2 A3 A4	Further Education Pauble Bukings Locenson Phenises Shoper Other Premises Open to the Public Pactories and Werbourses Officer Constant of Face Safety Property Education Constant of Face Safety Property Factory Factory Office	3 4 24 13 20 21 23 15 3 2 1 1 5 3 2 1 1 6	000000000000000000000000000000000000000	00102220200000	341248445320002	0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 1 1 1 1 2 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	000000000000000000000000000000000000000	00223323100000	002222222		 Click onto the 'Brown Clipboard' icon

The standard printing and export facilities, represented by the 'Brown Clipboard' icon include the following facilities:

Modify Column Layout: Print Report: Send to MS Excel: MS Excel Formatting Options: Send To .csv File...: Letters and Mail: Factory Settings: Graph Results: eQ Apollo:

Close:

8 Total number of records = 22
🙀 Fire safety queries
Modify Column Layout
Print Report
Send To MS Excel
MS Excel Formatting Options
Send To .csv File
Letters And Mail
Factory Settings
Graph Results
eQ.Apollo
Close

How to Modify Column Layout

Please refer to the 'Brown clipboard' button entitled 'Fire Safety Queries'

Click the 'Brown clipboard' button •

A drop down menu will display

Click onto 'Modify Column Layout' •



Ameno	d column configuration				Sort Lis
/isible	Name	Desc	Sort		
~	FSEC Group	FSEC Group	1		
V	Supplementary Line No	Supplementary Line No	2		
~	Description	Description	3		
₹	Count of Inspection type code	Count of Inspection type code	4		
V	BRG	BRG	5		
V	CAS	CAS	6		
V	CL.AUDIT	CLAUDIT	7		
V	CL.FHFSC	CL.FHFSC	8		
2	CL.HSC	CL.HSC	9		
2	CL.NEW	CLINEW	10		
V	EDU	EDU	11		
V	FUI	FUI	12		
Ű.		leu .	10	<u> </u>	
			_		

Depending on the columns checked will depend on the columns visible in the 'Fire Safety Queries' result window

i.e. only the above checked columns will display as so:

Remove the Ticks from the check boxes of the columns you 'Do Not' want displayed

Sort

Cancel

Sort List

OK

Visible	Name	Desc	Sort		
~	FSEC Group	FSEC Group	1		
	Supplementary Line No	Supplementary Line No	0		
~	Description	Description	3		
~	Count of Inspection type code	Count of Inspection type code	4		
~	BRG	BRG	5		
2	CAS	CAS	6		
	CL.AUDIT	CL.AUDIT	7		
2	CL.FHFSC	CL.FHFSC	8	-	
ব	CL.HSC	CL.HSC	9		
	CL.NEW	CL.NEW	0		
2	EDU	EDU	11		
2	FUI	FUI	12		
Ē.	leu	ru .	110	Ľ	

The 'Sort List' button will ascend 'Sort' column in ascending order

Click onto the OK button

s you can see the columns that had the ticks removed are now hidden

5et column configuration for Total number of records = [fR

ntary Line No

Count of Inspection type code

🔽 Save Column Widths 🔲 Restore Defaults

Desc Supple

MSC CL.NEW

OFS

SFA OTC

OFSA

BBG

CAS

FSEC Group

Description

ALIDIT

ntarv Line N

Count of Inspection type code

Amend column configuration Visible Name

MSC CL.NEW

SFA OTC

OFSA

BRG

CAS

FSEC Group

Description

OFS

ব ব ব ব ব

٠Ĩ

Restore Defaults check box by ticking this box it will put the ticks back into all the check boxes all columns will be visible.



How to Print a Report

Please refer to the 'Brown clipboard' button entitled 'Fire Safety Queries'

• Click the 'Brown clipboard' button

A drop down menu will display

• Select the second option 'Print Report'

δ Total number of records = 22
🙀 Fire safety queries
Modify Column Layout
Print Report
Send To MS Excel

The system will automatically generate a report of the information currently displayed.

report.										1	ti Jini
OS - Sopt	ntlogic Ltd		Date printe	6 18 11 20	09 12:31						
e safety que	ries				Page 1						
iroup Supplem	erta@ 4xxx/Mo n	Court of Impectio	n 1994Qode	CAS	CLAUDIT	CL.FHFSC	CLHSC	CLNEW	EDU	FU	
ABCDEFG	High Plase Flats Purpose Built >= 4 Storeys Historis Historis Houses Converted to Flats	17 14 14 9	421111110	2 3 1 1 1 0	33 28 24 8 4 7 5	000000000000000000000000000000000000000	0000000	000000	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400000000000000000000000000000000000000	0-0000-0
HJKLME	Further Education Public Buildings Licensed Premises Schools Shools	3	0000=	0 0 1 0 2	334248	0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	000100	000000	1 D 1 1	00000	000000
P R S T F6 A0101 A2 A3	Other Premises Open to the Public Factories and Warehouses Offices Other Wolnglaces. Community Fire Safety Property Hotal Factory Office	7,825,9 2 1 1	1 1 0 0 0 0	1000000	4 4 5 3 7 0 0 0	000000000000000000000000000000000000000	0000-000	00000000	1 1 7 0 0 0 0	0000	000000000
	A B C D C D C D C C C C C C C C C C C C C	DS - Sophilogic Ltd stafety queries A Hestria Car Terrar Car T	DS - Sophilogic Ltd statuty quaries Tog Supimers (glanding) A Hespin Course (glanding) Carl Ingents Carl Inge	DS - Sophilogic Ltd Despend statuty queries Top Supplements/Likes/File A Hespite Care Inner Care Inn	DS - Sophilogic Ltd Desired 11 17 * stately queries Trag Suphmers (Lamothe Lamothe L	ODS - Sophilogic Ltd Designed bit 11 2000 021 stafety queries Page 1 responsers@Lands Court of Inspection 1992are C.K. CLACO Image Supplements@Lands Court of Inspection 1992are C.K. CLACO A Hingstein C. CLACO D Hingstein C. CLACO H Hingstein D. D. E. H Hingstein	ODS - Sophilogic Ltd Despete H H 12009 021 exterly queries Page 1 mgs Supplementa/Likes#in Court of hespetion Court of hespetion Court of hespetion A Hespite Court of hespetion Court of hespetion Court of hespetion B Court of hespetion Court of hespetion Court of hespetion Court of hespetion B Court of hespetion Court of hespetion Court of hespetion Court of hespetion B Court of hespetion Court of hespetion Court of hespetion Court of hespetion F Hespetion Court of hespetion Court of hespetion Court of hespetion Court of hespetion F Hespetion Court of hespetion	ODS - Sophilogic Ltd Data prevent NI 11 2009 12.01 stafety queries Page 1 mg Supplementa/Lamothen Caust of Ingrestion 1(Britage CA CA/DC CLPPEC CLUE mg Supplementa/Lamothen Caust of Ingrestion 1(Britage CA CA/DC CLPPEC CLUE A Hingstein Caust of Ingrestion 1(Britage CA CLAUC CLPPEC CLUE B Hingstein Caust of Ingrestion 1(Britage CA CLAUC CLPPEC CLUE B Hingstein Caust of Ingrestion 1(Britage CA CLAUC CLPPEC CLUE B Hingstein CA CA CLAUC CLPPEC CLUE B Hingstein CA CA CLAUC CLUE CLUE	OS - Sophilogic Ltd Despendent Nr. 10000 10.11 stafety queries Pag 1 results Pag 1 Image Supplementation Cost of Imagestion (BR2) ds CAS CLAQ01 CLMP50 CLM00 CLM00 A Hespital Cast of Imagestion (BR2) ds CAS CLAQ01 CLMP50 CLM00 CLM00 B Cast of Imagestion (BR2) ds CAS CLAQ01 CLM900 CLM00 CLM000 CLM00 CLM00 CLM00 CLM00 CLM00 CLM00 CLM00 CLM00 CLM00 CLM000 CLM000 CLM000 CLM000 CLM000 CLM000 CLM000 CLM000 CLM000 CLM0000 CLM0000 CLM0000	ODS - Sophilogic Ltd Designed to 10 2000 0.01 stately queries Page 1 mg Supplimenta/Longetton (Splitules CAS CLASC CL	DS - Sophilogic Ltd Description 113091231 stady queries Page 1 Image Source Ltd Description 113022012 Cut of Phage Source Ltd Cut of Phage Sourc

Please note the information included in the 'Print' or 'Export' will be the data retrieved from the single or multiple searches previously performed.

• To print the report click the 'P' button positioned in the top right hand corner of the window.

A drop down menu will display.

Click onto 'Print Report'

The 'Print setup' window will display.

Please note the 'Print Setup' window defaults to the printer previously specified as the default printer via the 'Settings', 'Printers' option of the 'Start' button of Windows.

• Click the 'OK' button to print the report.

The system returns to the screen report.

When the report has been viewed and is no longer required.

• Double click the '8' button positioned in the top left hand side of the window or click onto the 'X' positioned at the top right hand side of the window.

The system returns to the 'Fire Safety Queries' window.





How to Format MS Excel Options

Go to the 'Brown clipboard' button e.g. entitled 'Fire Safety Queries'

• Click the 'Brown clipboard' button

A drop down menu will display

• Select 'MS Excel formatting options'



The system will open the 'Excel formatting options' window

• Go to the 'Auto formats' list display

The 'AutoFormat' highlighted will display in the 'Sample' preview field

- Select the required 'Auto format' option.
- Click the 'OK' button if the Excel Formatting Options require saving.

Please note: the 'Excel Formatting' option that is selected will not be visible until the 'Send to MS Excel' facility has been used. As shown in the examples on the next page.











How to Send to MS Excel

Go to the 'Brown clipboard' button e.g. entitled 'Fire Safety Queries'.

• Click the 'Brown clipboard' button

A drop down menu will display

• Select 'Send to MS Excel'



The system will automatically open 'Microsoft Excel' which will be visible on the task bar at the bottom of the window display.

• Click the 'Microsoft Excel' button



	ficro	soft Ex	cel - Book1																	
18	E K	j [dt	Yew Insert Format Tools Data Window Help		\de	be	PDF													
10			a (a) (a) (2) (2) (2) (2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4		11	٥.	Σ		٥1	z j	L D	63		d.				į,	12	A
	A		• A		1	590			2.	^		2.9						UE.	10.	-
_	Ā	в	C C	D	IC.	E	G			Ū.Z		1.4	b.	0		0	D	01	Ŧ	a
1	Ê	0	6	U	E	1	0	-	-		<u> </u>	m	N	9	-	S.	-	0	44	2
2	A	A	Hospitals	61	4	2	33	0	0 0	1 1	4	n	2	1	1	1	1	1	a	1
3	в	В	Care Homes	42	5	3	28		n n	1 1	0	1	1	i	'n	1	2	iii	ň	i
4	Ċ	c	Houses of Multiple Occupation (HMO) Tenement	33	ĥ	ĭ	24		0 0	1	ŏ	i i	÷	÷	ŏ	÷.	÷.	ਜ	ň	i
5	Ď	Ď	High Rise Flats Purpose Built >= 4 Storeys	17	ĥ	ĥ	8	ŏ	ň	1	ň	ŏ	Ť.	î.	ŏ	î.	Ť.	iii	ă	ĩ
6	Ē	E	Hostels	14	ĥ	1	4	ŏ	0.0	1	Ő	ŏ	2	1	ŏ	2	0	11	ő	ĩ
7	F	F	Hotels	14	i	1	7	Õ	0 0	1	0	Ő	õ	1	ŏ	õ	1	1	ő	1
8	G	G	Houses Converted to Flats	9	Ö	Ō	5	0	0.0	0	0	0	Ō	1	Ō	1	0	11	ō	1
9	н	н	Other Sleeping Accomodation	10	lī	0	3	0	0.0	1	0	0	1	1	Ō	Ō	2	11	0	Ö.
10	J	J	Further Education	3	Ó	Ō	3	0	0 0	0	0	Ō	Ó	Ó	Ô.	Ō	0	Ó I	0	ô.
11	ĸ	ĸ	Public Buildings	4	0	0	4	0	0 0	0 0	0	0	0	0	0	0	0	0	0	Ö.
12	L	L	Licensed Premises	24	0	1	12	1	10	1	0	0	2	2	0	1	1	1	1	ō.
13	M	M	Schools	13	0	0	4	0	0 0	1	0	0	2	2	0	1	2	11	0	ö
14	Ν	N	Shops	26	1	2	8	0	0 0	1	0	0	3	2	0	4	1	2	1	ï
15	Ρ	P	Other Premises Open to the Public	21	1	2	-4	0	0 0	1	0	0	3	2	0	3	1	11	0	3
16	R	R	Factories and Warehouses	20	1	2	-4	0	0 0	1	0	0	2	2	0	3	2	1	1	1
17	S	S	Offices	23	1	0	-5	0	0 0	1	0	0	3	2	0	2	3	2	1	3
18	T	T	Other Workplaces	15	1	2	3	0	0 0	2	0	0	1	1	0	0	2	0	0	3
19	Z	F6	Community Fire Safety Property	3	0	0	2	0	10	0 0	0	0	0	0	0	0	0	0	0	ð
20	Ζ	A0101	Hotel	2	0	0	0	0	0 0	0	1	0	0	0	0	0	0	0	1	0
21	A2	A2	Factory	1	0	0	0	0	0 0	0 0	1	0	0	0	0	0	0	0	0	ð
22		A3	Office	1	0	0	0	0	0 0	0 0	1	0	0	0	0	0	0	0	0	ð
23	A4	A4	Shop	6	0	0	2	0	0 1	0	3	0	0	0	0	0	0	0	0	Ð

Microsoft Excel will open and the information in the 'Fire Safety Queries' results window will now be displayed in a 'Microsoft Excel' spreadsheet.

In this example the headings have not been included...

If this is the case, go to 'MS Excel Formatting Options' make sure there is a tick in the 'Include Column Headings' check box in the 'Optional Parameters' or click onto one of the 'Auto Formats' e.g. 'simple'.

24	the t	dt time	Poset Figmat Jook Data Window Hel	Adda and	_	_				_		_	_	_	_	_		1.1			a fait		- 0
4		00000																					
	10 S	301	3171 × 38- J 9-0	× - 🐏 Σ - 21 31 👪 4	5.90		E And		* 10	51.8	B Z .	U I	E.3	13	01	1	6. 1	24.7	生课	课 :	· 🗄	0.	Δ.
	F37		5																				
1	A	Ð	c	D	E		G	H	1.1		J		L	M	N	0	P	0	R	S	T	U	9
1.1	FSEC (Supplem	er Description	Count of Inspection type code	BRG	CAS	CL AUDIT	CL.FHFSC	CL HS		LNEW	EDU	FUI	FUL	HOU	LIC	MSC	OFS	OFSA	OTC	REI	SFA	
21	A	A	Hospitals	61	4	2	33	0)	0	0		4) ;	1 1	1	1	1	1	9	1	
3	B	8	Care Homes	42	2	3	28	0)	0	0	1	0	10 1	1. 1	1 1	0	1	2	1	0	1	
0	c	C	Houses of Multiple Occupation (HMO) Ter	33	1	1	24	0)	0	0	- 1	0	1	1 1	1	0	1	1	1	0	1	
	D	D	High Rise Flats Purpose Built >= 4 Storey	17	1	1	8	0)	0	0	1	0	1 6	1 1	1	0	1	1	1	0	1	
	E	E	Hostels	14	1	1	4	0)	0	0	1	0	1) ;	2 1	0	2	0	1	0	1	
	F	F	Hotels	14	1	1	7	0)	0	0	1	0	1 6) (1	0	0	1	1	0	1	
8	Ġ :	G	Houses Converted to Flats	9	0	0	5	0)	0	0) (1) (1	0	1	0	1	0	1	
1	H.	H	Other Sleeping Accomodation	10	1	0	1 3	0)	0	0	1	0	1) 1	1	0	0	2	1	0	0	1
0.	J	J	Further Education	3	0	0	1 3	0)	0	0	0) ()	1 1) (0 1	0	0	0	0	0	0	1
Ð	K.	ĸ	Public Buildings	4	0	0	4	0)	0	0	0) (1) (0 (0	0	0	0	0	0	1
21	L	L	Licensed Premises	24	0	1	12	1		1	0	1	0	1.0	1 3	2 2	0	1	1	1	1	0	4
3	M	M	Schools	13	0	Ð	1 4	0)	0	Ū	1	0	1) ;	2 2	0	1	- 2	1	0	0	1
6	N	N	Shops	26	1	2	8	0)	0	0	1	0 1	1. 0) 3	3. 2	0	4	1	2	1	1	
5]:	p	p	Other Premises Open to the Public	21	1	1	4	0)	0	0	1	0	1) :	1 2	0	3	1	1	0	1 3	1
ij;	R	R	Factories and Warehouses	20	1	2	1 4	0)	0	0	1	0	1)	2 2	0	3	2	1	1	1	
а.	S	S	Offices	23	1	0	5	0)	0	Ū	1	1 0	1	3 3	3. 2	0	2	3	2	1	3	4
£	T	T	Other Workplaces	15	1	2	2 3	0)	0	0	2	2 0	1 () 1	1	0	0	2	0	0	1 3	1
	Z	F6	Community Fire Safety Property	3	0	0	2	0)	1	0	0	0 0	1) (0 0	0	0	0	0	0	0	1
Ű.	Z.	A0101	Hotel	2	0	0	0 0	0)	0	0	6	1) (0 1	0	0	0	0	1	0	1
η,	A2	A2	Factory	1	0	0	0 0	0)	0	0	0) 1	1) (0 0	0	0	0	0	0	0	j .
ēl,	A3	A3	Office	1	0	0	0 0	0)	0	0	0) 1	1) (0 0	0	0	0	0	0	0	1
iî.	A4	A4	Shop	6	0	0	2 2	0)	0	1	0	3 3	1 0) (0 0	0	0	0	0	0	0	1

Below are a few 'MS Excel Formatting Options' examples.

(seef formotiong options		a Den die die der best Anne Den Gen Weden Die Verfaulte. Die die die der best Anne Den Gen Anderson
And mus Sample	'Class 1' layout	「「「「」」」」」」「「「」」」」」」」(「」」」」)(「」」」)(「」」」)(「」」」)(「」」」」)(「」」))(「」」))(「」」))(「」」))(「」」)(「」」)(「」」)(「」」)(「」」)(「」」))(「」」))(「」」))(「」」))(「」」))(「」」)(」)(」))
Construction Construction<	5	Interference Operating Statute Operating Statute <t< td=""></t<>
allond parameter Techdar collaun Headings T Add e constan Techner dat men Fren		In Other Design Accountation UL I O S C O I I O I Partle Extrant I 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Autorona within Part and exit also handles Autorona too in Albanet Autorona too ins Autorona too ins Autorona too insets Autorona too insets Cancel OK		No. P Documentary (problem) P 2 4 0 0 1 0 0 3 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
efformating sptem		【 二 2 2 2 2 2 2 3 2 3 3 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5
Jame Jame Standard 1 Jame Standard 1 Standard 1 Standard 1 Standard 1 Standard 2 Standard 2 Standard 2	'List 1' layout	A B C B F J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J
tond parameter Noder clove hadrogs Product on the hadrogs PRE2/201888 Add frame other Add frame other Add frame token depresent Add frame token depresent Add frame token depresent		Image: Second
Aut/Famili bindes Aut/Famili hard-solares Cancel 08.		

How to send data to CSV files

(Comma separated values – this is a text file that will open in Excel by default but can also be opened with a simple text editor, such as notepad. This is a standard file type for imports into other applications, such as Access.)

Go to the 'Brown Clipboard' icon e.g. entitled 'Fire Safety Queries'

• Click the 'Brown Clipboard' button

A drop down menu will display

• Select 'Send to .csv file'

Upon selecting '.csv', you will be prompted as to where you want to save the file to.

File game:	Eolders: y.\\source\k360_nt	OK
LCSV	y /source wabu_m	Cancel
(89),CSV (88),CSV	Sophtang_dv Sopht63 SOUH7E K360_nt	
	EXTERNAL	
Save file as type:	Driges:	
At Files	▼ Ist y: \\sopH_1\cab3\v ▼	Network

- Enter a location and name for the file
- Click onto the 'OK' button

You will see a working message and then Excel will open and the new file will be displayed.





PLEASE NOTE:

The default location when you start a new session is the application folder, but once you have changed this once and saved it will bring up the last save location.

If you do not enter the extension '.csv' after the file name, this will automatically be added.

You cannot enter a file name that already exists. If you wish to replace a file – delete it before you run this export.

How to return to Factory Settings

When the modify column layout has been modified and there is a requirement to revert to the original layout, this can be achieved by selecting the 'Factory Settings' menu option on the brown clipboard icon. Example:

Modify Column layout

- De-select the columns that you do not wish to be displayed by un-checking the relevant checkboxes
- Select 'Factory Settings' from the 'Fire Safety Queries' results window brown clipboard.

Modify Column Layout	
Print Report Send To MS Excel MS Excel Formatting Options Send To .csv File	
Letters And Mail	
Factory Settings	ŗ
Graph Results	
eQ.Apollo	
Close	



All Columns will then be displayed on the Fire Safety Queries results window once the window has been closed and reopened.

When the report has been viewed and is no longer required.

• Double click the '8' button positioned in the top left hand side of the window or the 'x' positioned at the top right hand side of the window.

The system returns to the 'Fire Safety Queries' window.

These Features are currently not available.

The following message will be displayed

Letter and Mail, Graph Results and eQ Allolo

Query Manager

Setting up the Libraries

The Query Buster system allows an administrator to section the information held within the system into Electronic Libraries, access to which is completely user-definable. Access is granted to Administrative Units who are then deemed to own the data held within those Libraries.

Administrative Unit supervisors may then publish the data held within the libraries to other users of the system who require access to it.

Users with access to books within these Libraries may then construct and Save Queries and transport the data from those Queries into other applications (such as Microsoft Excel) where it may be formatted in any way that the host applications allow.

The Query Builder makes full use of graphical user interface facilities and data is made available using common English terms rather than cryptic computer terminology. There is no need for users of the system to learn query languages.

On the 'Global Navigator'

toolbar

Click onto the 'Query Manager' button •

8 DIANE.MCGOVERN@Sophtlogic Demonstration system (Build 2059) The 'Query Manager' button will appear in the File Edit Navigation SOPHT.net Fire Safety Query Manager Window

dia

de l

First of all let's look at 'Query Buster' to see what 'Libraries' (departments) you are able to see

- Click onto 'Query Manager'
- Click onto 'Query Buster'

As you can see you can see 'Sickness' and 'Training' libraries

- Close the 'Query Buster' window
- Click onto 'Query Manager'
- Click onto 'Libraries'



101

4

¢.

Query Manager

The 'Libraries' window will appear



Add a Library

• Click onto the 'NEW' button

<u>N</u> e	W
------------	---

The 'Library Setup' box will appear

Library setup					
Library name:	Di's Reporting Library				
		Cancel	ОК		

- Enter the 'Name' of your library
- Click onto the 'OK' button

As you can see, 'Di's Reporting Library' in now been inserted into the Libraries list.



• Click onto the Subscribers button

<u>S</u>ubscribers...
Set-up a Users within the Libraries

Linking the Department to the Query Library

Based on what Queries the Brigade wants their staff to see



As you can see there are no Offices/Departments selected to view the Queries in this Library.

- Click onto one of the Offices/Departments
- Click onto the Select Button

This will move the selected Libraries from the right window to the left window, giving the user within that library (department) access to the queries in your Library (department).

				Cancel	ок
Available for selection:		· ·		en subscribers:	
FP OPS Personnel Sickness Water	<u></u>	Select	Flee	t	

Select 🚽



Click onto the OK button

Or hold down the 'Ctrl' key and click onto the libraries you want to 'Select'

ubscribers to Di's Re	porting Library library		
		Cancel	OK
Available for selection:		 en subscribers:	
Available for selection: OPS Water	Sel		

Remember: By 'Selecting' the libraries will able the users linked to that library (department) to see your queries in your library, but you will not be able to see their queries in their libraries (department) unless your library is selected to their library.

Check the Library has appeared in Query Buster

• Open Query Buster

From the Global Navigator load the Query Manager menu.

- Click onto Query Manager
- Click onto Query Buster

The Query Buster window will appear

Query Manager	Window		
QueryBuster.			
List Publisher. Libraries Catalogue Cal Monitor Query Date C	tegories		
User Defined I Automatic Qu) }
System Help Menu Bar	•	Ctrl+F1	



As you can see the User/Post is authorised to use the 'Personnel and Di's Testing' Library

Let's authorise the user to access more 'Libraries'.

Close this Query Buster window

In your tool bar:

- Click onto Query Manager
- Click onto Libraries

The Libraries window will open

- Click onto one of the Libraries
- Click onto Subscribers button

Subscribers.





Has desks in the following adminis	trative units:	
Fleet	Supervisor	
FP FP	Supervisor	
☑ OPS	Supervisor	
Personnel	Supervisor	
Sickness	Supervisor	_
✓ Water	Supervisor	•

By clicking on any of the Libraries your will see the same options – Fleet, Personnel, Water, Sickness FP and OPS - The reason for this is in the 'User Administration' these are the Offices you allocated to the Username.

As you can see in this window there are six Administrative Units (departments) have been selected to the 'Chosen Subscriber' window.



- Click and Highlight FP
- Click onto the Select button

The 'FP' library (department) has moved over to the 'Chosen Subscribers' list'

Click OK

Continue instruction above to access other libraries you are authorised to see

Let's go back to 'Query Buster'

- Click onto Query Manager
- Click onto Query Buster

As you can see

The Libraries has been added to the Library list

If the Library does not appear in the libraries list, this could be because your Library has not been selected within the e.g. Leavers Library even though you have selected Leavers into your Library.





- Go back to Libraries
- Click onto the Leavers Library
- Click onto the Subscribe button
- Select an Option (Leavers)
- Click onto OK
- Click onto Query Manager
- Click and Refresh onto Query Buster

You have now given the User/Post access to see another Library (department).

By following the steps above you can add as many 'Libraries' (department queries) that you are authorised to use in your 'User/Post'.

•



Click onto one of the Department icon

Any Queries that have been set up will be saved in that Library

Five steps to check that the Query Library has worked

- 1. Have a look of what Administration Units the user has got (Two Faces Icon)
- 2. Setup and/or assign the department to the User/Post (Privilege Profile)
- 3. Subscribe the Query Buster Library to the Departments (Library)
- 4. In Query Buster you should see the Libraries (Query Buster)

If you have selected too many Libraries follow the instructions above but this time:

Click onto the De-Select button

De-select

List Publisher

List Publisher allows you to publish lists, select required columns and put them in certain Libraries

- Click onto Query Manager
- Click onto List Publisher



The List Publisher window will open



The List Publisher window you will see a list of folders.

These folders relate to accounts e.g. 'Fire Safety', 'Personnel' related views would be held in the SOPHT_FP, or SOPHT_PERSONNEL' folder.



Please note 'Account Name' in the 'Accessible Content' list will be preceded by the 'FRS' abbreviated name e.g. 'BEDS_', 'MSB_' etc...

- Click onto one of the Folders
- Click onto the Open icon



A list of published (in blue) and un-published (in black) - pre setup queries will appear

• Click onto a 'Query'



Click onto the 'Publish' icon



🚺 List Publisher	_ 🗆 ×
Core Impect	
Accessible Content:	
SICKANAL2	
SICKANAL3	
SICKANAL4	
SICKANALYSIS (Published as Sickness Analysis in Personnel, Sta	(f Managemenk)
SICKNESS	
SICKNESS_2059	
SICKNESS_BEFORE_JOINING	
SICKNESS_CERTIFICATES	
SICKNESS_DAY_TRENDS (Published as Sickness Day Trends in	
SICKNESS_GENERIC (Published as Sickness NEW 2053 in Pers	onnel, Sickness, Staft Mar
SICKNESS_INTERMEWS	
SICKNESS_MONTHLY SICKNESS_MONTHLY_2	
SICKNESS_MONTHLY_GROUP	
SICKNESS_MONTHLY_GROUP_OPEN	
SICKNESS_MONTHET_GHOOP_OPEN	
SICKNESS PROGRESSION STEP	
SICKNESS QB1 (Published as Sickness/Absence from Duty Rote	Bask in Sirkness, Stall &
SICKNESS_QB2	
SICKNESS QB3	
SICKNESS QUERY	
SICKNESS_ROTA_TRENDS (Published as Sickness Rota Trend	in Sickness, Stall Manac
SICKNESS_ROTA_TRENDS_DETAIL (Published as Sickness Ro	ta Trends Detailed in Sick
SICK_ANALYSIS	
SICK_ANALYSIS_PRA (Published as HRF Sickness in Sickness,	Staff Management)

The 'Publish List' window will appear

Publish List								
List being registered:	SICKNESS_GENER	іс 🖌					OK	1
Publish this list as:	Sickness NEW 2059)					Cancel	
Description of list:	Sickness NEW 2059	•	A					•
			-					
Publication library:	Occupational Health	1						
	Pays			—				
	Personnel							
	Recruitment							
Database column name	1	To be published as						
PP_SEQ				🔲 Visible	□ Pop·up	n/a	-	
PRA_SEQ				🔲 🗌 Visible	∏ Pop•up	n/a	-	
STSEQ				🔲 Visible	Pop-up	n/a	-	
SURNAME_INITIALS		Sumame		Visible	Pop-up	n/a	-	
SERVICE_NUMBER		Service Number	<hr/>	Visible	Pop-up	n/a	-	
GENDER		Gender		Visible	Pop·up	n/a	-	
NI_NUMBER		NINO		Visible	Pop-up	n/a	-	
ETHGRPCODE			/	🗌 🗖 Visible	Pop-up	n/a		
ETHGRPNAME				🗌 🗖 Visible	Pop-up	n/a		
ETHCODE]		🔲 🗖 Visible	Pop-up	n/a	-	
		T		–	- -	Γ.		••••

- In 'Publish this list as' box enter a 'Name' of the query
- In 'Description of list' box enter a brief 'Description' of the query
- In the 'Publication library' box tick into the checkbox of the 'Libraries' you want this query to appear
- In the 'To be Published As' column Enter the Field Name (brief translation of the column name)
- Tick into the Visible box of the fields you want to be in the Query

If you do not tick the 'Visible' check box the fields will not appear in the Query – as shown -





A 'Processing' dialog box will appear counting the fields selected then it will disappear

If no text is entered into the description box you may get a dialog box appear saying there is no description specified



Click onto the OK button



As you can see the query selected has changed from black text to blue with the path name where the query has been published.

As you can see the 'Query' has been 'Published' into your 'Library'



Query Heading to Long

If the heading; like in this case is to long

- Go to 'List Publisher'
- Click onto the folder the query is in
- Click onto the 'Query'
- Click onto the 'Publish' icon



In 'Publish this list as' box

- Enter a shorter name
- Click onto the 'OK' button

As you can see the name of the query is now shorter

PERSON_SKILL_NOT_ PERSON_SUBROLES	shed as PERSON_SKILL in Personnel}	Queries
PERSON_SKILL (Publis PERSON_SKILL_NOT PERSON_SUBROLES	shed as PERSON_SKILL in Personnel}	
PERSON_SUBROLES		a not attended oou
DDEDEN MILDEE IN		as not allended cou
Publish List		
List being registered:	PERSON_SKILL_NOT_COURSE	
Publish this list as:	Has skill no show during ref date	
8 ADMIN's QueryBuster		Queries
Libraries:	Has skill no show during ref date	<u> </u>

By repeating the above, you can insert as many queries; that are relevant to the Library, as you like.

Withdrawal Published Query form Library

To remove the query from your library

- Click onto the query
- Click onto the 'Withdrawal' icon







A dialog box will appear asking you if you want to remove the query from your library



Please note if any 'Saved Queries' have been associated to the list being 'Withdrawn' they will be deleted.

• Click onto the 'Yes' button

As you can see the 'Libraries' that the query was posted to has been removed



form the 'List Publisher' and from the 'Query Buster Library'.

Query Busters

Running Queries

From the Global Navigator load the Query Manager menu.

- Click onto Query Manager ٠
- Click onto Query Buster •

Query Manager Window		
QueryBuster		
List Publisher Libraries Catalogue Categories Monitor Query Date Constraints		
User Defined Reporting Automatic Queries) }
System Help Menu Bar	Ctrl+F1	

ADMIN's QueryBuster		
Libraries:		🔺 Queries 🔞
Admin	-	Eublish 👍
Dis Library		New fat 😵
Di's Testing		New catalogue 🛅
fleet	_	New hot list 💡
Personnel		Configuration 🔩
		Categories
Sickness		Delete catalogue
Training		
		Key:
	-1	III List
		Catalogue
	×()	Key data

All of the Libraries that the current User/Post is authorised to view will appear in the left window.

Before we continue lets take a look at what all these icons on the right of the window do

Queries 📆	To use the Queries, within the Libraries, that has been created.
Publish 🐴	To Publish a Query to a Library
<u>N</u> ew list 🖇	The functionality is no longer appropriate
New catalogue 🎦	Folder Referencing
New hot list 💡	The functionality is no longer appropriate
Configuration 🔏	Allows you to amend the Catalogue
Categories 🖔	Categories within the Catalogue
Delete catalogue 🏲	Allows you to Delete the Catalogue

There is a 'Key' box in the bottom right hand corner to let you know what the pictures next to the Queries mean.

Key:	
📴 List	
🖶 Catalogue	
🖶 Legacy data	
💡 Hot list	

Query Window

• Select a Library and the Queries will appear.

Queries...

6

- Select a Query from the list
- Click on Queries button.



The Query for list Leaver will appear - as shown

Queries for list Leavers - (untitle	ed)		_ 0
Select: Value of		🖻 Status: Private 💽 🍂 🎆 📂 🚜 🔛 🔳	<u>ଡ଼</u> ୍କ
Surname	40 🔺		
Initials	6		_
Service Number	11		
Location	6		
Rank Code	6		
Rank Name	30		
Date Joined service	9		
Date Left	9	Window 2	
Reasons for leaving	64		
Leaving notes	100		
	100		
Watch	64		
Duty	64		
Post Code	11		
Gender	1		-
Rank type	11 💌		
Query columns:		Query functions:	
Surname	•	Equal to 💌 🖻 🐁 🕼 ()	
			4
	w	/indow 3	
		-A D	
		🛍 🔤 Run query	- 43

The 'Query for list' contains 3 windows

Window 1 – List of the available Fields within the Query.

Multiple values can be selected from this list.

Window 2 – Where the selected fields will be displayed

Window 3 - Is where you can define the search

By changing this dropdown, the status of the saved query will not automatically be saved.

By default this will select the Value Of the Fields, but there are other options: some examples to follow

Quer	ies for list ¥ehicle Jobs - (untitled)	/		/		
	Value of Value of Value of Value of Value of Total number of Sum of Minimum value of Maximum value of Average value of Addition of Distinct count of (Calculated) (Create Column For) (Subtotal) (Total)		Status: Private Private Public		4 2 1	<u> </u>

Value Of	Displays all details – most commonly used
Total Number Of	Gives a count of the number of records
Sum Of	Must be used against a number field – i.e. Sum of Total Hours
Minimum Value Of	Minimum Value of a number
Maximum Value Of	Maximum Value of a number
Average Value Of	Must be used against a number field – i.e. gives you an average of hours worked
Addition Of	Must be used against a number field
Distinct Count Of	Count of the number of different values in selected field

8

s

When one of these functions is used, other than 'Value Of', then the rest of the 'Value Of fields' will be grouped together – each combination of values will only appear once.

The Public and Private dropdown shows the current status of the open Query.

Private = only the user who created the Query will be able to see the Query
Public = anyone can access the Query

Status:	Private 🔹		
	Private	*	
	Public	Ψ.	

The buttons at the top of this window have the following functions:

Clears the existing Query and Report Criteria

Set up Saved Query as an Automatic Query

Opens a Saved Query

0_

酋

È.

1

Prompts for revision on an existing set of Data

Saves the current Query (Shift + Click can be used to Save As – so as not to overwrite an open saved Query)

Enter a Reference Date Range

Multiple values can be selected from this list by dragging the mouse across the fields or use the Ctrl key and click onto the selected fields.

• Click to highlight multiple lines.

Queries for list Leavers - (unt	_		
Select Value of		Status: Private	- <u>/ 💷 🖻 🖊 🔛 🖓 </u>
Sumane	40 -		
Initials	6		
Service Number	11		
Location	6		
Rank Code	6		
Bank Name	30		
Date Joined service	9		
Date Left	9		
Reasons for leaving	64		
Leaving notes	100		
Home Address	100		
Watch	64		
Duty	64		
Post Code	11		
Gender	1		
Rank type	- 1i 🚽	▲ ▼ 書 € ◊	2
Juery columns:	_	Query functions:	
Sumame	*	Equal to	💌 🛋 🗉 🕐 ()
▶ 4 ▲ ▼ 💣 🖘 🛇	4		🖒 Bun query 🌚



Once, at least one line has been selected from the above list.

Click onto the blue arrow button



As you can see the two fields I have highlighted have moved to the right and will be returned in the column table. As shown (window two)



The buttons in this section do the following:

	Move Up and Move Down – select a line from the included fields then use these buttons to change the field order.
6 *	Remove Line
	Amend Line
\diamond	Clear List

Verifying a Query is Correctly Formed

First before you 'Run the Query' you can check to see if the Query is correctly formed

Click onto the Thumbs Up button.	
If the query is correctly formed the following message will appear:	Query tested OK to run
If the query has errors an error message will appear.	This query is not correctly formed. The internal error code is -936

Reasons That A Query May Not Run Correctly.

1. Normally errors are caused when the where clause is not correctly formed – i.e. there are open brackets without close brackets. Check that the where clause always reads:

expression and/or expression and/or expression

- 2. Functions may have been set incorrectly. For example a sum can only be performed on a number field. If a user tries to sum any field other than a number then it will cause an error.
- 3. There are errors in the underlying query. [Save first if required] To test this, take out any fields that have been selected and remove the where criteria. Then press the Thumbs Up button. If there is still an error then this should be reported to SOPHTLOGIC.

If the query is correctly formed then press the 'Run Query' button to execute the query.

• Click onto the Run Query button



The outcome of the Query will appear - as shown



Let's take a look at the top of this window and what the buttons etc do...

The buttons on this window do the following:

	Close results window
*	Export to Excel. It is much better to use the export option from he brown clipboard to do this
4	Prints the results
	Print labels from the results in the list
0	Can be used to specify a title for the report
	Save results to database
	Create html document (must save query first)
	Open as html document (must save query first)
æ	Print as html document (must save query first)
	Export to .csv (comma separated values) text file



• Select 'Display Record Count' to view the number of records returned.

Display record count

This will show at the bottom of the window

	•
Total number of records:225	

• Select the 'Specify Report Title' check box to be able to enter a name for the report.

Specify report title Enter the Title of The Report Here

This will be used when printing the report.

Surren organi						
PharOS - Sophili	ogic Ltd			Date printed 07 02 2000 12:46		
Enter the Title of Th	Report H	ire :		Page 1		
lanana;		Tanca Number	Lacation Code	Passon Lawrence	10000	first.
September Control (Control) States (Cont	ビアルはあかが出ててしてありますができた人かがめが、10日前日の「ジャワン」であることであり、おいていた。そのから、日本のため、シークの前日の「ジャワン」であるという。	48日 市場市 市場市 市場市 市場市 市場市 市場市 市場市 市場	A000201 용시00201 용시00201 C 1 C 1 C 2 C 2 C 2 C 2 C 2 C 2 C 2 C 2 C 2 C 2	An production of divergence of	APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE: APTE:	AFC: AFC: Minimum Bid Minimum Bid Bid (H) (H) (H) Bid (H) (H) (H) (H) (H) (H) Bid (H) (H) (H) (H) (H) (H) Bid (H) (H) (H) (H) (H) (H) (H) Bid (H) (H) (H) (H) (H) (H) (H) (H) Bid (H)

Click onto the Print icon

•



As you can see the where the Heading would go in the Report

To Define the Query Further...

The bottom half of this window allows for the results to be restricted.

The buttons in this section do the following:

&	Adds an 'And' clause into the search criteria
<u>O</u> r	Adds an 'Or' clause into the search criteria
	Adds brackets to the search criteria
	Move Up and Move Down – select a line from the included fields then use these buttons to change the
	field order
	Increase and Decrease Indent
6 +	Remove Line
	Amend Line
\$	Clear List

The Query Columns drop down list will show all of the available fields.



- The Query Functions dropdown gives the following options to restrict data.
 - Choose a field to restrict the data by.

As you can see I have chosen 'Surname' and 'Begins With'

Query columns:	Query functions:	
Surname	Begins with	

• Click onto the blue arrow button



The 'Specify Query Line' window will appear:

The Query Column – 'Surname' – and 'Query Function – 'Equals To' have already been entered.

Sp	ecify query li	ine		
G	uery columns:	Surname	_	 ок
G	uery functions:	Begins with		Cancel
F	ield value:	a 🔨	×	
			Execute as calculation	

To change either of these boxes

• Click onto the Arrow and choose from the dropdown list

In the 'Field Value' box

• Enter your Field Value

The Field Value is basically were you asking the system a question – I want to know all 'Surnames' 'Begins With' the letter 'S' or 'Smith'

• Click onto the OK button.

As you can see the 'Surname Begins With 'S' has appeared in the Query window

Query columns: Surname	Query functions:	• 🖻 & 💵 ()
Surname begins with S		<u>^</u>
	•	
	<u>a</u> <u>o</u>	Run query 🧐

First before you 'Run the Query' you can check to see if the Query is correctly formed

• Click onto the Thumbs Up button.

Query tested OK to run

1



If the query is correctly formed the following message will appear:





ОK

Tanta and the []						1" Date and	1111
Come in Milane	at later				*****	172.00	
Ser.	1104	(Date of a	A laster	CE Pasare Lanks	line to	9144	
	~			Probed declarine the balancement of the strengther	Destroyed.	Automatical State	
LAND (PIC	Sec	100	1.458	Debug strater	instant.	Canad	
LINDVELL	100	14275	14128	Employed / citating age officerant	in minute	Canad	
APRIL115	lin M	hino	here's		100 TC	10710	
					100	Percent Office	
	10.	1072			Backler 1	Purficiention TANK	
				Respution due to hancoment or disconnectory.		Non-Day 10 Day	
and a second	12	1000	lacies.	Differ anothe	Latter.	Callet-	
00111	0.0	1007	Same	Periphic de la farament a domente.	GPTC.	APD	
Zawhen ann ann	Ger.	400	Core -	Leiden mer calender in witheren.	Swetc	LATTC .	
EFTON	17.	TTT18	100	Debay strengt	Total Value	Turbussing The	
COLOR T	66	1000	- E	Dobas stimut			
EASTION .	6.6	1 er m	100	Dick-up strainers	10.00	Long Familiant	
Design of the local data	in a	112	2.11	District of Station	Tuber View	Surgitiers Link	
ranv.	C2 -	1000	Court .	Made a factore to the means	Constant States	Care a	
No.		140			LAPTC.		
	5.		14041			4840	
HELVEY		2786	80	Denero		MCCO	
HEMICIO	1.1	4420	11044	Die eases	W1C	1000	
HONING		4300	140504	Dife waters	(WTC	AP1C	
NUTER	14	187	PULLPT -	Dife and	Nurr Tax 10	Nor Dec 102-4	
ACCINE.	[k.]	1164	1.15		1.74	Durrage Family Social	
IMMONS.	PE	12541	Second	Employ / vitates up otherwit	Num Dain 112	Mun Opp 10 Sup-	
IMINE .	(A.)	1428	147	Decement	1.5	Raph Dutes	
INONE	14	1780	1.71	Execution / rolation age informed	3.75	Long Tam Set	
1849 (191)	4.5	11790	100		(fer sign)	Purformance (Inst)	
WING DY	2.4	1100	24	The second s	Bhar intents	Pullulation Shift	
LINGER	14	1224	54	Proposition that to be concerned to the concerned	Therefore in the second	Sufficiency Date	
AGA TRINS	1.1	1000	14	20ther manufacture	Berlin and	whether little	
ANT A		1114	24	Response to the second or decouvery.	Manual	Marcal.	
tella:	Trail 1	11164	114		Deservices.	Purpulation (1946)	
MT#	10.7	1428	167	Coloran estations	Terristen .	Purfacilities That	
set a	160	1290	Second	Ddup minint	Marchine TR	New York 70-Days	
and fine	A	1.67	Sets Date:		Anna Tana 110	Then they 10 Days	
MTK	6	ANT:	19945	Dokus statut 1	APTC .	(APT)	
HET H	12.0	1700	(risk)	Column Informert	1212	LAND .	
Arts.	Gw -	Lane .	in the second	Industry stration	APTC APTC	Garni	
11	1.0	1000	interest		10015	Parent .	

The Results for the Query will appear - as shown



Notice that the headings are the same to the last Query we did. The reason for this is the query is still using the criteria that we selected from the fields and moved them over to the results table.



Now let's breakdown the Query further

As you can see I have chosen 'Location' and 'Contains'

Query columns: Query functions: Location -Contains

• Click onto the blue arrow button



The Specify Query Line window will appear:

The Query Column - 'Location Code' - and 'Query Function -'Contains' have already been entered.



To change either of these boxes

Click onto the Arrow and choose from the dropdown list

In the 'Field Value' box

Enter your Field Value •

The Field Value is basically were you asking the system a question - I want to know all 'Locations' 'Containing' the letter 'N'

Query columns:	Query functions:
Location Code	Contains 💽 💽 🐁 🛛 r 🛛 (
Sumame begins with S	*
Location Code contains N	
\	
	¥
	🛍 Run query 🧐

And / OR

Use the And / Or buttons to breakdown your Query

AND = Surnames beginning with the letter 'S' AND 'Location' containing the letter 'N' **OR** = Surnames beginning with the letter 'S' 'OR' 'Location' containing the letter 'N' () = You would use the brackets if you are giving more than one option – For example

Year = 2007		(Year = 2007 AND Location = A)
OR		OR
(Type = A AND Location = B)		(X = Y AND A = B)
Click onto the 'AND' (&) icon	8.	

This has now been entered into the query

Query functions: Location Code Contains Contains Contains Location Code contains N and	As you can see the 'AND' has appeared at the bottom of the list, you need it to be in between the two expressions. To do this
Click onto the Arrow icon	
Query columns: Location Code Contains Contains Query functions: Location Code Query functions: Contains N Contains Contains Contains N Contains C	As you can see the 'AND' has moved up between the expressions.
To make sure the query is set up correctly	
Click onto the Thumbs up icon	

Run query 🧕

• Click onto the Run Query icon



As you can see the Query has been broken down and 13 results – for all Surnames beginning with 'S' AND are in the Location containing 'N' $\,$

Let's take out the 'AND' and replace it with 'OR'

To remove the 'AND'

- Click onto the 'AND' (highlighted)
- Click onto the 'Remove Line' icon

Ħ

The 'AND' should now be removed

• Now Click onto the 'OR' icon

1

Query columns:	Query functions:
Location	Contains
Sumame begins with S	×
or	
Location contains N	
	Y
▶◀▲▼₽�	📩 Run query 😵

 Query columns:
 Query functions:

 Location Code
 Contains

 Sumane begins with S
 Image: Contains N

 Location Code contains N
 Image: Contains N

 Image: Contains N
 Image: Contains N

 Image: Contains N
 Image: Contains N

 Image: Contains N
 Image: Contains N

Use the arrows to put the 'OR' in between the expressions – as shown

To make sure the Query is set up correctly

Click onto the Thumbs up icon



• Click onto the Run Query icon

Comparementals for last Laseres - Contraction
 Contren
 Contraction
 Contraction
 Contraction
 Contraction

As you can see there are a lot more records within this query

Once you have created your Query and you want to Save it...

As you can see the Query has been broken down and 393 results – for all Surnames beginning with 'S' OR the Location containing 'N'

Saving and Opening a Saved Query

By Saving a Query, the Field information and search criteria will be saved, and can then be restored using Open.

Within the Queries window

• Click onto the Save As icon



🗿 Queries for list Leavers	- (untitled)	<u> </u>
Select: Value of	💽 📄 Status: Private	· /. 🖩 🖻 🐴 🔟 🖓 🔍
Surname	40 🔺 Value of Surname	
Initials	6 Value of Initials	
Service Number	11 Value of Service Number	

The Open and Save window are basically the same:

When saving...

• Enter a meaningful Description for the Query.

The open dialog box will not allow the user to type in this field.

All existing Queries would be shown in the list, and by selecting one, the Description would be populated with the name of the selected Saved Query.

Di's Saved Query on Leavers - Surname Beginning with S - Location Contains N			OK
Query name	Query status	Status	Cancel
March 2004		Ad-hoc	Delete
May 2004	Public /	Ad-hoc	Duplicate
R Contraction of the second se			<u>B</u> ename
N N			<u>S</u> tatus
			Alerts
			<u>M</u> onitors.
			<u>I</u> ags
4 Private		Þ	1

Queries can be saved as Public or Private.

• Everybody with access to the current Library will have access to Public Queries.

Private

Public Private

- If a Query is saved as Private, then only the current user can see this.
- Click onto the arrow
- Specify the status before saving the Query.

The Query will be saved within this window

To View this Query

- Click onto the Library
- Open the Query you had open earlier
- Click onto the Queries icon
- Click onto the Open icon







As you can see your Saved Query is within this window

Query name	Query status	Status		Cancel
Vis Saved Query on Leavers - Surname Beginning with S - Location		Ad-hoc		Delete
farch 2004 fay 2004	Public Public	Ad-hoc Ad-hoc	-	
Tay 2004	Fublic	Au-nuc		Duplicate
				<u>R</u> ename
				<u>S</u> tatus
				Alerts
				Monitors
				Iags
			_	

To change the status of a Query at a later date,

Bring up the Open dialog,

Delete, Duplicate, Rename a Saved Query

- > 🔛 Go to the Open or Save dialog Query name: Di's Saved Query on Leavers - Surname Beginning with S - Location Contains N OK Highlight the Saved Query ٠ Query name Di's Saved Que Query status Statu Cancel E Publi ∆d-hc Delete March 2004 May 2004 Public Public Ad-hoc Ad-hoc Duplicate Click onto the Delete button • Delete Duplicate Duplicate button will prompt for a name for the new Saved Query . Rename button allows a Saved Query to be renamed without the need to Open and Save As. <u>R</u>ename The Status button allows you to change the Query from Private to Public. The status of this query will be changed from Private to Public. Do you wish to 2) <u>S</u>tatus.. continue? No Yes Click onto the Yes button You may get a dialog box up saying that you did not create the You can only change the status of queries created by you. Please re-select. Query so you can not change its Status 1
 - Click on to the OK button

ΟK

Automatic Queries

Setting-Up Automatic Queries

Scheduling queries allows a user to set up queries to be run at regular intervals. When a person logs in to pharOS they will be prompted with any outstanding 'Automatic Queries'. Once an 'Automatic Query' has been run the results are then stored in the database and can be compared to other results of the same query run previously.

In order to do this there must be a 'Saved Query'.

- Open the saved query to be added to the 'Automatic Queries'.
- Click on the 'Grid' button





This will open the 'Schedule for Automatic Query Applications' window

Schedule for auto	matic query BRG Job T	ype for FSEC Group F ? 🗙
Base date / time -		Ownership
Date:	01 01 2010 00:00:00	Automatic query owned by user
Time:	09:00	ADMIN
Frequency:	8 © Days C Months	Administrative unit: Absence Monitoring
Next Date:		Fire Reports
Last defered date	/ time	HFRA HR Support
Date:		Information Technology Macc
Time:		Operational Planning
		OK Cancel

- Enter in a 'Base Date' i.e. date from which query is to start from
- Enter in desired 'Time' for the query to be run e.g. 09:00
- Enter in 'Frequency' of query whether it is in days or months
- Click 'OK' to 'Save Automatic Scheduling of Query'

For example: If you wish the query to run starting from the beginning of the year, with a frequency of every 8 days at 09.00, the 'Base Date' would be set at 08 12 2009, the frequency 8 with corresponding 'Days' radio button selected to 'Days' and time specified as 09.00

For the query to take affect

- Log out
- Login
- Choose the 'Office/Department' the Query was saved under

The 'Automatic Queries Scheduled for Today' window will appear

Status	tomatic queries: Query name	Base date	Base time	Last modified by	Def	Con	Exe	Deferred date/time
Running	Surname - S Location - 1		13:20	ADMIN			A	
 ▲ I Automatic 	queries owned by Admin:			1	1			Ľ
Status	Query name	Base date	Base time	Last modified by	Def	Can	Exe	Deferred date/time
								-

As you can see the 'Scheduled Query' is in the reminder window

Deferred

This option will Defer the Query to	Automatic q	ueries scheduled for to	oday							
different date	Private automatic queries:									
	Status	Query name	Base date	Base time	Last modified by	Def	Can	Exe	Deferred date/time	
	Defered	Surname - S Location - I	03 06 2008	13:20	ADMIN				05 06 2008 10:00:00	

Cancelled

Automatic q	Automatic queries scheduled for today										
Private au	omatic queries:										
Status	Query name	Base date	Base time	Last modified by	Def	Can	Exe	Deferred date/time	Т		
Cancelled	Surname - S Location - N	03 06 2008	13:20	ADMIN		V					

Running

This option will Run the Query

This option will Cancel the Query

A	Automatic queries scheduled for today										
	Private au	tomatic queries:									
	Status	Query name	Base date	Base time	Last modified by	Def	Can	Exe	Deferred date/time		
	Running	Surname -S Location -N	03 06 2008	13:20	ADMIN					<u> </u>	

To run the Query

• Click onto the Next button

Next>>

а

Executing query...

A dialog box will appear saying Executing Query

Very quickly the Query will flash onto the screen then disappear





To Retrieving Results of Automatic Queries go to page

If you don't want the Query to Run

Click onto the 'Abort' button

Abort

The 'Automatic Queries Scheduled for Today' window will close

Status	Query name	Base date	Base time	Last modified by	Def		Exe	Deferred date/time
lunning	Sumane - S Location -	N 03 06 2008	13:20	ADMIN			R	
1								
Automatic	queries owned by Admin:							
Automatic Status	queries owned by Admin: Query name	Base date	Base time	Last modified by	Def	Can	Exe	Deferred date/time

Notice the heading has changed on your saved (automatic) query from <untitled> to <automatic> This allows the user to know if the query has been setup as a to be automatically run

10 Queries for list IRMP 09 - Eng	gland - FS2 - BRG Job Type for FSEC Gr	oup F (untitled)		
Select: Value of	💽 📄 Status: Private	· /. 🖩 🖻 🗛 😫 👤 🖓		
Job Type Return Co FSEC Group	22 10 Queries for list IRMP 09 - E	ngland - FS2 - BRG Job Type for FSEC G	roup F <automatic></automatic>	<u> </u>
Inspection Complete Date	9 Select: Value of	💽 📄 Status: Private	· /. 🗏 🖻 🏘 😫	1 <u> </u>
	Job Type Return Co	22 🔺 Value of Job Type Return C	D	<u>^</u>
	FSEC Group Inspection Complete Date	11 Value of FSEC Group 9 Value of Inspection Complet	e Date	

Retrieving Automatic Queries

To check the Queries that was Automatically Scheduled for Today

- Click onto 'Query Manager'
- Scroll down to 'Automatic Queries'
- Check 'Today's Schedule'



If no queries are due to be run for that day, no window will display.

If queries do exist:

Status	Query name	Base date	Base time	Last modified by	Def	Can	Exe	Deferred date/time	
lunning	'availability_ref_date'	08 04 2005	11:00	SOPHT_STATS			V		4
lunning	Automatic Queries	31 10 2006	09:14	SOPHT_STATS			V		
Running	Current Personnel Posts -	31 10 2006	09:15	SOPHT_STATS			V		
lunning	Di's Saved Query on Leav	07 02 2008	16:45	SOPHT_STATS			V		
đ									
									_
Automatic	queries owned by FP:								
Automatic Status	queries owned by FP: Query name	Base date	Base time	Last modified by	Def	Can	Exe	Deferred date/time	
		Base date	Base time	Last modified by	Def	Can	Exe	Deferred date/time	

As you can see the query we have just created is now in the 'Scheduled for Today' list

Click 'Next' to run any query listed

Other wise close this window and go to 'Retrieving Results of Automatic Queries'

Retrieving Results of Automatic Queries

To see the results of the query that has just Ran

- Click onto 'Query Manager'
- Scroll down to 'Automatic Queries'
- Click onto 'Open Browser'





This window can also be accessed from within the published query view by clicking on the Binoculars icon.



- Select query by clicking on the '+' and any results of query run will be listed.
- Select results to be printed to screen and click on the floppy disk icon with a red arrow.





Results will now print to screen and can be printed to printer, saved or exported to excel.

Reference Date Functionality

A number of queries use this functionality to allow a 'Date Range' to be entered – then only records between the set dates will be returned.

		🔀 Queries for list Leavers - Suma			
Within the guery window		Select Value of	•	Status: Private	· / • • • • • •
Within the query window		Sumame Initials	40 <u>~</u> 6	Value of Sumame Value of Initials	2
		Service Number	11	Value of Service Number	
		Location Rank Code	6	Value of Location Value of Rank Code	
		Bank Name	30	Value of Rank Name	
		Date Joined service		Value of Date Joined service	
		Date Left Reasons for leaving	9 64	Value of Date Left Value of Reasons for leaving	
Click onto the '1' icon		Leaving notes	100	Value of Leaving notes	
		Home Address	100	Value of Home Address	
		Watch Duty		Value of Watch Value of Duty	
		Post Code	11	value or D'ury	
		Gender	1		<u>×</u>
		Rank type	11 🚽	▲ ▼ 🗗 🚳 🛇	
		Query columns:		Query functions:	
		Sumame	*	Equal to	• 🖻 🕹 💵 ()
		Sumame begins with S			*
		and Location begins with N			
		Local of Degris Willing			
		11			
		11			
The (Deference Dete/window will encore					
The 'Reference Date' window will appear:		1			×
		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			💼 Run query 😵
Enter Date Range					
Date From: 01 01 2008 00:00 Date To: 04 06 2008 00:00	Enter t	the 'Date Range	€′		
Cancel OK					

Queries that use the 'Reference Date' functionality generally have some note of it in the name of the

Query > ie 'Current Postings Ref Date'.

The 'Reference Date' is set on a per user basis and is stored in the central database – so it will be stored for a user regardless of which machine they use to log in from.