

# SIS Training Manual

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## Query Viewer & Management

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# 1 INTRODUCTION

Welcome to SIS – The new Student Information Systems. You will learn the basic functions of Query and how to create a simple query: selecting a record and specific fields. Once you know the basics, you will learn how to retrieve information based on criteria condition types such as equal to, greater than, in list, between, and like. Next you will explore how to create a query based on multiple records.

## 1.1 Objectives

In this document, you will learn how to:

- Find an existing query
- Set up a basic query
- Set criteria for a query
- Join Records in a query

## 1.2 Navigation

**To create, edit and run queries: Query Management**

Student Information Systems > Monitoring Tools & Reports > Query Manager

**To run existing queries: Query Viewer**

Student Information Systems > Monitoring Tools & Reports > Query Viewer

## 1.3 Reminder

“The Basics” course should have been completed before starting on any additional training. If you have not completed the basics, you may have difficulty following the steps listed as they do not include basic information such as how to search, how to add a row, etc.

The screen shots in this document are only examples of what you will see on your workstation when using SIS. What you actually see may vary due to your access or slight modifications to screen design.

## 1.4 Terminology

All new terms are defined within each section and additionally in the SIS Glossary located online at <http://www.fis.ncsu.edu/sis/training/resources.htm>

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## 2 Find an Existing Value

You can access public and your private queries through Query Manager to make edits and run them or through Query Viewer to run only. In Query Manager, users may edit their Private Queries and Public Queries they have created. Not all users are allowed to create Public Queries.

Navigation

**Navigation to Viewer:** Student Information Systems > Monitoring Tools & Reports > Query Viewer

Enter the first few letters of the query into the search box to find a specific query. Leave the field blank to see all of your private queries and any public queries

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with

[Advanced Search](#)

**Note:** Remember that by default SIS only shows 300 results at a time.

**You can choose to:**

- Run the query in [HTML](#), which will open the results in another window.
- Run the query to [Excel](#), which will open the query results as an excel file.
- At this time there is no provision for users to utilize the schedule queries feature.
- A query can also be marked as [Favorite](#), these will show up first when you open query.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

**Search Results**

\*Folder View:

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
RR_ADMIT_SP08	R&R All Admits Spring 08	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
RR_AUDIT_ADMIT_SP08	R&R Admissions Spring 08	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

**Examples:**

HTML - Results appear in a new window

From here you can:

Download results to an Excel Spreadsheet or Download results to a CSV Text File

RR\_ADMIT\_SP08- R&R All Admits Spring 08

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (109 kb)

[View All](#) First  [Last](#)

	ID	Last	First Name	Appl Dt	Appl Meth	Career	Acad Plan	Acad Prog	Prog Actn	Action Date	Appl Ctr
1	00090007	Ackley	Erinn	11/19/2007	NCW	NDS	07PBS	NDS	ADMT	11/20/2007	DL
2	00090006	Adkins	Christopher	11/02/2007	NCW	NDS	07PBS	NDS	ADMT	10/30/2007	DL
3	00090006	Adkins	Christopher	10/30/2007	NCW	NDS	07PBS	NDS	ADMT	10/30/2007	DL
4	00090006	Adkins	Christopher	10/30/2007	NCW	NDS	07PBS	NDS	ADMT	10/30/2007	DL
5	00090006	Adkins	Christopher	11/02/2007	NCW	NDS	07PBS	NDS	ADMT	10/30/2007	DL
6	00090001	Allred	Brittany	11/07/2007	NCW	NDS	07UGS	NDS	ADMT	11/08/2007	DL
7	00090006	Amass	Nicole	10/22/2007	OTH	NDS	07PBS	NDS	ADMT	10/25/2007	DL
8	00090006	Amundson	Christopher	11/09/2007	NCW	NDS	07UGS	NDS	ADMT	11/12/2007	DL
9	00090001	Anderson	Patricia	10/24/2007	NCW	NDS	07PBS	NDS	ADMT	10/25/2007	DL
10	00090001	Anderson	Katherine	10/15/2007	NCW	NDS	07PBS	NDS	ADMT	10/16/2007	DL
11	00090001	Argueta	Carol	11/05/2007	NCW	NDS	07UGS	NDS	ADMT	11/06/2007	DL
12	00090007	Ariwodola	Kayode	10/22/2007	OTH	NDS	07PBS	NDS	ADMT	10/22/2007	DL
13	00090006	Atkins	Megan	10/29/2007	NCW	NDS	07UGS	NDS	ADMT	10/29/2007	DL
14	00090004	Averitt	Jennifer	10/05/2007	NCW	NDS	07PBS	NDS	ADMT	10/05/2007	DL
15	00090006	Ayscue	Tracy	10/17/2007	NCW	NDS	07UGS	NDS	ADMT	10/18/2007	DL

**Excel**

	A	B	C	D	E	F
1	R&R All Admits Spring 08	415				
2	ID	Last	First Name	Appl Dt	Appl Meth	Career
3	00090007	Ackley	Erinn	11/19/2007	NCW	NDS
4	00090006	Adkins	Christopher	11/02/2007	NCW	NDS
5	00090006	Adkins	Christopher	10/30/2007	NCW	NDS
6	00090006	Adkins	Christopher	10/30/2007	NCW	NDS
7	00090006	Adkins	Christopher	11/02/2007	NCW	NDS
8	00090001	Allred	Brittany	11/07/2007	NCW	NDS
9	00090006	Amass	Nicole	10/22/2007	OTH	NDS
10	00090006	Amundson	Christopher	11/09/2007	NCW	NDS
11	00090001	Anderson	Patricia	10/24/2007	NCW	NDS
12	00090001	Anderson	Katherine	10/15/2007	NCW	NDS
13	00090001	Argueta	Carol	11/05/2007	NCW	NDS
14	00090007	Ariwodola	Kayode	10/22/2007	OTH	NDS
15	00090006	Atkins	Megan	10/29/2007	NCW	NDS
16	00090004	Averitt	Jennifer	10/05/2007	NCW	NDS
17	00090006	Ayscue	Tracy	10/17/2007	NCW	NDS
18	00090007	Bailey	Alysis	11/14/2007	NCW	NDS
19	00070006	Bailey	Jessica	10/24/2007	NCW	NDS
20	00090006	Baker	Lindsay	9/27/2007	NCW	NDS
21	00090007	Baker	Cynthia	11/14/2007	NCW	NDS
22	00090003	Barber	Phillip	11/19/2007	OTH	NDS
23	00090003	Barber	Phillip	11/19/2007	OTH	NDS
24	00090003	Barber	Phillip	11/19/2007	OTH	NDS
25	00090003	Barber	Phillip	11/19/2007	OTH	NDS
26	00090003	Barber	Phillip	11/19/2007	OTH	NDS
27	00090003	Barber	Phillip	11/19/2007	OTH	NDS

### 3 Create New Query

Return to the Query Manager page and click [Create New Query](#)

**Query Manager**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | [Create New Query](#)

\*Search By: Query Name begins with

[Advanced Search](#)

Find an Existing Query | [Create New Query](#)

#### 3.1 Select a Record

To create a query, you must first select a record. The record you select typically establishes the primary focus of your query. On the records tab, you may click search to view all of the available records. If you know the specific record name (or portion of the name) you will be using you can enter it in the search box.

Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

Query Name: New Unsaved Query      Description:

**Find an Existing Record**

\*Search By: Record Name begins with

[Advanced Search](#)

  [Save As](#)   [New Query](#)   [Preferences](#)   [Properties](#)   [New Union](#)  

#### Definition

A record is a "file" or table that contains different pieces of information (fields) available to include in your query.

#### Notes

You can use the tabs at the top of the query page to navigate through the query  
If you only know a portion of the record name use the wildcard symbol %; ex. **%audit%**

Select a record to include in your query

To pick a record click on [Add Record](#), if you are not sure what fields are in the record you may click [Show Fields](#) for a list.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

### Find an Existing Record

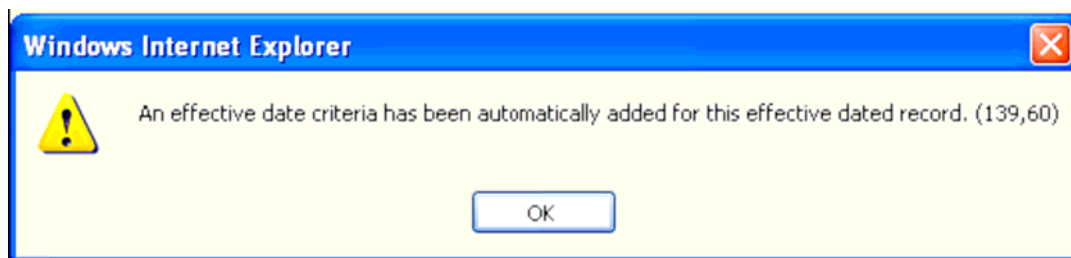
\*Search By: Record Name begins with

[Advanced Search](#)

**Search Results** Too many items met your search criteria. Only the first 300 items displayed.

Record	Add Record	Show Fields
AA_OVERRIDE - Student Override data	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
AA_OVERRIDE_LNG - Lang table for Overrides	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
AA_OVRD_CRSDATA - Override course data	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
AA_OVRD_DATA - Override data	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
AA_OVRD_TRMDATA - Override term data	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
AA_OVRD_WHERE - New data for Overrides	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
ACAD_CALSES_TBL - Academic Calendar Session Tbl	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
ACAD_CALTRM_TBL - Academic Calendar Term Table	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
ACAD_CAL_TABLE - Academic Calendar Table	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
ACAD_CAR_LANG - Related Lang-Acad Career Tbl	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
ACAD_CAR_PTRS - Academic Career Pointers	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
ACAD_CAR_TBL - Academic Career Table	<a href="#">Add Record</a>	<a href="#">Show Fields</a>
ACAD_DEGR - Student Degree Table	<a href="#">Add Record</a>	<a href="#">Show Fields</a>

When you add a record to your query SIS automatically creates a criteria row based on effective date. This criteria insures that only current information is returned in your results. Click OK to continue. If you want your query to include historical information you must remove this criteria later.



## Effective Date

Effective-dated records are those records that contain the fields Effdt. The effective date field is used throughout the SIS application to give data an historical perspective and allows for the viewing of data changes over time. Effdt enables rows or data to be classified in one of three categories:

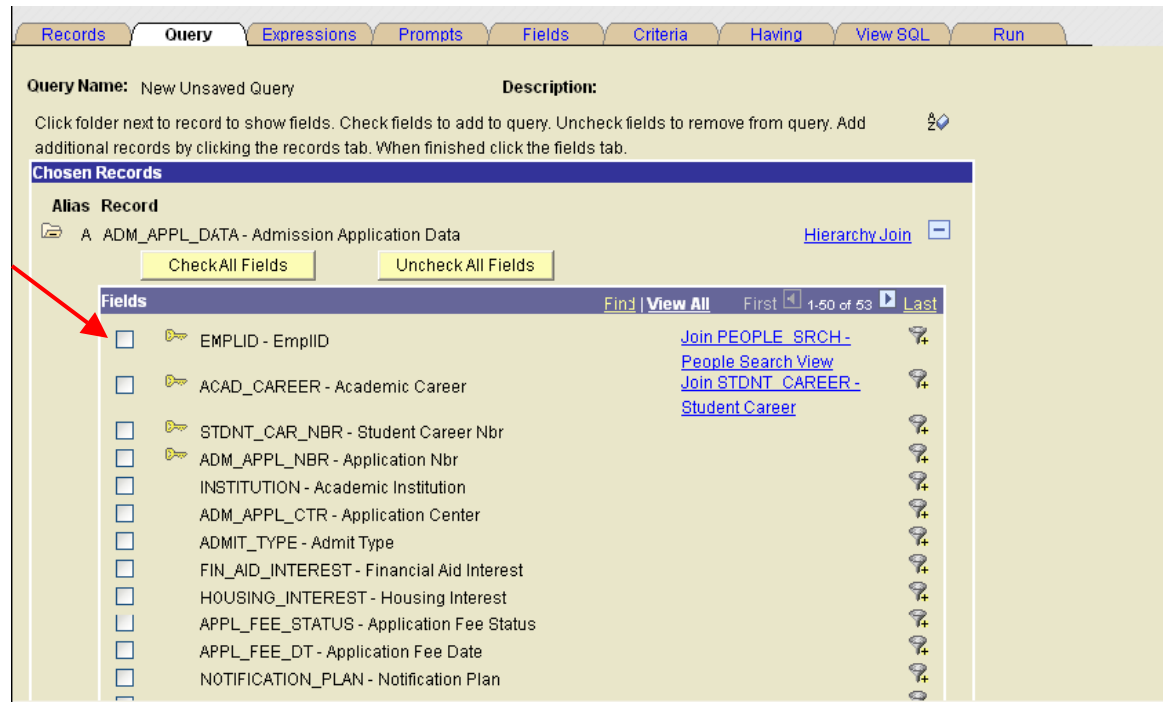
- History Rows of data where the effective date is less than the effective date of the current row.
- Current The row of data with the highest effective date/sequence number less than or equal to today's date (system date on the Server). There can only be one current row per high-level key.
- Future Rows of data where the effective date is greater than today's date (system date on the Server).

## 3.2 Choose Fields

### Definition

A field is a piece of information that you will include in your query such as a student's name or EMPLID.

- Add fields to the query with the checkboxes next to each line or click Check All Fields.



On the Query tab you can select and unselect fields and set criteria (discussed later.)

### 3.3 Run Query

	ID	Appl Ctr	Admit Type	Appl Dt	Last	First Name
1	000XXXX	DL	NPD	11/19/2007	Ackley	Erinn
2	000XXXX	DL	NPD	11/02/2007	Adkins	Christopher
3	000XXXX	DL	NPD	10/30/2007	Adkins	Christopher
4	000XXXX	DL	NUD	11/07/2007	Allred	Brittany
5	000XXXX	DL	NPI	11/25/2007	Al Shanti	Majida
6	000XXXX	DL	NUD	10/19/2007	Ahrarado	Jose
7	000XXXX	DL	REN	10/22/2007	Amass	Nicole
8	000XXXX	DL	NUD	11/09/2007	Amundson	Christopher
9	000XXXX	DL	REN	10/24/2007	Anderson	Patricia
10	000XXXX	DL	NPD	10/15/2007	Anderson	Katherine
11	000XXXX	DL	NUD	11/05/2007	Argueta	Carol
12	000XXXX	DL	NPD	10/22/2007	Arwodola	Kayode
13	000XXXX	DL	NUD	10/29/2007	Atkins	Megan
14	000XXXX	DL	NPD	10/05/2007	Averitt	Jennifer
15	000XXXX	DL	NUD	10/17/2007	Ayscue	Tracy
16	000XXXX	DL	REN	10/24/2007	Bailey	Jessica

#### Notes

If you do not have criteria set your query may have too many results to run properly. By default only 100 record show on screen at a time. Click [View All](#) to see all results or toggle between pages.

Can download to Excel

To edit query results click on the tabs at the top of the page.

### 3.4 Save the Query

To save the query click on [Save As](#). You will find the Save As link at the bottom of all the tabs except Run.



It is a good practice to come up with a departmental naming convention, this will facilitate finding your queries later.

Ex. DE\_SPRING\_ADMITS  
RR\_NDS\_ADMITS

**Enter a name to save this query as:**

\*Query:

Description:

Folder:

\*Query Type:  ▼

\*Owner:  ▼

Query Definition:

\*Query Name - Upper case and can be up to 30 characters. You cannot have spaces or any special characters (other than an underscore).

Description - You can add a description for your query up to 30 characters, mixed case with special characters.

\*Type – User

\*Owner – Private, only the operator ID that created the query will have access. Public, anyone with query access will be able to view the query.

Query Definition: Allows you to describe the query in detail.

\* Required information for saving a query

### Notes

You cannot have two queries with the same name, even if one is private and the other is public.

If you modify a public query created by another user and wish to retain the query; use Save As and rename the query. This will maintain the original and save your new query.

## 4 Criteria

In most cases, you don't want to retrieve every row of data from the record you are accessing, just the rows that meet certain conditions. By defining criteria expressions, you can selectively retrieve the required information, and limit the returned rows.

Ex. You can filter a query to pull only information on Spring 2008 applications received through the portal

### 4.1 Add Criteria

You can add criteria from several different tabs.


The Criteria tab allows you to view, add, delete or edit criteria in your query.

Query Name: RR\_ADMIT\_SP08      Description: R&R All Admits Spring 08

Buttons: Add Criteria, Group Criteria, Reorder Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EMPLID - EmplID	equal to	B.EMPLID - EmplID	Edit	[-]
AND	A.EMPLID - EmplID	equal to	C.EMPLID - EmplID	Edit	[-]
AND	C.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit	[-]
AND	A.EMPLID - EmplID	equal to	D.EMPLID - EmplID	Edit	[-]
AND	D.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit	[-]
AND	D.PROG_ACTION - Program Action	equal to	ADMT	Edit	[-]
AND	C.REQ_TERM - Requirement Term	equal to	2081	Edit	[-]

Buttons: Save, Save As, New Query, Preferences, Properties, New Union, Return to Search

From the **Query** and **Fields** tabs you can click the funnel icon  associated with the field you wish to add criteria to.

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	[-]
2	B.LAST_NAME - Last Name	Char30	1			Last		Edit	[-]
3	B.FIRST_NAME - First Name	Char30				First Name		Edit	[-]

## 4.2 Add Expressions

Once you choose to add criteria to a field you will be taken to the Edit Criteria Properties page. Here you will choose how you will filter your information for that particular field.

**Edit Criteria Properties**

Choose Expression 1 Type:  Field,  Expression

Expression 1: Choose Record and Field  
Record Alias.FieldName: A.ADM\_APPL\_CTR - Application C

Condition Type: equal to

Choose Expression 2 Type:  Field,  Expression,  Constant,  Prompt,  Subquery

Expression 2: Define Constant  
Constant: [ ]

Buttons: OK, Cancel

Condition Type allows you to select the condition you need.

Condition Type	Expression	Valid Types
equal to	The value in the selected record field exactly matches the comparison value.	Constant
greater than	The value in the record field is greater than the comparison value.	Expression
less than	The value in the record field is less than the comparison value.	Prompt
in list	The value in the selected record field matches one of the comparison values in a list.	List
between	The value in the selected record field falls between two comparison values. The range is inclusive.	Const-const
exists	This operator is different from the others, in that it doesn't compare a record field to the comparison value. The comparison value is a subquery. If the subquery returns any data, PeopleSoft Query returns the corresponding row. You don't select a record component or field for this operator	Subquery
like	The value in the selected field matches a specified string pattern. The comparison value may be a string that contains wildcard characters. The wildcard characters that Query recognizes are: % Matches any string of 0 or more characters. For example 'C%' matches any string starting with C, including C alone _ Matches any single character. For example, '_ones' matches any five-character string ending with "ones," such as Jones or Cones. NOTE: To use one of the wildcard characters as a literal character (for example, to include a % in your string), precede the character with a \. For example, 'percent%\%', returns percent %.	Constant (with wild cards)
is null	The selected record field doesn't have a value in it. You don't specify a comparison value for this operator. Note that key fields, required fields, Character fields, and Numeric fields do not allow null values.	
in tree	The value in the selected record field appears as a node in a tree created with the Tree Manager. The comparison value for this operator is a tree or branch of a tree that you want Query to search.	Tree option

**Examples**

We want to pull only applicants that applied through the NC State Portal. We will choose to set criteria for the field Application Method. From either the Fields tab or the Query tab click the funnel icon in the application method row. SIS Query Viewer & Management –



This will bring you to the Edit Criteria page.

In Edit Criteria Properties select the condition type: equal to. In the Expression 2 box, you will have to define a constant. To find the valid values for the field click the lookup icon and select the constant you need.

From here you can click on [Select Constant](#). Since we are looking for applications taken through the web select NCW.

Field Value	Translate Long Name	Translate Short Name	Select Constant
A	Apply Yourself	ApplyYSlf	<a href="#">Select Constant</a>
ADP	AdmissionPros	AdmPros	<a href="#">Select Constant</a>
APP	Apply	Apply	<a href="#">Select Constant</a>
CFN	CFNC Application through AP	CFNC	<a href="#">Select Constant</a>
COM	UNC Common form	UNC Common	<a href="#">Select Constant</a>
EDI	EDI	EDI	<a href="#">Select Constant</a>
EMB	Embark	Embark	<a href="#">Select Constant</a>
FAX	FAX	FAX	<a href="#">Select Constant</a>
MRA	MRA ApplyYourself	MRAApplyYo	<a href="#">Select Constant</a>
NCW	NC Men'or (manual)	NC Men Mnl	<a href="#">Select Constant</a>
NCW	NCSU Web Application	NCSU Web	<a href="#">Select Constant</a>
NET	College Net	CollegeNet	<a href="#">Select Constant</a>
OTH	Other	Other	<a href="#">Select Constant</a>
PAP	Paper	Paper	<a href="#">Select Constant</a>
PDF	PDF	PDF	<a href="#">Select Constant</a>
PTH	NC Men'or Pathways Batch	NC MenBtch	<a href="#">Select Constant</a>
VET	Vet School	VETMD	<a href="#">Select Constant</a>

Once you have finished your Properties page will look like this:

You can click OK on the Properties page, which will return you to your query.

Click on the Criteria tab and you will see your new criteria in the list.

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: DE\_PROGRAM\_APPS Description: Delta Admissions

Add Criteria Group Criteria Reorder Criteria

Criteria	Logical	Expression1	Condition Type	Expression 2	Edit	Delete
		A.EMPLID - EmplID	equal to	B.EMPLID - EmplID	Edit	-
	AND	A.EMPLID - EmplID	equal to	C.EMPLID - EmplID	Edit	-
	AND	A.ACAD_CAREER - Academic Career	equal to	C.ACAD_CAREER - Academic Career	Edit	-
	AND	A.STDNT_CAR_NBR - Student Career Nbr	equal to	C.STDNT_CAR_NBR - Student Career Nbr	Edit	-
	AND	A.ADM_APPL_NBR - Application Nbr	equal to	C.ADM_APPL_NBR - Appl cation Nbr	Edit	-
	AND	C.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit	-
	AND	A.EMPLID - EmplID	equal to	D.EMPLID - EmplID	Edit	-
	AND	A.ACAD_CAREER - Academic Career	equal to	D.ACAD_CAREER - Academic Career	Edit	-
	AND	A.STDNT_CAR_NBR - Student Career Nbr	equal to	D.STDNT_CAR_NBR - Student Career Nbr	Edit	-
	AND	A.ADM_APPL_NBR - Application Nbr	equal to	D.ADM_APPL_NBR - Appl cation Nbr	Edit	-
	AND	D.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit	-
	AND	D.PROG_ACTION - Program Action	equal to	ADMT	Edit	-
	AND	A.ADM_APPL_METHOD - Application Method	equal to	NCW	Edit	-

Save Save As New Query Preferences Properties New Union Return to Search

## 5 Joining Records

Sometimes all of the information you need is not located on one record. You can join two records for more complete results. Working with multiple tables is almost as easy as working with one table.

A join enables you to retrieve data from two or more records or specify criteria from more than one record. Whenever you perform a join, the records involved are linked based on common fields.

In Query, predefined joins can be generated as a hierarchical join or a related record join. Since these types of joins are predefined, you do not have to add any criteria to manually link the records.

Record Hierarchy	A hierarchical join uses records that are parents or children of each other. For example, Accomplishments is the child record and Personal Data is the parent record.
Related Record	Related record joins use records from non-hierarchical records that are related by common fields. For example, to get the Country field description, you must go to the Country table

### 5.1 Choose a 2<sup>nd</sup> Record

Once you have chosen your first record, fields and criteria; return to the Records tab to choose a second record. Find the record that contains the fields you need and click [Join Record](#)

### Find an Existing Record

**Search By:**  begins with

[Advanced Search](#)

#### Search Results

Record	Customize   Find   View All	First	1-20 of 71	Last
<b>Recname</b>	<b><u>Join Record</u></b>	<b><u>Show Fields</u></b>		
ACAD_GROUP_TBL - Academic Group Table	<a href="#">Join Record</a>	<a href="#">Show Fields</a>		
ACAD_HISTORY - Academic History	<a href="#">Join Record</a>	<a href="#">Show Fields</a>		
ACAD_ORG_FS_OWN - Acad Organization Owner Table	<a href="#">Join Record</a>	<a href="#">Show Fields</a>		

### 5.2 Select the Join Type

Once you select your 2<sup>nd</sup> record you will be prompted to choose a currently used record to join.

Click on the record link you wish to join

### Notes

Standard Join –allows you to choose fields and set criteria and new record can be joined with any other record. This type of join will only return rows where there are matches between the two joined records.

Left outer join – only allows you to select fields and must be joined with the last record in the query. This type of join returns all the records (limited by any criteria) in the first record and information from the second record where there are any matches.

## 5.3 Auto Join Criteria

Next you will be prompted to select what fields will be used to join the two records. SIS will automatically find fields that the two records have in common.

### Notes

If there are no fields in common between the two records the query may not work or come up with too many results to be useful. Unless you are an advanced user of SQL, do not join records that do not have common fields.

### Effective Date

When joining records, SIS automatically inserts criteria to match effective dates for the two records.

## 5.4 Select Fields & Criteria

Now you can select fields and add criteria for this record the same as the 1<sup>st</sup> record.

## 5.5 Save

Be sure to save any changes you make to your query.

## 6 Reorder/ Sort Fields

Fields are placed in the query in the order you choose them. You can reorder the fields (columns in your query) and you can also choose how to sort your data (by last name, date, etc.)

From the Fields tab click the Reorder/ Sort button.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: DE\_PROGRAM\_APPS Description: Delta Admissions

View field properties, or use field as criteria in query statement.

Reorder / Sort

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A	EMPLID - EmplID	Char11				ID		Edit	-
2	B	LAST_NAME - Last Name	Char30	1			Last		Edit	-
3	B	FIRST_NAME - First Name	Char30				First Name		Edit	-
4	A	ADM_APPL_DT - Application Date	Date				Appl Dt		Edit	-
5	A	ADM_APPL_METHOD - Application Method	Char3		N		Appl Meth		Edit	-
6	C	ACAD_CAREER - Academic Career	Char4				Career		Edit	-
7	C	ACAD_PLAN - Academic Plan	Char10				Acad Plan		Edit	-
8	D	ACAD_PROG - Academic Program	Char5				Acad Prog		Edit	-
9	D	PROG_ACTION - Program Action	Char4				Prog Actn		Edit	-
10	D	ACTION_DT - Action Date	Date				Action Date		Edit	-

Save Save As New Query Preferences Properties New Union Return to Search

**Edit Field Ordering**

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

Edit Field Ordering				
Customize   Find   View All   [Grid Icon]   First [Left Arrow] 1-10 of 10 [Right Arrow] Last				
New Column	Column	Record.Fieldname	Order By	Descending New Order By
<input type="text"/>	1	A.EMPLID - EmplID	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	2	B.LAST_NAME - Last Name	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	3	B.FIRST_NAME - First Name	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	4	A.ADM_APPL_DT - Application Date	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	5	A.ADM_APPL_METHOD - Application Method	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	6	C.ACAD_CAREER - Academic Career	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	7	C.ACAD_PLAN - Academic Plan	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	8	D.ACAD_PROG - Academic Program	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	9	D.PROG_ACTION - Program Action	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	10	D.ACTION_DT - Action Date	<input type="checkbox"/>	<input type="text"/>

OK Cancel

To reorder the columns; in the new column boxes enter the new order. In the example below the last name and first name will be moved before EMPLID.

To Sort the data you would enter the sort order in the New Order By boxes. In the example below the data will be sorted by last name in ascending order A-Z.

**Edit Field Ordering**

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

Edit Field Ordering				
Customize   Find   View All   [Grid Icon]   First [Left Arrow] 1-10 of 10 [Right Arrow] Last				
New Column	Column	Record.Fieldname	Order By	Descending New Order By
<input type="text"/>	1	A.EMPLID - EmplID	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	1	2 B.LAST_NAME - Last Name	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	2	3 B.FIRST_NAME - First Name	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		4 A.ADM_APPL_DT - Application Date	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		5 A.ADM_APPL_METHOD - Application Method	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		6 C.ACAD_CAREER - Academic Career	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		7 C.ACAD_PLAN - Academic Plan	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		8 D.ACAD_PROG - Academic Program	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		9 D.PROG_ACTION - Program Action	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		10 D.ACTION_DT - Action Date	<input type="checkbox"/>	<input type="text"/>

OK Cancel

You can choose a number of different sort options, to sort the data by date then by name you would put a 1 in the Action Data New Order By box and a 2 in the Last Name box. If

you wanted to sort the fields in descending order (ex. Newest dates first) you would check the Order By Descending check box.

**Edit Field Ordering**

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

Edit Field Ordering		Customize	Find	View All	First	1-10 of 10	Last
New Column	Column	Record.FieldName	Order By	Descending	New Order By		
	1	A.EMPLID - EmplID		<input type="checkbox"/>			
	1	B.LAST_NAME - Last Name		<input type="checkbox"/>	2		
	2	B.FIRST_NAME - First Name		<input type="checkbox"/>			
		A.ADM_APPL_DT - Application Date		<input type="checkbox"/>			
		A.ADM_APPL_METHOD - Application Method		<input type="checkbox"/>			
		C.ACAD_CAREER - Academic Career		<input type="checkbox"/>			
		C.ACAD_PLAN - Academic Plan		<input type="checkbox"/>			
		D.ACAD_PROG - Academic Program		<input type="checkbox"/>			
		D.PROG_ACTION - Program Action		<input type="checkbox"/>			
		D.ACTION_DT - Action Date		<input checked="" type="checkbox"/>	1		

OK Cancel

Click OK once you are finished, this will return to the Fields tab. Here you can see that your fields have been reordered and the sort is indicated.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: DE\_PROGRAM\_APPS Description: Delta Admissions

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	B.LAST_NAME - Last Name	Char10	2			Last		Edit	
2	B.FIRST_NAME - First Name	Char30				First Name		Edit	
3	A.EMPLID - EmplID	Char11				ID		Edit	
4	A.ADM_APPL_DT - Application Date	Date				Appl Dt		Edit	
5	A.ADM_APPL_METHOD - Application Method	Char3		N		Appl Meth		Edit	
6	C.ACAD_CAREER - Academic Career	Char4				Career		Edit	
7	C.ACAD_PLAN - Academic Plan	Char10				Acad Plan		Edit	
8	D.ACAD_PROG - Academic Program	Char5				Acad Prog		Edit	
9	D.PROG_ACTION - Program Action	Char4				Prog Actn		Edit	
10	D.ACTION_DT - Action Date	Date	1D			Action Date		Edit	

Save Save As New Query Preferences Properties New Union Return to Search