Wesleyan University Student/Faculty Information System

Using Between Criteria with Prompts in Query

You may use Between criteria with a prompt for selecting variety of ranges. This is especially helpful with a date range as shown in this example. The record/table is ACAD_PLAN_TBL (Academic Plan Table), and the prompt will limit the results by choosing a range between two Effective Dates.

1. On the **Fields** page, click the **Add Criteria** (funnel with plus) next to the field (EFFDT) on which you want to set up the Between Prompt.
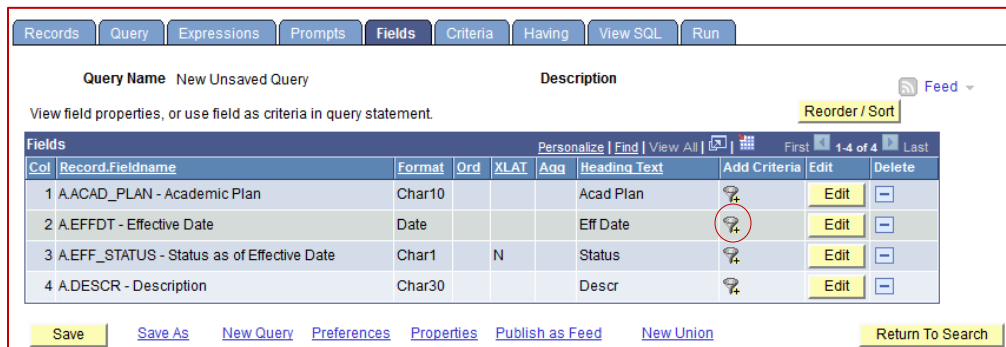
    a. The **Edit Criteria Properties** page opens with the default of Constant selected under **Choose Expression 2 Type**.   Under that section, select the button labeled **Prompt.**
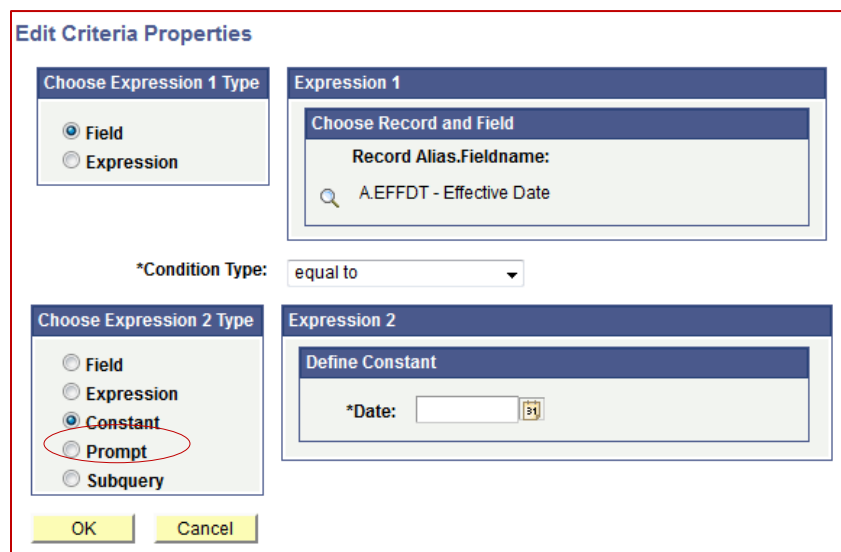
2. When you click the **Prompt** button, the **Expression 2** section changes as follows.
   a. Under **Expression 2** click on the link of **New Prompt**.

3.   The **Edit Prompt Properties** page opens as follows:

4.   Make the following changes on the **Edit Prompt Properties** page as shown below:
   a. Under Heading Type, select **Text**
   b.   Under Heading Text, type **Enter First Date**
   c.   Under Edit Type, select **No Table Edit**
   d.   Click **OK**.

Edit Prompt Properties

Field Name:
🔍   EFFDT

*Type:
Date ▼

*Format:
None ▼
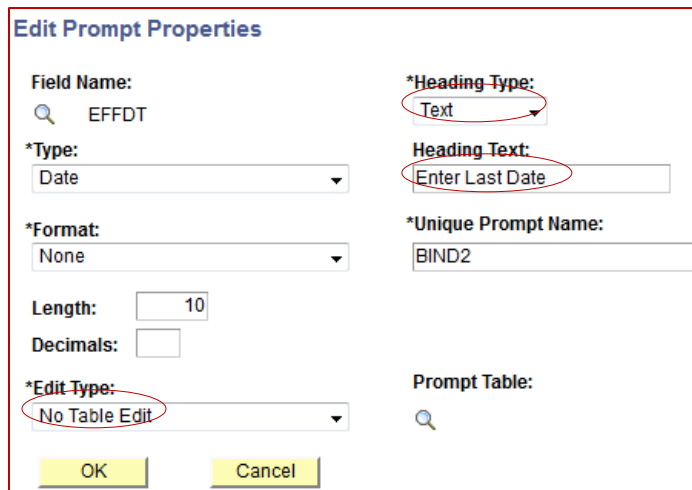
Length: [   ]
Decimals: [   ]

*Edit Type:
No Table Edit ▼

[OK]   [Cancel]

*Heading Type:
Text ▼

Heading Text:
Enter First Date

*Unique Prompt Name:
BIND1

Prompt Table:
🔍

5. You are returned to the **Edit Criteria Properties** page.
   a. You will notice that under **Expression 2 - Define Prompt**, your first Prompt has been defined. It is designated as **:1**.

Edit Criteria Properties

Choose Expression 1 Type
- ● Field
- ○ Expression

Expression 1

Choose Record and Field
Record Alias.Fieldname:
🔍   A.EFFDT - Effective Date

*Condition Type: equal to ▼

Choose Expression 2 Type
- ○ Field
- ○ Expression
- ○ Constant
- ● Prompt
- ○ Subquery

Expression 2

Define Prompt
Prompt: :1   🔍   New Prompt Edit Prompt

[OK]   [Cancel]

6. You will now define the second prompt.
   a. **Under Expression 2** – click on **New Prompt**.

7. The **Edit Prompt Properties** page opens.
    a. Under Heading Type, select **Text**
    b. Under Heading Text, type **Enter Last Date**
    c. Under Edit Type, select **No Table Edit**
    d. The page should look like this.
    e. Click **OK**.

8. Once you click **OK**, you are returned to the **Edit Criteria Properties** page.
    a. You will notice that under **Expression 2 - Define Prompt**, your second Prompt has been defined. It is designated as **:2**.

9. Do not leave the **Edit Criteria Properties** page.
    a. Change the **Condition Type** from **equal to** to **between**.   When you do, the choices under **Choose Expression 2 Type** will change.
    b. Under **Choose Expression 2 Type**, click on the last button, **Expr – Expr.** When you click on that button, the choices under **Expression 2** will change.
    c. The **Edit Criteria Properties** page should now resemble this:
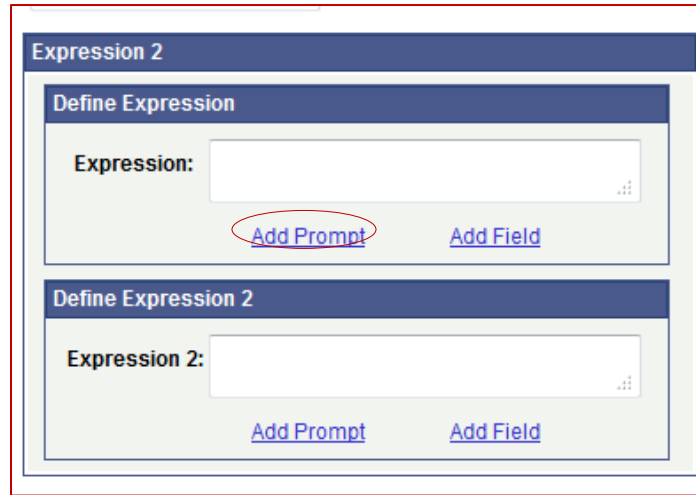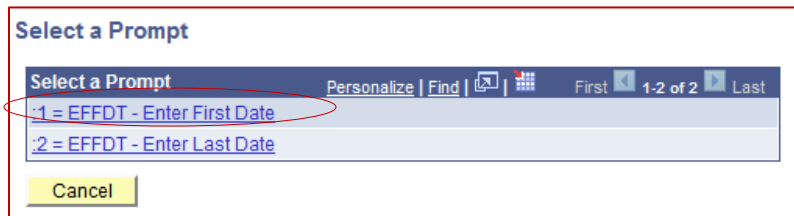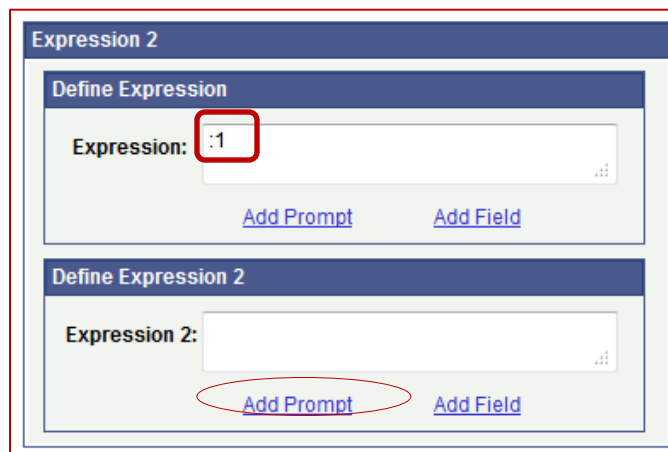
10. Now while you are still on the **Edit Criteria Properties** page, you will add the first prompt to the criteria.
    a. Under **Expression 2 – Define Expression - Expression** , click on **Add Prompt**. This will open the **Select a Prompt** page.

11. When the **Select a Prompt** page opens, click on the link: **:1 = EFFDT – Enter First Date.**

12. Upon clicking that link you are returned to the **Edit Criteria Properties** page. Note that the designator for the first prompt (**:1**) now appears in the first **Expression** box.
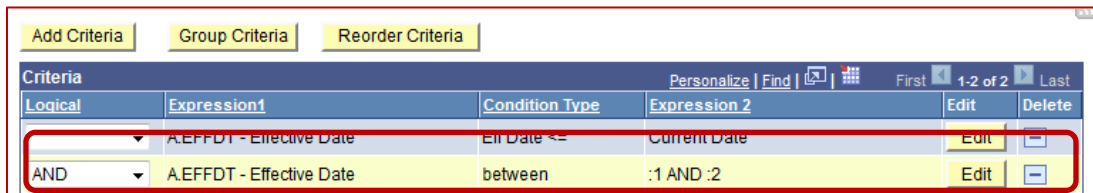
a. You will now add the second prompt to the criteria.   Under **Expression 2 – Define Expression – Expression2** , click on **Add Prompt**. This will open the **Select a Prompt** page.

13. When the **Select a Prompt** page opens, click on the link: **:2 = EFFDT – Enter Last Date**

14. Upon clicking that link you are returned to the **Edit Criteria Properties** page. Note that the designator for the second prompt (**:2**) now appears in the **Expression 2** box. The **Edit Criteria Properties** page now appears as follows:
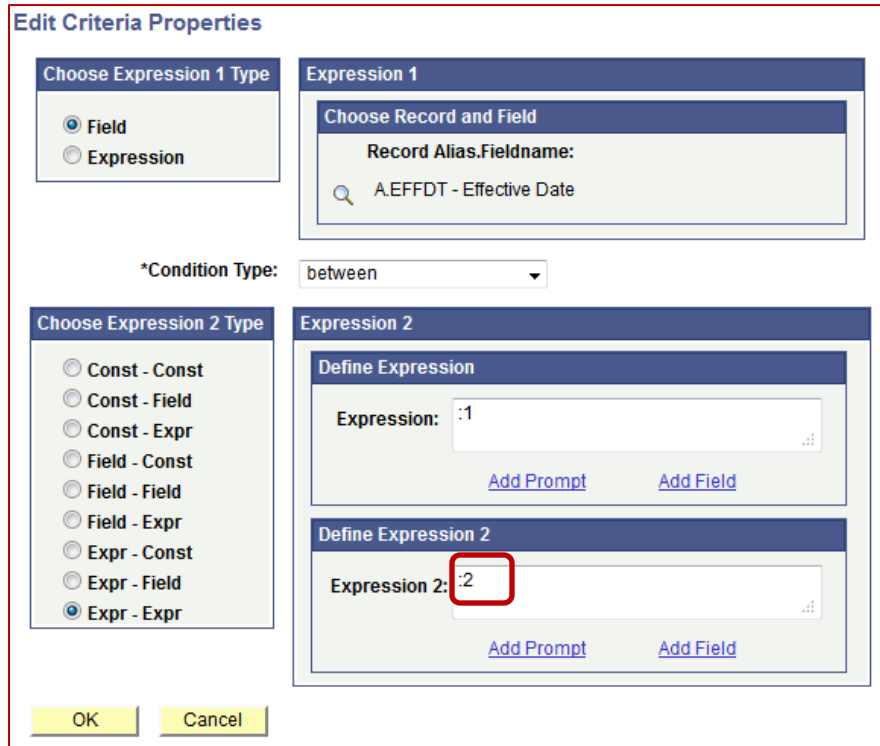
15. Click OK. You are returned to the **Criteria** page. The row for this **between** criterion will appear as follows:
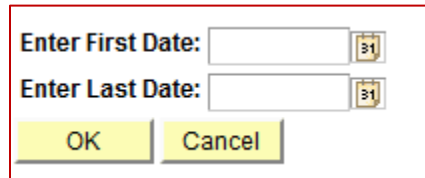
16. Run the query. The two new prompts should look like this:

Enter First Date: [   ] [31]
Enter Last Date: [   ] [31]
[OK] [Cancel]

17. Be sure to save the query.