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:

![Edit Prompt Properties Diagram]

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**.
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.

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: \texttt{: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 \texttt{between} criterion will appear as follows:
Wesleyan University Student/Faculty Information System

PeopleSoft 9.0, Query 8.52

16. Run the query. The two new prompts should look like this:

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Enter First Date: 
Enter Last Date: 
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17. Be sure to save the query.