Quick Query Quips

Session #31387
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1:30-2:30
Your Presenter

- Nancy Wehrung
- Assistant Director of Operations, Admissions
- Washington State University
- 19 years in Admissions
- Communication support for Admissions
  - Emails and Letters

- Married 28 years
- New Grandma!
Washington State University

- Founded 1890, as a Land-grant University, in Pullman Washington
- Enrollment of over 26,000
  - Undergraduates
  - Graduates
  - Professional
- Main campus in Pullman
  - 3 Urban campuses statewide
  - 1 Global campus
WSU & Oracle

- Admissions “go live” September 2011
- Campus Solutions 9.0
- PeopleTools 8.52
- Bundle 28
20,997 apps for fall 2012
- 44,411 letters mailed out
- 21,859 emails sent

52 queries
- New applications
- New items
- Review before decision
- Review after decision
- Data checks
Disclaimer & Acknowledgements

I am not an expert! I have learned what I know from trying, doing, researching, and networking with my peers.

- Internet Searches
- Washington State University IT staff
- HEUG.org
Overview

- Use delivered functionality of PS Query Manager to enhance any query for end-users, making them easy to view, functional to use, practical, and manageable!

- Appearance
- Customization
- Advanced Features
Appearance
Display your query in a manner so that it is easy to build, view, and interpret data.

1. Sorting Fields
   a) Using A to Z button
   b) Using Field Names

2. Field Names
   a) Using Edit button
   b) Using custom expressions
Appearance

1. Sorting Fields
   a.) A to Z

You can sort the fields to be in alpha order by selecting the AZ icon.
1. Sorting Fields
   b.) Using Fields

Or, the fields can be manually sorted in whatever order is desired, from the Fields tab.
Appearance
1. Sorting Fields
  b.) Using Fields (con’t)

Notice that you can set the order in which the fields are displayed.

As well as the sorting order for results.
1. Sorting Fields

b.) Using Fields (con’t)

You can see at a glance what the SORT order is by the ‘1’.

The ‘D’ refers to Descending order.
Appearance

2. Changing Field Names
   a.) Using Edit button

You can also edit the Field Names themselves.

I’m going to choose a field name with a Translate Value already given (noted by the N in the XLAT column).
Appearance

2. Changing Field Names
   a.) Using Edit button (con’t)

This is the default....however, you can choose to have the RFT (Record Field Table) set to Short, Long, or create your own!
Appearance

2. Changing Field Names
   a.) Using Edit button (con’t)

The Heading Text is what will be displayed on the Fields tab.

The Translate Value is what is displayed in results.
Appearance

2. Changing Field Names
   a.) Using Edit button

And, now you can see that the value changed from ‘N’ to ‘L’, indicating you are using the RTF long.

Notice the Heading Text changed also.
Appearance

2. Changing Field Names
   a.) Using Edit button

You can do this with any field; note that some do not give you the Translate value option. Therefore, whatever is used will be displayed in the query and in the results.
2. Changing Field Names

b.) Using Custom Expression

You can also use Expressions to create YOUR own heading to display.

Start with the Expressions tab.
Appearance

2. Changing Field Names

b.) Using Custom Expression

For example, at WSU, our Vancouver campus does their own processing, Pullman does all other campuses, so we want Vancouver to quickly scan the query results to find just their files, and Pullman to find all others.
Appearance

2. Changing Field Names
   b.) Using Custom Expression

The Heading Text appears with the first part of the coding.....this won’t make sense to anyone in the results.
Appearance

2. Changing Field Names
   b.) Using Custom Expression

Using our earlier knowledge, we can change this.
Customization

Adding additional elements to your query makes them functional for users to use as work assignments.

1. Using Prompts
   a) On Field Names
   b) On Expression
   c) Grouping as criteria

2. Using Hyperlinks
   a) For navigation
1. Using Prompts
   a.) On Field Name

Either Add Prompt from the Prompts tab......OR....add criteria to the field you want.
Customization—screen shots

1. Using Prompts
   a.) On Field Name

![Example of prompting on field name](image.png)
Customization—screen shots

1. Using Prompts
   a.) On Field Name

Fill in your own Heading Text, which will be seen by the user when asked to enter a value in the prompt field.

You can choose to use a prompt table, and then select which table to use in the prompt.
Customization—screen shots

1. Using Prompts
   a.) On Field Name

   If no table exists for the prompt, Choose ‘No Table Edit’ and deselect the prompt table.
Customization—screen shots

1. Using Prompts
   a.) On Field Name

This is how it appears on the Prompts tab.

This is how it appears to the user.
Customization

1. Using Prompts
   b.) On Expression

Prompts can be used on your expression, making the query even more customized!
Customization

1. Using Prompts
   b.) On Expression (con’t)

   In these cases, the Heading can help explain the prompt.

   When typed, the prompt can be mixed case; however, the expression must have CAPITALS.
Let’s say you want criteria on your prompts, maybe an either/or situation. Here is how to do that.

First, choose the Field Name to have the second prompt on. In this case, I chose CAMPUS. I also edited the Heading Text so users know it’s an OR prompt.

This now gives you two prompts.
Customization

1. Using Prompts
c.) Grouping as criteria

In the criteria tab, Choose ‘Group Criteria’, and place parentheses around both.

Then, choose ‘OR’ as the dropdown on the second prompt.
Customization

1. Using Prompts
   c.) Grouping as criteria

This is the final result to the user.
Customization

2. Using hyperlinks
   a.) For navigation

   This can be added through an expression.

   You need to know the URL to use. The first part of the URL is used for the first part of the expression.
Customization

2. Using hyperlinks
   a.) For navigation

Then, we map EMPLID = A.EMPLID.
EMPLID='IIA.EMPLID II'
Customization

2. Using hyperlinks
   a.) For navigation

Then, we map to the Institution.

&INSTITUTION=WSUNV
Customization

2. Using hyperlinks
   a.) For navigation

Finally, we map the page to the page we want. Find your page!

IE: Shift + Ctrl + J + J
Firefox: Ctrl + J + J

Make sure to place the expression within single quotes.
Customization

2. Using hyperlinks

a.) For navigation

After clicking OK, choose to use as field. Finally, rename the field name for users. In the results, they will get the hyperlink and clicking on it will take them to the page for that student!
Customization

2. Using hyperlinks
   a.) For navigation

Here is another method:

Add Expression
Choose Drilling URL
Click on Component URL
Customization

2. Using hyperlinks
   a.) For navigation

This is how what looks like for us.
Customization

2. Using hyperlinks
   a.) For navigation

After clicking OK from the previous slide, this is what populates into the Expression Text.
Customization

2. Using hyperlinks
   a.) For navigation

Choose ‘Use as Field’

Rename, if desired. Default name is Drilling URL.

Brings you to this page.
Advanced Features

Using techniques already established can aid in having queries which are practical and manageable.

1. Returning a List of EMPLID$s
2. Merge multiple rows
Advanced Features

1. Running a list of EMPLIDs

This is also done with an expression.

Simply add criteria to the EMPLID; and then have it equal to an expression.

In the Define Expression box, type ANY and then your set of EMPLID.
Advanced Features

1. Running a list of EMPLIDs

Make sure the EMPLIDs are:

- Within straight quotes
- Separated by commas
- Enclosed by parentheses.
1. Running a list of EMPLIDs (cont')

When the query is re-run, we now only have those 3 EMPLIDs in our results.
Advanced Features

1. Running a list of EMPLID(s) (con’t)

This is where you can change the settings in WORD for the straight quotes versus smart quotes.
Advanced Features

2. Merge multiple rows

If we take out the criteria for status of CN, we now see 6 rows for our 3 students, instead of 3 rows.
Advanced Features

2. Merge multiple rows (con’t)

Because I don’t want any other distinguished values, I’m removing the Program Action & Reason as well.
Advanced Features

2. Merge multiple rows (con’t)

Use this expression:
WM_concat (your FIELD NAME).
WM_concat (distinct your FIELD NAME)

Make sure the box is checked for Aggregate Function.

Make sure the Length is set high enough, or even switch to ‘Long Character’ with no length indicated.
Advanced Features

2. Merge multiple rows (con’t)

Use the expression as a field, and delete the original field name.

You also can rename the field to something more meaningful to end users.
Advanced Features

2. Merge multiple rows (con’t)

Now we’re back to just 3 rows, and you can see that the Statuses are all under one field.
Questions?
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