

DATE RANGE (BETWEEN) QUERY

To build a query that finds information effective during a range of time you will do the following:

1. Select Effective Date (EFFDT) as a field to be viewed in the output. (This new criteria row is in addition to the row that was automatically created when you first opened the query.)
2. Go to **Edit Criteria Properties** page using one of the three methods to begin a criterion:
 - a. From the Query page – select the funnel next to EFFDT
 - b. From the Field page – select the funnel next to EFFDT
 - c. From the Criteria page – click the Add Criteria button
3. Change the condition type to BETWEEN.
4. Under Expression 2 Type the default is CONST-CONST. Do not change.
5. In the first Date box, put in the beginning date of the range.
6. In the Date 2 box put in the ending date of the range.

Your criteria editor will look as follows if you were looking for information effective between 09/01/2014 and 12/20/2014:

Edit Criteria Properties

<p>Choose Expression 1 Type</p> <p><input checked="" type="radio"/> Field</p> <p><input type="radio"/> Expression</p>	<p>Expression 1</p> <p>Choose Record and Field</p> <p>Record Alias.Fieldname:</p> <p>A.EFFDT - Effective Date</p>
<p>*Condition Type: <input type="text" value="between"/></p>	
<p>Choose Expression 2 Type</p> <p><input checked="" type="radio"/> Const - Const</p> <p><input type="radio"/> Const - Field</p> <p><input type="radio"/> Const - Expr</p> <p><input type="radio"/> Field - Const</p> <p><input type="radio"/> Field - Field</p> <p><input type="radio"/> Field - Expr</p> <p><input type="radio"/> Expr - Const</p> <p><input type="radio"/> Expr - Field</p> <p><input type="radio"/> Expr - Expr</p>	<p>Expression 2</p> <p>Define Constant</p> <p>*Date: <input type="text" value="9/1/2014"/> <input type="button" value="BT"/></p> <p>Define Constant 2</p> <p>*Date 2: <input type="text" value="12/20/2014"/> <input type="button" value="BT"/></p>
<p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	