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: