Connect For SUCCESS

U.S. Department of Education
1998 Electronic Access Conferences

Session 21

EDExpress Query--- Beginner

Objectives

- **What is a Query?**

- **Rules for Query**

- **Basic Setup**

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- **Grid Features**

- **Hands on Exercises**

What is a Query?

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■ **Each system with EDExpress is executed using tabs.**

Rules for Queries

- **The only connectors available are AND**

- **Queries are processed from left to right , or beginning to end.**

- **AND is applied first, even if it appears later in the query statement**

Rules for Queries

- **OR divides the query statement into sections and selects a record if any section is true**

- **Do not use And and OR in the same query statement without parenthesis.**

Examples of Rules

■ **State of Residency=IA OR State of**

■ **The portion of the query before OR and the entire portion after OR are two complete statements. If either portion is true, the record is selected.**

Examples of Rules

- **Example #1: Dependency Status = D AND Mailing State = CA AND Status = N (Not Selected)**

- **In the above example EDExpress first compares the dependency status, then the mailing state, then the verification status. If the record does not meet all three criteria, it**

Basic Setup (Demo)

- **Creating a Query**
  - **Append adds the field/operator/value**

- **Modifying a Query**
  - **Highlight any line in the query**
  - **Change the field/operator/value**
  - **Click on Change to replace the line**
  - **Changing AND/OR**

Basic Setup (Demo)

■ **Valid Value Help**

   – **Select the value help button for valid field content on field being displayed**

■ **Removing part of a Query**

   – **Highlight the unnecessary line and click**

Pre-Defined Queries (Demo)

- **Replacing Selection Criteria**
  - **All previous hard coded selection criteria are replaced by pre-defined parameter**

  - **Select Records button**

Pre-Defined Queries (Demo)

- **Save As/Delete**
  - **Existing Pre-Defined Queries cannot be**

  - **Existing Pre-Defined Queries can be modified and saved with New title**

Pre-Defined Queries (Demo)

- **Prompt for Execution**
  - Check this box if you wish to supply data for query at run-time

- **Parameter Query Entry**
  - Parameter query entry dialog displays to the user at run-time
  - These cannot be used in processes such as Add Documents and Package

Grid Features (Demo)

- **Sorting/Find**
- **Freeze/Hide/Size of Columns/Rows**
- **Printing from the Grids**
- **Exporting from the Grids**

Hands On Exercises