
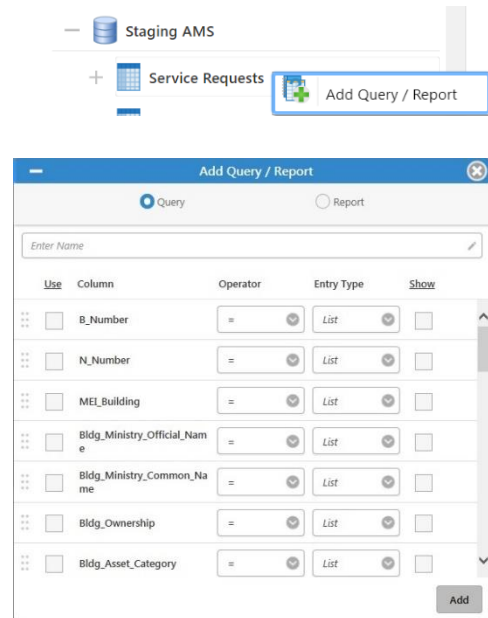


# DataViewer - Queries & Reports


## Quick Tips

### Query: How do I create a Query?

- 1) Right click on the Dataset name and select Add Query/Report from the menu.
- 2) Click on the Query radio button at the top of the form.
- 3) Give the Query a meaningful name.
- 4) To include a column as a parameter, click on the checkbox beside the column name in the "Use" column. You can select all of the columns to use in your query by clicking the underlined "Use" label.
- 5) Choose the Operator\* (=, <>, Is Blank, Is Not Blank, Like, Not Like, IN, Not IN, ) and the Entry Type. The User Entry Type can be a "List" or "Input". List gives you a pick list with all the field values in the data set, with a maximum of 10,000 values; while Input provides you the opportunity to input your own value. *Note:* Both the Operator and User Entry Type can be changed when you run the Query. All you are doing is providing an initial default for the Query.
- 6) Specify if you want the column to be displayed in your results by clicking on the checkbox in the Show column. You can select all of the columns to show in your results by clicking the underlined "Show" label.
- 7) *(Optional)* To duplicate an existing column, right click on a desired column and select Duplicate Column.
- 8) *(Optional)* To change the display order for the Query Results, use the Drag and Drop Handle to the left of each row.
- 9) When you are done, press Add and the user Query will appear in the menu under the data set with a blue Query icon. 



### Query: How do I use a Query?

- 1) To run a query, click on the query name beside the  icon and the Run Query form will appear.
- 2) Fill in one or more parameters. If you leave the parameter blank, that parameter is ignored when the Query is executed. When filling out the parameters;
  - a. Select an operator (e.g. "=" or "like")
  - b. Select an entry type of either "Value" or "List" using the slider. "List" will show a maximum of 10,000 values to select from.
  - c. Enter or select your value.
  - d. Select from the pick list of "Or" and "And" when there is more than one parameter. Choosing "Or" tells the system to return



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all records that match either consecutive parameter criteria (typically giving you more results). Choosing "And" tells the system to only return records that match both consecutive parameter criteria (typically giving you fewer results).

### Please Note

The Or/And operators work in sequence, however the "And" operator always takes precedence. For example, if you have three parameters and the first uses "Or" and the second uses "And", the system will evaluate the second and third ("And") parameter, and then the results of that would be evaluated with the first ("Or") parameter.

- 3) Click the "Run Query" button and the results will be displayed in the Dataset pane.

## Report: How do I create a Report?

- 1) Right click on the Dataset name and select Add Query/Report from the menu.
- 2) Click on the Report radio button at the top of the form.
- 3) Give the Report a meaningful name.
- 4) To include a column as a parameter, click on the checkbox beside the column name in the "Use" column. You can select all of the columns to use in your query by clicking the underlined "Use" label.
- 5) Choose the Operator\* (=, <>, Is Blank, Is Not Blank, Like, Not Like, IN, Not IN, ) and the Entry Type. The User Entry Type can be a "List" or "Input". List gives you a pick list with all the field values in the data set, with a maximum of 10,000 values; while Input provides you the opportunity to input your own value.
- 6) Select from the pick list of "Or" and "And" when there is more than one parameter. Choosing "Or" tells the system to return all records that match either consecutive parameter criteria (typically giving you more results). Choosing "And" tells the system to only return records that match both consecutive parameter criteria (typically giving you fewer results).
- 7) Specify if you want the column to be displayed in your results by clicking on the checkbox in the Show column. You can select all of the columns to show in your results by clicking the underlined "Show" label.
- 8) (Optional) To duplicate an existing column, right click on a desired column and select Duplicate Column.
- 9) (Optional) To change the display order for the Report Results, use the Drag and Drop Handle to the left of each row.
- 10) When you are done, press Add and the Report will appear in the menu under the data set with a blue Report icon.

Use	Column	Operator	Value	And/Or	Show
<input type="checkbox"/>	Government	=	List	And	<input type="checkbox"/>
<input type="checkbox"/>	BuildingID	=	List	And	<input type="checkbox"/>
<input type="checkbox"/>	Name	=	List	And	<input type="checkbox"/>
<input type="checkbox"/>	Facility	=	List	And	<input type="checkbox"/>
<input type="checkbox"/>	Address	=	List	And	<input type="checkbox"/>
<input type="checkbox"/>	City	=	List	And	<input type="checkbox"/>
<input type="checkbox"/>	Municipality	=	List	And	<input type="checkbox"/>

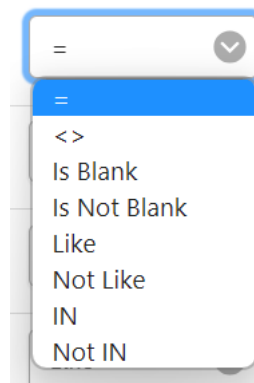
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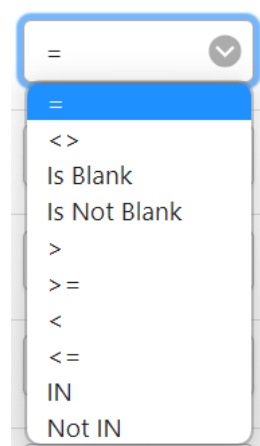
### What do the operators mean?

Operator	How it Works
=	As per the mathematical symbol's meaning: equals (=). The value defined must match the field value exactly, however, it is not case sensitive (for text fields).
<>	Not equals. The resulting set of records would not equal the value provided. E.g. In a list of pro hockey teams <> "Pittsburgh"; the resulting list would not include Pittsburgh.
In	"In" works like "=" if there's only one value, but, if you provide multiple values separated by a comma, then it's like having a multiple "Or" parameter Query for the same field. For example, from a list of suppliers where name IN: 'IBM, Hewlett Packard, Microsoft' the result will be records of all three suppliers. <b>Syntax:</b> separate the values by a comma, it is not case sensitive, the values must match <i>exactly</i> .
Not In	The opposite of "In", the resulting list is everything but what you define.
Like / Not Like	The "Like" parameter is available for fields that are text, and works on the entire text string within the field. It returns all the record(s) that have the text string you define (partial or entire). For example, in a data set of hockey teams where "name" is Like 'new', records for both New Jersey and New York would be returned. "Not Like" would be all records without 'new'.  If you use "double quotes", then the entire phrase is considered as one. So "maple leafs" hockey would return all exact matches on maple leafs and on hockey. Do not use a comma to separate words / phrases, use a space.
Is Blank/ Is Not Blank	"Is Blank" will return all records whose field has no value. "Is Not Blank" will return all records whose field has a value.

There are two different sets of operators. The first set of operators is used for all text fields. The second set of operators is used for all date and number fields.



Operator list for text fields



Operator list for date and number fields

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### Example: How to structure a complex Query/Report

If you need to run a Query or create a Report that is more complex, meaning it uses multiple values, potentially from the same field, you will need to consider how you structure the Query/Report to get accurate results. Think of the Query/Report form as a math equation. **Every time the “And” is used it will combine the fields in parenthesis and when the “Or” is used it will close the parenthesis and start a new part of the equation.** Thus, you will need to move the fields around to accurately represent your equation.

For example, I want to create a query/report that returns all records that have a file status of Active and are in the Geographic townships of Whitby, Darlington, or Pickering. To do this search I must Duplicate the File Status and Municipality Name fields two times. I will structure the equation like so:

**(File Status = Active AND Municipality Name = Whitby) OR (File Status = Active AND Municipality Name = Darlington) OR (File Status = Active AND Municipality Name = Pickering)**

The screenshot shows a 'Run Query' window with a blue header and a close button. The query is structured as follows:

File_Status	=	List	Active	And
MUNICIPALITY_NAME	=	Value	Whitby	Or
File_Status	=	List	Active	And
MUNICIPALITY_NAME	=	Value	Darlington	Or
File_Status	=	List	Active	And
MUNICIPALITY_NAME	=	Value	Pickering	

At the bottom right, there are 'Clear' and 'Run' buttons.

If you need help setting up a Query/Report that is more complex, please contact [support@skeinc.com](mailto:support@skeinc.com)