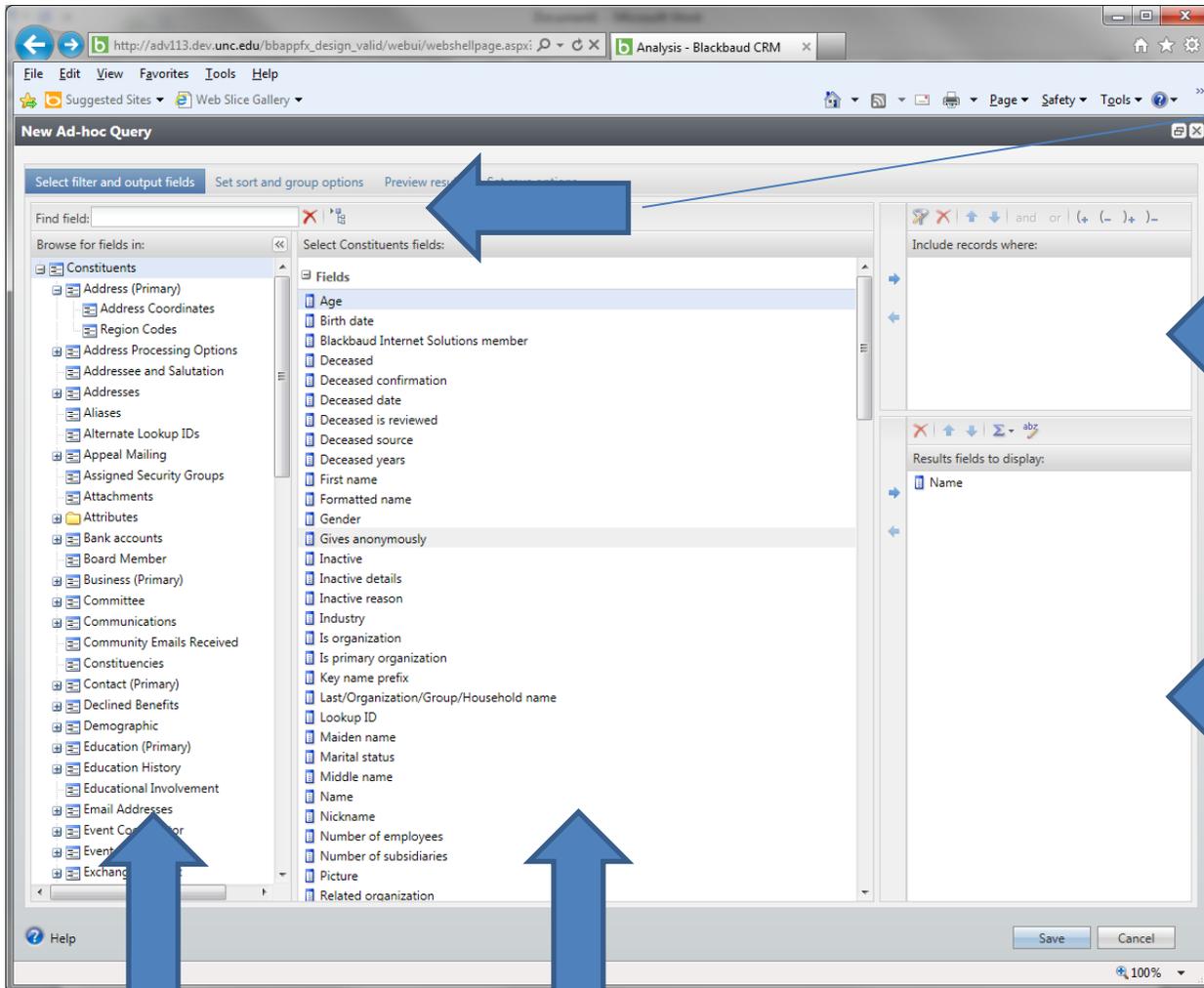


How to Create a Query

Step 1 – Select the type of query you would like to create. On the navigation bar, click **Analysis**. Select **Query**. Click the **Add** button. Select **Ad Hoc Query**. Select the type of query you are running. The most commonly used are listed first.

Step 2 – Design your query by choosing tables and fields, determining criteria and selecting outputs. By selecting the type of query you have already created all the necessary joins.



You can search for a field name if you don't know which table it might be in.

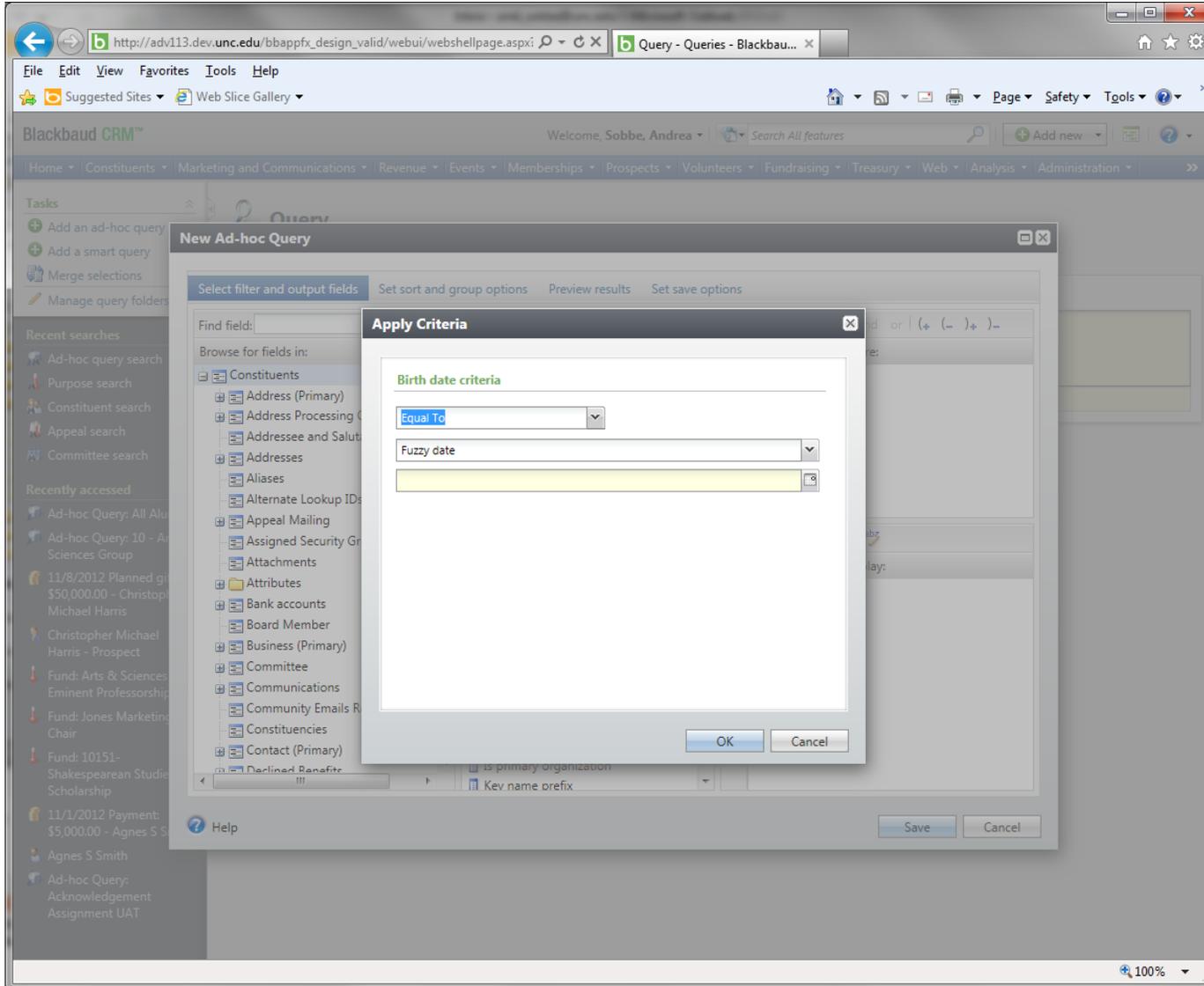
Drag a field to this box and an Apply Criteria form pops up for you to determine the criteria. (see next page)

Drag the fields you would like to appear in your result to this box.

This box contains the tables in Davie. Select one of the tables to reveal the fields.

The fields from the selected table appear in this box.

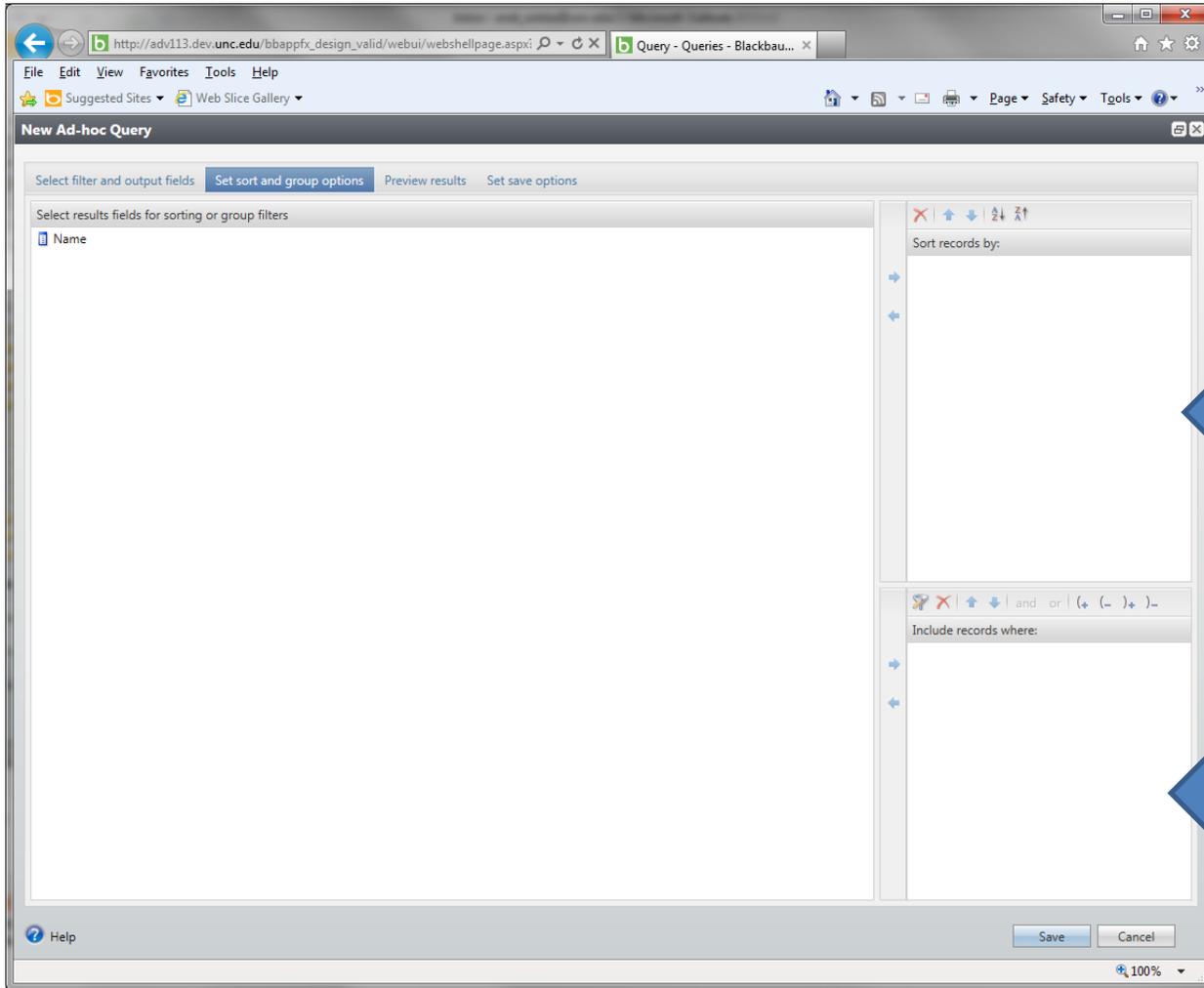
How to Create a Query



The appropriate operators will appear in a drop-down menu on the form.

How to Create a Query

Step 3 Click on the Set sort and group options tab. Fields from your query will appear in the box. This is similar to the “group by” function in Access.

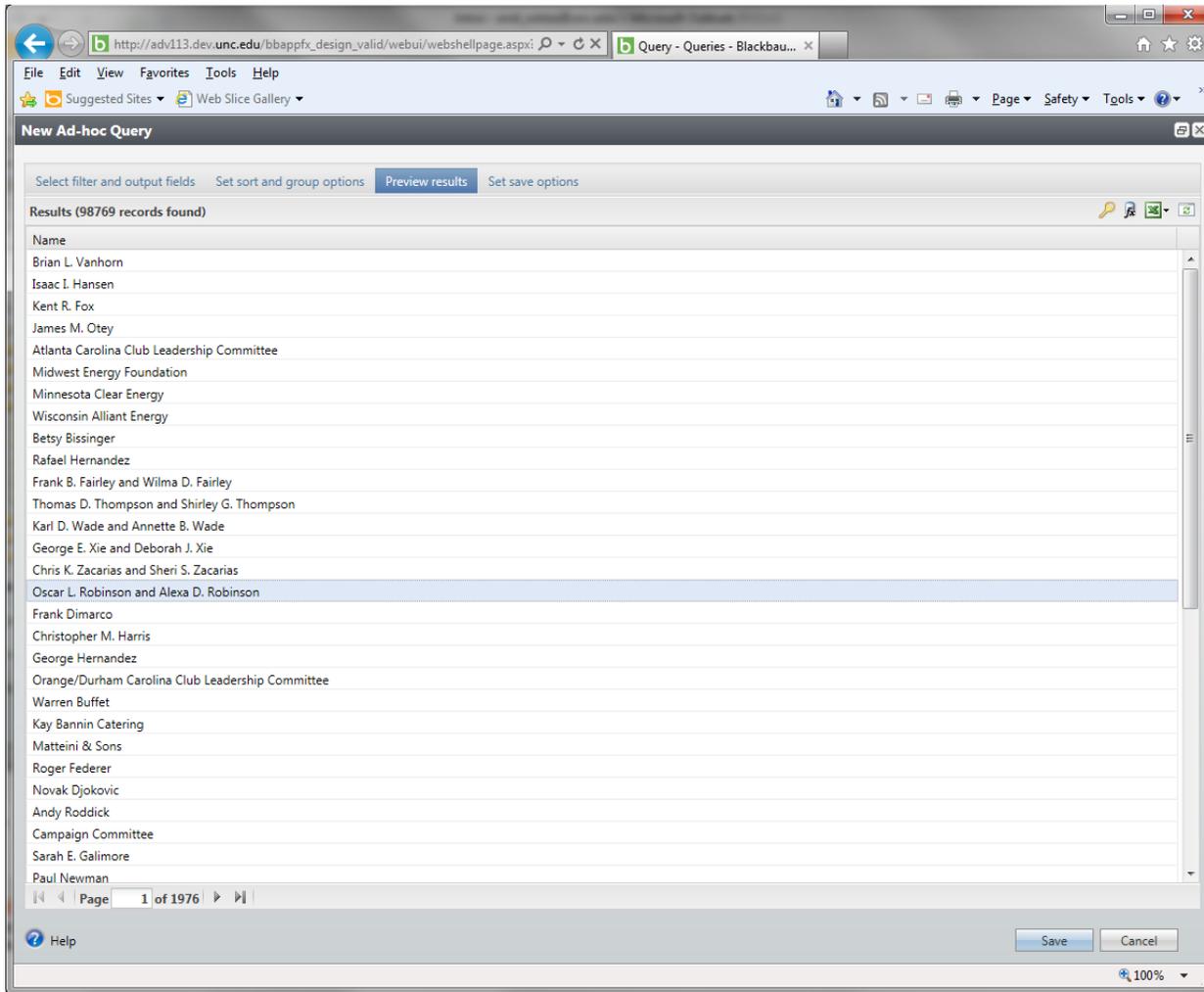


Move fields into this box for sort order.

Add criteria here.

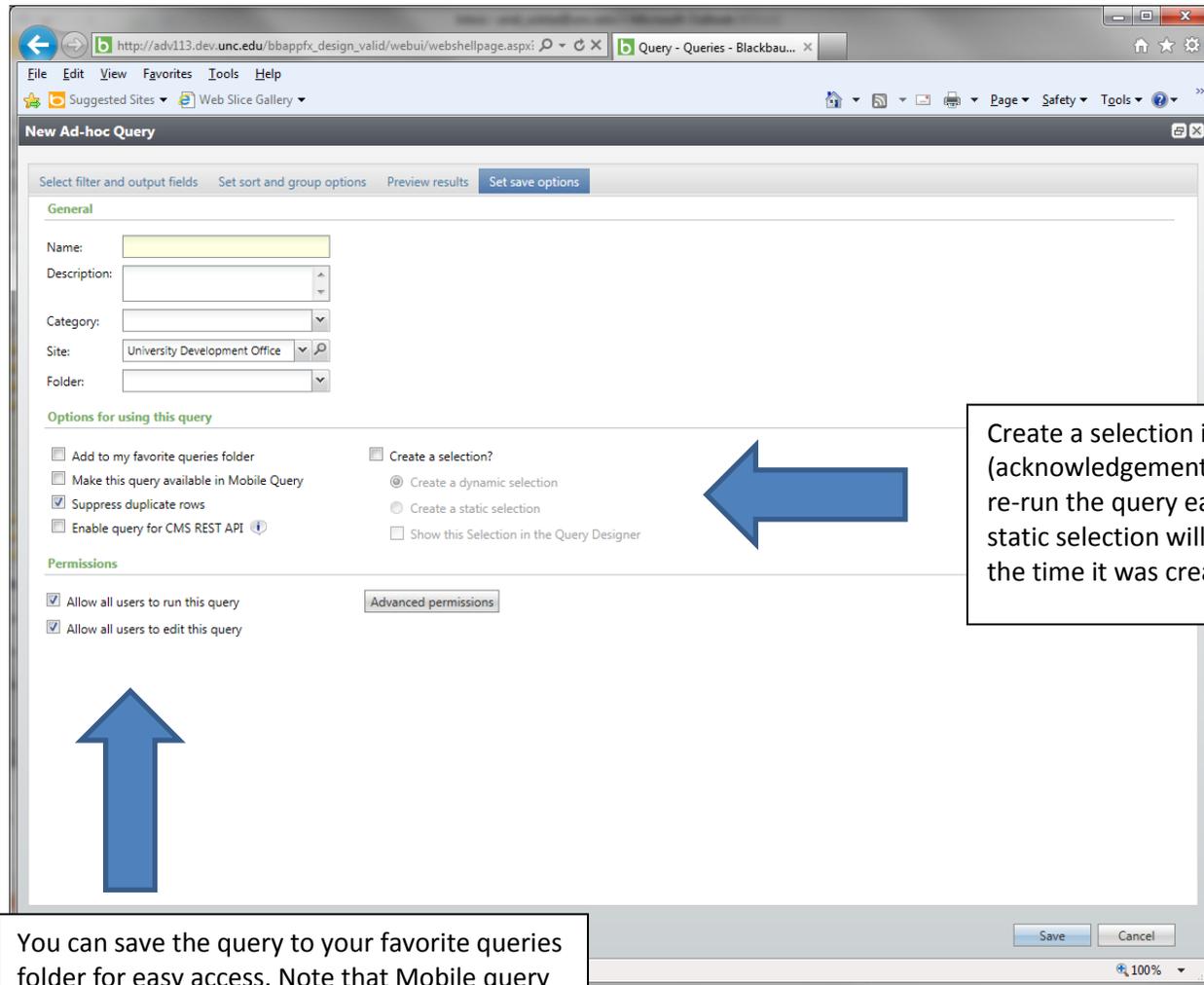
How to Create a Query

Step 4 Click on the Preview results tab. Only the first 100 will be listed here. You can see the full list by creating a selection.



How to Create a Query

Step 5 Save the query. Click on the Set save options tab.



Create a selection if you want to use this query in a process (acknowledgement, appeal, etc.). A dynamic selection will re-run the query each time you select it to get fresh data. A static selection will result in results based on the query at the time it was created.

You can save the query to your favorite queries folder for easy access. Note that Mobile query and Suppress duplicate rows are checked by default.