

Basic Query

The Step1 Query Module is a powerful tool that allows you to create queries that will get information out of your Step1 system. This session will help you begin to get the most out of your Query module and give you the tools you can use on a daily basis.

In this session we will cover the **basics** of the Query module. There are many ways to organize and restrict the results, allowing you to have a final result containing just the information you need. We will cover how to build a query for re-use, and how to make your query available in a specific module for the rest of your staff to use. We will go over frequently used search criteria and how to send it out to Excel.

The steps to Query are:

- Select a starting view
- Select the required fields
- Add filtering criteria
- Display the results
- Sorting Columns
- Determine the data you want shown
- Saving results to a file/Excel
- Printing Results

Filtering Criteria Basics (most used commands):

- | | |
|---|--------------------------|
| ➤ = | Equal to |
| ➤ > | Greater Than |
| ➤ < | Less Than |
| ➤ >= | Greater Than or Equal to |
| ➤ <= | Less Than or Equal to |
| | Both include criteria |
| ➤ <> | Not |
| ➤ BETWEEN 'yyyy-mm-dd' and 'yyyy-mm-dd' | Range |
| ➤ IS NULL | Blank or no value |
| ➤ IN ('x', 'y', 'z') | List |
| ➤ LIKE ('%xx%') | Wildcard |

A good book to purchase for additional Filtering Criteria commands is Sams Teach Yourself SQL in 10 Minutes