

HOW DO I...

... PERFORM A QUERY

GENERAL INFORMATION

Querying is the process of looking up information that is already entered in Banner. You can use inquiry forms, query forms, and most application forms to perform queries.

Some forms automatically open in the query mode, usually because a large number of records would have to be retrieved. Opening the form in query mode lets you immediately specify search criteria so you can narrow the search. When a form opens in query mode, **ENTER QUERY** appears in the auto hint and status line.

Query Functions (from the pull-down Query menu)

Query Functions	Description	Equivalent Keystrokes
<u>E</u> nter	Puts the form in query mode and lets you enter search criteria. ENTER QUERY appears on the status line after you give this command.	<i>F7</i>
E <u>x</u> ecute	Searches the database and displays any records that match the search criteria.	<i>F8</i>
<u>L</u> ast Criteria	Enters the criteria from your last search. You can change any of the criteria. This function is enabled only in the query mode.	
Exit or <u>C</u> ancel Query	Cancels the query and takes the form out of query mode.	<i>Esc</i>
Count Query <u>H</u> its	Counts the number of records that match the search criteria and displays that number in the <i>Auto Hint</i> message.	<i>shift+F2</i>

How to Query

ACTIONS/STEPS	NOTES/HINTS
1. Access the form containing the records you want to query, either through the menu or through direct access via the "Go to" field.	In the "Go to" field, enter the 7-character form name and press <ENTER> - in this example SPAIDEN
2. If the form opens in query mode, go directly to step 3. Otherwise, select the Enter Query (F7) function to put the form in query mode. In a GUI environment, the down arrow ▼ next to some ID fields first takes you to an <i>Options List</i> where you can choose to go to a search form or to another application form. NOTE: If you see "List" in the auto hint and status line for the function or information you want to access, press F9.	ENTER QUERY appears in the status line when the form is in query mode. An example of an ID field Options List would be when you are searching for a name in SPAIDEN and click on the down arrow ▼ next to the ID field. You must choose <i>person</i> or <i>non-person</i> search.
3. Enter the query (search) criteria. You can query information in any field that you can access. You can use the Oracle wildcards % (any number of unspecified characters) and _ (one occurrence of an unspecified character). <i>(continued on next page)</i>	Using the wildcards assures that you do not create duplicate records or select the wrong person since spellings can vary.

ACTIONS/STEPS (continued)	NOTES/HINTS										
<p>3. (continued) Sample wildcard usage:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>To get these results</u></td> <td style="width: 50%;"><u>Enter this criteria</u></td> </tr> <tr> <td>All entries that contain <i>MA</i> anywhere in selection</td> <td>%MA%</td> </tr> <tr> <td>All entries that begin with <i>MA</i></td> <td>MA%</td> </tr> <tr> <td>All entries that have <i>MA</i> as final two characters</td> <td>%MA</td> </tr> <tr> <td>All entries that have <i>M</i> as the second character</td> <td>_M%</td> </tr> </table> <p>If you chose to do a <i>person search</i>, you can proceed by entering search criteria in the following 3 ways:</p> <ol style="list-style-type: none"> a. Enter a portion of the ID number (if you know any part of the UIN) b. Enter the last name (use wildcards to identify all possible matches) c. Enter the first name (use wildcards to identify all possible matches) d. Use the Soundex search function to search for names by pronunciation when you are not sure of the spelling (see specific instructions) 	<u>To get these results</u>	<u>Enter this criteria</u>	All entries that contain <i>MA</i> anywhere in selection	%MA%	All entries that begin with <i>MA</i>	MA%	All entries that have <i>MA</i> as final two characters	%MA	All entries that have <i>M</i> as the second character	_M%	<p>Capitalization matters. Data is matched against the search criteria exactly as you enter them. At ODU, we use upper case (i.e., KATHLEEN PARKER rather than Kathleen Parker).</p>
<u>To get these results</u>	<u>Enter this criteria</u>										
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<p>4. Select the Execute Query function from the pull-down menu to search the Banner database. All records that match the search criteria are displayed.</p> <p>All possible matches will be displayed. If the person/object you are searching for is displayed, you may now select that record by <i>clicking</i> on the select icon to have that information returned to the <i>calling</i> form.</p> <p>You can view all current information in the record by selecting the <i>Next Block</i> icon from the toolbar. If you are performing a person search, the full name of the individual will be displayed. Additional windows can be accessed to display more information on the individual (i.e., Current Identification, Alternate Identification, Address, Telephone, Biographical, E-Mail, Emergency).</p>	<p>Or press F8</p> <p>Ctrl+Page Down (Next Block) will move you through the additional windows</p>										
<p>5. Optional--to make changes. To redisplay the original search criteria so you can make changes and re-query, select the Enter Query (F7) function. The matching records disappear. Select the Enter Query function a second time. The original search criteria appear. Revise the search criteria and return to step 4.</p>	<p>Click the Rollback icon to clear the selected record's information when you've conducted a <i>person search</i>.</p>										