



## Creating Record Joins

1.	<p>Begin by navigating to <b>Query Manager</b>. Click the <b>Reporting Tools</b> link.</p> 
2.	<p>Click the <b>Query Manager</b> link.</p> 
3.	<p>The <b>Query Manager</b> search page enables you to search for an existing query, or create a new one. Click the <b>Create New Query</b> link.</p>
4.	<p>Locate the first record to be joined. Enter the desired information into the <b>Search by</b> field. Enter a valid value e.g. "<b>HRS_APP_INFO_I</b>".</p>
5.	<p>Click the <b>Search</b> button.</p> 
6.	<p>Click the <b>Add Record</b> link.</p> 
7.	<p>The <b>Query</b> page enables you to add fields to your query. Add the fields you want to include for the <b>APPL_HIRE_VW</b> record. Click the <b>EMPLID</b> object.</p> <input type="checkbox"/>
8.	<p>Click the <b>APPLID</b> option.</p> <input type="checkbox"/>
9.	<p>Click the <b>APP_DT</b> option.</p> <input type="checkbox"/>
10.	<p>Click the <b>Join LOCATION_TBL - Company Sit</b> link.</p> 
11.	<p>A Windows dialog box appears, indicating that an effective date criteria has been automatically added. Click the <b>OK</b> button.</p> 
12.	<p>Add fields to the query for the <b>LOCATION_TBL</b> record. Click the <b>LOCATION</b> option.</p> <input type="checkbox"/>
13.	<p>Click the <b>DESCR</b> option.</p> <input type="checkbox"/>
14.	<p>Click the <b>Fields</b> tab.</p> 

15.	<p>On the <b>Fields</b> page, you can edit, delete, or add criteria to each field.</p> <p>Edit the properties for the <b>APPLID - Applicant ID</b> field. Click the <b>Edit</b> button.</p> 
16.	<p>Click the <b>Text</b> option.</p> 
17.	<p>Click in the <b>Heading Text</b> field.</p> 
18.	<p>Enter the desired information into the <b>Heading Text</b> field. Enter a valid value e.g. "<b>Applicant ID</b>".</p>
19.	<p>Click the <b>OK</b> button.</p> 
20.	<p>Edit the properties for the <b>APP_DT - Applicant Date</b> field. Click the <b>Edit</b> button.</p> 
21.	<p>Click the <b>Text</b> option.</p> 
22.	<p>Click in the <b>Heading Text</b> field.</p> 
23.	<p>Enter the desired information into the <b>Heading Text</b> field. Enter a valid value e.g. "<b>Application Date</b>".</p>
24.	<p>Click the <b>OK</b> button.</p> 
25.	<p>Click the <b>Save</b> button.</p> 
26.	<p>Name the query <b>APP_LOC_INFO</b>. Enter the desired information into the <b>*Query</b> field. Enter a valid value e.g. "<b>APP_LOC_INFO</b>".</p>
27.	<p>Click in the <b>Description</b> field.</p> 
28.	<p>Enter the desired information into the <b>Description</b> field. Enter a valid value e.g. "<b>Applicant location information</b>".</p>
29.	<p>The <b>Query Type</b> field enables you to choose from User Query Type, Process Query Type, or Role Query Type. Standard queries are defined as User types, and queries that use workflow are defined as Process or Role types.</p>
30.	<p>Click the <b>*Owner</b> list.</p> 
31.	<p>Click an entry in the list.</p> 
32.	<p>Click the <b>OK</b> button.</p> 

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33.	<p>The query name and description appear at the top of the page.</p> <p>Review the query you just created. Click the <b>Run</b> tab.</p> 
34.	<p>In a related record join, you can automatically join two records based on a relationship that has been predefined by the record designer.</p> <p><b>End of Procedure.</b></p>