

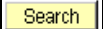












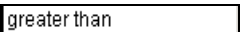






Creating a Query Using Having Criteria

1.	Navigate to the Query Manager page. Click the Reporting Tools link. 
2.	Click the Query Manager link. 
3.	You use the Query Manager search page to search for an existing query or navigate to the Find an Existing Record page when creating a new query. In this example, you are going to begin with an existing query and modify it. Enter the desired information into the Search by field. Enter a valid value e.g. " VAC_TIME_OFF ".
4.	Click the Search button. 
5.	Click the Edit link. 
6.	The Fields page enables you to view how fields are selected for output; view the properties of each field; and change headings, order-by numbers, and aggregate values.
7.	You need to add two additional fields to this query. You add fields on the Query page. Click the Query tab. 
8.	You need to add the following fields to this query: PLAN_TYPE and ABSENCE_TYPE. Click the PLAN_TYPE option. <input type="checkbox"/>
9.	Click the ABSENCE_TYPE option. <input type="checkbox"/>
10.	Return to the Fields page to edit the field properties for the PLAN_TYPE field. Click the Fields tab. 
11.	Use the Edit button to change the field properties. Click the Edit button. 
12.	Use the Edit Field Properties page to change the column heading and modify the translate value displayed in the query results.
13.	Query Manager populates the assigned heading to be displayed at the top of the column for the query output for each field listed. To assign a new heading for the PLAN_TYPE field, select the Text option and edit the Heading Text field. Click the Text option. <input type="radio"/> Text

14.	Click in the Heading Text field. 
15.	Enter the desired information into the Heading Text field. Enter a valid value e.g. " Plan_Type ".
16.	The data displayed for the PLAN_TYPE field comes from the Translate Table. When a value comes from the Translate Table, you can determine how you want the information displayed: None, Short Description, or Long Description. For this example, you want to use the Short Description. Click the Short option. 
17.	Click the OK button. 
18.	The next step is to define the Having criteria for the query. Click the Having tab. 
19.	The Having page enables you to view any existing Having criteria for the query and, if necessary, to add or modify the Having criteria for the query. For this example, you need to add the criteria. Click the Add Having Criteria button. 
20.	The Edit Having Criteria Properties page appears. This page enables you to edit or define new having criteria for the query. In this exercise, your manager has requested that query results include vacation days for employees who are on vacation for more than three days. Navigate to the field that records employee's vacation duration. Click the Select Record and Field button. 
21.	Click the Long Description link. 
22.	The Condition Type determines how PeopleSoft Query compares the values of the first expression to the second expression. In this example, you want to display data for employees with greater than three days vacation time. Click the *Condition Type list. 
23.	Click an entry in the list. 
24.	Next, define a Constant value. Click in the Constant field. 

25.	<p>The value of the DURATION_DAYS field will be compared to the single fixed value defined here.</p> <p>In this example, the constant value is 3 because you are looking for information on employees who are on vacation for more than three days. Enter the desired information into the Constant field. Enter a valid value e.g. "3".</p>
26.	<p>Click the OK button.</p> 
27.	<p>Click the Save button.</p> 
28.	<p>Next, view the results of the query on the Run page. Click the Run tab.</p> 
29.	<p>The query results display information for employees with more than three days of vacation.</p>
30.	<p>In this topic, you learned to use Having criteria to further refine query results. End of Procedure.</p>