



STEPS TO USING THE QUERY TOOL IN THE SPECTRUM SYSTEM

To correctly use the Query Tool the user must follow these steps:

1. Select *Go* from the Menu Bar. A menu display box will popup, select *People Tools*. Another menu window will popup, select *Query*.
2. Panel will show two views, *Component View* (left) and *Designer View* (right). Select *Table* from the *component view*.
3. The user can select an existing *Query* by clicking in the open file icon or by going into *File* menu and selecting *Open* file.
4. Select fields you wish to view in the query by double clicking on them or drag them to the *Fields* tab.
5. After selecting fields establish order you wish to view them on your results.
6. Next step will be to establish your criteria. Select the *Criteria* tab and select fields you wish to use as criteria. You can do this by dragging fields from *component view* or by right clicking on them at the *Fields* tab and selecting criteria from the special menu.
7. Select the *SQL* tab to view Query statement.
8. Establish Query properties by selecting *File, Properties* from the *Menu Bar*. Select *Distinct* or *Public*.
9. Click on the *Lighting Bolt Icon* from toolbar to run query. Select the *Results* tab to view *Query* results.
10. Query results can be printed if desire by the user. They can also be exported to *Excel* or to the *Crystal Reporting* tool.
11. To save a Query select *File* from the Menu Bar, click on *Save As* and enter *Name, Description* and whether it will *Public* or *Private*.

Note:

To learn how to join tables read Chapter 7 from the Spectrum System User Guides.