

This work instruction was last updated: 17th March 2010

Query Tool

This Work Instruction describes the process for use of the Query Tool.

This has the ability to run reports which can be exported to Excel on the following criteria (objects), Absence, Audit Entries, Employee Assets, Employee Pay Advice (Current), Employee Pay Advice (Historic), Employee Pay Elements, Employee Posts (Live), Employees, Payroll Code-burst, Personnel Code-burst, Post Definition and Structure Units.

Form location: Systems Administration / Audit Functions / Database Query Tool / Query Tool.

Queries utilise a simplified and limited SQL-like syntax. Query statements are assembled by selecting elements listed in the selection pane.

A query statement consists of an object specifier line followed by one or more condition lines, in the format:

Select <Object> Where

<Column> <Operator> <Value> [<Join>]

Note: Square brackets [] indicate that the join element is not required for a single-line statement. They do not form part of the statement.

Note: The value entered is case sensitive; for example, when searching for an employee called Smith, the values of 'SMITH', 'Smith' and 'smith' would all produce different results.

Condition lines can be joined by logical statements and nested within brackets to create complex queries.

Queries can be saved for reuse, and saved queries can be edited.

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1 Query Tool

1.1 Function of Statement Buttons



New: click NEW to create a new statement. The current statement is cleared.

Open: Click OPEN to display the Open window which enables you to load a saved query.

In the Open window, select a saved query from the Query drop-down list and click Open. The selected query statement is displayed in the statement pane.

When you click EXECUTE, the results pane displays the columns which were visible when the query statement was saved. Columns are displayed as headings only, at the default width. Data is not saved with the query statement.

The query syntax can be modified in the Statement pane, if required.

Save: Click SAVE to display save as which enables you to save the current query statement and visible columns.

Queries must be saved in a SAVE AS with the Public check box selected to enable other operators to be able to run the query. All query names must be unique, regardless of the Public check box setting.

Standard profile security is applied when running saved queries.

Execute: Click EXECUTE to run the current query statement.

Undo: Click UNDO to cancel query statements edits. Up to ten levels of undo are available.

Redo: Click REDO to reinstate an edits. Up to ten levels of reinstatement are available.

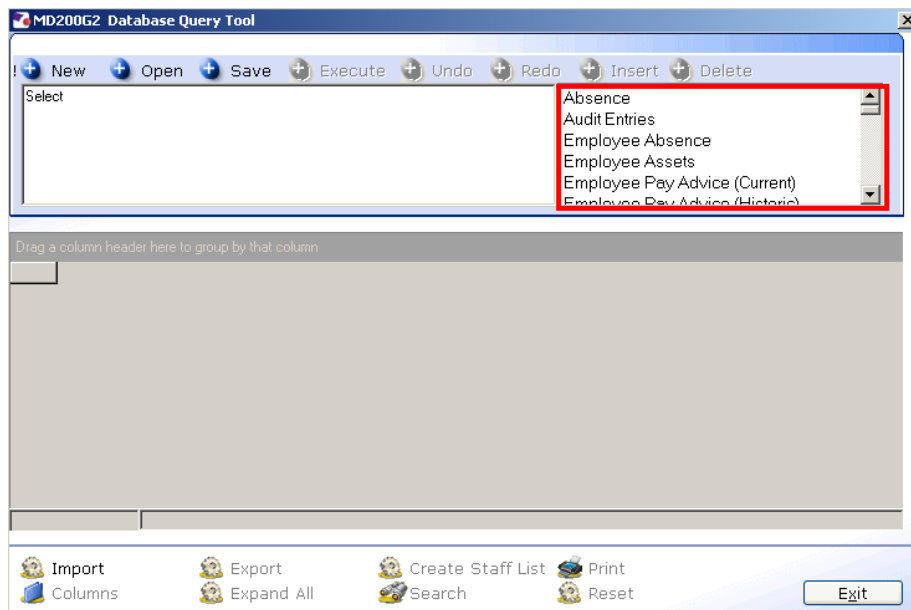
Insert: Click INSERT to insert a condition line into an existing query statement.

Delete: Click DELETE to delete the current condition line.

- 1.2 All objects are contained in the highlighted section which is the Selection Pane which displays a context-sensitive list of available elements pertaining to the current element in the Statement Pane

Queries are completed in two stages

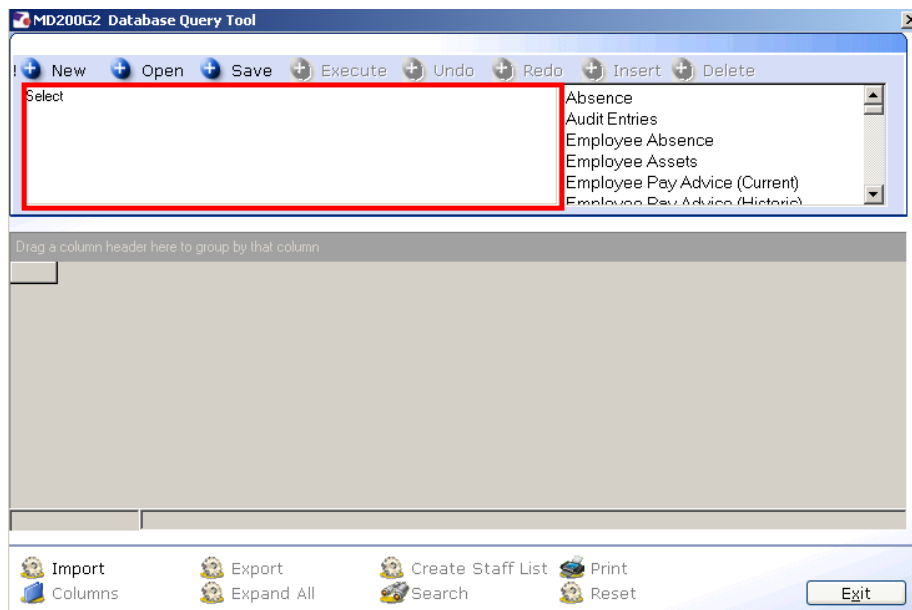
- A SQL query is performed on the audit log file and the results are retrieved
- The results are processed and displayed in the results pane.



- 1.3 The following is the Statement Pane which enables query statements to be created or edited. Statements are assembled from selectable elements displayed in the Selection Pane.

In the following screen shot by Double Clicking on **Audit Entries** in the Selection Pane it is moved to the Statement Pane.

When you have added the object specifier line, the selection pane displays the available options for the column element forming the first element of the first condition line.



1.4 Condition Lines

One or more condition lines follow the object specifier line.

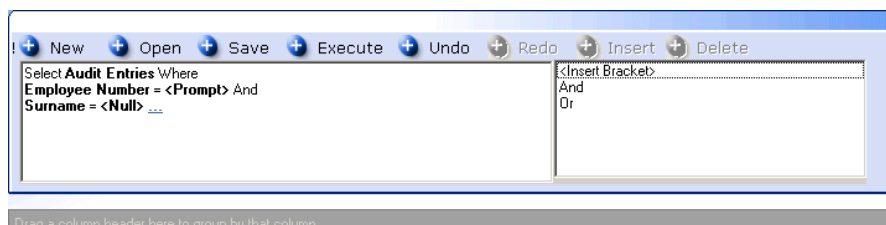
Each condition line consists of three or four elements, in the format *Column Operator Value Join*

Note: The value entered is case sensitive, for example, when searching for an employee called Smith, the values of 'SMITH', 'Smith' and 'smith' would all produce different results.

Note: The Join element is omitted from simple query statements with only one condition line.

Nested Conditions

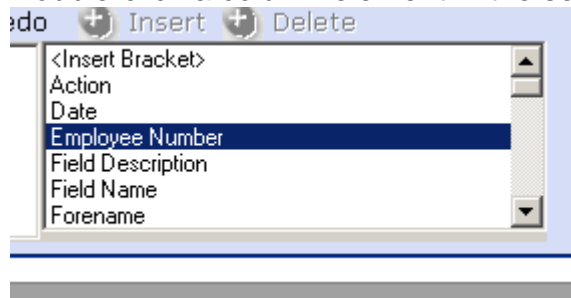
Conditions can be nested in up to ten levels of brackets.



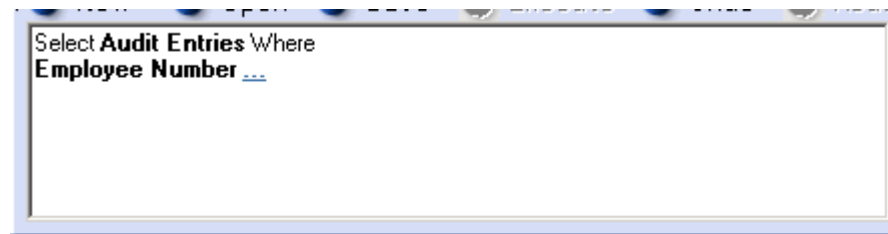
1.5 Adding a Condition Line

Condition lines are created element-by-element by double-clicking the options listed in the selection pane. Database Query Tool automatically updates the options listed in the selection pane, in accordance with the current condition element type.

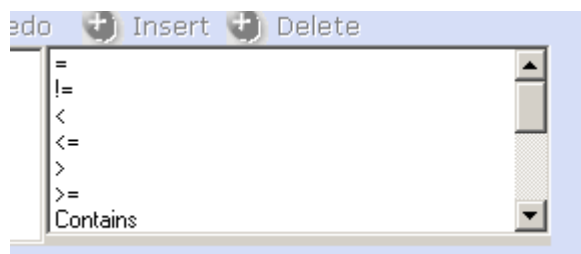
Double-click a column element in the selection pane.



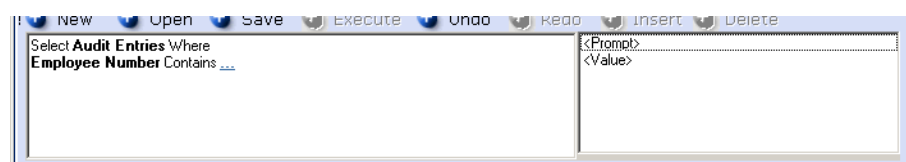
This move to the Statement Pane



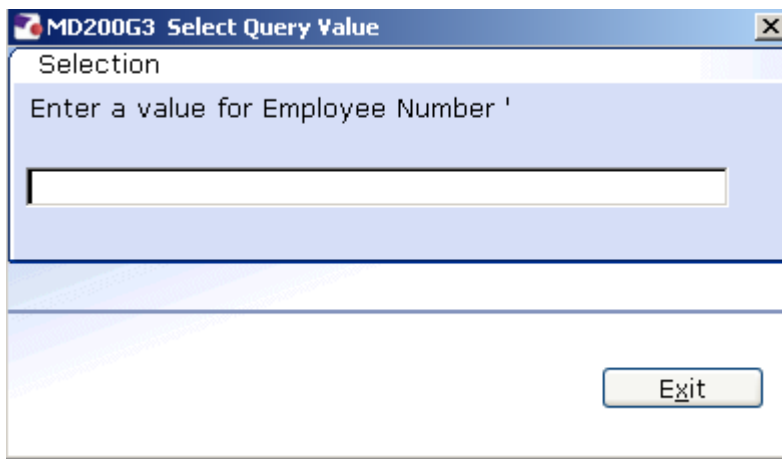
Double-click an operator element in the selection pane



Double-click a value element in the selection pane i.e. contains



Select Query Value is displayed for value elements of type <value>.



MD200G3 Select Query Value

Selection

Enter a value for Employee Number '

Exit

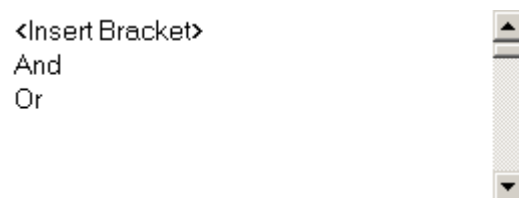
Type a value in the field and click Exit



Select **Audit Entries** Where
Employee Number Contains '1840355' ...

If your query statement is simple and required only one condition line, click on EXECUTE to run the query.

If not double-click a join element in the selection pane.



<Insert Bracket>
And
Or

Continue adding statement lines following the above steps as required to build your query statement.

1.6 Deleting a Condition Line

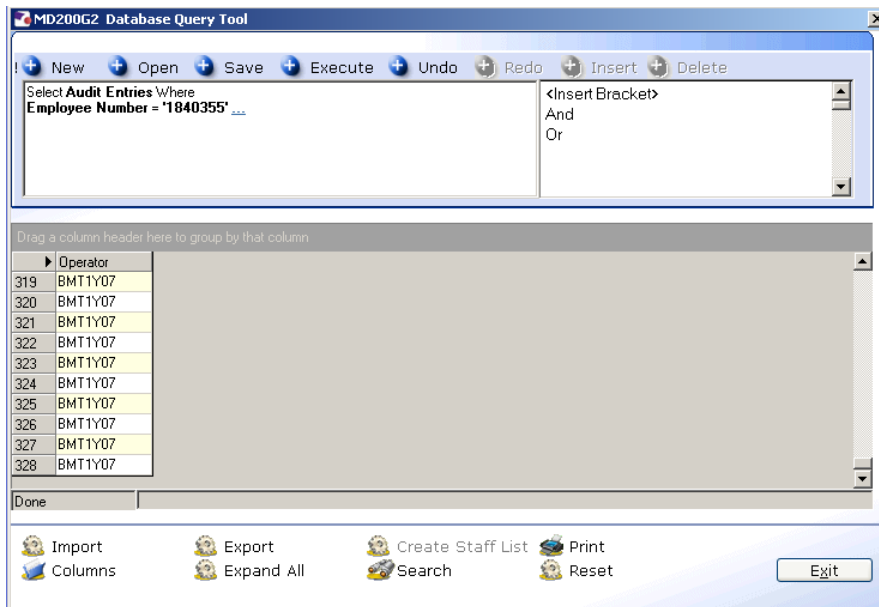
It is not possible to delete only one condition element (with the exception of a join element on the final condition line); you must delete the condition line. Condition elements can only be amended. Opening and closing brackets can be removed without deleting the entire condition line.

To delete a condition, select any element in the condition line and click DELETE.

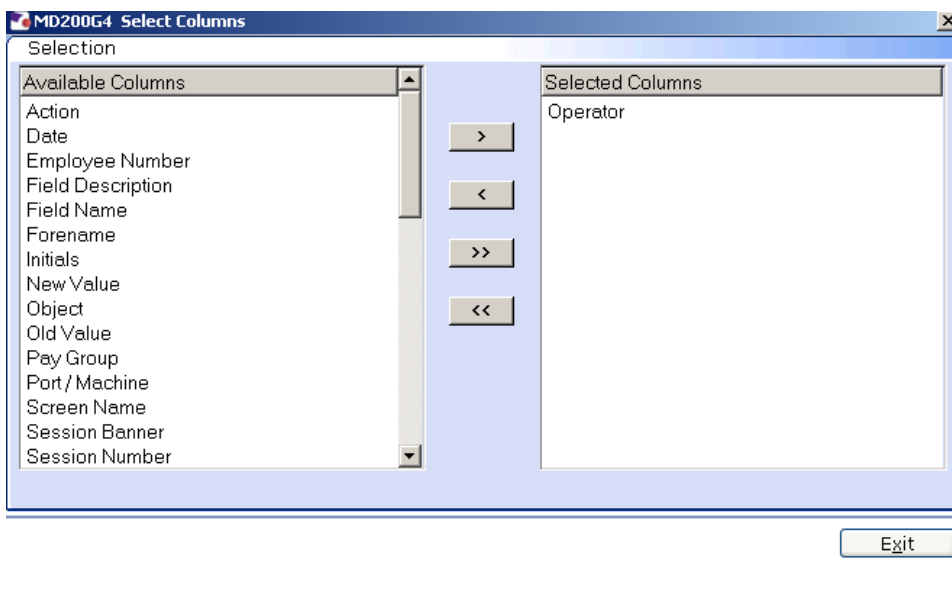
If you delete the final condition line, the new final line ends with a join element. To delete the join element, select it and double-click <Remove> in the selection pane. The Column, Operator and Value elements are retained.

If you have added an unwanted join element to a simple one element query statement, click UNDO to remove it and retain the column, operator and value elements.

1.7 The results will show in the following Results Pane

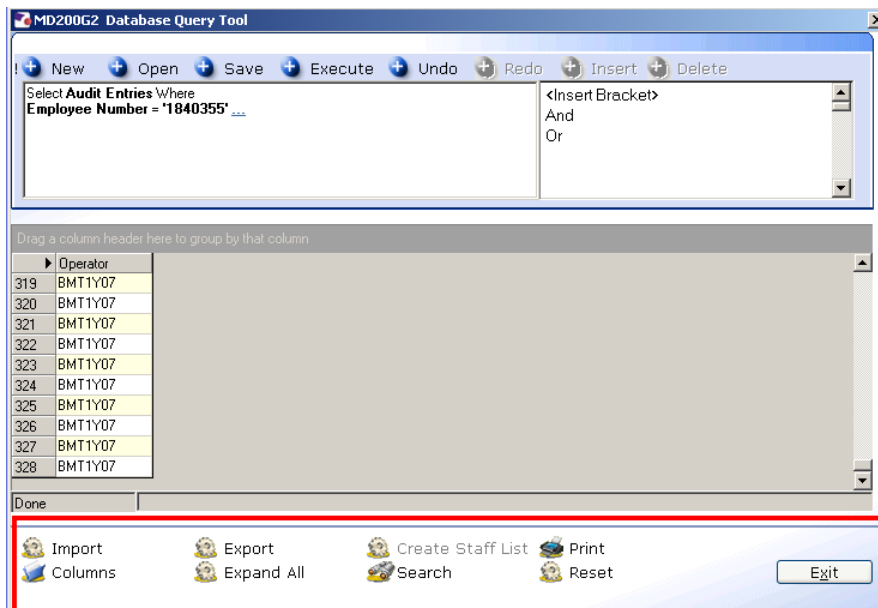


1.8 Select the Columns Button



Using the arrow buttons you can move or return any individual column selected by clicking onto it, the double arrows will move all columns.

1.9 Results Buttons: They enable results data to be imported, exported, and printed and the columnar display to be modified.



Import: Import enables you to load previously-exported results data, and ResourceLink audit log files, in XML format. Import

Database Query Tool utilises its own components to perform import functionality, independently of ResourceLink. Query results data and audit logs are imported directly from the user's PC or network file system, not from the ResourceLink server.

Note: Field-level security does not apply to results import. All operators are able to view all imported data.

XML data can be edited prior to import to Database Query Tool but cannot be re-imported to the ResourceLink database. Editing the .bgl file (produced on data export) is not recommended.

If the .bgl file is missing, Import as is displayed, enabling you to select the object on which the query was run.

Data display differences on import with no .bgl file:

- All available columns associated with the query object are displayed.
- Only the columns which had visible data when the results were exported display data on import.

Export: Database Query Tool utilises it's own components to perform export functionality, independently of ResourceLink. Query results data is exported directly to the user's PC or network file system, not to the ResourceLink server.

Query results can be exported in XML, XLS (Microsoft® Excel) and HTML formats.

Only data in visible columns is exported, irrespective of the chosen format.

An accompanying .bgl file contains formatting information to enable data in XML format to be correctly laid out in the Results pane when subsequently re-imported.

Results export in HTML format creates an additional .css stylesheet file.

Columns: Enables you to display additional results columns. Only data in displayed columns is available to be exported.

Field-level security applies to column display.

To display additional columns:

1. Click the Columns button to display Select Columns.
2. Select each required column in the Available Columns list, and click the central right-arrow button to add the columns to the Selected Columns list.

Note: 39 columns are available for Audit Entries objects.

To display all available columns, click the central double right-arrow button.

Expand All/Contract: Enables you to expand or contract all levels in a column grouping.

Search: Enables you to search for a string within the query results using Select Search String.

Search is limited to two choices:

- Search for a string in all columns.
- Search for a string in one column.

It is not possible to search using combinations of two or more columns.

Note: In the All Columns search, all results data is searched, including columns which are not displayed. However, the search results only display data in currently-visible columns.

The search is not case-sensitive.

Search results are displayed in a single-colour grid within the Results pane, to distinguish them from standard results data.

Search has the following limitations:

- Wildcard characters are invalid.
- Only single searches are possible.

Reset Search: Enables you to clear the current search results and return to the full query results listing.

Create Staff List: Not applicable for Audit Entries object.

Print: Enables you to print data for the query results columns currently displayed.

Database Query Tool offers enhanced printing functionality, independent of ResourceLink.

Click Print to display Print Preview.

In Print Preview, click Print to display a standard print window, enabling you to select any currently-configured printer available on the PC and to access any additional layout capabilities offered by the printer driver. Print options are not configured in ResourceLink.

Note: Set the page layout to landscape, if more than eight standard-width columns are displayed.