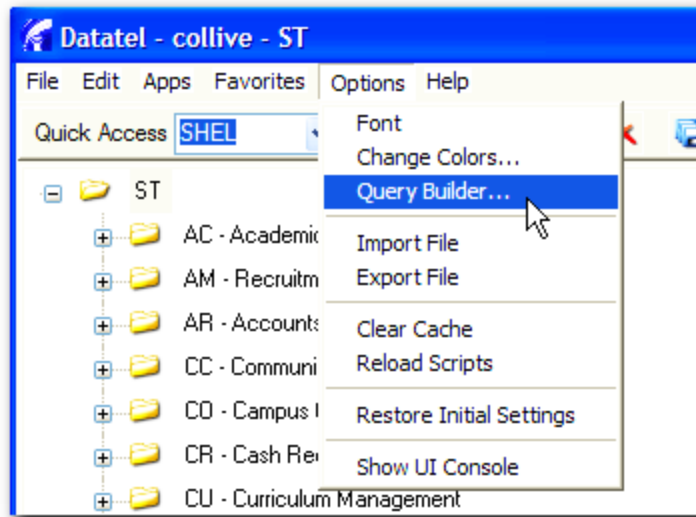


## Query Builder: Getting Quick Results

Access the Query Builder screen by click the Options file in the of the menu bar.



Click the Open button and pick out the "prebuilt" query (a file with .wis on the end) Choosing one will automatically fill in the necessary fields on the Query Builder.

**Query Builder**

Open... Save... OK Cancel

Verb: SELECT

File: COURSE.SECTIONS File...

Items: WITH SEC.TERM EQ "06/FA" AND WITH SEC.A Items...

Sort: BY SEC.LOCATION Sort...

Output: SEC.LOCATION SEC.NAME SEC.SHORT.TITLE H Output...

Heading: 'F' Heading...

Footing: Footing...

Grand Total: Grand total...

**Output To:**

Screen

Report Viewer

Host Printer

Local Printer

PC/Process PC...

**Suppress:**

Detail lines

Item ID

Page heading

Col. heading

Clear

Set Default

Before: Help

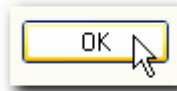
After:

Field	Comments:
Verb	Use LIST or SELECT
File	The file or table against which you query such as COURSE.SECTIONS, PERSON, STUDENTS, STUDENT.ACAD.CRED, etc. You may click on the File button to see a full list – very long.
Items	Used in the list portion to let the system know what items you want in the query such as which term, academic level, topic codes, etc. to narrow the results to a more manageable file. You may click on the Items button to see a full list.
Sort	Use if you would like the results sorted by location, synonym or other parameter.
Output	All the information you would like on your final spreadsheet such as SEC.NAME, SEC.NUMBER, H2O.SEC.ACT.STU.CNT.SDB (enrollment count). You may click on the Output button to see a full list.
Heading	You may enter what you would like in the Header of your printed version
Footing	You may enter what you would like in the Footer of your printed version
Output to:	Screen – If you would like to see the results on the screen Report Viewer - If you would like to see the results in report view Host Printer - If you would like to see the results sent to a network printer Local Printer – If you would like to see the results sent to a local printer PS/Process - If you would like your results posted to an Excel file that you can than manipulate the way you wish.
Before:	The place to enter your saved list (GET.LIST TERRI.CHOUSTON)

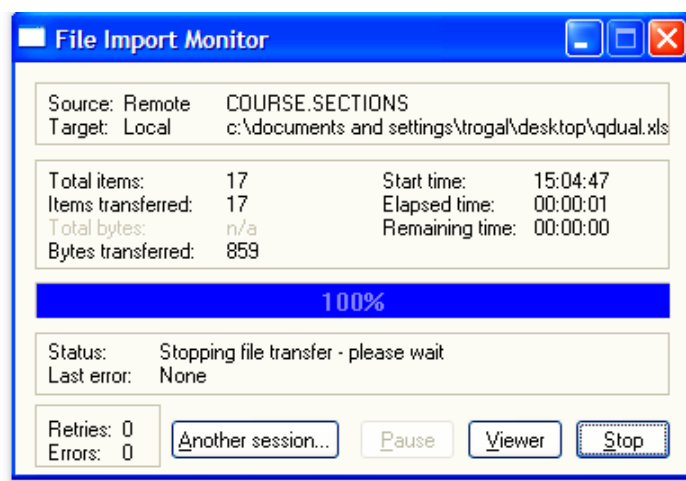
If you have chosen a query that uses the LIST verb and also goes to an Excel document, you do not need to fill our the “before” field with the saved list info.

If you have chosen a query that uses the SORT verb you do need to list which saved list you want the system to use, otherwise it will run the query on the whole database – and you do not want to do that! (It would take hours or days)

Click the OK button to continue



This window will disappear a gray “resolution” screen will display and a little window that shows how the query is working out the answer. **MAKE SURE YOU DO NOT HAVE EXCEL OPEN ON YOUR DESKTOP OR YOUR QUERY WILL NOT WORK!!!**



MS Excel will open a new spreadsheet with your results. Here is sample of what it should look like. You may then manipulate Excel the way you want for your needs.

	A	B	C	D	E
	COURSE SECTIONS	Location	Section Name	Short Title	H20.SEC.ACT. STU.CNT.SDB
1	96240	45BHS	MAC-1105-57014	College Algebra	0
2	96242	45BHS	MAC-1105-57016	College Algebra	0
3	96249	45BHS	MAC-2233-57023	Calculus for Busns/Soc Sci	0
4	96252	45BHS	POS-1001-57026	Intro Pol Science	0
5	96253	45BHS	POS-2041-57027	American Governmnt	0
6	96237	45BLH	MAC-1105-57011	College Algebra	0
7	96246	45BLH	MAC-1105-57020	College Algebra	0
8	96251	45BLH	MET-2010C-57025	Meteorology	0
9	96217	45EBH	ENC-1101-56991	Fresh Eng I	0
10	96226	45EBH	ENC-1102-57000	Fresh Eng II	0
11	96231	45EBH	EUH-1000-57005	Wstrn Wrld:Early Modrn Europe	0
12	96235	45EBH	EUH-1001-57009	Western Wrld: Mdrn Europe	0
13	96244	45NHS	MAC-1105-57018	College Algebra	0
14	96247	45NHS	MAC-2233-57021	Calculus for Busns/Soc Sci	0
15	96232	45RVH	EUH-1000-57006	Wstrn Wrld:Early Modrn Europe	0
16	96233	45RVH	EUH-1001-57007	Western Wrld: Mdrn Europe	0

For this specific example you can now use one to these sections to do a query that will give you names, addresses, phone numbers, etc for one particular section.

Go back to the Query Builder and press the Open button. Enter the second file will find individual people from a section and their demographic information. This will enable you to create a mail merge list in MS Word for labels. The Query Builder screen for this looks like this one below:



Follow the same scenario as above. You may change the information on the query to update the term, the file name, or other information you choose to enhance.

Press OK and after a few gyrations, a different Excel spreadsheet will open with new information. You did not forget to close out Excel did you?

	A	B	C	D	E	F
1	STUDENTS	Name	Address 1	Address 2	Address3	PHONE
2	600		1	Tampa FL 33647		813
3	587		8	Tampa FL 33637		813
4	580	adalupe	Box 2223	Gibsonton FL 33534		813
5	592	dia	er Ct	Tampa FL 33615		813
6	579	ynn	F	Tampa FL 33689		813
7	577	K	1	Tampa FL 33617		813
8	590		1	Tampa FL 33619		813
9	597	V	8	Tampa FL 33615		813
10	589		9	Riverview FL 33569		813
11	597	ell	4	Apt A	Tampa FL 33614	813
12	589		F	Tampa FL 33687		813
13	589		7	Tampa FL 33637		813
14	587	la R	2	Valrico FL 33594		813
15	589		6	Riverview FL 33569		813
16	574		1	Gibsonton FL 33534		813
17	570		6	Tampa FL 33610-9446		813
18	607		1	Riverview FL 33569		813
19	604		1	Run Dr	Tampa FL 33647	813
20	604		309 L Selma Ave	Tampa FL 33603		813

This completes this task.