QDB/EDB REPORTING
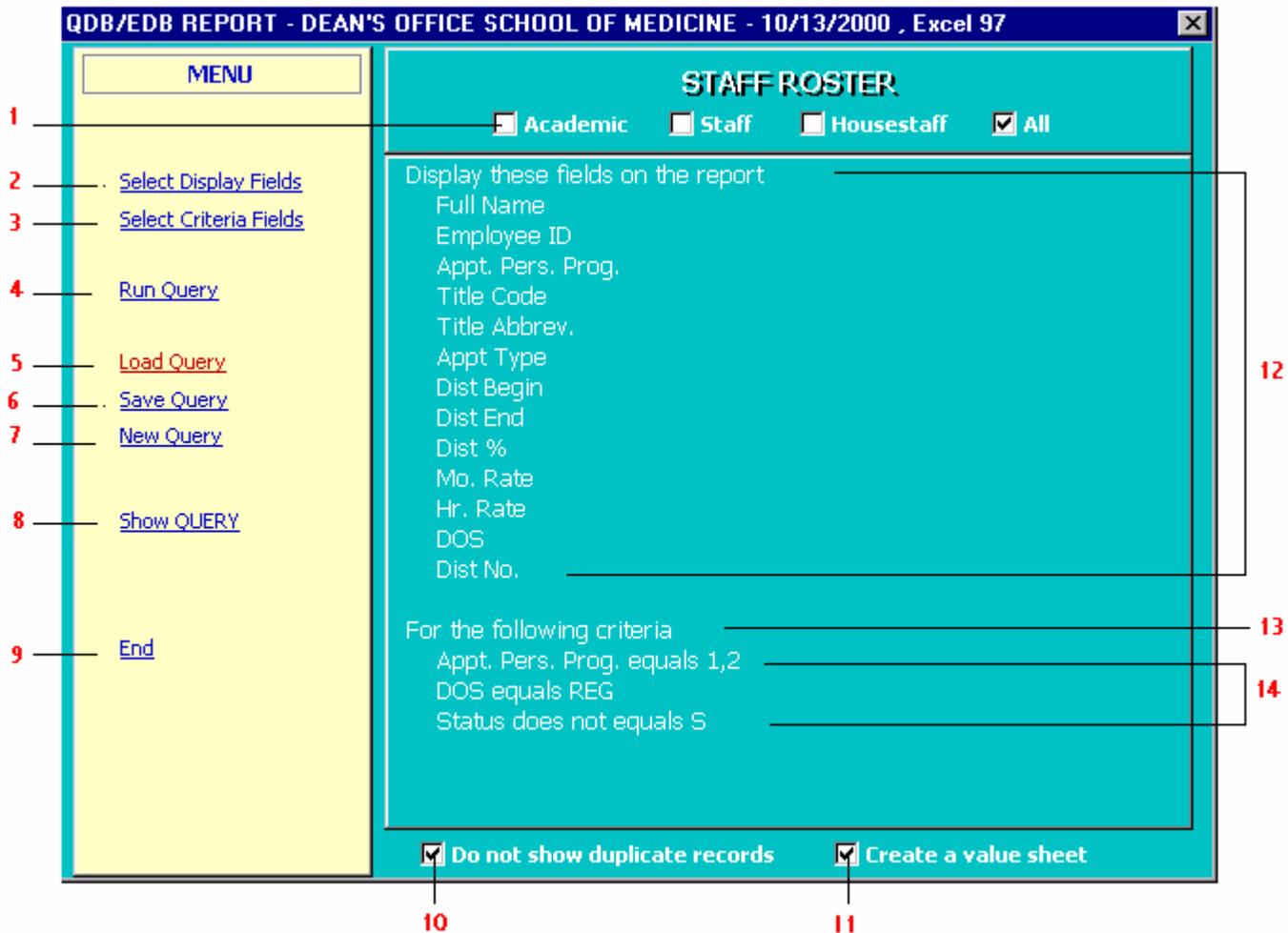
To run QDB/EDB, on the menu bar click on the Tools then choose QDB/EDB REPORTING

MENU OPTIONS

1   Grouping Mark one of the options in this group to restrict the result set to that item.
All is the default.

2   Select Display Fields Clicking this option will take you to the display field selection screen.
Selected fields will be displayed on your report.

3   Select Criteria Fields This will take you to the Criteria screen.
Criteria screen allows you to select the fields by which you would like to restrict your report.

4   Run Query Click Run Query to retrieve the data. QDBEDB will create a sheet for each report.
If you have created a new query, you will be asked if you wish to save your query.
Replying Yes to the prompt will take you to the Save Query screen.
Type a name for your query and type "Save".

5   Load Query If you have created and saved a query, you can click this option to load that query.
Once you have loaded the query, you can modify it as needed and run it.

6   Save Query After designing a query, you can click this option to save the query.

This way you can create standard queries that you use often.
Type a name for your query and type "Save". Select one from the list to replace.

7   New Query Click this option to start a new query. It clears any previous query that is displayed on the screen.

8   Show QUERY This option displays the query statement that will be submitted to the QDB.

9   End Click End to disable the QDB/EDB.

10   Do not show duplicate records Set the check mark to eliminate the duplicate records from your report. This is the default. Clear it to get all of the records.

11   Create a value sheet Set the check mark to get a list of values for the fields in your report, which have values. This will produce a value sheet. Clear it if you do not want a value list.

12   Display Fields Clicking on any item in display field listing will take you to the field selection screen.

13   Criteria Heading Clicking on the criteria header will take you to the criteria selection screen.

14   Set Criteria Clicking on any item in criteria listing will take you to the set criteria screen to modify that item.

To design a new query follow these steps:
1   Grouping
2   Select Display Fields
3   Select Criteria Fields
10   Do not show duplicate records
11   Create a value sheet
4   Run Query

To run a saved query follow these steps
5   Load Query
4   Run Query
2   Select Display Fields If you need to modify the display fields
3   Select Criteria Fields if you need to modify the your criteria

HINT
Please restrict your query your department by selecting one the followings dept fields:
This your query will run faster and you avoid a run-away query.
        Appt. FS Code - If you work primary with Appointment or Appointment and Distribution.
        Dist FS Code If you work primary with Appointment or Appointment and Distribution.
        Home Dept - Please refer to next hint.

If you pull data only from the following grouping:
        Payroll Audit
        Earnings=Iern
        Deductions
"Select Id, name and Home Dept from Payroll Audit. This will result in a more efficient query."