

Creating a Query

What is a query? A query is a request for information from a database. In most cases, people create queries to obtain lists of detailed information. For instance, you have a list of 100 children in your agency and you want to see only pre-school age children. This would be a perfect reason to build a query. In ChildWare, you can “build” your own query and you have the option to save the query so that you can quickly pull up the often searched information in your agency or site. This means that once you build the query and save it – you only need to use a dropdown selection to obtain the list of data.

The Advanced Filter can be found in several areas in ChildWare. And each filter is customized to the specific area you are viewing.

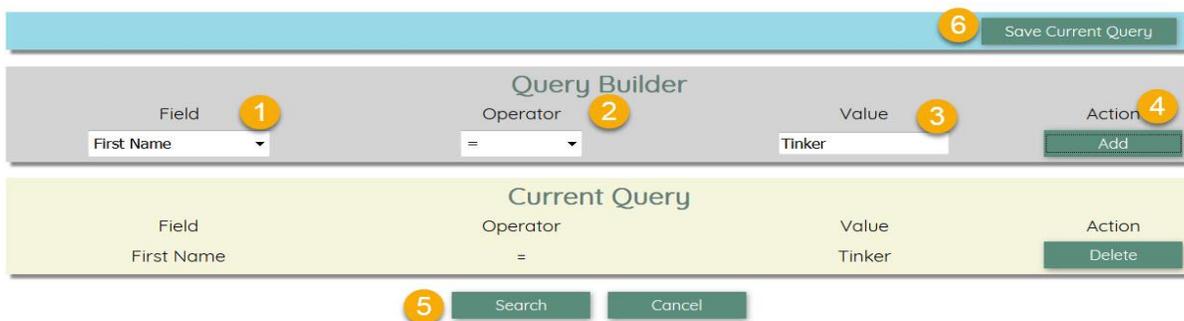
To get started click on Advanced Filter:



Items in the Query Builder:

- 1-Field
- 2-Operator
- 3-Value
- 4-Action
- 5-Search
- 6- Save Query
- 7- Query Result

Advanced Filter



6 Save Current Query

Query Builder

Field 1 Operator 2 Value 3 Action 4

First Name = Tinker Add

Current Query

Field Operator Value Action

First Name = Tinker Delete

5 Search Cancel

Children 7



Add Family Select Query Advanced Filter Search Children

ID	First Name	Last Name	Age	DOB
98	Tinker	Belle	3	12/25/2014

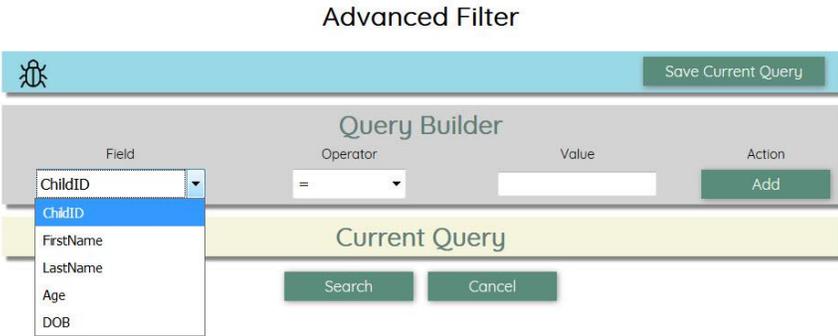
Creating a Query:

Click on the Advanced Filter button.



A new dialogue box opens: The Field section will have different items listed depending on the section that you are in. The children category relates to child data, staff section will have staff data options, etc....

Let's start with Child>Advanced Filter



The query builder allows you to set up particular parameters and save those values. This can be used to create a shortcut to the most often searched criteria.

You will notice, your selection in the children category for **Field** is *ChildID, First or Last Name, Age or DOB*.

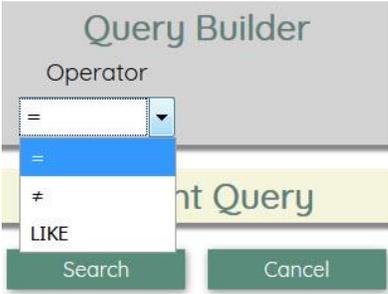
The **Operator** is what you use to define your query.

Choose: equal to, not equal to, or like.

Use = when you want an exact match

Use ≠ when you want to omit certain data

Use LIKE when you are search for similar, yet not exact data



The **Value** box is an open comment box, where you can type in your particular data requirements (if using the = symbol, the value must be exact spelling). Clicking on the **Add** button in under the word **Action** executes your request



Let's look for children that are greater than 2 years old in our site

Example: Field= Age, Operator >, Value = 2

Advanced Filter

Save Current Query

Query Builder

Field	Operator	Value	Action
Age	GREATER TH	2	Add

Current Query

Field	Operator	Value	Action
Age	>	2	Delete

Search Cancel

Click Search: now you have a list of children who are greater than 2 years old. If the results are NOT what you expected, then use the delete option to clear the query and start again.

If you find that you are creating the same query often, than you can save the query set-up for future use. Please note that you cannot currently delete saved queries so be sure to test out the query before you save it. Also, make sure that the name you use when you save the query is descriptive enough that you remember what your search includes.

Children

Add Family **Greater than 2 yrs old** Advanced Filter Search Children

ID	First Name	Last Name*	Age	DOB
76	Cuddle	Bear	4	03/03/2014
84	Amelia	Bedelia	4	02/02/2014
97	Tinker	Belle	3	12/25/2014
98	Tinker	Belle	3	12/25/2014
92	Bert	Bobbsey	3	12/01/2014
99	Pebble	Boulder	4	02/02/2014
79	Stephanie	Cisneros	3	01/15/2015

Greater than 2 yrs old

- Select Query
- Show All**
- Age >3
- Greater Than 3
- age less than 5
- equal 3 years
- Greater than 2 yrs old

If you have saved you query – you can then use the dropdown menu in the Select Query section. You can store multiple queries in your dropdown.

Use the export button  to create a list in excel of your results list.