


Users can restrict results by using Criteria in Query Manager. For instance, a list of employees can be restricted to only include faculty members. Criteria are also called Filters and are represented by a funnel icon. 


**Procedure for Adding Criteria Using the Criteria Tab**

1. Go to the **Criteria** tab.
2. Click the **Add Criteria** button.
3. Click the **magnifying glass** (Select Record and Field) in the **Expression 1** box.
 




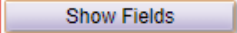
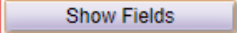
**Expression 1**




**Choose Record and Field**

Record Alias.Fieldname

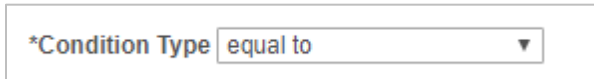

4. Click on the name of the field. You can select fields from different tables by clicking the **Show Fields** button next to the table name.
 

Select a field

Select a record to show fields for			Personalize   Find   	First  1-2 of 2  Last
Alias	Record	Record Description	Show Fields	
A	NW_EMPLOYEES	Custom EMPLOYEES Table		
B	NW_POS_TYPE_TBL	Position Type		

Select a field      Personalize | Find | View 100 |       First  1-50 of 178  Last

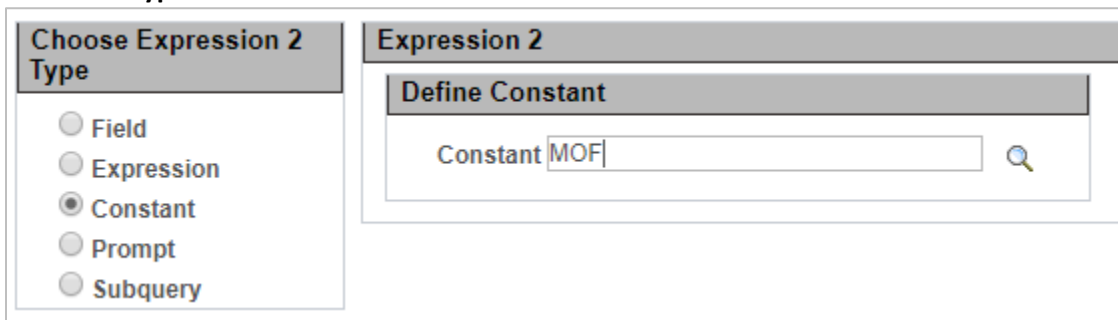
  - [A.EMPLID - Empl ID](#)
  - [A.EMPL\\_RCD - Empl Record](#)
  - [A.EFFDT - Effective Date](#)
  - [A.EFFSEQ - Effective Sequence](#)
  - [A.NAME - Name](#)
  - [A.PAYGROUP - Pay Group](#)
  - [A.NW\\_DEPTID\\_GROUP - Deptid Group](#)

**5. Choose a Condition Type from the pull-down menu.**

\*Condition Type equal to ▼

Frequently used condition types are:

- a. **equal to** – for example A.PAYGROUP equal to MON.
- b. **not equal to** – for example A.PAYGROUP not equal to BIT.
- c. **like** – use this condition to look for parts of a text, such as key words in job titles or the beginning of a department ID. The percent sign (%) is the wildcard character. For example, A.JOBTITLE like %Developer% finds job titles that contain "Developer," such as "Senior Developer" and "Developer Associate."
- d. **between / greater than / less than** – for example A.NW\_LTD\_SERVICE\_DT between 1/1/2015 and 12/31/2015.
- e. **in list** – use this condition type when the field can equal one of a set of values. For example A.PAYGROUP in list MON, BIR. To add codes to the list, click the **magnifying glass (Select List Members)** in the **Expression 2** box, enter the first code in the **Value** box, click **Add Value**, then enter the second code in the **Value** box, click **Add Value**, etc.
- f. **is null** – use this condition when a date field is blank or when looking for mismatching values after a left outer join. For example: A.TERMINATION\_DT is null (missing date), or B.POSITION\_NBR is null (after left outer join).
- g. **Eff Date <=** – this condition is used for effective dates and means "as of" a given date. For example, A.EFFDT Eff Date <= Current Date means the query only includes data that is in effect today.

**6. Choose Expression 2 Type and enter Expression 2 value. The available Expression 2 Types vary by Condition Type.**

Choose Expression 2 Type

- Field
- Expression
- Constant
- Prompt
- Subquery

Expression 2

Define Constant

Constant MOF

**7. Click OK at the bottom of the Edit Criteria Properties page.**

Procedure for Adding Criteria Using the Query Tab																	
1.	Go to the <b>Query</b> tab.																
2.	Find the <b>Field</b> you want to restrict. You can filter on a field even if the field is not a column in the query results.																
3.	Click on the <b>funnel icon (Use as Criteria)</b> to the right of the field. <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <table border="0"> <tr> <td><input type="checkbox"/></td> <td>WORK_PHONE - Work Phone #</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>DEPTID - Department</td> <td><a href="#">Join DEPT TBL - Departments</a></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>SETID_JOBCODE - Job Code Set ID</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>JOBCODE - Job Code</td> <td><a href="#">Join JOBCODE TBL - Job Codes</a></td> <td></td> </tr> </table> </div>	<input type="checkbox"/>	WORK_PHONE - Work Phone #			<input type="checkbox"/>	DEPTID - Department	<a href="#">Join DEPT TBL - Departments</a>		<input type="checkbox"/>	SETID_JOBCODE - Job Code Set ID			<input type="checkbox"/>	JOBCODE - Job Code	<a href="#">Join JOBCODE TBL - Job Codes</a>	
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4.	On the <b>Edit Criteria Properties</b> page, choose <b>Condition Type</b> and <b>Expression 2</b> .																
5.	Click <b>OK</b> .																

Procedure for Adding Criteria Using the Fields Tab																																										
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Procedure for Adding Complex Criteria Using Logical Operators AND / OR	
1.	<p>You can create complex selection criteria using logical operators AND and OR together with parentheses. It is crucial to group criteria with parentheses when both AND and OR operators are used so Query Manager knows the order in which to execute the filters.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>a. A.PAYGROUP equal to MON AND (A.DEPTID equal to 123400 OR A.LOCATION equal to 5678) will show monthly staff who are in department 123400 plus monthly staff who are in location 5678.</li> <li>b. (A.PAYGROUP equal to MON AND A.DEPTID equal to 123400) OR A.LOCATION equal to 5678 will show monthly staff in department 123400 plus everyone at location 5678.</li> </ul>
2.	Go to the <b>Criteria</b> tab.

- If necessary, change the order of criteria rows using the **Reorder Criteria** button. Enter the new order in the **New Position** column. Click **OK** to return to the **Criteria** tab.

**Edit Criteria Ordering**

Reorder criteria by entering position numbers on the left. Rows left blank or assigned a 0 will be automatically assigned a position.

Edit Criteria Ordering				
New Position	Position	Expression1	Condition Type	Expression 2
1	1	A.PAYGROUP - Pay Group	equal to	MON
3	2	A.LOCATION - Location Code	equal to	5678
2	3	A.DEPTID - Department	equal to	123400

OK Cancel

- Add parentheses using the **Group Criteria** button. Type in a left parentheses character into the **Left Paren** column and a right parentheses character into the **Right Paren** column on the appropriate lines to form the group.

**Edit Criteria Grouping**

Use the edit boxes to enter parenthesis for each criteria. Use only the '(' and ')' characters.

Edit Criteria Grouping					
Logical	Left Paren	Expression1	Condition Type	Expression 2	Right Paren
		A.PAYGROUP - Pay Group	equal to	MON	
AND	(	A.DEPTID - Department	equal to	123400	
AND		A.LOCATION - Location Code	equal to	5678	)

OK Cancel

- Click **OK** on the **Edit Criteria Grouping** page to return to the **Criteria** tab.

- On the **Criteria** tab, use the pull-down menu in the column **Logical** to change the logical operator from AND to OR.

Criteria					
Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.PAYGROUP - Pay Group	equal to	MON	Edit	-
AND	(A.DEPTID - Department	equal to	123400	Edit	-
OR	A.LOCATION - Location Code	equal to	5678)	Edit	-

**Tip** You can nest parentheses to create even more complex criteria.