Finding Data: Query Find Overview

- **Query Find** is primarily used on inquiry forms in Oracle Applications, but can be used on entry forms.

- The steps used to perform queries are the same in all applications.

- Find Windows:
    – Are used for entering search criteria.
    – Are generally displayed when search criteria can be entered in more than one field.
    – Are displayed automatically or can be manually invoked.
    – Search criteria can be entered in any field or region on the Find Window.
    – If a field contains a List of Values, you must enter search criteria that matches a value on the list.
    – Checkboxes, radio buttons, or descriptive flexfields can further qualify entered search criteria.
    – The Wildcard character **% can be** used, but Query operators **cannot** be used.

Query Find (Find Window Displays Automatically)

- Enter search criteria in the fields for which you have the information.

- Click the **Find** button to execute the query.

- Query Results:
    – The record(s) matching the search criteria entered will display.
    – If more than one record matches the search criteria entered, all matching records will display.

Query Find (Manually Invoke)

- To manually invoke Query Find, either:
    – Click the **View menu** and select **Find**.
    – Or, click the **Flashlight icon** on the Toolbar.

- The associated Find window will display.
    – Enter search criteria.
    – Click the **Find** button to execute the query.

Wildcard Characters

- Oracle allows the use of **Wildcard** characters in performing queries, when only a portion of the search criteria is known.

- The percent **"%"** wildcard represents any number of characters (including no characters).

Special Notes Using Wildcard Characters

- To locate records that **BEGIN** with Brown, enter Brown% as the search criteria.

- To locate records that have Brown anywhere in the field, enter %Brown%.

- The underline '_' represents any single character. For example to locate a record with "3" as the second character, enter _3_%.

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Finding Data: Query By Example Overview

- Query By Example can be used in windows that do not have Find Buttons.

- The query methods used to demonstrate Query By Example can be used in all applications.

- Query By Example allows the use of more sophisticated search criteria than Query Find. For example:
    - Searching on Specific Values
    - Using phrases containing wildcard characters
    - Using phrases containing query operators
        A list of query operators used in AIS is provided below, along with the Meaning and an Example of each.

Operator	Meaning	Example
=	Equal to	= 'Smith' or = 113
!=	Not equal to	!= 'Smith' or != 113
>	Greater than	> 56 or > 'Smith'
>=	Greater than or equal to	>= 482
<	Less than	< 100.00
<=	Less than or equal to	<= 100.00
#BETWEEN	Between two values	#BETWEEN 0 and 100

- Points to REMEMBER when using Query Operators:
    - Character or date values must be enclosed in single quotes.
    - Query operators cannot be used in time fields.
    - The #BETWEEN operator retrieves all values between and including the entered values.
    - Results are retrieved according to character ordering rules.

Query By Example

- To begin, put the system in query mode. This can be done by:
    - Clicking the **View menu** and selecting **Query By Example/ Enter**.
    - Or, by pressing the function key **F11** on your keyboard.

- Enter the desired search criteria.

- To execute or Run the query, use one of the following methods:
    - From the **View menu**, select **Query By Example/ Run.**
    - Or, press **Ctrl+F11** on the keyboard.

Special Notes

- To determine WHERE you are in the Query process, check the Message Line displayed at the bottom of the window.
    - When you see the message below displayed:
        Enter a query – that means to enter the search criteria you want to use to find specific records.
        Then **Press Ctrl+F11** to execute - this will start the search process.
        Or **F4** to cancel - press the F4 key to exit the query process.

- If a query is run and no records are displayed, view the Message Line at the bottom of the window. If this message: "**Query caused no records to be retrieved. Re-enter**." is displayed; then, review the search criteria you entered.
    - Some fields are case sensitive and require ALL CAPS; or sometimes, Mixed Case; the criteria must be entered exactly as it is in the database.
    - If you determine that the field is case sensitive, then make the correction and re-Run the query.

Query By Example - Advanced

- Once you become familiar with using Query By Example, the following advanced features may be of help to you.

Show Last Criteria

- Use this feature to eliminate re-keying search criteria, when subsequent searches are needed. It allows you to use the search criteria from the previous query.

- After running a query with the results still displayed, put the system in query mode.

- Then from the **View menu**, select **Query By Example**; then select **Show Last Criteria**.
    - This action displays the previous search criteria.

- You can now modify or add more search criteria and "Run" the Query.

Count Matching Records

- Use this feature to count records versus retrieving them. This will give you a good indication of whether or not to add more search criteria to narrow the search.

- Put the system in query mode and enter search criteria.

- Click the **View menu**, select **Query By Example** and select **Count Matching Records**.

- **View the Message Line** at the bottom of the window; the results of the count are displayed there.
    - Example: "Query will retrieve 6 records."

- You now have the option to:
    - **Run** the query and retrieve the records;
    - Or, **Cancel** the query.

IMPORTANT: If a query prompts the retrieval of a large number of records, retrieving the records can slow down system response time. Avoid this by entering more specific search criteria.