

# *UND's Internal Query Sharing*

# Concept

- A query that is public in the reporting environment can be run with Query Viewer access (does not need query writer training and access).
- The need is to have those people who need the data be able to run the query when they need it, without asking the query writer each time.
- The additional need is to make sure that the right people have access to the right queries.
- The method involves securing a query using the Operator Default Table, putting it into a recognizable folder, and making it public via NDU Query Copy.

# Securing the query

- Add the OPR\_DEF\_TBL\_CS record to your query, joining it to any existing record in the query

The screenshot shows a software interface for managing queries. On the left is a 'Menu' sidebar with options like 'My Favorites', 'NDU Applications', 'Set Up SACR', 'Reporting Tools', 'Query', 'Query Manager', 'Query Viewer', 'Schedule Query', 'Report Manager', 'PeopleTools', 'Ad Astra Room Scheduler', and 'My System Profile'. The main area displays a dialog box titled 'Select join type and then record to join with OPR\_DEF\_TBL\_CS - Operator Default Table - CS.' The dialog has two sections: 'Join Type' with radio buttons for 'Join to filter and get additional fields (Standard Join)' (selected) and 'Join to get additional fields only (Left outer join)'; and 'Join Record' with a search bar and a list of records: 'A = CLASS\_TBL - Class Table' and 'C = CLASS\_ASSOC - Class Associations'. A 'Cancel' button is at the bottom.

Menu

- My Favorites
- NDU Applications
- Set Up SACR
- Reporting Tools
  - Query
    - Query Manager
    - Query Viewer
    - Schedule Query
  - Report Manager
- PeopleTools
  - Ad Astra Room Scheduler
  - My System Profile

New Window

Select join type and then record to join with OPR\_DEF\_TBL\_CS - Operator Default Table - CS.

Join Type

- Join to filter and get additional fields (Standard Join)
- Join to get additional fields only (Left outer join)

Join Record | Find | First 1-2 of 2 Last

- A = CLASS\_TBL - Class Table
- C = CLASS\_ASSOC - Class Associations

Cancel

- Use the auto join criteria, then remove those criteria

**Menu**

- ▷ My Favorites
- ▷ NDU Applications
- ▷ Set Up SACR
- ▽ Reporting Tools
  - ▽ Query
    - Query Manager
    - Query Viewer
    - Schedule Query
  - Report Manager
- ▷ PeopleTools
  - Ad Astra Room Scheduler
  - My System Profile

### Auto Join Criteria

Query has detected the join conditions shown below.  
Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.

A.STRM - Term = D.STRM - Term

Add Criteria
Cancel

Ad Astra Room Scheduler

– My System Profile

AND	A.CLASS_STAT - Class Status	In list	(A, S)	Edit	[-]
AND	A.ACAD_CAREER - Academic Career	not equal to	MEDS	Edit	[-]
AND	A.CRSE_ID - Course ID	equal to	C.CRSE_ID - Course ID	Edit	[-]
AND	A.CRSE_OFFER_NBR - Course Offering Nbr	equal to	C.CRSE_OFFER_NBR - Course Offering Nbr	Edit	[-]
AND	A.STRM - Term	equal to	C.STRM - Term	Edit	[-]
AND	A.SESSION_CODE - Session	equal to	C.SESSION_CODE - Session	Edit	[-]
AND	C.ASSOCIATED_CLASS - Associated Class	equal to	A.ASSOCIATED_CLASS - Associated Class	Edit	[-]
AND	C.GRADING_BASIS - Grading Basis	not equal to	NOG	Edit	[-]
AND	A.CATALOG_NBR - Catalog Nbr	not like	%900	Edit	[-]
AND	A.STRM - Term	equal to	D.STRM - Term	Edit	[-]

Save
[Save As](#)
[New Query](#)
[Preferences](#)
[Properties](#)
[New Union](#)
Return to Search

- Add a criterion that says “if OPRID is in list...”

**Menu**

- ▷ My Favorites
- ▷ NDU Applications
- ▷ Set Up SACR
- ▽ Reporting Tools
  - ▽ Query
    - Query Manager
    - [Query Viewer](#)
    - [Schedule Query](#)
    - [Report Manager](#)
  - ▷ PeopleTools
    - [Ad Astra Room Scheduler](#)
    - [My System Profile](#)

**Edit Criteria Properties**

Choose Expression 1 Type

- Field
- Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

D.OPRID - User ID

\*Condition Type: in list

Choose Expression 2 Type

- In List
- Subquery

Expression 2

Edit List

List Members: ('rpospasil','kmcdermott')

OK Cancel

Save your query.

- Move the query to a folder your user(s) will be able to search by to find their queries

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | [Create New Query](#)

\*Search By:  begins with

[Advanced Search](#)

**Search Results**

\*Folder View:

\*Action:

Query	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input checked="" type="checkbox"/> UND_SR_CLASS_MISS_INSTRUCTOR	List Sections with no Instruc	Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>

Find an Existing Query | [Create New Query](#)

**Move to Folder**

Select an existing folder to move to:

OR enter a folder name to move to:

# Make your query public

The screenshot shows a web application interface for creating a public query copy. On the left is a navigation menu with the following items: My Favorites, NDU Applications (expanded), NDU Processes (expanded), NDU Query Copy (selected), Set Up SACR, Reporting Tools, PeopleTools, Ad Astra Room Scheduler, and My System Profile. The main content area is titled "NDU Query Copy" and contains the following elements:

- The text "QUERY COPY" is centered.
- A label "\*Your Private Query:" is followed by a text input field containing "UND\_SR\_CLASS\_MISS\_INSTRUCTOR" and a search icon.
- A label "New Query Name:" is followed by a text input field containing "UND\_SCHED\_MISS\_INSTRUCTORS".
- A checkbox labeled "Make Public" is checked.
- At the bottom, there are two buttons: "Save" and "Notify".

- Your user will need to have/obtain the Query Viewer role in the Reporting environment
- Note that some files that you have access to as a query writer (e.g., Admissions application) are secured and your user may not have access to them. You may need to use other files that are not secured that way.
- Next slide shows the user's queries when searching for the right folder



## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Query Name:**    
**Description:**    
**Uses Record Name:**    
**Uses Field Name:**    
**Access Group Name:**    
**Folder Name:**    
**Owner:** =



When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)

## Search Results

\*Folder View:

Query				Customize	Find	View All	First	1-11 of 11	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites		
UND_SR_LAPSING_GRADES_DTL	Lapse grades by term/date	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_LAPSING_GRADES_TBL	Lapse grades by term/date	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_INC_STAT_NOT_I_GRADE	Incomple stat but not I grade	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_MISSING_INC_FORM	Missing INC forms - all	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_MISSING_INC_FORMS	Missing INC forms - I only	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_LAPSING_INC_GRADES	I Grades about to lapse	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_DYN_1YR_DATES	1YR dates DYN sections	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_HIST_INCOMPLETE	Historical I grades	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_COR_LAPSE_EDT	COR Lapse dates	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_INC_GRADES_INST_TERM	Instructors w Inc Grades	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		
UND_SR_INC_DATE_GRD_EDIT	Unapproved grades/dates	Public	UND-INCOMPLETES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>		