
18-1

HiCAMS: Using Query Tools

Objectives

Select a Query Tool

Define Search Criteria

Define Display Information

Generate Reports

Use the Snapshot Report Window Options

Using Query Tools

HiCAMS Query Tools enable you to generate reports that contain a particular record or group of records that you define in the system.

Query Tools let you define the following for each report:

- ◆ Explicit criteria that the system uses to retrieve specific records.
- ◆ Categories of information that the system displays in your report.

After you define and generate your report, you can view the search results on your computer screen or print a hard copy of the report.

To define and generate a query report, follow the instructions in the procedures, below.

Selecting a Query Tool

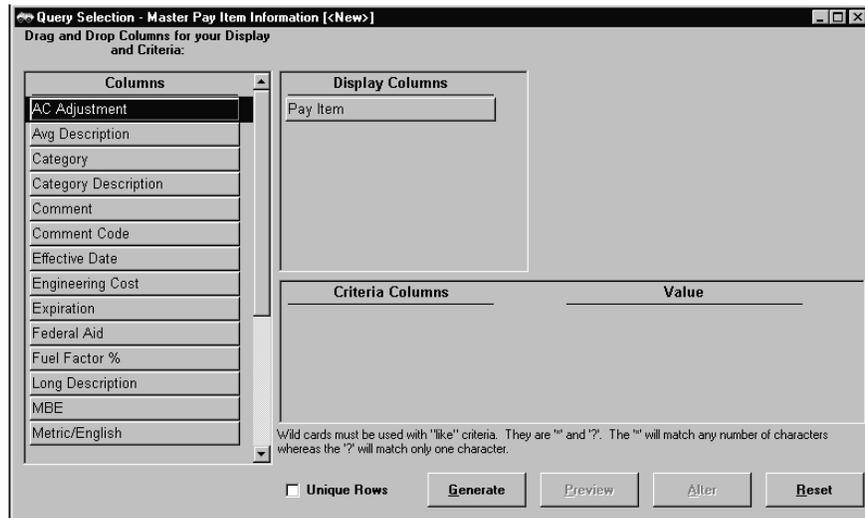
Step 1: Log onto HiCAMS and choose the module for which you want to generate a report, using the instructions in "HiCAMS Getting Started."

Step 2: Select **Query Tools** from the **Inquiries** menu.

A sub-menu corresponding to the selected module appears.

Step 3: Choose the desired query option from the **Query Tools** sub-menu.

The Query Selection window appears.



Defining Search Criteria

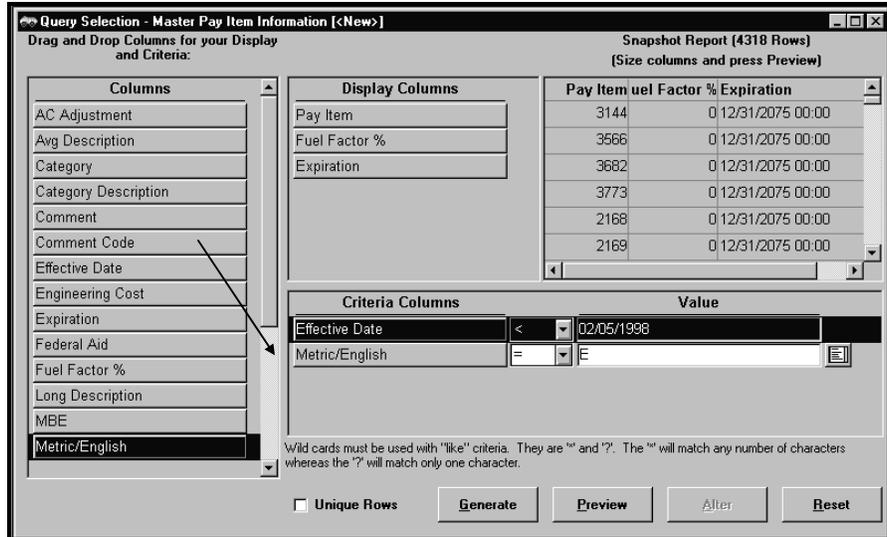
In this set of steps, you identify the criteria that the system uses to search for and retrieve the set of records you wish to include in your report.

Note: *It is necessary to define search criteria before generating a report. This prevents the retrieval of large amounts of data, which saves you a considerable amount of time.*

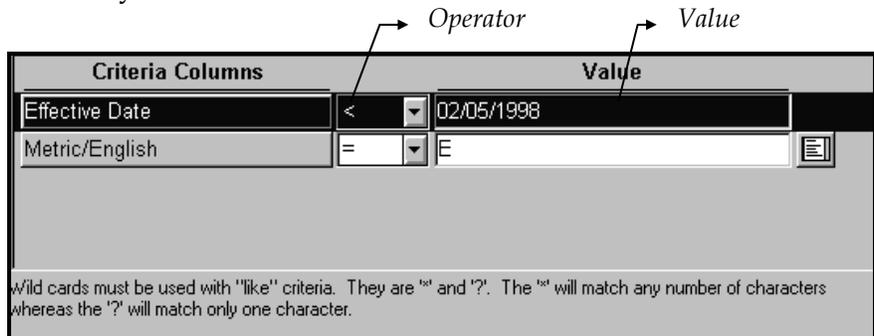
In most cases, the system does not allow you to generate a report without including search criteria specific to the particular report.

Step 1: In the Query Selection window, click on the labels in the **Columns** section that you would like to use for search criteria and drag them to the **Criteria Columns** section.

Note: *Column labels that display Yield symbols cannot be used as Criteria columns.*



For each column label you drag, an Operator field and Value field appear, where you can specify additional criteria to narrow your search.



Step 2: To define operators for the search criteria you selected, click on the down arrow in the adjacent Operator field and select an operator from the list; then type the value you want the system to search for in the corresponding Value field.



Operator choices are:

- = is equal to
- < is less than
- <= is less than or equal to
- > is greater than
- >= is greater than or equal to
- like is approximately like (a certain phrase)
- is blank the field is blank

Tip: For some criteria, a button is available in the Value field, which you can click to select from a list of values.



In this procedure, the operator “like” is used when you do not know exactly what value to retrieve from the system.

When you use the “like” operator, you type a string of characters in the Value field that approximates the characters you want the system to retrieve and place wild card symbols (* or ?) before, after, or around the text string, to ensure that the system retrieves all of the different variations of the text for which you are searching.

Example: If you wish to retrieve a contract that begins with “C103,” you can drag the Contract Number column heading into the Criteria Column area, select the operator “like,” and type “C103*” in the Value field. The system will retrieve all contract numbers starting with “C103.”

Tip: If you change your mind about including certain column labels, you can remove them from the Criteria Columns section of the window by dragging them back to the Columns area.

Step 3: Click the Unique Rows check box to generate a report that will not list duplicates of the same entry.

Tip: It is recommended that you always place a mark in this check box, to create smaller reports.

Defining Display Information

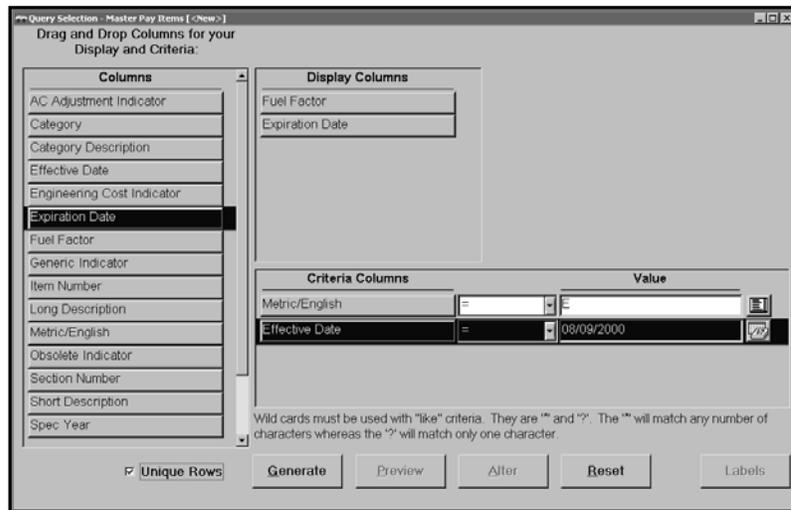
You can define the types of information that you want to display in your report.

This is not to be confused with defining search criteria. The information labels that you drag to the lower portion of the Query Selection window determine the records that the system *retrieves*, whereas the display information determines the type of information that *appears in the report for those records*.

To define the types of information that display in your report, do the following:

- ◆ Click on the labels in the **Columns** section and drag and drop them into the **Display Columns** section.

Note: Some information types are required for each report. The system places these required column headings in the Display Columns section of the window, automatically.



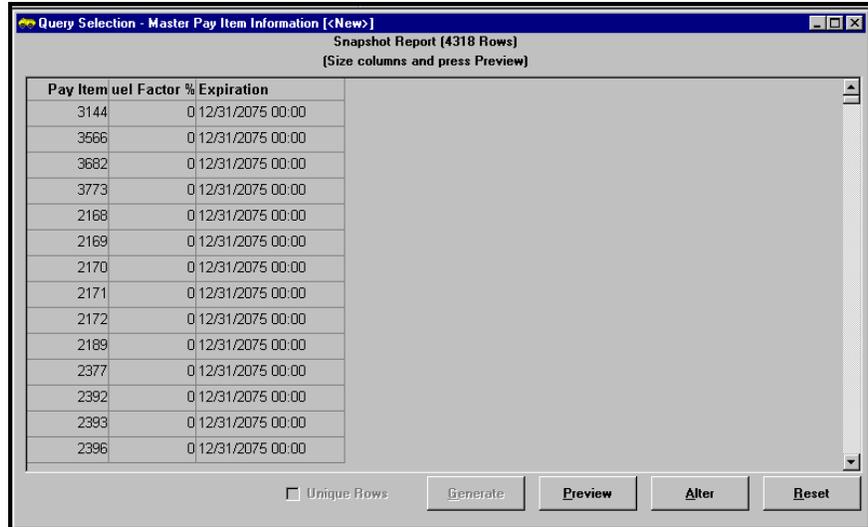
Tip: If you change your mind about including certain column labels, you can remove them from the Display Columns section of the window by dragging them back to the Columns area.

Generating the Report

- ◆ After you specify the search criteria and display options, click on the **Generate** button to process the query.

The Snapshot Report window appears, showing the results of the system's search for the criteria and display options you defined.

The window displays the information in the exact order that you added them to the Display Columns section.



Using the Snapshot Report Window Options

The Snapshot window, pictured above, provides several different options. They are as follows:

Text Placement Options

- ◆ Align text inside a column.

Step 1: Click once at the top of a column to select it.

Step 2: Click on one of the alignment the toolbar buttons to right-justify, left-justify, or center the text inside the column.



- ◆ Sort text inside a column

Click the **Sort** button on the toolbar and follow the instructions on sorting in the **Edit** menu section of "HiCAMS Getting Started."



- ◆ Move the location of a column

Step 1: Click once at the top of the column that you would like to move, hold your mouse button down, and drag the column to a new position inside the window.

Step 2: Release the mouse button when the column is in the desired position.

- ◆ Re-size a column

Step 1: Position the mouse pointer directly over the line that separates two column headers. The appearance of the pointer changes:



Step 2: Hold down the mouse button and drag the double-sided pointer to the left or right.

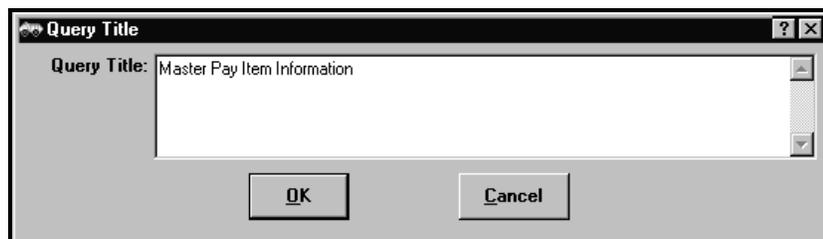
Tip: *It is the column to the left of the mouse pointer that changes shape.*

- ◆ Directly access a report detail row

Double-click on a row to open a window containing detailed information about the contents of that row.

Preview Button

Step 1: When you click the **Preview** button, a small window opens, asking you to name the report that you generated:

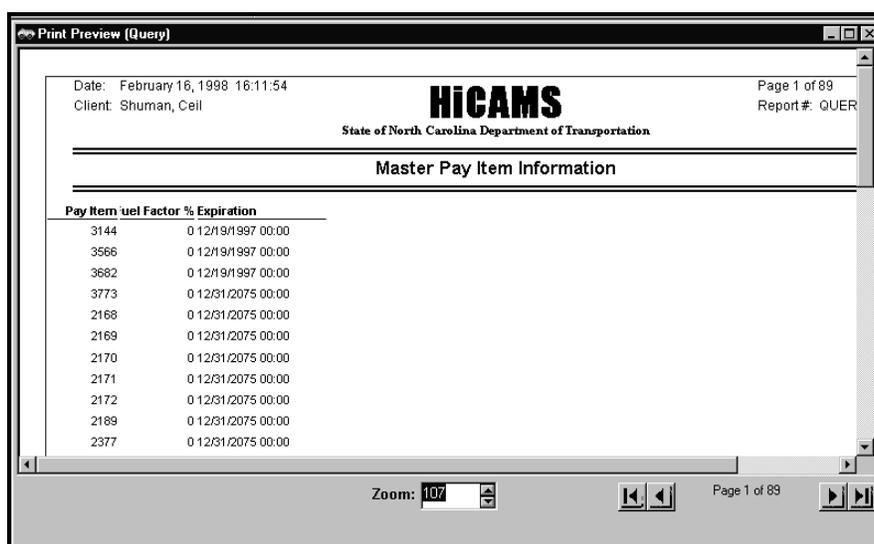


A default name appears that corresponds to the selection you made, initially, in the **Query Tools** sub-menu.

Step 2: Keep this default name or change it by highlighting it and typing a new name in its place.

Step 3: Click OK.

The Print Preview window appears:



This window displays the report exactly as it will be printed, including the title, headers, and footers.

The following options are available in the Print Preview window and main HiCAMS toolbar and menu bar:

- ◆ The Zoom function at the bottom of the window displays various sizes of the report in the Print Preview window, creating the effect of zooming in and out.

Type the desired percentage directly into the field, or select the percentage by clicking the up and down arrow buttons located to the right of the Zoom field.

- ◆ The horizontal arrow buttons at the bottom of the window display the next, previous, first or last page of the report.

- ◆ You can sort, print, or save the report from the Print Preview window by clicking the appropriate button on the toolbar.



- ◆ To save the report as a file, choose **Save As** from the **File** menu. Name the file, select the format to which you want to save the report; then click **Save**.

Alter Button

This button takes you back to the Query Selection window and displays an additional area in the upper right corner of the window that allows you to alter the layout of the query columns.

Alter information here

Pay Item	Fuel Factor %	Expiration
3144	0	12/31/2075 00:00
3566	0	12/31/2075 00:00
3682	0	12/31/2075 00:00
3773	0	12/31/2075 00:00
2168	0	12/31/2075 00:00
2169	0	12/31/2075 00:00

You can use the same options described in the “Text Placement Options” section of these instructions to alter the information in the Query Selection window.

Revised 12/7/2012 - renumbered because of addition of Project Closeout module.
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