

Online GeorgiaFIRST Training

Query Course 3: Adding Selection Criteria to Your Query

Session Description:

This is the third course in the series of PeopleSoft Financials Web Query courses. This course details how to add various selection criteria to your query, in order to pull more specific information. Selection criteria refine your query by specifying conditions that the retrieved data must meet. In order to listen to the audio portions of this course, headphones are required.

To enroll, complete the **Online GeorgiaFIRST Training Enrollment Form** and email to allie.cox@usg.edu. Once enrolled, you will receive login and course access instructions.

Objectives:

- Identify the purpose of selection criteria
- Identify and define the components of selection criteria
- List the three ways to add criteria to a query
- Identify how to apply the “Equal To” condition type to a query
- Identify how to apply the “Greater Than” condition type to a query
- Identify how to apply the “Less Than” condition type to a query
- Identify how to apply the “Between” condition type to a query
- Identify how to apply the “Is Null” condition type to a query
- Identify how to apply the “In List” condition type to a query
- Identify how to apply the “Like” condition type to a query
- Define effective date criteria
- Identify how to apply the “In Tree” condition type to a query
- Identify how to change the logical operators in a query
- Identify why it may be necessary to group your criteria
- Identify how to reorder your criteria

Lessons:

- Lesson 1: Overview of Selection Criteria
- Lesson 2: Selection Criteria Components
- Lesson 3: Adding Selection Criteria
- Lesson 4: “Equal To”, “Greater Than”, and “Less Than” Selection Criteria
- Lesson 5: “Between” Selection Criteria
- Lesson 6: “Is Null” Selection Criteria
- Lesson 7: “In List” Selection Criteria
- Lesson 8: “Like” Selection Criteria
- Lesson 9: “Effective Date” Selection Criteria
- Lesson 10: “In Tree” Selection Criteria
- Lesson 11: Grouping and Reordering Selection Criteria

Training Hours:

- 2.5 Training Hours

Prerequisites:

- Query 2 – Creating a Basic Query

Course Number:

- PSFINQY10-004