

# Queries and Reports

Accessing Your Data



# Agenda

- Definitions
- About text interface tool
- Permissions
- Simple Search
- Advanced Search
- Working with Search Results
- Reports
- Locator Search



# Text interface

- You have control of the language in the system
- Registration = Applicant
- Registrant = Application

*You can control all of the language in the user interface through the text interface tool.*



# Definitions

- Query
  - A request for information from a database
  - We use query and search interchangeably
- Report
  - Formatted result of a query






## The Query Determines which rows are included

Application ID	Storefront ID	Program ID	First Name	Middle Name	Last Name	E-mail	CC E-mail	DOB	Gender	Username (UUUID)	Extern
10003		10003	Frank		Adams	franka@terraddottafake.com				franka@terraddottafake.com	
10022		10002	Gurkirat	V.	Berry	gvberry@terraddotta.com	gvberry@terraddotta.com	13-Oct-73	M	gvberry	
10004		10003	Gigi		Blocker	gigib@terraddottafake.com				gigib@terraddottafake.com	
10062	0	10002	Julie		Brown	julie.brown@email.com		13-Feb-96	F	julie.brown@email.com	
10005		10003	Harry		Childers	harryc@terraddottafake.com				harryc@terraddottafake.com	
10058	0	10011	Henry		Coach	henrycoach@test.terraddotta.com		16-Apr-77	M	henrycoach@test.terraddotta.com	
10066	0	10008	James		Cruise	jcruise@terraddotta.com		4-Feb-97	M	jcruise@terraddotta.com	
10006		10003	Iris		Dennison	irisd@terraddottafake.com				irisd@terraddottafake.com	
10017		10002	Atworth	L.	Dimas	aldimas@terraddotta.com	aldimas@terraddotta.com	12-Jul-50	M	aldimas	
10016		10002	Brooks	Z.	Dominguez	bzdominguez@terraddotta.com	bzdominguez@terraddotta.com	16-May-00	M	bzdominguez	
10015	0	10006	Randy		Dupree	randyd@terraddottafake.com		18-May-73	M	randyd@terraddottafake.com	
10020		10002	Paladia	L.	Encarnacion	plencarnacion@terraddotta.com	plencarnacion@terraddotta.com	26-Oct-80	F	plencarnacion	
10007		10003	Jill		Evans	jille@terraddottafake.com				jille@terraddottafake.com	
10008		10003	Katie		Franklin	katief@terraddottafake.com				katief@terraddottafake.com	
10065	0	10011	Kendall		Frye	kendallf@terraddotta.com				kendallf@terraddotta.com	
10027	0	10011	Kendall		Frye	kendallf@terraddotta.com				kendallf@terraddotta.com	
10009		10003	Leonard		Gates	leonardg@terraddottafake.com				leonardg@terraddottafake.com	
10018		10002	Wyclef	X.	Gray	wxgray@terraddotta.com	wxgray@terraddotta.com	11-Jun-62	M	wxgray	
10064	0	10001	Chelsey		Harwood	chelseyh@terraddotta.com				chelseyh@terraddotta.com	
10010		10003	Matt		Hughes	matth@terraddottafake.com				matth@terraddottafake.com	
10021		10002	Monette	L.	Ibarra	mlibarra@terraddotta.com	mlibarra@terraddotta.com	28-Apr-60	F	mlibarra	
10011	0	10006	Nancy		Jacobs	nancyj@terraddottafake.com		9-Jan-72	F	nancyj@terraddottafake.com	
10057	0	10013	Sarah		Jones	sarahj@terraddottafake.com		18-Nov-71	F	sarahj@terraddottafake.com	
10012	0	10006	Oscar		King	oscar@terraddottafake.com				oscar@terraddottafake.com	
10013	0	10006	Peter		Landry	peterl@terraddottafake.com				peterl@terraddottafake.com	
10068	0	10008	Michelle		Lewis	mlewis@terraddotta.com		14-Oct-94	F	mlewis@terraddotta.com	
10023		10002	Geoffery	B.	Marks	gbmarks@terraddotta.com	gbmarks@terraddotta.com	18-Jan-50	M	gbmarks	
10024		10002	Stanmore	Y.	Russell	syussell@terraddotta.com	syussell@terraddotta.com	2-Sep-76	M	syussell	
10019		10002	Serrana	D.	Saini	sdsaini@terraddotta.com	sdsaini@terraddotta.com	8-Jul-72	F	sdsaini	
10059	0	10011	Haley		Smith	haley@test.terraddotta.com		7-May-91	F	haley@test.terraddotta.com	
10014	0	10006	Jane		Southworth	janest@terraddottafake.com		21-Oct-93	F	janest@terraddottafake.com	
10001	0	10003	Diedre		Van Zandt	diedrev@terraddotta.com				diedrev@terraddotta.com	
10067	0	10008	Mark		Watney	mwatney@terraddotta.com		5-Feb-95	M	mwatney@terraddotta.com	
10060	0	10011	James		Watts	james@test.terraddotta.com		14-Nov-93	M	james@test.terraddotta.com	
10002		10003	Ellis		Zenith	ellis@terraddottafake.com				ellis@terraddottafake.com	
10026	0	10002	Mollie		Zimmer	mollie.zimmer@terraddotta.com		15-Dec-90	F	mollie.zimmer@terraddotta.com	



# The report formatting determines which columns are included



Application ID	Storefront ID	Program ID	First Name	Middle Name	Last Name	E-mail	CC E-mail	DOB	Gender	Username (UUID)	External
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10004		10003	Gigi		Blocker	gigib@terraddottafake.com				gigib@terraddottafake.com	
10062	0	10002	Julie		Brown	julie.brown@email.com		13-Feb-96	F	julie.brown@email.com	
10005		10003	Harry		Childers	harryc@terraddottafake.com				harryc@terraddottafake.com	
10058	0	10011	Henry		Coach	henrycoach@test.terraddotta.com		16-Apr-77	M	henrycoach@test.terraddotta.com	
10066	0	10008	James		Cruise	jcruise@terraddotta.com		4-Feb-97	M	jcruise@terraddotta.com	
10006		10003	Iris		Dennison	irisd@terraddottafake.com				irisd@terraddottafake.com	
10017		10002	Atworth	L.	Dimas	aldimas@terraddotta.com	aldimas@terraddotta.com	12-Jul-50	M	aldimas	
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10015	0	10006	Randy		Dupree	randyd@terraddottafake.com		18-May-73	M	randyd@terraddottafake.com	
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10008		10003	Katie		Franklin	katief@terraddottafake.com				katief@terraddottafake.com	
10065	0	10011	Kendall		Frye	kendallf@terraddotta.com				kendallf@terraddotta.com	
10027	0	10011	Kendall		Frye	kendallf@terraddotta.com				kendallf@terraddotta.com	
10009		10003	Leonard		Gates	leonardg@terraddottafake.com				leonardg@terraddottafake.com	
10018		10002	Wyclef	X.	Gray	wxgray@terraddotta.com	wxgray@terraddotta.com	11-Jun-62	M	wxgray	
10064	0	10001	Chelsey		Harwood	chelseyh@terraddotta.com				chelseyh@terraddotta.com	
10010		10003	Matt		Hughes	matth@terraddottafake.com				matth@terraddottafake.com	
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10011	0	10006	Nancy		Jacobs	nancyj@terraddottafake.com		9-Jan-72	F	nancyj@terraddottafake.com	
10057	0	10013	Sarah		Jones	sarahj@terraddottafake.com		18-Nov-71	F	sarahj@terraddottafake.com	
10012	0	10006	Oscar		King	oscark@terraddottafake.com				oscark@terraddottafake.com	
10013	0	10006	Peter		Landry	peterl@terraddottafake.com				peterl@terraddottafake.com	
10068	0	10008	Michelle		Lewis	mlewis@terraddotta.com		14-Oct-94	F	mlewis@terraddotta.com	
10023		10002	Geoffery	B.	Marks	gbmarks@terraddotta.com	gbmarks@terraddotta.com	18-Jan-50	M	gbmarks	
10024		10002	Stanmore	Y.	Russell	syrrussell@terraddotta.com	syrrussell@terraddotta.com	2-Sep-76	M	syrrussell	
10019		10002	Serrana	D.	Saini	sdsaini@terraddotta.com	sdsaini@terraddotta.com	8-Jul-72	F	sdsaini	
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10014	0	10006	Jane		Southworth	janest@terraddottafake.com		21-Oct-93	F	janest@terraddottafake.com	
10001	0	10003	Diedre		Van Zandt	diedrev@terraddotta.com				diedrev@terraddotta.com	
10067	0	10008	Mark		Watney	mwatney@terraddotta.com		5-Feb-95	M	mwatney@terraddotta.com	
10060	0	10011	James		Watts	james@test.terraddotta.com		14-Nov-93	M	james@test.terraddotta.com	
10002		10003	Ellis		Zenith	ellis@terraddottafake.com				ellis@terraddottafake.com	
10026	0	10002	Mollie		Zimmer	mollie.zimmer@terraddotta.com		15-Dec-90	F	mollie.zimmer@terraddotta.com	



# Permissions

- Correct permissions are required
- Permissions to search and review results are found in the “Applicant Admin” section of the permissions pane
- Data access object assignments will impact search results



# Three types of queries

- Simple Search
- Advanced Search
- Locator Search



# Related Sessions

Today at 4:25: Risk in Real Life

Tomorrow at 10:55: Query and Report Examples



# Thank you!

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