

Query Manager

To access Query management tasks, log into the system (see "Logging In" section on page 2-23). Then, from the Home page, click the **Tools** tab. The Tools page appears.

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From the Tools page, click **Query Mgr**. The Query Manager Functional Overview page appears showing:

- View Query
- Create Query
- Edit Query
- Delete Query

Viewing Queries

Step 1 From the Query Manager Functional Overview page, click **View Query**.

The View Queries page appears (see Figure 8-1).

Figure 8-1 View Queries Page

View Query



Step 2 Click on the Query Name for which you want to view details.

The Query Details page appears (see Figure 8-2).

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Figure 8-2 Query Details

Query Details:

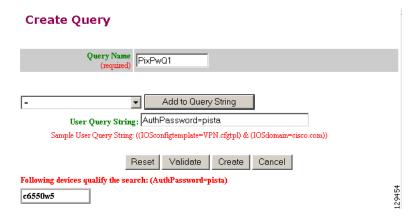


Creating Queries

Step 1 From the Query Manager Functional Overview page, click **Create Query**.

The Create Query page appears (see Figure 8-3).

Figure 8-3 Create Query Page



- **Step 2** Enter a Query Name.
- Step 3 Use the drop-down arrow to select Operators and Attributes with which to build a Query String, then for each successive click **Add to Query String**.

Each time you click **Add to Query String**, that portion of the argument is added to the query string.

- **Step 4** If required, enter the remainder of the argument in the User Query string field.
- **Step 5** To validate this query before you create it, click **Validate**.

The Query returns a result.

Step 6 To create this query, click **Create**.

Editing Queries

Step 1 From the Query Manager Functional Overview page, click **Edit Query**.

The Edit Query page appears (see Figure 8-4).

Figure 8-4 Edit Query Page

Edit Query



Step 2 Click on the Query Name you want to edit.

The Edit Query Attributes page appears (see Figure 8-5).

Figure 8-5 Edit Query Attributes Page

Edit Query



- **Step 3** Modify all applicable fields:
 - **a.** Use the drop-down arrow to select Operators and Attributes with which to build a Query String, then for each successive click **Add to Query String**.

Each time you click **Add to Query String**, that portion of the argument is added to the query string.

- **b.** If required, enter the remainder of the argument in the User Query string field.
- To validate this query before you create it, click Validate.
 The Query returns a result.
- **Step 4** To save your changes to this query, click **Edit**.

Deleting Queries

Step 1 From the Query Manager Functional Overview page, click **Delete Query**. The Delete Query page appears (see Figure 8-6).

Figure 8-6 Delete Query Page

Delete Query:



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Step 2 Check to select the Query you want to delete, then click **Delete**.