





Most forms in FAMIS allow you to search for information by Querying. This can be done with the mouse, using the menus or icons shown below or function keys on the keyboard.



Mouse

Bring up the form you want to query. With the mouse you can select either the Query drop down menu or an icon. Both give you four choices:

-  Enter Query - Select and the queryable fields turn blue
-  Execute Query - Using the values you entered, search for matching records
-  Count Hits - Check to see how many records will be returned.
-  Cancel Query - Cancel so you can enter data or leave the form

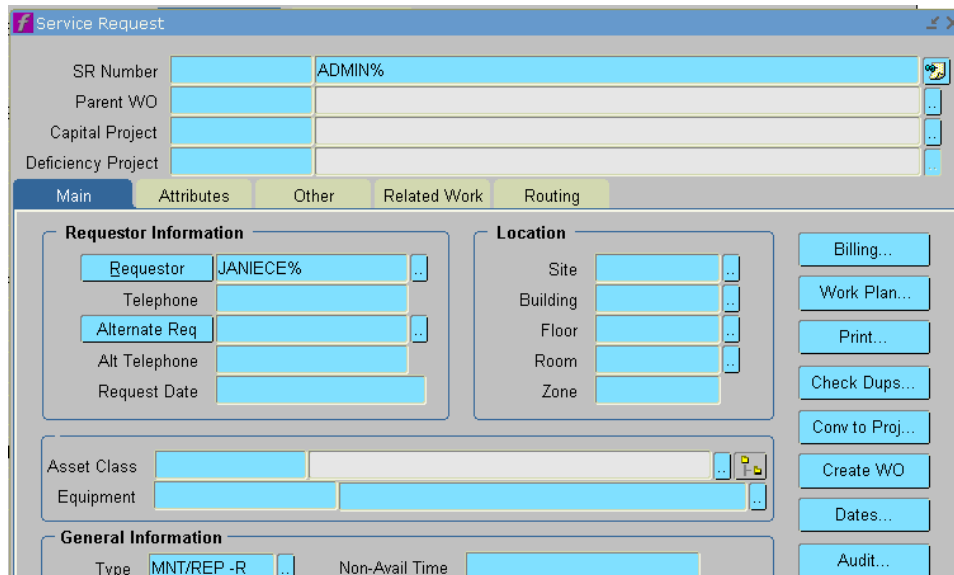
The drop down menu gives you one more choice – Last Criteria. Selecting that puts the form in query mode with the last values you entered. That can be handy if you want to change and re-try a query. You can do the same thing by selecting Enter Query twice.

Keyboard Commands

- F7 - Enter Query
- F8 - Execute Query
- Shift-F6 - Count Hits
- F4 - Cancel Query

Query Mode

Start by selecting Enter Query. With the form in query mode you can enter values in one or more of the queryable fields. They will turn blue:



Wildcards

You can enter exact values, as in the Type field above, or wildcards, as the % in the Description and Requestor fields above. The % means anything, any number. You can also use the underscore _ which can represent either a single or no character. For example

%WIL% WILLIAMS, WILLIAM, MACWILLIAMS, etc. All values with "WIL" included will be retrieved from the database.

W% WILLIAMS, WILLIAM, WALLACE, etc. All values starting with W

SMITH_ SMITH, SMITHY, SMITHS , etc. All values starting with "SMITH" and followed by a single or no character will be retrieved.

Dates

If you query on a date field, remember that it also generally includes time, so the field will show values

like this

To query for a month and year, use the % wildcard

Getting Results

When you have the values in the fields you want to use, select Execute Query, using the icon, drop down menu or F8 function key.

There will be a pause, and then either a record will appear in the form, or it will stay blue and at the bottom of the form you will see Query caused no records to appear. If that happens change the query and try again.

If the query returns multiple records, such as all of the rooms in a building, or all open work orders for the Carpentry shop, you can move through the records with the up and down arrows on the keyboard or the green arrows on the icon bar.

At the bottom left of the form you will see Record followed by two numbers separated by a /. That shows the number of records you have gone through, and which record you are viewing. Generally if you haven't moved to the last record in the stack it will show as a question mark, so 5/? Means you have looked through 5 records and there are more to view. 5/15 would mean there 15 records were returned by the query and you are looking at the fifth record.

More complicated queries can be created using variables. If you are interested, ask.

Change History

Date	Description	Changed By
22 Aug 12	Updated from previous all text version	MikeF