

## Query Expert Quick Guide

Query Expert is an advance querying tool for queries which involves more complex conditions.

The screenshot shows the 'Query Generator' window. At the top, there is a table with two columns: 'NO' and 'HEADING'. It lists nine criteria: 1 EMPLOYEE CODE, 2 EMPLOYEE NAME, 3 PAY GROUP, 4 BATCH NO, 5 OLD BASIC, 6 INCREMENT, 7 NEW BASIC, 8 CPF MAX, and 9 BONUS FACTOR. A red bracket on the right side of this table is labeled with a circled '1'. Below this table, there are fields for 'Query Name', 'Description', and 'Access Option' (set to 'Exclusive'). The main part of the window is a large table with columns: 'NO', 'DESCRIPTION', 'OP', 'VALUE', and 'REL'. A red rectangle highlights the first row of this table. Below the table, there are five circular buttons labeled 2, 3, 4, and 5. Red arrows point from the 'DESCRIPTION', 'OP', 'VALUE', and 'REL' columns of the first row to these buttons respectively. At the bottom, there are buttons for 'New', 'Delete', 'Save', 'Cancel', 'Save As', 'Preview', and 'Close'.

| No     | Description  |        |             |   |  |   |   |    |  |   |  |    |   |
|--------|--|--------|-------------|---|--|---|---|----|--|---|--|----|---|
| 1      | The criterias available to choose. You can do a quick search of the criteria by clicking on <u>HEADING</u>   |        |             |   |  |   |   |    |  |   |  |    |   |
| 2      | Once you had selected the criteria from (1) it will appear here.   |        |             |   |  |   |   |    |  |   |  |    |   |
| 3      | OP stands for Operators. The Operators available are <table border="1"> <thead> <tr> <th>Symbol</th><th>Description</th></tr> </thead> <tbody> <tr> <td>=</td><td>Equals. Only select employees with the exact criteria.</td></tr> <tr> <td>&lt;</td><td>Lesser than (for numeric values e.g, Basic Pay)</td></tr> <tr> <td>&lt;=</td><td>Equal or lesser than (for numeric values e.g, Basic Pay)</td></tr> <tr> <td>&gt;</td><td>Greater than (for numeric values e.g, Basic Pay)</td></tr> <tr> <td>&gt;=</td><td>Equal or greater than (for numeric values e.g, Basic Pay)</td></tr> </tbody> </table> | Symbol | Description | = | Equals. Only select employees with the exact criteria. | < | Lesser than (for numeric values e.g, Basic Pay) | <= | Equal or lesser than (for numeric values e.g, Basic Pay) | > | Greater than (for numeric values e.g, Basic Pay) | >= | Equal or greater than (for numeric values e.g, Basic Pay) |
| Symbol | Description  |        |             |   |  |   |   |    |  |   |  |    |   |
| =      | Equals. Only select employees with the exact criteria.   |        |             |   |  |   |   |    |  |   |  |    |   |
| <      | Lesser than (for numeric values e.g, Basic Pay)  |        |             |   |  |   |   |    |  |   |  |    |   |
| <=     | Equal or lesser than (for numeric values e.g, Basic Pay)   |        |             |   |  |   |   |    |  |   |  |    |   |
| >      | Greater than (for numeric values e.g, Basic Pay)   |        |             |   |  |   |   |    |  |   |  |    |   |
| >=     | Equal or greater than (for numeric values e.g, Basic Pay)  |        |             |   |  |   |   |    |  |   |  |    |   |

|   |                                     |   |
|---|-------------------------------------|---|
|   | <>                                  | Not equals. Select everything except of employees meeting selected criteria.                            |
|   | Like                                | Wild card.  |
|   |                                     |   |
| 4 | The value of the criteria.          |   |
| 5 | REL stands for Relational Operator. |   |
|   | REL                                 | Description   |
|   | AND                                 | Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled |
|   | OR                                  | Select by either criterion within the query. Select by either this condition or that condition          |



# Tips and Tricks

## Intermediate-Level Queries

1. To select more than 1 employee

|              |    |               |    |       |   |               |                    |  |  |
|--------------|----|---------------|----|-------|---|---------------|--------------------|--|--|
| Query Name : |    | 2EMP          |    |       |   | Description : | Select 2 Employees |  |  |
| (            | NO | DESCRIPTION   | OP | VALUE | ) | REL           |                    |  |  |
| ▶            | 1  | EMPLOYEE CODE | =  | 005   |   | OR            |                    |  |  |
|              | 1  | EMPLOYEE CODE | =  | 006   |   |               |                    |  |  |

To select 2 employees by using **OR** function under **REL**

2. To select 3 employees

|   |    |               |    |       |   |     |  |  |  |
|---|----|---------------|----|-------|---|-----|--|--|--|
| ( | NO | DESCRIPTION   | OP | VALUE | ) | REL |  |  |  |
|   | 1  | EMPLOYEE CODE | =  | 005   |   | OR  |  |  |  |
|   | 1  | EMPLOYEE CODE | =  | 006   |   | OR  |  |  |  |
| ▶ | 1  | EMPLOYEE CODE | =  | 008   |   |     |  |  |  |

To select 3 employees by using **OR** function under **REL**

3. To select all the employees in 3 departments

|   |    |             |    |       |   |     |  |  |  |
|---|----|-------------|----|-------|---|-----|--|--|--|
| ( | NO | DESCRIPTION | OP | VALUE | ) | REL |  |  |  |
|   | 24 | DEPARTMENT  | =  | ADMIN |   | OR  |  |  |  |
|   | 24 | DEPARTMENT  | =  | MGT   |   | OR  |  |  |  |
| ▶ | 24 | DEPARTMENT  | =  | HR    |   |     |  |  |  |

To select all employees under ADMIN, MGT and HR department

## Advance-level Queries

1. To select those employees whose race is Chinese and basic salary  $\geq$  \$2000

| ( | NO | DESCRIPTION | OP | VALUE | ) | REL |
|---|----|-------------|----|-------|---|-----|
|   | 18 | RACE        | =  | CHIN  |   | AND |
| ▶ | 7  | NEW BASIC   | >= | 2000  |   |     |

**REL – AND**, used to combine different criterion into one. All criterion linked with “**AND**” operator must be fulfilled.

2. To select those employees whose race is Chinese, Occupation as CSO and their basic salary  $\geq$  \$2000

| ( | NO | DESCRIPTION | OP | VALUE | ) | REL |
|---|----|-------------|----|-------|---|-----|
|   | 18 | RACE        | =  | CHIN  |   | AND |
|   | 57 | OCCUPATION  | =  | CSO   |   | AND |
| ▶ | 7  | NEW BASIC   | >= | 2000  |   |     |

3. To select those employees with basic salary  $\geq$  \$2000 and work in Admin department or HR department.

| ( | NO | DESCRIPTION | OP | VALUE | ) | REL |
|---|----|-------------|----|-------|---|-----|
| ( | 24 | DEPARTMENT  | =  | ADMIN |   | OR  |
|   | 24 | DEPARTMENT  | =  | HR    | ) | AND |
| ▶ | 7  | NEW BASIC   | >= | 2000  |   |     |

Multiple-condition criteria:

- Use the parenthesis or brackets “( )” to select 2 department.