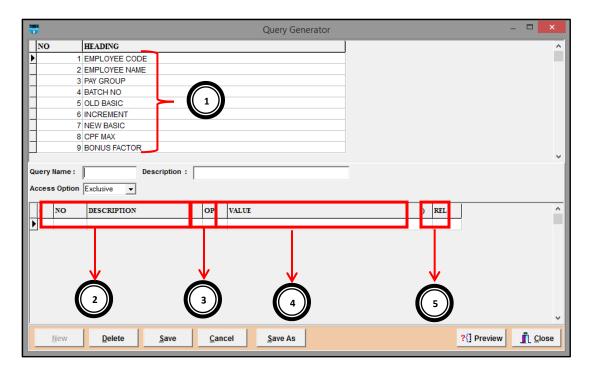
## **Query Expert Quick Guide**

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



No		Description						
1	The criteria:	s available to choose. You can do a quick search of the criteria by clicking on						
2	Once you ha	d selected the criteria from (1) it will appear here.						
3	OP stands fo	r Operators. The Operators available are						
	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	f the criteria.
5	REL stands f	or 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

Q	Query Name : 2EMP Description : Select 2 Employees							
	(	NO	DESCRIPTION		OP	VALUE	)	REL
Þ		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
١		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
١		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 ≥ \$2000

	(	NO	DESCRIPTION	OP	VALUE	)	REL
		18	RACE	=	CHIN		AND
•		7	NEVV 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
Þ		7	NEW BASIC	>=	2000		

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

		acpartment.				
(	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.