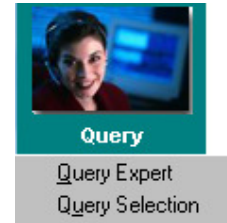


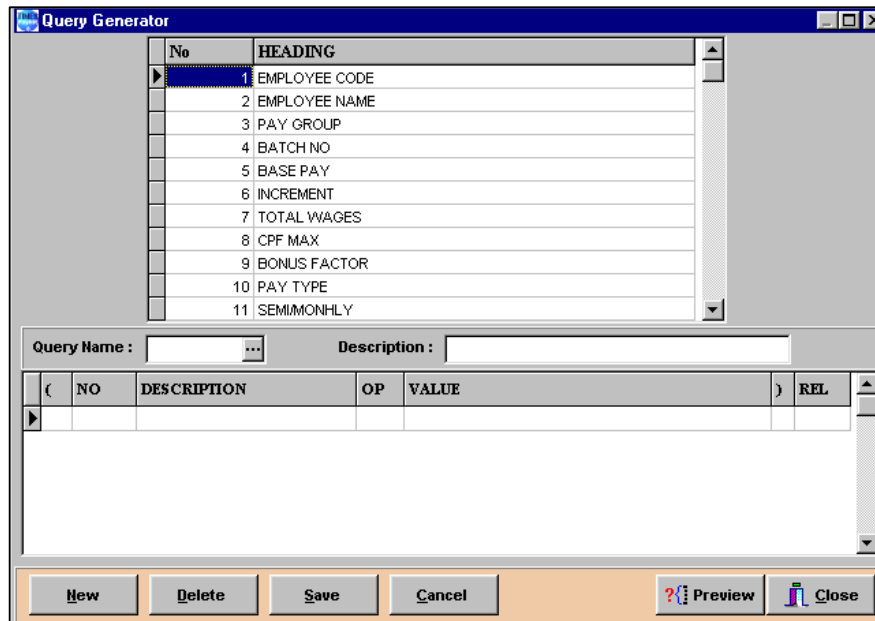
## Query

The Query function enables user to retrieve records that meet certain criteria. It provides a means to work specifically on employees that satisfies the user-defined conditions.



### EXAMPLE:

To view all Employee records whose birthday falls on the month of January:



### STEPS:

- 1) Click on the **Query** icon
- 2) Select **Query Expert** to get into **Query Generator**.
- 3) Click on **New**
- 4) Type BIRTHDAY at **Query Name :**
- 5) Double-click **No. 23**

In the **value** column type in "MONTH(01)"  
Note: YEAR(1999) and DAY(12) may be used.

- 6) Click the **Preview** button.



No	Description
2	EMPLOYEE NAME
5	BASE PAY
8	CPF MAX
11	SEMIMONTHLY (T/F)
14	HIDE WAGE (T/F)
17	CHANGE CPF (T/F)
20	NATIONALITY
23	BIRTH DATE

### OP – Logical Operator

>	Greater than	<	Lesser than
<>	Not equal to	=	Equal to
Like	Select by wild card	>=	Greater or equal to
<=	Lesser or equal to		

Select all employees whose surname is “CHUA”. The “%” sign is the wild card string.

	(	NO	DESCRIPTION	OP	VALUE
		2	EMPLOYEE NAME	Like	CHUA%

### REL – Relational Operator

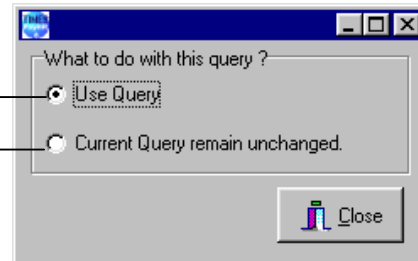
<b>AND</b>	Used to combine different criterion into one. All criterion linked with “AND” operator must be fulfilled.
<b>OR</b>	Select by either criterion within the query. Select by either this condition or that condition.

### Report Generated

TIMES SOFTWARE PTE LTD				Page :1
Query Listing				Date : 29/10/1998
				USERID : MASTER
Emp No	Name	Department	Category	
004	CHRISTOPHER LEE	ADM	JUNI	
010	LEE NAN XIN	ADM	SENI	
011	Phillis	ADM	JUNI	
Total Employee : 3				

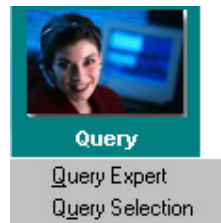
Select this if you wish to use the created Query for the current payroll.

Select this if you wish to use the Current Query for the payroll.



### To open up a specific Query to work with

- 1) Click the **Query** Icon.
- 2) Choose **Query Selection**.
- 3) Select the preferred query.
- 4) Click the **OK** button.



### When you need to include multiple-condition criteria:

- Use the parenthesis or brackets “( )” for each AND group if you use “OR” in the query.

E.g. (Employee Code > 001 AND Employee Code < 010) OR Base Pay >= 1600

Query Name : QUERY01		Description :			
(	NO	DESCRIPTION	OP	VALUE	REL
(	1	EMPLOYEE CODE	>	001	AND
	1	EMPLOYEE CODE	<	010	OR
	5	BASE PAY	>=	1600	

### IMPORTANT NOTE:

- 1) Do not insert any extra lines in the query. Select any blank line and press the F4 function key to delete that blank line.
- 2) Remove any trailing relational operator in the query record (E.g. AND/OR) if it is not used.