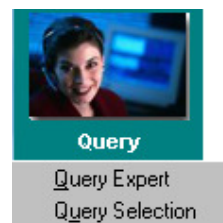


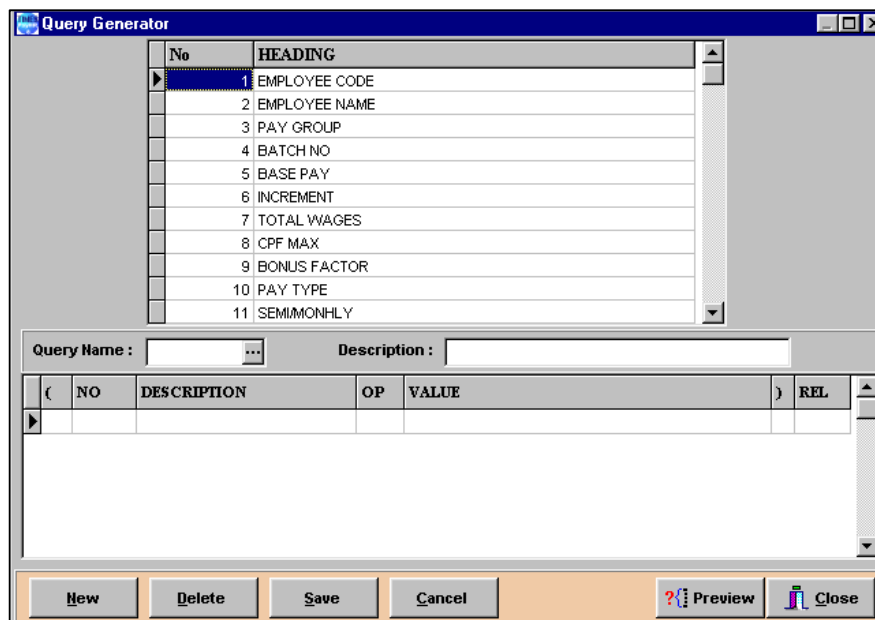
Query

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

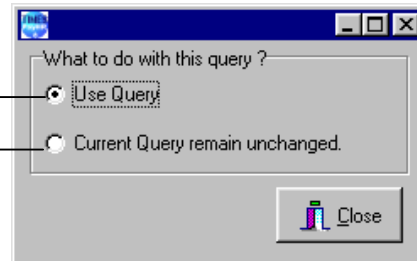
| | |
|------------|---|
| AND | Used to combine different criterion into one. All criterion linked with "AND" operator must be fulfilled. |
| OR | Select by either criterion within the query. Select by either this condition or that condition. |

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|------------------------|-----------------|------------|----------|-------------------|
| 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 | | | | |

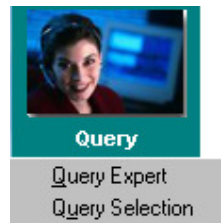
Select this if you wish to use the created Query for the current payroll.

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.