









Applying an Aggregate Function

1.	Navigate to the Query Manager page. Click the Reporting Tools link. 
2.	Click the Query Manager link. 
3.	You use the Query Manager search page to search for an existing query or navigate to the Find an Existing Record page when creating a new query. In this example, you are going to create a new query. Click the Create New Query link.
4.	The first step in creating a new query is to find an existing record for the query. In this example, you will locate the ABSV_REQUEST record. Enter the desired information into the Search by field. Enter a valid value e.g. " ABSV_REQUEST ".
5.	Click the Search button. 
6.	Click the Add Record link. 
7.	The Query page lists all the fields for the selected record. You use this page to select the fields that you want to use in the query. In this example, you want to use the following fields: EMPLID , BEGIN_DT , RETURN_DT , and DURATION_DAYS . Click the EMPLID option. <input type="checkbox"/>
8.	Click the BEGIN_DT option. <input type="checkbox"/>
9.	Click the RETURN_DT option. <input type="checkbox"/>
10.	Click the DURATION_DAYS option. <input type="checkbox"/>
11.	Next, use the Fields page to view how fields are selected for output; view the properties of each field; and to change headings, order-by numbers, and aggregate values. Click the Fields tab. 
12.	You are going to add an aggregate function to the DURATION_DAYS field. Click the Edit button. 
13.	Use the Edit Field Properties page to change the column heading and apply the aggregate function to this query.

14.	<p>The column heading for a field can be specified in the Heading group box.</p> <p>If No Heading is selected, the column does not have a heading.</p> <p>If RFT Short is selected, the column heading is the short name from the record definition.</p> <p>If Text is selected, the column heading is the text you have entered in the text box.</p> <p>If RFT Long is selected, the column heading is the long name from the record definition.</p>
15.	<p>In this example, you want to override the column heading with custom text to reflect that the data is a summation of days.</p> <p>Click the Text option.</p> <p><input type="radio"/> Text</p>
16.	<p>Click in the Heading Text field.</p> <p><input type="text" value="Days"/></p>
17.	<p>Enter the desired information into the Heading Text field. Enter a valid value e.g. "SUM DAYS".</p>
18.	<p>An aggregate function is a special type of operator that returns a single value based on multiple rows of data. When your query includes one or more aggregate functions, Query Manager collects related rows and displays a single row that summarizes their contents.</p>
19.	<p>The options are as follows:</p> <p>None - Will not use aggregate functions.</p> <p>Sum - Adds the values from each row and displays the total.</p> <p>Count - Counts the number of rows.</p> <p>Min - Checks the value from each row and returns the lowest one.</p> <p>Max - Checks the value from each row and returns the highest one.</p> <p>Average - Adds the values from each row and divides the result by the number of rows.</p>
20.	<p>In this example, specify an aggregate function to calculate the total number of requested days off.</p> <p>Click the Sum option.</p> <p><input type="radio"/> Sum</p>
21.	<p>Click the OK button.</p> <p><input type="button" value="OK"/></p>
22.	<p>Click the Save button.</p> <p><input type="button" value="Save"/></p>
23.	<p>Enter the desired information into the *Query field. Enter a valid value e.g. "VAC_TIME_OFF".</p>
24.	<p>Click in the Description field.</p> <p><input type="text"/></p>
25.	<p>Enter the desired information into the Description field. Enter a valid value e.g. "# of requested vacation days".</p>
26.	<p>Standard queries are designated as User queries. Workflow queries are either Process or Role queries.</p> <p>For this example, use the default.</p>

27.	<p>Private means that only the user ID that created the query can open, run, modify, or delete the query.</p> <p>Public means that any user with access to the records used by the query can run, modify, or delete the query.</p> <p>For this example, use the default.</p>
28.	<p>Click the OK button.</p> 
29.	<p>Finally, you can view the query results on the Run page.</p> <p>Click the Run tab.</p> 
30.	<p>The query results display the total number of vacation days for an employee.</p>
31.	<p>You successfully applied an aggregate function to a field.</p> <p>End of Procedure.</p>