Creating Record Hierarchy Joins

1.	Navigate to the **Query Manager** search page. Click the **Reporting Tools** link. Reporting Tools
2.	Click the **Query Manager** link. Query Manager
3.	The **Query Manager** search page enables you to define search criteria for an existing query, or create a new query. Click the **Create New Query** link.
4.	Find the first record to be used in your query, **PERSON - PERSON**. Enter the desired information into the **Search by** field. Enter a valid value e.g. "**PERSON**".
5.	Click the **Search** button. Search
6.	Use the **Add Record** link to access the **Query** page, on which you can add fields to the query content or add additional records. Click the **Add Record** link. Add Record
7.	The **Query** page enables you to add fields to your query. Click the **EMPLID** option.
8.	Click the **ORIG_HIRE_DT** option.
9.	The next step is to join **PRIMARY_JOB_VW** (child record) to **PERSON - PERSON** (parent record). Click the **Hierarchy Join** link. Hierarchy Join
10.	Click the **PRIMARY_JOB_VW - Primary Job View - HR** link. PRIMARY_JOB_VW - Primary Job View - HR
11.	A Windows dialog box appears, indicating that an effective date criteria has been automatically added. Click the **OK** button. OK
12.	Click the **EMPL_STATUS** option.
13.	Click the **REG_TEMP** option.
14.	Click the **FULL_PART_TIME** option.

15.	Click the **Fields** tab. Fields
16.	On the **Fields** page, you can edit, delete, or add criteria to each field. Edit the properties of the **A.EMPLID - EmplID** field. Click the **Edit** button. Edit
17.	Click the **Text** option. Text
18.	Click in the **Heading Text** field. ID
19.	Enter the desired information into the **Heading Text** field. Enter a valid value e.g. "**Employee ID**".
20.	Click the **OK** button. OK
21.	Click the **Save** button. Save
22.	Name the query **TEMP_EMP**. Enter the desired information into the ***Query** field. Enter a valid value e.g. "**TEMP_EMP**".
23.	Click in the **Description** field.
24.	Enter the desired information into the **Description** field. Enter a valid value e.g. "**Temporary Employees**".
25.	The **Query Type** field enables you to choose from User Query Type, Process Query Type, or Role Query Type. Standard queries are defined as User types, and queries that use workflow are defined as Process or Role types.
26.	Click the ***Owner** list. Private
27.	Click an entry in the list. Public
28.	Click the **OK** button. OK
29.	Click the **Criteria** tab. Criteria
30.	The **Criteria** page enables you to add edit, and delete criteria. Criteria refines your query by specifying conditions that the retrieved data must meet. Click the **Add Criteria** button. Add Criteria

31.	You want to edit the criteria properties for the **REG_TEMP - Regular/Temporary** field and select **Temporary** as a constant. Click the **Select Record and Field** button.
32.	Click the **Long Description** link. B.REG_TEMP - Regular/Temporary
33.	Click the **Select Constant From List** button.
34.	Click the **Select Constant** link. Select Constant
35.	Click the **OK** button. OK
36.	The criteria has been added. Click the **Save** button. Save
37.	Click the **Run** tab. Run
38.	The query results display the temporary employee information. The results include the all the fields you selected on the **Fields** page. **End of Procedure.**