

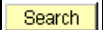



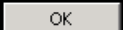







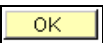




Creating Record Hierarchy Joins

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| 1. | Navigate to the Query Manager search page. Click the Reporting Tools link.  |
| 2. | Click the Query Manager link.  |
| 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.  |
| 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.  |
| 7. | The Query page enables you to add fields to your query. Click the EMPLID option. <input type="checkbox"/> |
| 8. | Click the ORIG_HIRE_DT option. <input type="checkbox"/> |
| 9. | The next step is to join PRIMARY_JOB_VW (child record) to PERSON - PERSON (parent record). Click the Hierarchy Join link.  |
| 10. | Click the PRIMARY_JOB_VW - Primary Job View - HR link.  |
| 11. | A Windows dialog box appears, indicating that an effective date criteria has been automatically added. Click the OK button.  |
| 12. | Click the EMPL_STATUS option. <input type="checkbox"/> |
| 13. | Click the REG_TEMP option. <input type="checkbox"/> |
| 14. | Click the FULL_PART_TIME option. <input type="checkbox"/> |

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| 15. | Click the Fields tab.  |
| 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.  |
| 17. | Click the Text option.  |
| 18. | Click in the Heading Text field.  |
| 19. | Enter the desired information into the Heading Text field. Enter a valid value e.g. " Employee ID ". |
| 20. | Click the OK button.  |
| 21. | Click the Save button.  |
| 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.  |
| 27. | Click an entry in the list.  |
| 28. | Click the OK button.  |
| 29. | Click the Criteria tab.  |
| 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.  |

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| 31. | <p>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.</p>  |
| 32. | <p>Click the Long Description link.</p>  |
| 33. | <p>Click the Select Constant From List button.</p>  |
| 34. | <p>Click the Select Constant link.</p>  |
| 35. | <p>Click the OK button.</p>  |
| 36. | <p>The criteria has been added. Click the Save button.</p>  |
| 37. | <p>Click the Run tab.</p>  |
| 38. | <p>The query results display the temporary employee information. The results include the all the fields you selected on the Fields page. End of Procedure.</p> |