Section 4

Query Builder

Query Builder
The Query Builder tool will provide the ability to form more complicate queries and Save them to reuse.

Click for more information.

Close
Click the X button to close query builder panel.***

Add
You can add more clauses by clicking the Add button.
Reset
The Reset button will be disabled unless you make any changes in the clause. *

Query Builder Panel

Perform Query
The Perform Query button will be disabled unless you form the complete query.
Save Query
You will be able to Save a query and reuse it later.

Remove
Click the X button to remove the clause.**

Clause
By default, you will get one clause (row) to form query.

Find
To form the query, select the *Find* field value from the dropdown list .
Note: Creator List (Created By) in Query Builder will show Active and Inactive Users under the *Value* pick list. You will be able to search for the records created by departed (inactive) users.

Criteria
Criteria field loads the operators that depend on the *Find* field selection.
Note: If you didn't select the *Find* field value, the *Criteria* field will be disabled.

Perform Query
The *Perform Query* button has been activated. Click it.

Value
The Value field will be a textbox. Enter the value.
Note: If you didn't select the *Criteria* field value, the *Value* field will be disabled.

Help ▾

‹ Favorites

Favorites

2012006-1EF-ELD-000-0004   0.1.5.0
Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT
RID: 1928622   Size: 35.75 KB

2012006-1EC-GAD-000-0014   0.1.3.0
Title: PRESSURIZED PIPING GENERAL ARRANGEMENT
RID: 1928659   Size: 35.75

2012006-1EC-GAD-000-0023   0.1.3.0
Title: PIPING GENERAL ARRANGEMENT SECTION
RID: 1928660   Size: 35.75

2012006-1EF-SCM-000-0013   0.1.4.0
Title: CP-024 DISCRETE OUTPUT SCHEMATICS
RID: 1928716   Size: 35.75

2012006-1EF-EWD-000-0011   0.1.3.0
Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC POWER DISTRIBUTION WIRING DIAGRAM
RID: 1928645   Size: 35.75 KB   Change Information: Rev 0

ACME-EPC   Mike Foster ▾

New   Upload

Perform Query

Operator   Find   Criteria   Value

Please Choose:

Looking for

Email
Employee Appraisal
Employment contract
Engineering Design Specification
Environmental Work Package
Equipment List
Estimate

Controlled
Electrical Drawing
Effective:
Modified: 20/07/2016 Mike F

Controlled
General Arrangement Drawing
Effective:
Modified: 20/07/2016 Mike F

Controlled
General Arrangement Drawing
Effective:
Modified: 20/07/2016 Mike F

Controlled
Schematics
Effective:
Modified: 20/07/2016 Mike F

Controlled
Electrical Wiring Diagram
Effective:
Modified: 20/07/2016 Mike F

My Searches ◀

Search here...   🔍   🔒 0   ⛓ 11   🔔 92   ACME-EPC   👤 Mike Foster ▾   ⚙

C

Save Query   Export ▾   ⚙

✏ Category **Equal To** Email

Total Records Returned : 1

Drag a column and drop it here to group by that column

☐	Type	RID	Primary Identifier		Category	Author A...	Chatter F...	Workflow	Lock	Menu
☐	📄	2166895	EML-0000004		Email	0	0		🔒	▾

My Searches
The system will perform search as per the query values. The Search result set will be displayed in the *My Searches screen* on a separate web page.
Note: If no records in database mach the search criteria, My Searches screen will display "No Data to display".
You can update the formed query and repeat search.

Go To Page: 1 Show Rows: 50 ▾ 1-1 of 1   ◀   ▶

Logical Operator
The Logical Operator control will be disabled for the first clause, means by default that the AND logical operator is selected.
You will have an option to form the complex queries using different Logical Operators.

Save Query
If you wish to save a query:
- **Click the *Save Query* button.**

Note:
Ability to "capture" Saved Queries info in one environment and "replicate" them into another environment is implemented.

ECR has been saved successfully. ✕

The Save Query window will open.
•Enter Query Name and Description.
•Click the *Save* button.
•Confirmation message will be sent.

You will be able to:
- •Delete your queries,
- •Export query results,
- •Execute query from here,
- •Edit your query, or
- •Share queries with other users.

Checkmark the box and Action buttons will appear on the top of Saved Query Tab.

Default & Saved Queries Tab
To find your queries, open the Default & *Saved Queries* Tab. Saved query will be listed there as a hyperlink. By clicking it, the corresponding search result set will display in the *My Searches* tab.

Delete Query

Checkmark the box and click Delete.
Click OK and selected query will be deleted.
Confirmation message will be sent.

Set Default Query

By saving a Query from the General Search, you can set it as Default.

If you have an Advanced Search applied, Tina lets you know by putting a Filter icon in the search box.

You can change Default Query settings in the corresponding column by checking/unchecking the box:
1.You can only set default query which was created by yourself from General search.
2.The Default Query checkbox of saved query will be disabled those made from Query Builder or shared by someone else (refer to the *Source* column).