

<p>Management Information Services Direct Admissions System BI/Query Model Training Examples</p>

1. Applicants

Build a query to extract a list of all applicants who have the surname 'Smith'. Include the applicant number, title, forename and surname.

2. Applications

a) Build a query to extract a list of all applications that you have created since 1 March 2008. Include the applicant number, application number, programme of study code and the application creation date in the list. Sort the list by date creation.

If you do not create applications using the Direct Admissions System, extract a list of all applications to a programme of study of your choice.

b) Modify the above query to include decision and reply information for each application.

3. Addresses

Build a query to extract a list of all applicants together with their current address whose record rolled over during January 2008. Include Title, Surname, address line 1, address line 2 and postcode in the list.

4. POS

Build a query to extract a list of all Programmes of Study for your faculty. Include POS code and POS Name in the list.

5. Counting Applications and Enquiries

a) Build a query to extract a list of applicant numbers and surnames (where the surname begins with 'St') together with a count of the number of applications made by each applicant.

b) Build a query to extract a list of applicant numbers and surnames (where the surname begins with 'St') together with a count of the number of enquiries made by each applicant.

c) Combine the results from a) and b) to produce a list that shows the number of applications and enquiries made by each applicant.

6. Modify an existing query.

DAS-4 produces a list of applicants and their decision/replies by Programme of study. On running this query you are prompted for the POS code. Modify this query to qualify on academic session and include the email address in the results.

Solutions

1)

- Start a new query (Query / New, or Ctrl+N).
- Open Applicant / Enquirer.
- Select *Applicant number, title, Forename and Surname*.
- Qualify Surname-Uppercase (click the Qualify box beside *Surname (uppercase)*) select '=' from the operator pop-up. Note that '=' is the default. Enter SMITH in the qualification tree.
- Submit the query (Query / Submit Query or Ctrl+G).

2a)

- Start a new query (Query / New, or Ctrl+N).
- Open Application.
- Select *Applicant number, Application number, POS code, date_creation*.
- Qualify *date_creation* (click the Qualify box beside *date creation*), select >= from the operator pop-up and enter 01/03/2008.
- Qualify *User name of creator of application* (click the Qualify box beside this attribute) and enter your user id i.e. the user id that you use to log into the system.
- Click in the Sort box beside *Date_creation*. '1' should be displayed in the box.
- Submit the query (Query / Submit Query or Ctrl+G).

2b)

- Close the Query results window obtained from running the above query.
- Select *Decision code* and *Reply code*.
- Submit the query (Query / Submit Query or Ctrl+G).

3.

- Start a new query (Query / New, or Ctrl+N).
- Open Applicant/Enquirer.
- Select *Title, Surname*.
- Qualify *Rollover flag* (click the Qualify box beside *Rollover flag*) and enter Y.
- Qualify *Rollover date* (click the Qualify box beside *Rollover date*), select >= from the operator pop-up and enter 01/01/2008.
- Qualify *Rollover date* (click the Qualify box beside *Rollover date* again), select <= from the operator pop-up and enter 31/01/2008.
- Open Address.
- Select *address line 1, address line 2, postcode*.
- Qualify *current* (click the Qualify box beside *current*) and enter Y.
- Submit the query (Query / Submit Query or Ctrl+G).

4.

- Start a new query (Query / New, or Ctrl+N)
- Open POS
- Select *POS code, POS Name*.
- Qualify *POS code* (click the Qualify box beside *POS code*), select Begins With from the operator pop-up and enter the letter for your faculty e.g. A for Arts, S for Science etc.
- Submit the query (Query / Submit Query or Ctrl+G).

5a)

- Start a new query (Query / New, or Ctrl+N).
- Select *Applicant number* in the Application data object.
- Group by *Applicant number*. (Click the group box against *Applicant Number*).
- Sort by *Applicant number* (click the sort box against *Applicant Number*).
- Select the COUNT function against *Application Number*.
- Open Applicant/Enquirer and select *Surname*.
- Sort by *surname* (click the sort box against *surname*).
- Group by *surname* (click the group box against *surname*).
- Qualify *Surname (uppercase)* by clicking on the Qualify box beside the attribute and selecting 'begins with' from the operator pop-up and enter ST.
- Submit the query (Query / Submit Query or Ctrl+G)
- Do not close the result window obtained from running this query.

5b)

- Start a new query (Query / New, or Ctrl+N)
- Select *Applicant number* in the Enquiry data object
- Group by *applicant number* (click the group box against *Applicant Number*).
- Sort by *Applicant number* (click the sort box against *Applicant Number*).
- Select the COUNT function against *Enquiry Number*.
- Open Applicant/Enquirer and select *Surname*.
- Sort by *surname* (click the sort box against *surname*).
- Group by *surname* (click the group box against *surname*).
- Qualify *Surname (uppercase)* by clicking on the Qualify box beside the attribute and selecting 'begins with' from the operator pop-up and enter ST.
- Submit the query (Query / Submit Query or Ctrl+G)
- Do not close the result window obtained from running this query.

5c)

- Select Results / Combine / Join Columns
- Select the results obtained from a and b
- Include all left and right rows.
- Join *Applicant number* to *Applicant number* in join box 1, and *Surname* to *Surname* in join box 2 and click OK
- The resulting list shows the number of applications and the number of enquiries made by each applicant.

6.

- Click on queries from the DAS menu
- Click the DAS-4 button. A prompt window appears with the title Query DAS-4: Applicants, decisions and replies by POS. As we want to modify the underlying query, click the Cancel button.
- Click Query/Load and highlight das-4 in the Load Query window. Click Load. Click Window/DAS Model.
- Open Application and scroll down until academic session code is visible. Qualify academic session code = 2008. Close the Application window.
- Click on the link between Applicant/Enquirer and Address. Open Address and qualify current = Y. Select email address. Close the Address window.
- Click Query/Save and change the name from das-4 to das-4 followed by your initials.
- Run the query.