

Undergraduate Admissions Bi-Query Course: Exercises

EXERCISE 1: LOGGING ON

Opening the data model:

- Click on the Bi-Query User icon under Start, Programs, BI-Query (GQL). A window displaying a humming bird will be displayed and then a 'Welcome to Bi-Query' screen.
- Select the 'Local Data Model' option.
- An 'Open Data Model' window will be displayed. Using the arrow at the right hand side of the 'Look in:' box, select the c: drive, Program Files, gql, models, admsns.
- Select the model **a_biq1_7.gqu** by double clicking it. The Undergraduate Admissions model should appear.

Choose a database connection:

- Select the **Host** drop-down menu from the top of the window.
- Select **Connections**. There is a different connection file for each model to tell Bi-Query which database to connect to.
- Either double click on the a_biq.con connection, or select it and then press the **Connect** button.
- The 'Enter Connection Information' screen will be displayed. Enter your **user id** and press **tab** to enter your **password**.
- The message 'Connecting to Ingres via TCP/IP' will be displayed and then the model window will return.

Closing the database connection:

- Once you have finished your data model queries, it is important to close your database connection before exiting from the model itself, otherwise it can cause problems for other users. To close the connection....
- Select the **Host** drop-down menu from the top of the window.
- Select the **Disconnect** option to disconnect from the database.

- Finally, under **File** you can select **Exit** to close Bi-Query down.

EXERCISE 2:

Count the number of Unconditional Firm offers made by the University of Glasgow to applicants this year and compare it to last years figure for a given course.

INSTRUCTIONS:

Stage 1 - Build the query for this year's count

Select:

From 'application' table click on
applnt_cd

Qualify: (in the 'application' table)

Function (COUNT) on applnt_cd ie click on the function box beside applnt_cd and from the options given choose COUNT.

On 'application' table click on the qualification box and make the following qualifications for:

crse_cd = 'A100'
dcsn = 'U'
reply = 'F'
yr_of_entry = '8'
applctn_stts = 'L'

Submit the query.

You will now have a figure for this years data - NB there is still more processing to be completed this year, so the figures are not the final figures for this session. You will only be able to do this in the autumn.

Stage 2 - Build the query for last years data

Start a new query. Use the archive tables

Select:

From 'application_archive' table click on
applnt_cd

Qualify:

Function (COUNT) on applnt_cd (as before).

On 'application' table click on the qualification box and make the following qualifications

yr_of_archve = 7

```
crse_cd = 'A100'  
dcsn = 'U'  
reply = 'F'  
applctn_stts = 'L'
```

Submit the query.

You can now compare the 2 figures.

EXERCISE 3:

Select the application code, application number and course name for applicants within your own faculty who have not been given an offer by the University for the current year.

INSTRUCTIONS:

Select:

From 'application' table click on
applctn_cd
applctn_nbr

Qualify: (in the 'application' table)

```
dcsn is null or dcsn = ''      (Remember to use 'Combine')  
applctn_stts = L  
yr_of_entry = 8
```

On the 'course' table, select crse_shrt_name and make the following qualification for:
Crse_grpng_cd = Your own faculty

Submit the query.

EXERCISE 4:

Count the number of offers (decision = unconditional, conditional) to overseas applicants for this year for each course grouping code.

INSTRUCTIONS:

Select:

From 'application' table click on
applctn_cd

Qualify: (in the 'application' table)

Function (COUNT) on applctn_cd ie click on the function box beside applctn_cd and from the options given choose COUNT.

On the 'application' table click on the qualification box and make the following qualifications for:

dcsn in U, C (Use **IN** instead of =)
applctn_stts = L
yr_of_entry = 8

On 'applicant_details' table click on the qualification box and make the following qualifications for:

Ovrll_stts = L
Dmcl_cd > 600
Dmcl_cd < 900

Select:

Crse_grpng_cd from 'course' table.

Submit the query.

EXERCISE 5:

Select the applicant code, name and course grouping code for all applicants that have applied from Hutchesons' Grammar School for the current year at The University of Glasgow. Sort your results on the course grouping code.

INSTRUCTIONS:

Select:

From 'applicant_details' table click on
applctn_cd
ttl,
intls,
srnm

Qualify: (in the 'applicant_details' table) make the following qualifications:

ovrll_stts = L
schl_cd = '13834'

On 'application' make the following qualifications:

yr_of_entry = 8
applctn_stts = L

Some applicants may have 2 applications to the same faculty. In order to avoid pulling them out twice, go to the **Query** menu and select **Modifiers**. Then choose **DISTINCT**.

Select:

From 'course' table click on
Crse_grpng_cd

To sort by course grouping code go into the course table and click on the box under the heading **Sort** for crse_grpng_cd.

Submit the query.

EXERCISE 6:

Count the number of applicants for the current year that have declined an offer from the University of Glasgow but have gone firm with the University of Edinburgh.

INSTRUCTIONS:

Select:

From 'application' table click on
applnt_cd

Qualify: (in the 'application' table)

Function (COUNT) on applnt_cd, as before.

On 'application' table make the following qualifications:

yr_of_entry = 8

reply = D

On 'othr_application' make the following qualifications:

reply = F

insttn_cd = 'E56'

Submit the query.

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EXERCISE 7: Mail Merging Bi-Query Results Files

Select the name and address fields for applicants, from your own faculty, that have been offered a place at the University since a given decision date for both current and deferred applicants. Then, mail merge the results into a Word document.

INSTRUCTIONS:

Qualify: (in the 'application' table)

dcsn IN U, C
applctn_stts = L
yr_of_entry IN 8, 9

It is likely that you may wish to run a query of this sort several times, but with a different decision date. By adding a **Prompt**, you can change the qualification on the decision date every time you submit the query.

To add a prompt for the decision date:

- Click on the qualify box for dcsn_date, but do not enter a value. (N.B. Remember to change = to >=)
- Pull down the **Edit** menu at the top of the screen and select the **Prompts** option.
- A new window will appear. Click on the **New** button to create a new prompt.
- In the **Edit Prompt** screen, you must enter a name for your prompt in the Prompt ID box. Tab to the Prompt String box and type a message that will be used to prompt you for a decision date when you run the query (e.g. Decisions made since:)
- Click the **OK** button.
- Now press the **Insert Prompt** button. The prompt name will now appear in the qualification box surrounded by <<>> (e.g. <<dcsn_date>>) on the model window.

Some applicants may have 2 applications to the same faculty. In order to avoid pulling them out twice, go to the **Query** menu and select **Modifiers**. Then choose **DISTINCT**.

Select:

From 'mix_case_name' table click on

ttl_mix_case
intls
srnm_mix_case

(N.B. you will have to click on *applicant_details* to make a connection between the application and *mix_case_name* tables).

Click on the '**Sort**' box for *srm_mix_case* so that your results are ordered alphabetically by the applicant's surname.

From '*mix_case_addr*' table click on

Address_line1
Address_line2
Address_line3
Address_line4

Qualify: (in the 'course' table)

crse_grpng_cd = Your own faculty

Submit the query.

MailMergeResults:

- From the **Results** menu select **Options**.
- Click on the **Save column headings**' option so a tick is placed in the box to the left of this text. Click the **OK** button.
- From the **Results** menu select **Save As...** then select the option **Results...** A '**Save Query Result to File**' screen will be displayed.
- Enter '**offer.qrd**' in the **File Name:** box and ensure that you are saving the file to the c:drive.
- Click on the **Save** button. You will then return to the Results Window.
- Now open up a new document in **Microsoft Word**.
- From the **Tools** menu select **Mail Merge**.
- Click on the **CREATE** button and select '**Form Letters**'. A message will appear, click on the **ACTIVE WINDOW** button.
- Next click on the **GET DATA** button and select **OPEN DATA SOURCE**. An '**Open Data Source**' window will be displayed. On the bottom left-hand side of this window, click on the arrow on the right-hand side of the '**Files of type**' box, scroll down and select **All Files (*.*)**.
- Now locate the directory/folder in which you saved the file **offer.qrd**. Open this file by highlighting the filename and click on the **OPEN** button.
- A message will appear, click on the **EDIT MAIN DOCUMENT** button.
- Now click on the **INSERT MERGE FIELD** button (above the margin line at the top left of the document) and select the name and address fields (when selected the field name will appear in the actual document with << signs on either side).
- Move these fields so that the name and address are located in the top left hand side of the document and type the University address in the top right hand corner.
- Now start the main body of the letter by typing '**Dear...** ', then click on **INSERT MERGE FIELD** and select the name fields.
- Finish off your letter by typing whatever you think may be appropriate.

- If you select **Mail Merge** from the **Tools** menu and click on the **MERGE** button and then **MERGE** again, you will be able to view the letters for each sponsor on the screen. If you were to click on the 4th icon from the right (**Merge to printer**) all the letters would be printed (**don't do this!**).