# Creating Simple Queries

Simple queries search for records based on the system's lists of tables, fields, and operators. If you created a Simple query to search for all students graduating in 2019 saved it, and ran it again weeks or months later, it may give you a different result depending on if any new students graduating in that given year that have newly registered at the school OR if any of those students withdrew. This is because queries are *dynamic* and the results of the same query will change as student data changes.

To create a Simple Query:

1. Go to a list page, such as the Student Top Tab
2. On the Options menu, click **Query**. The New Query dialogue box appears:
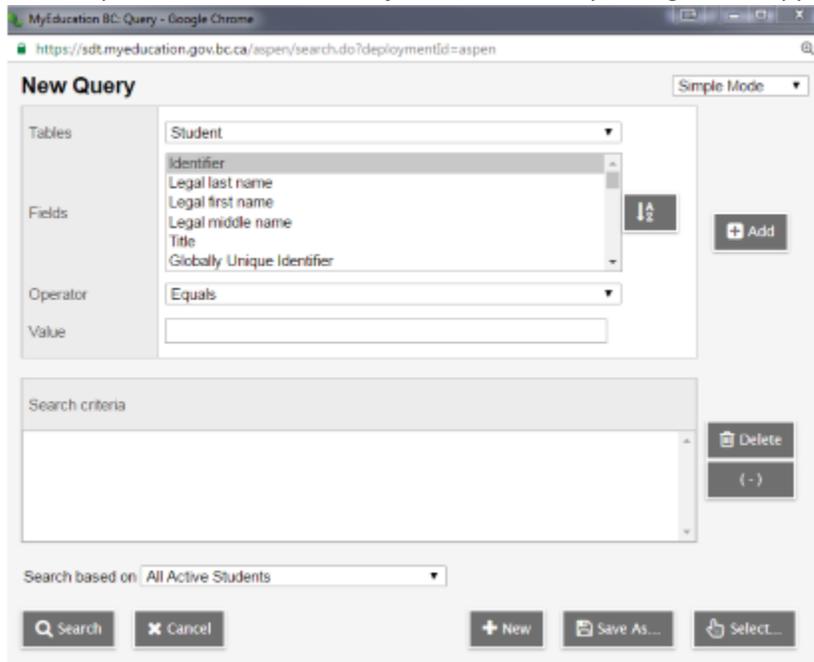
3. Complete the fields:
    a. **Table**: Choose what table you want to search the information in (Student is the default because it is the most common)
    b. **Field**: This is where you select what field(s) you wish to find in the search. Click on the AtoZ sort button for the available fields to sort alphabetically (they are sorted, by default, to the most common fields). In our example you would choose Year of graduation)
    c. **Operator**: Select an operator (in our example, Equals)
    d. **Value**: Select a value (in our example, 2019)
4. Click **Add** to add the criterial to the Search criteria box.
5. To delete the criteria from this search, highlight it and click, **delete**. Or, you can add other criteria, or click **Search** to search for the students who match the criterion you have defined.
6. Search based on: ensure you drop this down to base your search on the appropriate group.

7. You have the option to save this query to use it again by clicking **Save As.** The **Save As** dialogue box appears:
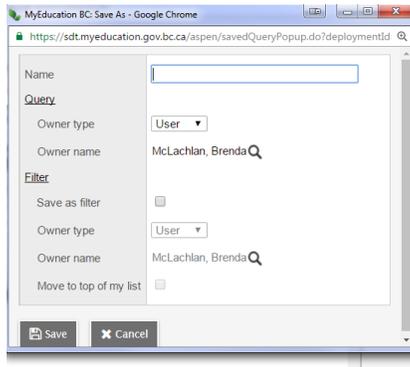
8. Complete the fields as appropriate and if you wish to access your query as a filter, then check the box "Save As Filter."
9. Click **Save.**
10. Click **Search** to execute the query.