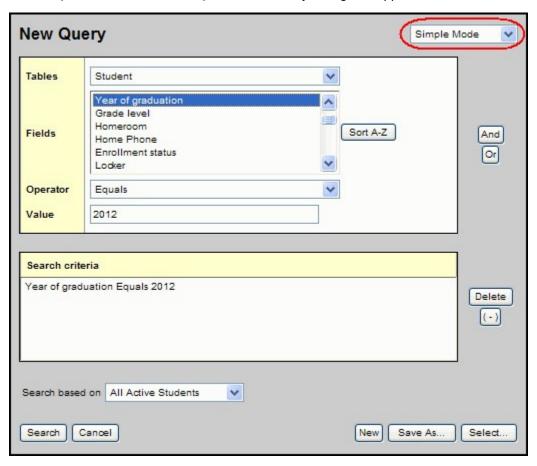# Create Simple Mode Queries

Simple mode queries search for records based on the system's lists of tables, fields, and operators.

For example, create a Simple query to search for all students graduating in 2012 who are in homeroom 100. After you save this query and run it again, it will always return a list of students graduating in 2012 who are in homeroom 100. Saved Simple queries always search for records based on the same criteria.

To create a Simple query:

1. Go to a list page, such as the Student List.
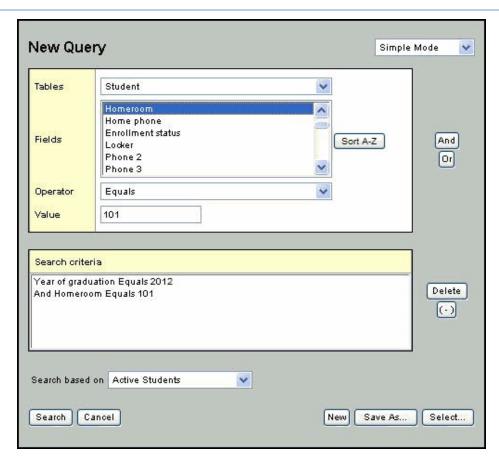2. On the **Options** menu, click **Query.** The New Query dialog box appears:

3. Use the following table to complete the fields:

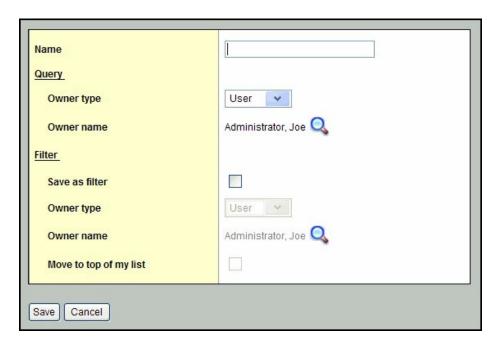| Field	Description
Tables	Select the table you want to search information in. The table you select determines the **Fields** selections. For example, if you select the **Student** table, fields such as **Year of graduation** and **Last name** appear.
Fields	At **Fields**, select the field you want to include in the search criteria. **Note:** Fields within each reference table are listed from most commonly used to least commonly used. To change this order to alphabetical, click the **Alpha Sort** button
Operator	Select an operator. For example, if you are searching for students with a specific year of graduation, select **Year of graduation** in the **Fields** box, and select the **Equals** operator. **Note:** Use the **In** operator to search for multiple values in one query. In the **Value** field, type the values separated by a semicolon and no spaces. For example, to search for all students in homerooms 101 and 102, use **Operator = In**, and **Value = 101;102**
Value	Enter the value you are searching for. For example, **2010.**

4. In the **Tables** field, select the table you want to search information in. The table you select determines the **Fields** selections. For example, if you select the **Student** table, fields such as **Year of graduation** and **Last name** appear.

5. At **Fields**, select the field you want to include in the search criteria.

> **Note:** Fields within each reference table are listed from most commonly used to least commonly used. To change this order to alphabetical, click the **Alpha Sort** button .

6. Click **Add** to add the criteria to the **Search criteria** box.

7. To delete the criteria from this search, highlight it and click **Delete.** Or you can add other criteria, or click **Search** to search for students who match the one criterion you defined.

8. To add other criteria, select the **Table**, **Field**, and **Operator**, and enter the **Value**, if appropriate. Then, click **And** or **Or** to determine if the students should meet the first criteria, the second criteria, or both to be included in the search:

New Query — Simple Mode

Tables: Student

Fields:
- Homeroom
- Home phone
- Enrollment status
- Locker
- Phone 2
- Phone 3

Sort A-Z   And   Or

Operator: Equals

Value: 101

Search criteria:
Year of graduation Equals 2012
And Homeroom Equals 101

Delete   (-)

Search based on: Active Students

Search   Cancel   New   Save As...   Select...

9. At **Search based on,** select the records you want to search on to determine which records are included in this query.

10.. If you want to save this query to use it again or to give other users access to it, click **Save As.** The **Save As** dialog box appears:

Name:

Query
- Owner type: User
- Owner name: Administrator, Joe

Filter
- Save as filter: ☐
- Owner type: User
- Owner name: Administrator, Joe
- Move to top of my list: ☐

Save   Cancel

11. Use the following table to complete the fields:

Field	Description
Name	Type a name for the query.
Query Owner type	Click the drop-down to select one of the following: • **User:** to give a user or yourself access to the query • **School:** to give users at a school access to the query • **Intermediate Organization:** to give all users in an intermediate organization access to the query • **District:** to give all users in the district access to the query
Query Owner name	Click 🔍 to change the owner of the query. The owner can edit a saved query.
Save as filter	Select this checkbox to have this query automatically appear on the **Filter** menu ▽ on this page for all users who are given access to it. If this is selected, the next three fields are accessible.
Filter Owner type	Click this drop-down to select one of the following: • **User:** to give a user or yourself access to the filter • **School:** to give users at a school access to the filter • **Intermediate Organization:** to give all users in an intermediate organization access to the filter • **District:** to give all users in the district access to the filter
Filter Owner name	Click 🔍 to change the owner of the filter. The owner can edit a saved filter.
Move to top of my list	Select this checkbox to have this filter appear first on your **Filter** menu ▽. Including queries on your **Filter** menu allows you to quickly select a group of records when you access a list page. **Notes:** • • If a query is first on your **Filter** menu, it becomes your default filter.

13. Click **Save then click Search**