

Data Surfing With BrioQuery - Exercise 3

PUTTING LIMITS OR CRITERIA ON THE QUERY

In this exercise you will ask for the names of all the hispanic, minority students in the Liberal Arts College.

Tool Objectives - this is what you will learn as you go through the “Cookbook” section that follows.

1. Open a saved query.
2. Put limits (or criteria) on data elements in the table.
3. Use the Ignore button in a limit box when it won't let you out.
4. Use the Remarks function.
5. Insert and process a new query and rename it.

Data Objectives

1. Understand the difference between Ethnic Code and Minority Status Code.
2. Determine data element definitions using the Remarks function.
3. Use a query on a code table to find code definitions that are not in the Remarks.

COOKBOOK

<i>What You Do</i>	<i>Comments/Questions</i>
1. Double click on the Training Query to start Brio.	

2. On the Menu Bar, click File/Open and open the Totstu2.bqy file that you saved, then click the OK button. (If you don't see the Totstu2.bqy file, use the Browse button to find it on your floppy.)		
3. Click on the Results icon in the Sections frame.		Is anything there? _____ By default, when you save a query, the Results are saved with it. What date and time were these results obtained? _____
4. Click on the Query icon in the Section frame.		You should be back in the Query section.
5. Click Process .		The logon box will come up. When a query is saved, it is disconnected from the data source.
6. Enter train1, training, training in the logon box and click OK to logon.		New results will be returned to you in the Results section – notice the more recent time?.
7. Click the Query icon in the Sections frame.		To return to the Query section of Brio.
8. Click <u>once</u> on Ethnic Code in the TDB_STUDENT_CURRENTLY_ENROLLED table to highlight the field.		Don't click on Ethnic Code on the Request Line...click on it IN the table. Watch out, don't click twice on Ethnic Code or a limit box will open. If it does just click Cancel.

9. Right click on the highlighted Ethnic Code field and left click Show Remarks .		The definition of ethnic code will appear. Make sure you scroll down to see the complete definition! A student who is a citizen of another country and is black will have an Ethnic code of B. Ethnic code does not change based on citizenship.
10. Click OK		Remarks will disappear.
11. Click <u>once</u> on Minority Status Code in the TDB_STUDENT_CURRENTLY_ENROLLED table to highlight the field.		
12. Right click on the highlighted Minority Status Code field and left click Show Remarks . Make sure you scroll down to see the whole definition!		<p>What would the Minority Status Code be for a Black <u>foreign</u> student that is a citizen of Kenya (NOT A CITIZEN OF THE US)? _____</p> <p>HINT: What is X?</p> <p>The Minority Status code should be used when doing minority reports. Students who are citizens of other countries are NOT considered minorities in the US.</p> <p>What is the minority status code for hispanic students? _____</p>
13. Click OK .		Remarks will disappear.

14. Double click on the data element, **Minority Status Code** in the TDB_STUDENT_CURRENTLY_ENROLLED table.

The Limit box opens. The parts of the limit box are named below:

The screenshot shows a dialog box titled "Limit: Minority Status Code". It contains the following elements:

- Drop Down Box:** A dropdown menu currently showing "= Equal".
- Checkmark:** A green checkmark icon used to confirm and enter limit values.
- Value Box:** A text input field where limit values are typed.
- Limit Values List:** A list box where the entered value "h" is highlighted.
- Buttons:** "OK", "Cancel", "Ignore", "Help", "Show Values", "Custom Values", "Custom SQL", "Select All", "Remove", and "Advanced".

Callout boxes provide the following descriptions:

- Drop Down Box:** used to choose logical operator for comparison. (i.e. equal, less than, greater than or equal to).
- Checkmark:** used to enter limit values.
- Ignore Button:** use it or Cancel to get out without changing limits.
- Value Box:** used to type limit values. Must click on it before typing. Can enter single values or values separated by commas with no spaces.
- Limit Values List:** is where value appears after clicking on the Checkmark. Only highlighted values are active.

15. Click the **Drop Down Box**

To see all the logical conditions you can use.

16. Click = **Equal**.

On the Drop Down list

17. Click in the **Value Box** then type **h**

You must click in the Value Box to get the text insertion point before you can type a value.

18. Click the green **Checkmark**.

The h will move down to the Limit Values List and be highlighted.

19. Click **OK**.

The limit box closes. Notice the = in front of **Minority Status Code** in the table. This shows there is an equal limit on this data element.

20. Click File and Save AS to save the file on your A: drive with a new name - Hispanic minority.bqy		Before sending the query to the server, it is a good idea to save it so if something goes wrong, you don't have to rebuild it.
21. Click Process .		Notice that the Minority Status Codes of all the records is h – Hispanic. How many records did you get? _____ (should be 23.)
22. Go to the Query Section , on the Menu Bar , click Insert and click New Query .		We are going to add a second query that we can use to look up the meaning of College or Division codes.
23. Click YES when the Auto Logon box opens.		We will use the same connection file to access the TRAINING database.
24. Click on the + sign and open the TRAINING database folder in the Table Catalog frame.		All the tables should be visible.
25. Drag the TDB_CODE_COLLEGE_OR_DIVISION table into the query building workspace.		This is a CODE table not a data table. It contains all the codes for Colleges and their descriptions.
26. Right click on the <u>title</u> (blue or green stripe at top) of the Code table and click Add Selected Items .		This adds all the data elements to the Request Line at once.
27. Click File , then click Save .		Ok to save it with the same name this time.

28. Click Process .		<p>This will show you all the College Codes in our sample database and their descriptions. Note: there are many more college codes in the real STUDENT data.</p> <p>What is the College or Division Code for Liberal Arts? _____</p>
29. Right click on the second Query icon in the Sections frame, left click Rename , and change the name to College Codes and click OK .		<p>You can rename any of your sections by right clicking on them. This is very desirable when you work with multiple queries and results sets in one document.</p>
30. Click on the first Query icon in the Section frame.		<p>You are back at your original query that is bringing back Hispanic students.</p>
31. Place a limit on the College or Division Code in the TDB_CURRENTLY_ENROLLED table to bring back only Liberal Arts students.		<p>Do you remember how? – double click on the College or Division Code in the table, choose the right condition, and enter the code value for Liberal Arts.</p> <p>Note: If you are in a limit box by accident, and it won't let you click cancel, click the Ignore button.</p>
32. Save the query as la hispanic.bqy		

33. Click Process		Can you see that you are getting only Hispanic, Liberal Arts students? _____?
34. If you don't see the Minority Status Code and the College or Division Code in your Results, go back to the query and add them to the Request Line. Process again and save the query again.		Get in the habit of LOOKING at the data so you know that a limit is working! How many records do you have? _____ (should be 16)

ON YOUR OWN

1. Modify the **la hispanic.bqy** query to bring back only Hispanic Liberal Arts students who have a Cumulative GPA of Greater than or equal to 3.0.
2. Save the Query as **la hispanic hi gpa.bqy** and then Process.
3. How many students have GPA's of 3.0 or higher? _____ (Yell out if you don't get 3!)
4. Exit BrioQuery (make sure query is saved first!).
5. Review the objectives covered on your crib sheet. Jot down a short note for each objective to remember how to do each task.