

Actuate One™

One Design
One Server
One User Experience

Working with Actuate Query

Information in this document is subject to change without notice. Examples provided are fictitious. No part of this document may be reproduced or transmitted in any form, or by any means, electronic or mechanical, for any purpose, in whole or in part, without the express written permission of Actuate Corporation.

© 1995 - 2011 by Actuate Corporation. All rights reserved. Printed in the United States of America.

Contains information proprietary to:
Actuate Corporation, 2207 Bridgepointe Parkway, San Mateo, CA 94404

www.actuate.com
www.birt-exchange.com

The software described in this manual is provided by Actuate Corporation under an Actuate License agreement. The software may be used only in accordance with the terms of the agreement. Actuate software products are protected by U.S. and International patents and patents pending. For a current list of patents, please see <http://www.actuate.com/patents>.

Actuate Corporation trademarks and registered trademarks include:
Actuate, ActuateOne, the Actuate logo, BIRT, Collaborative Reporting Architecture, e.Analysis, e.Report, e.Reporting, e.Spreadsheet, Encyclopedia, Interactive Viewing, OnPerformance, Performancesoft, Performancesoft Track, Performancesoft Views, Report Encyclopedia, Reportlet, The people behind BIRT, and XML reports.

Actuate products may contain third-party products or technologies. Third-party trademarks or registered trademarks of their respective owners, companies, or organizations include:

Adobe Systems Incorporated: Flash Player. Apache Software Foundation (www.apache.org): Axis, Axis2, Batik, Batik SVG library, Commons Command Line Interface (CLI), Commons Codec, Derby, Shindig, Struts, Tomcat, Xerces, Xerces2 Java Parser, and Xerces-C++ XML Parser. Bits Per Second, Ltd. and Graphics Server Technologies, L.P.: Graphics Server. Bruno Lowagie and Paulo Soares: iText, licensed under the Mozilla Public License (MPL). Castor (www.castor.org), ExoLab Project (www.exolab.org), and Intalio, Inc. (www.intalio.org): Castor. Codejock Software: Xtreme Toolkit Pro. DataDirect Technologies Corporation: DataDirect JDBC, DataDirect ODBC. Eclipse Foundation, Inc. (www.eclipse.org): Babel, Data Tools Platform (DTP) ODA, Eclipse SDK, Graphics Editor Framework (GEF), Eclipse Modeling Framework (EMF), and Eclipse Web Tools Platform (WTP), licensed under the Eclipse Public License (EPL). Jason Hsueth and Kenton Varda (code.google.com): Protocole Buffer. ImageMagick Studio LLC.: ImageMagick. InfoSoft Global (P) Ltd.: FusionCharts, FusionMaps, FusionWidgets, PowerCharts. Mark Adler and Jean-loup Gailly (www.zlib.net): zlib. Matt Ingenthron, Eric D. Lambert, and Dustin Sallings (code.google.com): Spymemcached, licensed under the MIT OSI License. International Components for Unicode (ICU): ICU library. KL Group, Inc.: XRT Graph, licensed under XRT for Motif Binary License Agreement. LEAD Technologies, Inc.: LEADTOOLS. Microsoft Corporation (Microsoft Developer Network): CompoundDocument Library. Mozilla: Mozilla XML Parser, licensed under the Mozilla Public License (MPL). MySQL Americas, Inc.: MySQL Connector. Netscape Communications Corporation, Inc.: Rhino, licensed under the Netscape Public License (NPL). Oracle Corporation: Berkeley DB. PostgreSQL Global Development Group: pgAdmin, PostgreSQL, PostgreSQL JDBC driver. Rogue Wave Software, Inc.: Rogue Wave Library SourcePro Core, tools.h++. Sam Stephenson (prototype.conio.net): prototype.js, licensed under the MIT license. Sencha Inc.: Ext JS. Sun Microsystems, Inc.: JAXB, JDK, Jstl. ThimbleWare, Inc.: JMemcached, licensed under the Apache Public License (APL). World Wide Web Consortium (W3C)(MIT, ERCIM, Keio): Flute, JTIty, Simple API for CSS. XFree86 Project, Inc.: (www.xfree86.org): xvfb.

All other brand or product names are trademarks or registered trademarks of their respective owners, companies, or organizations.

Document No. 110303-2-530331 March 2, 2011

Contents

About Working with Actuate Query	iii
Working with a query for an information object	1
About information objects	2
About creating a query for an information object	2
About including database columns in the query for an information object	3
About grouping query data for an information object	3
About summarizing query data for an information object	5
About sorting query data for an information object	6
About specifying values for filters for an information object	6
About specifying a query output format for an information object	6
About saving a query for an information object	7
Creating a query for an information object	7
Specifying values for filters for an information object	13
Specifying values for predefined filters for an information object	13
Specifying values for custom filters for an information object	14
Using NULL and IS NOT NULL for a custom filter for an information object	15
Using the IN operator for a custom filter for an information object	15
Modifying, running, and scheduling a query for an information object	16
Index	21

A b o u t W o r k i n g w i t h A c t u a t e Q u e r y

Working with Actuate Query provides information about Actuate Query option and how to use it to create a query for an Actuate information object. This book also describes how to modify, run, and schedule a query for an Actuate information object.

Working with a query for an information object

This chapter contains the following topics:

- About information objects
- About creating a query for an information object
- Creating a query for an information object
- Specifying values for filters for an information object
- Modifying, running, and scheduling a query for an information object

About information objects

The Actuate Query Option supports creating a query using an information object and making the query available to other users. An information object contains a database connection and a SQL query. An information object does not, however, contain page layouts, controls, or formatting. For example, the information object example in this chapter contains the following SQL query:

```
SELECT customers.custID, customers.contact_last,
       customers.contact_first, customers.customName, customers.phone,
       customers.address, customers.city, customers.state,
       customers.postalcode, customers.creditrank,
       customers.purchaseFrequency, customers.purchaseVolume,
       customers.repID, orders.orderID, orders.forecastOrderDate,
       orders.shipByDate, orders.forecastShipDate, orders.status,
       orders.issue, orders.askByDate, orders.custID, orders.category,
       items.itemcode, items.description, items.pricequote,
       items.quantity, items.category, items.orderID, (
       items.pricequote*items.quantity ) As ExtendedPrice
FROM customers, orders, items
WHERE customers.custID = orders.custID AND orders.orderID =
       items.orderID
```

About creating a query for an information object

To create a query, complete the following tasks:

- Locate the information object that you want to use to create the query in the Encyclopedia volume. For more information about accessing an Encyclopedia volume, see *Using Information Console*.
You must have read privilege on the information object. For more information about privileges, see *Using Information Console*.
- Using the information object and Actuate Query Wizard, create and save the query.
- Run the query and examine the output.
- If the query generates the required output, grant read and execute privileges on the saved query to the appropriate users and security roles.
If the query does not generate the required output, modify the query as necessary and run it again.

The topics that follow in this section provide an overview of each of the Actuate Query Wizard options.

About including database columns in the query for an information object

Depending on how a report developer specifies database column names, you can include database columns by choosing from display names, column names, or data row variable names. If a report developer associates descriptive display names with database columns, the Actuate Query Wizard displays the descriptive names. If a report developer does not set the display names, the Actuate Query Wizard displays the column names as they appear in the database. The Actuate Query Wizard displays data row variable names instead of column names when no other information is available.

About grouping query data for an information object

You can organize query output data in one or more groups, such as grouping sales orders by customer or sales representative. Using more than one group creates a hierarchy of group levels. For example, you can organize a list of items that are sold using a customer group level and an order ID group level, as shown in Figure 1-1.

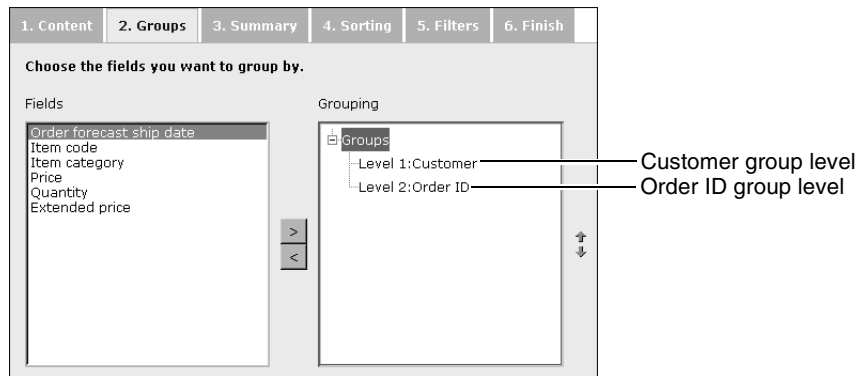


Figure 1-1 Grouping query data

When you run the query, the query output displays order ID groups in each customer group, as shown in Figure 1-2.

You can also add another column to a group heading. That column's value appears in the group heading in Actuate Query output. For example, you can add the customer address column. When you add a column to a group heading, Actuate Query Wizard appears as shown in Figure 1-3.

When you run the query, the query output displays both the group level and the additional column's value in the group heading. For example, the customer and the customer address column values appear in the customer group heading, as shown in Figure 1-4.

Customer: Signal MicroSystems				
Order ID: 1345				
Item code	Item	Price	Quantity	Extended price
MRL0840	Dynamic	30	800	24000
MS0890	Static Ram	82	798	65436
MS0410	Static Ram	10	789	7890
MS0880	Static Ram	52	795	41340
MRL0810	Dynamic	22	794	17468
MRL0480	Dynamic	18	802	14436
MR2240	Dynamic	31	804	24924
MR1690	Dynamic	39	797	31083
MRO880	Dynamic	21	799	16779
MPL1832	Controller	610	806	491660
MSL0490	Static Ram	55	785	43175
MSL3240	Static Ram	152	784	119168
Order ID: 1715				
Item code	Item	Price	Quantity	Extended price
MS0480	Static Ram	22	6203	136466
MP2032	Processor	310	27	8370

Figure 1-2 Query output displays order ID groups in each customer group

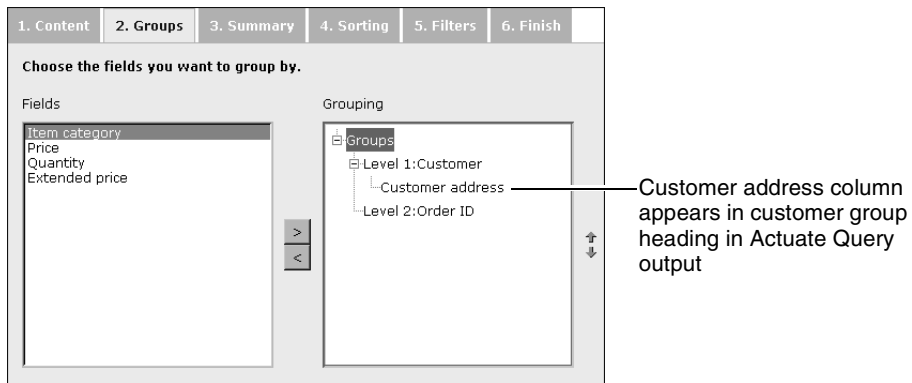


Figure 1-3 Adding a column name to a group heading

Customer: Signal MicroSystems		11328 Douglas Av.		
Order ID: 1345				
Item	Price	Quantity	Extended price	
Dynamic	30	800	24000	
Static Ram	82	798	65436	

Figure 1-4 Displaying a column name in a group heading

If you add a column to a group heading, ensure that a one-to-one relationship exists between the group level and the column you add. For the example in Figure 1-4, only one customer address appears in the data source for each customer.

If you add a column for which Actuate Query retrieves multiple values from a data source, the group heading displays only one of those values. The other column values that the query retrieves determine what data appears in the detail rows of the Actuate Query output. For example, if Actuate Query retrieves more than one customer address from the data source, only one of those addresses

appears in the customer group heading. The detail rows of the Actuate Query output, however, display the retrieved data from all of this customer's addresses.

If you select Do not show detail rows, query output displays the group heading for each group level and includes only the summary rows, as shown in Figure 1-5.

Customer:	Signal MicroSystems	11328 Douglas Av.	
Extended price			
Order ID:	1345	Sum:	897359
Order ID:	1715	Sum:	144836
Customer:	Signal MicroSystems	Sum:	1042195
Overall:		Sum:	1042195

Figure 1-5 Displaying the group heading for each group level

About summarizing query data for an information object

You can summarize numerical query output data. The summary can appear as a sum, an average, or a minimum or maximum value. The summary value appears at the end of each group of data, as shown in Figure 1-6.

Customer: Signal MicroSystems				
Order ID: 1345				
Item code	Item	Price	Quantity	Extended price
MRL0840	Dynamic	30	800	24000
MS0890	Static Ram	82	798	65436
MS0410	Static Ram	10	789	7890
MS0880	Static Ram	52	795	41340
MRL0810	Dynamic	22	794	17468
MRL0480	Dynamic	18	802	14436
MR3240	Dynamic	31	804	24924
MR1690	Dynamic	39	797	31083
MRO880	Dynamic	21	799	16779
MPL1632	Controller	610	806	491660
MSL0490	Static Ram	55	785	43175
MSL3240	Static Ram	152	784	119168
Order ID:	1345		Sum:	897359
Order ID: 1715				
Item code	Item	Price	Quantity	Extended price
MS0480	Static Ram	22	6203	136466
MP2032	Processor	310	27	8370
Order ID:	1715		Sum:	144836
Customer:	Signal MicroSystems		Sum:	1042195

Figure 1-6 Summarizing query data

You can display group headings and summary information for each group and hide the detail rows in the query output, as shown in Figure 1-7.

<i>Order IDs in Customer Groups</i>				
Customer: Signal MicroSystems				
Item code	Item	Price	Quantity	Extended price
Order ID:	1345		Sum:	897359
Order ID:	1715		Sum:	144836
Customer:	Signal MicroSystems		Sum:	1042195
Overall:			Sum:	1042195

Figure 1-7 Hiding the detail rows in the query output

About sorting query data for an information object

You can sort query output data alphabetically, numerically, or by reversing the order in which the data appears in the data source. If you do not sort data, the data appears in the order in which it appears in the data source.

You can suppress the appearance of duplicate detail rows in Actuate Query output if you select Skip duplicate rows on Actuate Query Wizard—Content. If you sort column data that does not appear in the query output, duplicate data rows can appear in the query output. For example, if you sort the column, offices.state, and do not display the offices.state column data in the query output, the query output can display duplicate detail rows. If the query output displays duplicate detail rows, change the sorting options to ensure that all data source columns to which you apply sorting appear in the query output.

About specifying values for filters for an information object

You can specify values for predefined and custom filters.

About specifying a query output format for an information object

You can specify the following query output formats:

- Browser (DHTML) presents the query output in a web page when you run the query. From the DHTML Viewer toolbar, you can access other formats, such as Microsoft Excel, PDF, Microsoft PowerPoint, and RTF.
- Excel presents the query output in an Excel spreadsheet when you run the query. The run fails if the result set is too large to fit in the Excel document. The report retains basic data types for analysis in Excel. The output also includes column headings. This Excel output format option displays only data and not groups or summary values. You can display groups and summary information in Excel format by exporting the query output from the DHTML Viewer to Excel.
- PDF presents the query output as a PDF file when you run the query.
- e.Analysis presents the query output in Actuate e.Analysis if the Actuate e.Analysis Option is enabled for the BIRT iServer System. You can then analyze this data. You receive an error message if e.Analysis is not available. The run fails if multiple columns in the query have the same display name. For more information about Actuate e.Analysis, see *Using e.Analysis*.

About saving a query for an information object

You can save a query to support reusing it. Information Console saves the query as an Actuate Query Definition (.dov) file. A saved DOV uses the latest version of the information object when you run the DOV. You can also create multiple versions of a query in an Encyclopedia volume. If you modify an existing DOV file or create a new version of a DOV file, the DOV saves the properties, such as privileges and scheduling information, from the original DOV as the default behavior.

Creating a query for an information object

Use Actuate Query Wizard to create a query for an information object.

How to create a query for an information object

1 In an Encyclopedia volume, choose an information object. You can identify an information object in the following ways:

- In Information Console, an information object appears in Information Objects You Can Query.
- In Management Console, Actuate Information Object appears in Type for an information object.

2 On Actuate Query—Content, set up report content:

1 Select the columns to include in the query:



- To add specific columns to the query, select the columns in Available Columns then choose the right arrow.



- To add all available columns to Selected Columns, choose the double right arrow.



- To remove a column from Selected Columns, select the column then choose the left arrow.



- To remove all columns from Selected Columns, choose the double left arrow.

The columns you add to the query appear in Selected Columns, as shown in Figure 1-8.

The order of the selected columns is the order in which the columns appear in the query output.



2 To change the order of items in Selected Columns, select an item and choose the up arrow or the down arrow.

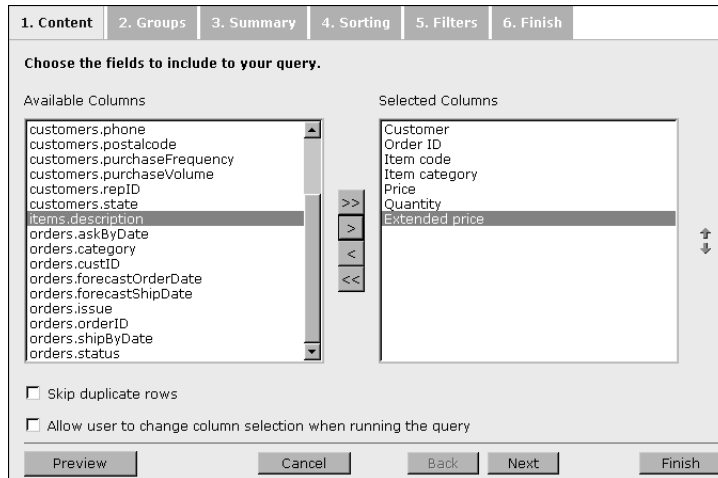


Figure 1-8 Columns you add to the query appear in Selected Columns

- 3 To prevent duplicate detail data rows from appearing in the query output, select Skip duplicate rows.
- 4 To support changing column selection or order when a user runs the query, select Allow user to change column selection when running the query.

To continue with the query setup, choose Next.

3 On Actuate Query—Groups, set up grouping:

1 Choose the columns by which to group data:



- To add a column, select the column in Fields then choose the right arrow.



- To remove a column from Grouping, select the column then choose the left arrow.



- To nest a group within a group, select a column in Fields and a column in Grouping, then choose the right arrow.

In Figure 1-9, Grouping displays how to group data using an Order ID group level in each Customer group level.

- 2 To hide the detail rows in the query output, select Do not show detail rows.
- 3 To support changing the grouping when a user runs the query, select Allow user to change grouping when running the query.

To continue with the query setup, choose Next.

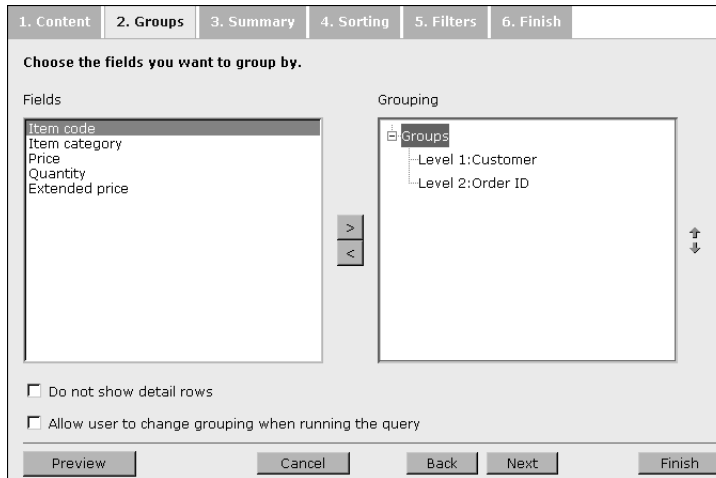


Figure 1-9 Grouping displays how to group data

- 4 On Actuate Query—Summary, set up summary information for the report:
 - 1 Choose the summaries to include in your report, as shown in Figure 1-10.

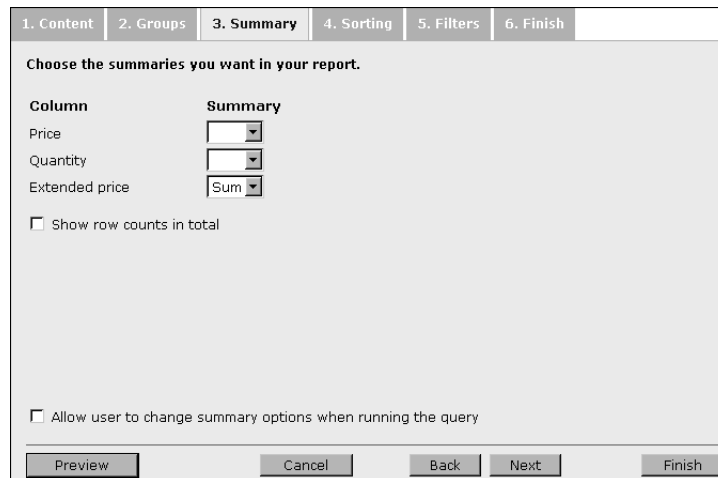


Figure 1-10 Choosing the summaries to include in your report

- 2 To display row counts in the totals, select Show row counts in total.
A row count is the number of data rows from the data source that the query uses to calculate a summary value.
 - 3 To support changing the summary options when a user runs the query, select Allow user to change summary options when running the query.
- To continue with the query setup, choose Next.

- 5 On Actuate Query—Sorting, specify the sort order for a query’s output:
 - 1 In Groups, specify the sort order for groups.
 - 2 In Detail, specify the sort order for detail rows:
 - Select a field from the drop-down list.
 - After you select a field on which to sort, choose Ascending or Descending from the drop-down list. An additional set of sort fields appears.
 - To specify an additional column on which to sort, use a new sort field, as shown in Figure 1-11.

Figure 1-11 Specifying the sort order

- 3 To support changing the sort order when a user runs the query, select Allow user to change sort order when running the query.

To continue with the query setup, choose Next.

- 6 On Actuate Query—Filters, specify default values for predefined and custom filters:

- 1 In Predefined Filters (Parameters), specify default values for predefined filters.

For an ad hoc parameter, you can type a single value or create a QBE expression. To create a QBE expression:



- 1 Choose the QBE expression builder icon to the right of the field. The expression builder appears, as shown in Figure 1-12.

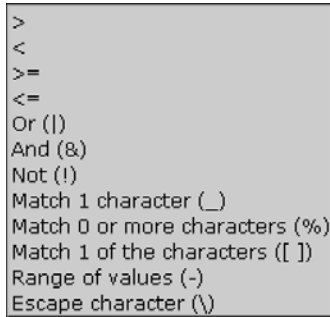


Figure 1-12 Expression builder

- 2 Create a QBE expression. For information about QBE syntax, see *Using Information Console*.
 - 3 To support changing the value of a predefined filter when a user runs the query, select the check box at the right of the field. If you do not select the check box, the query uses the default value.
- 2 In Custom Filters, set up the custom filters:
- Choose a column name from the drop-down list and specify an operator and an operand, if necessary. You can create multiple filters for each column.
 - To support changing the value of a custom filter when a user runs the query, select the check box at the right of the field, as shown in Figure 1-13. If you do not select the check box, the query uses the default value.

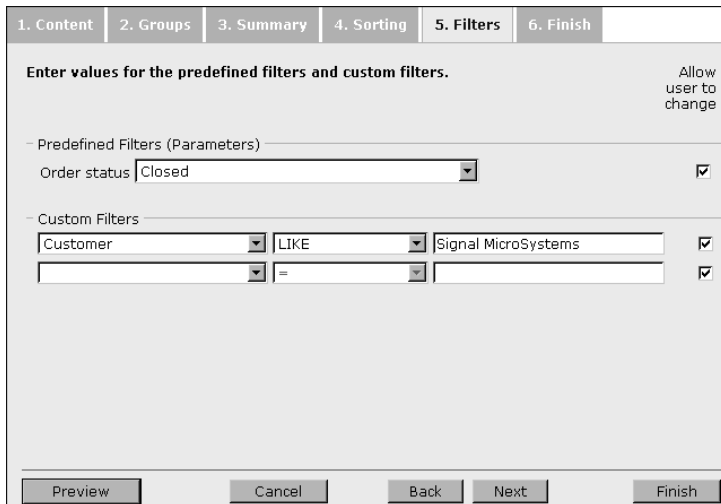


Figure 1-13 Setting up custom filters

To complete the query setup, choose Finish.

- 7 On Actuate Query—Finish, as shown in Figure 1-14, complete the following settings:
 - In Page header, type an appropriate heading for the query. The page header appears on every page of the finished report.
 - Select an output format for the query result.
 - To support changing the output format selection when a user runs the query, select Allow user to change output format when running the query.
 - To save the query, complete the following tasks in this order:
 - In Query name, type an appropriate name for the query.
 - In Location, choose Browse to navigate to the appropriate folder in the Encyclopedia volume. Choose OK.
 - In Description, type an appropriate description.
 - Choose Save Query. If the query already exists, you can replace the existing query.

1. Content 2. Groups 3. Summary 4. Sorting 5. Filters 6. Finish

Finish your query, choose output format and save the query (optional).

Page header:

Output format: Browser (DHTML)
 Excel
 PDF
 e.Analysis

Allow user to change output format when running the query

Query name:

Location:

Description:

Figure 1-14 Specifying options on Actuate Query—Finish

- 8 To run the query, choose Run. The query output appears in a new window, as shown in Figure 1-15.

How to display groups and summary information in query output in Excel format

If you specify groups on Actuate Query Wizard—Groups and summary values on Actuate Query Wizard—Summary, complete the following procedure to display the groups and summary values in query output:

- 1 In Output format on Actuate Query Wizard—Finish, select Browser (DHTML). Choose Run. The query output appears in the web browser.
- 2 To export the data from the query output in the DHTML Viewer to Microsoft Excel, retaining groups and summary values, choose Download.
- 3 In Export Report on Download, select Excel Data or Excel Display. Choose View Report or Save Report. The exported query output data retains the groups and summary values.

<i>Order IDs in Customer groups</i>				
Customer: Signal MicroSystems				
Order ID: 1345				
Item code	Item	Price	Quantity	Extended price
MPL1632	Controller	610	806	491660
MRO880	Dynamic	21	799	16779
MR1690	Dynamic	39	797	31083
MR3240	Dynamic	31	804	24924
MRL0480	Dynamic	18	802	14436
MRL0810	Dynamic	22	794	17468
MRL0840	Dynamic	30	800	24000
MS0410	Static Ram	10	789	7890
MS0880	Static Ram	52	795	41340
MS0890	Static Ram	82	798	65436
MSL0490	Static Ram	55	785	43175
MSL3240	Static Ram	152	784	119188
Order ID: 1345			Sum:	897359
Count:		12		
Order ID: 1715				
Item code	Item	Price	Quantity	Extended price
MP2032	Processor	310	27	8370
MS0480	Static Ram	22	6203	136466
Order ID: 1715			Sum:	144836
Count:		2		
Customer: Signal MicroSystems			Sum:	1042195
Count:		14		

Figure 1-15 Displaying query output

Specifying values for filters for an information object

You can specify values for predefined and custom filters for an information object.

Specifying values for predefined filters for an information object

A report developer defines predefined filters. A predefined filter can use a single value or a QBE expression. For more information about QBE expressions, see *Using Information Console*.

Specifying values for custom filters for an information object

For a custom filter, you can specify a database column, an operator, and an operand using QBE syntax. The following operators are available:

- =
- <
- <=
- >
- >=
- <> (Not equal)
- LIKE
- NOT LIKE
- IS NULL
- IS NOT NULL
- IN

Table 1-1 shows the resulting SQL when the database column is Customer and the operand is ABB Kent.

Table 1-1 SQL examples

Operator	SQL
=	Customer = 'ABB Kent'
<	Customer < 'ABB Kent'
<=	Customer <= 'ABB Kent'
>	Customer > 'ABB Kent'
>=	Customer >= 'ABB Kent'
<>	Customer <> 'ABB Kent'
LIKE	Customer LIKE 'ABB Kent%'
NOT LIKE	Customer NOT LIKE 'ABB Kent%'
IN	Customer LIKE 'ABB Kent%'

For more information about QBE expressions, see *Using Information Console*.

Using NULL and IS NOT NULL for a custom filter for an information object

The operators IS NULL and IS NOT NULL are available. Table 1-2 shows the resulting SQL when you use the IS NULL and IS NOT NULL operators with the Customer database column.

Table 1-2 SQL examples using IS NULL and IS NOT NULL operators

Operator	SQL
IS NULL	Customer IS NULL
IS NOT NULL	Customer IS NOT NULL

Table 1-3 lists additional examples of custom filter operators, operands, and the SQL statements that Information Console uses.

Table 1-3 Examples of custom filter operators, operands, and SQL statements

Operator	Operand	SQL
=	Null	= 'Null'
<>	Null	<> 'Null'
LIKE	\Null	LIKE 'Null%'
LIKE	Null%	LIKE 'Null%'
LIKE	Null	IS NULL
NOT LIKE	\Null	NOT LIKE 'Null%'
NOT LIKE	Null	IS NOT NULL

Using the IN operator for a custom filter for an information object

Using the IN operator, you specify an operand using QBE syntax. You can use the IN operator with a column of any data type. Table 1-4 lists examples of operands for the IN operator and the SQL statements that Information Console uses.

Table 1-4 SQL examples using the IN operator for a custom filter

Operator	Operand	SQL
IN	6 21	Column = 6 OR Column = 21
IN	1 3-5	Column = 1 OR Column BETWEEN 3 AND 5
IN	CA CT NV	Column LIKE 'CA%' OR Column LIKE 'CT%' OR Column LIKE 'NV%'

(continues)

Table 1-4 SQL examples using the IN operator for a custom filter (continued)

Operator	Operand	SQL
IN	'CA' 'CT' 'NV'	Column = 'CA' OR Column = 'CT' OR Column = 'NV'

For Actuate Query, BIRT iServer implements custom filters using QBE syntax. BIRT iServer does not distinguish between the following QBE expressions:

```
CustomerID = 6  
CustomerID IN 6
```

BIRT iServer returns = 6 to the client application no matter how a user specified and saved the custom filter.

In Actuate Query custom filters, the following limitations apply to the IN operator:

- The IN operator does not support using operators in a list of values, for example:
`!50 | >100 | <50 | null | (1&2)`
- Actuate Query does not support NOT IN. To specify such a filter condition, define multiple custom filters on the same column using the inequality operator, <>, for example:

```
CustomerState <> 'CA'  
CustomerState <> 'NY'
```

For more information about QBE expressions, see *Using Information Console*.

Modifying, running, and scheduling a query for an information object

You can make a query for an information object available to other users by granting read and execute privileges on the Actuate Query Definition (.dov) file to the appropriate users and security roles. Users with those privileges can:

- Modify the query.
- Run the query.
- Schedule the query to run at a later time.

How to modify a query for an information object

- 1 Complete one of the following tasks:

- In Information Console on Documents in Queries, choose Edit for the query to modify.



- In Management Console, choose the icon to the left of an Actuate Query Definition. Choose Edit Query.

Actuate Query Wizard appears, displaying the current settings for the query.

- 2 Modify the settings in Content, Groups, Summary, Sorting, Filters, and Finish as necessary.

How to run a query for an information object

- 1 Complete one of the following tasks:

- In Information Console on Documents in Queries, choose the query to run.



- In Management Console, choose the icon to the left of an Actuate Query Definition. Choose Run Query.

Actuate Query Wizard appears, displaying the current settings for the query. The options available depend on the settings that the query developer specifies.

- 2 Modify the settings as necessary.

- 3 Choose Finish. Actuate Query—Finish appears, as shown in Figure 1-16.

Figure 1-16 Actuate Query—Finish

- 4 Complete the following tasks:

- 1 To save the output document, select Save the output document in the volume and specify a document name, version name, output location, and whether to create a new version of the file or replace the latest version.

Information Console saves the output document as an Actuate Query Output file.

- 2 Choose Run to run the query and view the query output.

How to schedule a query for an information object

- 1 Complete one of the following tasks:



- In Information Console on Documents in Queries, choose the clock icon for the query to schedule.



- In Management Console, choose the icon to the left of an Actuate Query Definition. Choose Schedule Query.

Actuate Query Wizard appears, displaying the current settings for the query. The options available depend on the settings that the query developer specifies.

- 2 Modify the settings as necessary. Choose Schedule. appears, as shown in Figure 1-17.
- 3 On Actuate Query—Schedule, in Job Name, type a job name, then select one of the following scheduling options and specify its settings:
 - Right now, as shown in Figure 1-17, schedules the query to run immediately.

The screenshot shows a wizard window with tabs for 1. Content, 2. Groups, 3. Summary, 4. Sorting, 5. Filters, 6. Schedule (selected), and 7. Finish. The main area contains the text "Specify the schedule for when you want the query to run." Below this is a "Job Name:" field with the text "OrderID_by_Customer" and an asterisk. Underneath is the "Scheduling Options:" section with three radio buttons: "Right now" (selected), "Once", and "Recurring". At the bottom are four buttons: "Cancel", "Back", "Next", and "Finish".

Figure 1-17 Actuate Query—Schedule shows the Right now option

- Once, as shown in Figure 1-18, schedules a date and time at which to run the query. If you select Once, specify the date and time at which to run the query.

The screenshot shows a close-up of the "Scheduling Options:" section. The "Once" radio button is selected. Below the radio buttons is a date field containing "4/4/2007", a calendar icon, a time field containing "3:56 PM", and a label "(M/d/yyyy) at (h:mm a)".

Figure 1-18 Actuate Query—Schedule shows the Once option

- Recurring, as shown in Figure 1-19, schedules the query to run regularly at a specified interval. If you select Recurring, specify the recurrence interval, the time at which to run the query, and the start and end dates to use.

Figure 1-19 Actuate Query—Schedule shows the Recurring option

Choose Next.

- 4 On Actuate Query—Finish, as shown in Figure 1-20, complete the following settings:
 - Specify a document name, version name, output location, and whether to create a new version of the file or replace the latest version. Information Console saves the output document as an Actuate Query Output file.
 - In Notification:
 - To receive an e-mail notification when the job completes, select Send me an e-mail notification.
 - To attach an output document to the e-mail, select a format for the attachment from the drop-down list. The available formats are PDF, Excel, PowerPoint, RTF, and Fully editable RTF.

Figure 1-20 Actuate Query—Finish

- 5 To submit the job, choose Submit.

Index

Symbols

< operator 14
< > operator 14
<= operator 14
= operator 14
> operator 14
>= operator 14

A

adding
 page headers 12
analyzing data 6
attachments 19

B

Browser (DHTML) option 6

C

changing
 output formats 12
 queries 16
 sort order 10
clock icon 18
column headings 3
columns
 adding to queries 7
 filtering data in 11
 reordering 7
 sorting on 10
connections 2
Content page (Query Wizard) 7
counting data rows 9
creating
 queries 2, 7
customizing
 filters 11, 14

D

data
 analyzing 6
 summarizing 5, 9

data filters
 changing values for 11
 customizing 11, 14
 specifying values for 6, 10, 13
data object executable files 2
data object instances 18, 19
data types 6
default values 11
DHTML reports
 viewing query output in 6
display names 3

E

e.Analysis 6
e-mail 19
equals operator 14
Excel spreadsheets
 generating 6
executable files 2
executing jobs 18
executing queries 12, 17
expression builder 10

F

field names 3
fields
 adding to queries 7
 filtering data in 11
 reordering 7
 sorting on 10
filters
 changing values for 11
 customizing 11, 14
 specifying values for 6, 10, 13
Filters page (Query Wizard) 10
Finish page (Query Wizard) 12
formats
 setting query output 12

G

greater than operator 14
greater than or equal to operator 14

Groups page (Query Wizard) 8

H

headers 12

I

IN operator 15

Information Console 7, 17, 18

IS NOT NULL operator 15

IS NULL operator 15

J

jobs 18

L

less than operator 14

less than or equal to operator 14

LIKE operator 14

M

Management Console 7, 17, 18

N

naming queries 12

NOT LIKE operator 14

notifications 19

O

operands 11

operators

adding to query statements 11, 14

output formats 12

P

page headers 12

PDF files

writing query output to 6

predefined filters 11, 13

privileges 16

Q

QBE expression builder 10

QBE expressions 10

queries

building from executable files 2

changing 16

creating 2, 7

filtering data with 6, 10, 11, 13

grouping data in 8

naming 12

overview 16

running 12, 17, 18

saving 12

setting schedules for 18–19

sorting with 10

specifying output formats for 12

query operators 11, 14

Query Wizard 7, 17

R

result sets 6

rows

counting 9

running queries 12, 17, 18

S

saving

queries 12

Schedule page 18

schedules

creating 18

setting query 18–19

scheduling jobs 18

sending e-mail 19

Show row counts option 9

sort fields 10

sort order 10

Sorting page (Query Wizard) 10

spreadsheets

generating 6

SQL statements

adding columns to 7

adding data filters to 6, 13

changing predefined filters in 11

creating multiple filters in 11

editing 17

removing columns from 7, 8

specifying sort order in 10

submitting jobs 19

summarizing data 5, 9
Summary page (Query Wizard) 9

T

totals 9

W

web pages
writing query output to 6

