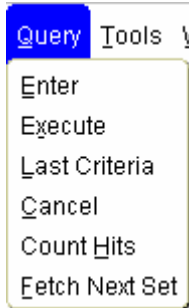


Querying

Query menu The **Query** pull-down menu contains the various options used for performing queries.



Option	Purpose
Enter	Puts the form into Query mode so you can enter search criteria to see information already in the database.
Execute	Searches the database and displays records that match your search criteria.
Last Criteria	Enters the criteria from your last search (enabled only when you are in Query mode).
Cancel	Cancels the Query and takes the form out of Query mode.
Count Hits	Counts the number of records that match the search criteria and displays that number on the Auto Hint line.
Fetch Next Set	If more records meet the search criteria that fit in the window, clicking this option replaces the current set of displayed records with the next set.

Query icons You can use these toolbar icons to perform queries.

Enter Query



Execute Query



Cancel Query



Query keyboard shortcuts You can use these keyboard shortcuts to perform queries.

Function	Command
Enter Query	F7
Execute Query	F8
Cancel Query	Ctrl + Q

Continued on the next page

Querying, Continued

Wildcards

You can use these wildcards with queries:

- % (percent sign) represents any number of characters
- _ (underscore) represents one occurrence of a character

Procedure

Follow these steps to perform a query.

Step	Action
1	Access the SCT Banner form from which you want to perform a query.
2	Perform an Enter Query function to put the form in query mode.
3	Enter the data you wish to find, using wildcards if appropriate.
4	Perform an Execute Query function to find search results.
