

# Query Studio Planning Sheet

Before building a report in Query Studio, consider using the following steps to plan your approach.

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1. Write down your query in the form of a question:

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2. Access the appropriate Data Element Guide from the Query Studio toolkit.

<http://tinyurl.com/qs-toolkit>

3. Identify the Package that contains the data you need: \_\_\_\_\_

A data package combines data from related tables and is the highest organization of information in the Data Warehouse. You can only work in one data package at a time. Click a data package link to begin working in that package.

4. Identify the Query Subject(s) you will work with from the package listed above.

Query Subject 1:	Query Subject 5:
Query Subject 2:	Query Subject 6:
Query Subject 3:	Query Subject 7:
Query Subject 4:	Query Subject 8:

5. Identify the Query Item(s) you will work with from each of the tables listed above.

Query Item 1:	Query Item 5:
Query Item 2:	Query Item 6:
Query Item 3:	Query Item 7:
Query Item 4:	Query Item 8:

6. Identify any criteria that must be entered in the query. When listing the criteria be sure to write down the table and field where it will be applied.

Criteria 1:	Criteria 5:
Criteria 2:	Criteria 6:
Criteria 3:	Criteria 7:
Criteria 4:	Criteria 8:

## Query Studio Policy

Querying at the University of Florida is both a privilege and a responsibility. As standard reports are enhanced, it is expected the need for querying the data warehouse for general business information will be reduced. Ad-hoc querying should not replace the use of standard reports nor should become a standard business practice. Data packages may change in structure as enhancements are made to prompted and delivered reports as they support campus-wide use, and this may affect the ad-hoc queries you build.

### You should consider:

1. What business question(s) do you want to answer?
2. What type of report will most effectively address these questions?
3. Who is the target audience?
4. What data items and calculations do you require in the report to answer your business questions?

### Query Studio Suggestions

1. Search Enterprise reporting for delivered reports before creating a query in Query Studio
2. Save the query with "Preview No Data" selected
3. Use the query items in the order they appear in the list, as much as possible
4. When you save a report in Query Studio, you are actually saving the report specification: a set of instructions for extracting and formatting a particular set of data
5. Once created Query Studio reports can be saved for repeated use

### Query Studio Shared Folder Guidelines

A "Query Studio Users" folder is available in the Shared Folders area of Enterprise Learning. Access to this folder is available only to Query Studio users.

Begin by creating the query and saving it in your own folder. Once you've refined it and are ready to share, save it to the Shared Folder using the guidelines below.

To share a query, save the query to the appropriate folder at Public Folders > Shared Folder > Query Studio Users. The folders under Query Studio User are identical to the Packages available.

In the description enter the following information, in order, separated by semi colons:

1. Creation/Modification Date (yyyy-mm-dd)
2. Authors First Name, Last Name
3. Author's Department ID
4. Authors Email Address
5. Query Run Time
6. Query Purpose
7. Query Prompts

**For example,** I've created a query called "Enter Security Role, Get Name, Dept, and Contact Info"  
The Description looks like this:  
2006-05-20; Karen Navitsky; 62010700; navitsky@ufl.edu; 2 Seconds; Retrieve contact information for individuals with a specific security role; Prompted for security role.

**Support:** For assistance, contact Reporting Services at [reporting-services@ufl.edu](mailto:reporting-services@ufl.edu).  
Or contact other Query Studio users at [ER-QUERY@LISTS.UFL.EDU](mailto:ER-QUERY@LISTS.UFL.EDU).