# The Power is in Their Hands:
## Facilitating Data Usage Throughout the University

Presented by: Dr. Susan Moreno, Carmen Allen and Vyas Krishnamurthy
University of Houston, Office of Institutional Research

Southern Association for Institutional Research (SAIR)
Charlotte, North Carolina
October 11, 2016

**Welcome to the Powerhouse.**  ➤  UNIVERSITY of **HOUSTON**

# Outline

- Introductions
- What are Reporting Tables?
- Reporting Tables Schema
- Description of Tables
- Query Training Overview
- Demonstration

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

# University of Houston



- 43,774 students
- 14 colleges
- 110 bachelors, 119 masters, 47 doctoral, and 3 professional programs
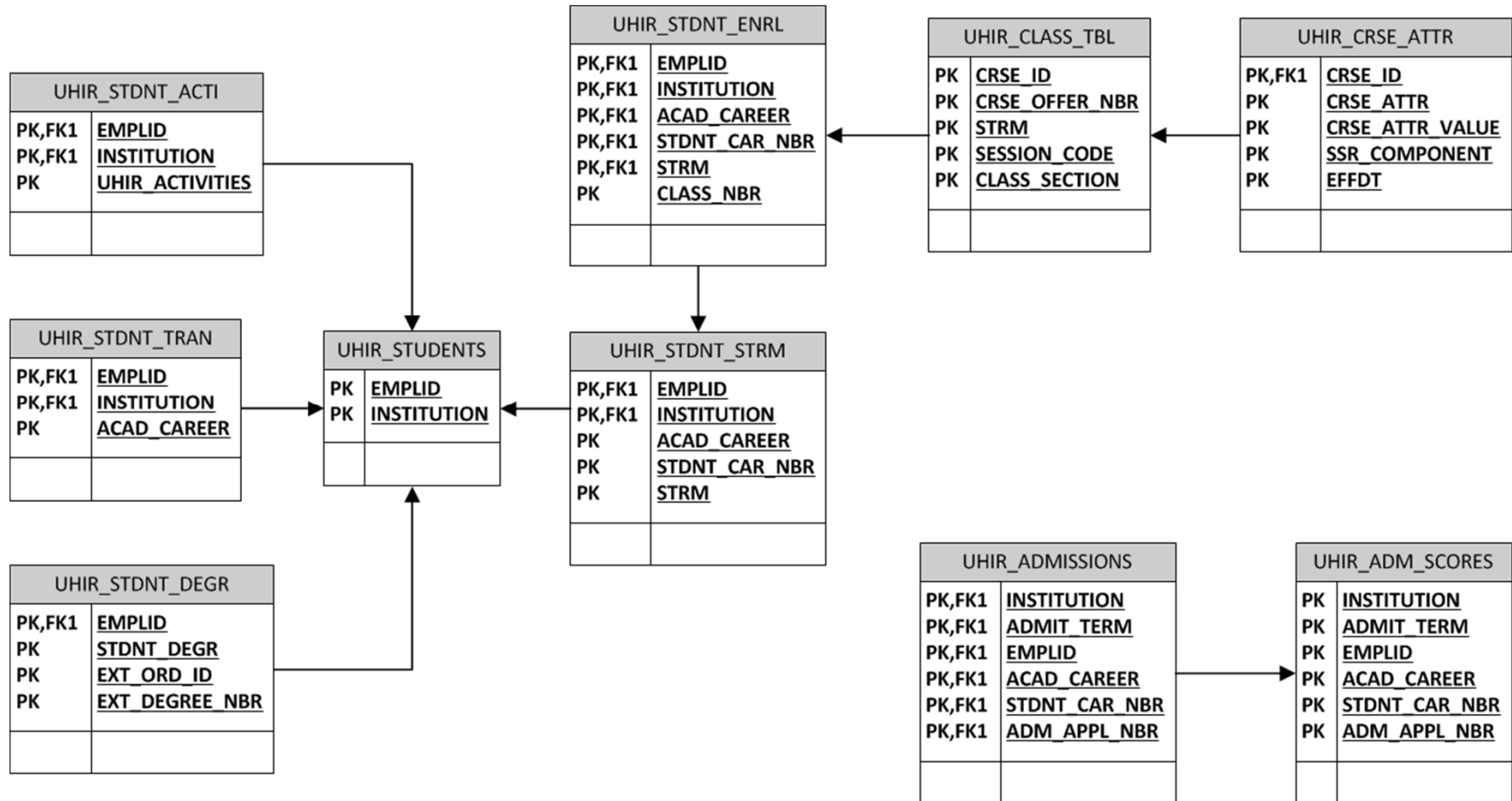- 9,596 degrees awarded annually
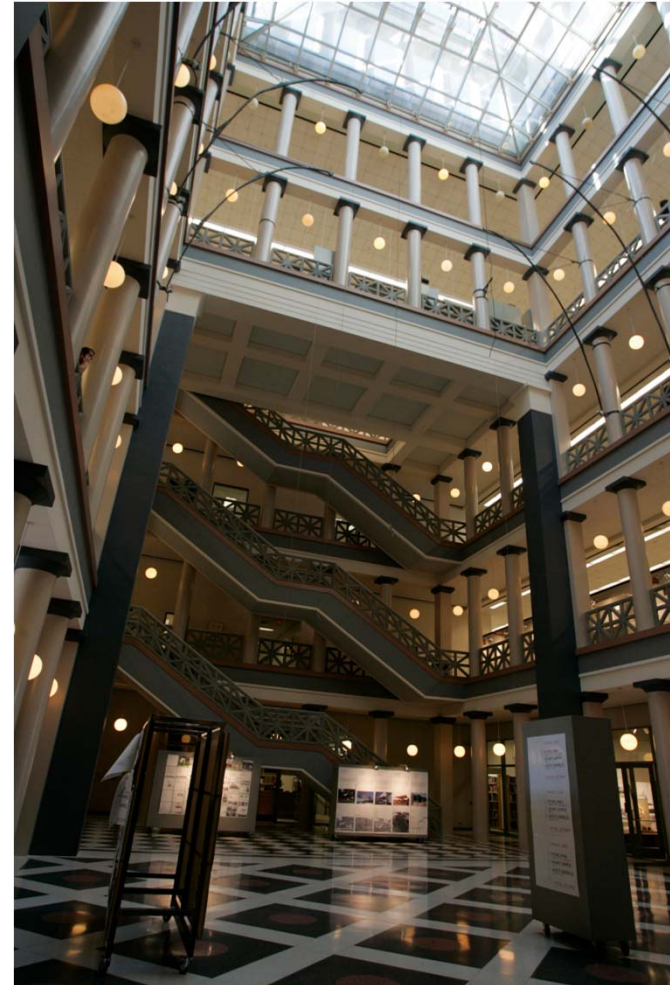
# The Need for Reporting Tables

- Data access <u>before</u> PeopleSoft…
  - Data dump
  - No query ability
  - Little flexibility in terms of fields included
- Data access <u>after</u> PeopleSoft…
  - Opportunity to change how we make data available
  - Consolidate data from many tables into about a dozen tables
  - Facilitate development of queries

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

# Reporting Table Logistics

- Refreshed daily overnight
- Roughly three hours to load
- Table purged and reloaded for the term being processed
- Key fields aid in query building

# Reporting Tables Schema



| UHIR_STDNT_ACTI | |
|---|---|
| PK,FK1 | EMPLID |
| PK,FK1 | INSTITUTION |
| PK | UHIR_ACTIVITIES |
| | |

| UHIR_STDNT_ENRL | |
|---|---|
| PK,FK1 | EMPLID |
| PK,FK1 | INSTITUTION |
| PK,FK1 | ACAD_CAREER |
| PK,FK1 | STDNT_CAR_NBR |
| PK,FK1 | STRM |
| PK | CLASS_NBR |
| | |

| UHIR_CLASS_TBL | |
|---|---|
| PK | CRSE_ID |
| PK | CRSE_OFFER_NBR |
| PK | STRM |
| PK | SESSION_CODE |
| PK | CLASS_SECTION |
| | |

| UHIR_CRSE_ATTR | |
|---|---|
| PK,FK1 | CRSE_ID |
| PK | CRSE_ATTR |
| PK | CRSE_ATTR_VALUE |
| PK | SSR_COMPONENT |
| PK | EFFDT |
| | |

| UHIR_STDNT_TRAN | |
|---|---|
| PK,FK1 | EMPLID |
| PK,FK1 | INSTITUTION |
| PK | ACAD_CAREER |
| | |

| UHIR_STUDENTS | |
|---|---|
| PK | EMPLID |
| PK | INSTITUTION |
| | |

| UHIR_STDNT_STRM | |
|---|---|
| PK,FK1 | EMPLID |
| PK,FK1 | INSTITUTION |
| PK | ACAD_CAREER |
| PK | STDNT_CAR_NBR |
| PK | STRM |
| | |

| UHIR_STDNT_DEGR | |
|---|---|
| PK,FK1 | EMPLID |
| PK | STDNT_DEGR |
| PK | EXT_ORD_ID |
| PK | EXT_DEGREE_NBR |
| | |

| UHIR_ADMISSIONS | |
|---|---|
| PK,FK1 | INSTITUTION |
| PK,FK1 | ADMIT_TERM |
| PK,FK1 | EMPLID |
| PK,FK1 | ACAD_CAREER |
| PK,FK1 | STDNT_CAR_NBR |
| PK,FK1 | ADM_APPL_NBR |
| | |

| UHIR_ADM_SCORES | |
|---|---|
| PK | INSTITUTION |
| PK | ADMIT_TERM |
| PK | EMPLID |
| PK | ACAD_CAREER |
| PK | STDNT_CAR_NBR |
| PK | ADM_APPL_NBR |
| | |

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

# Tables & Descriptions
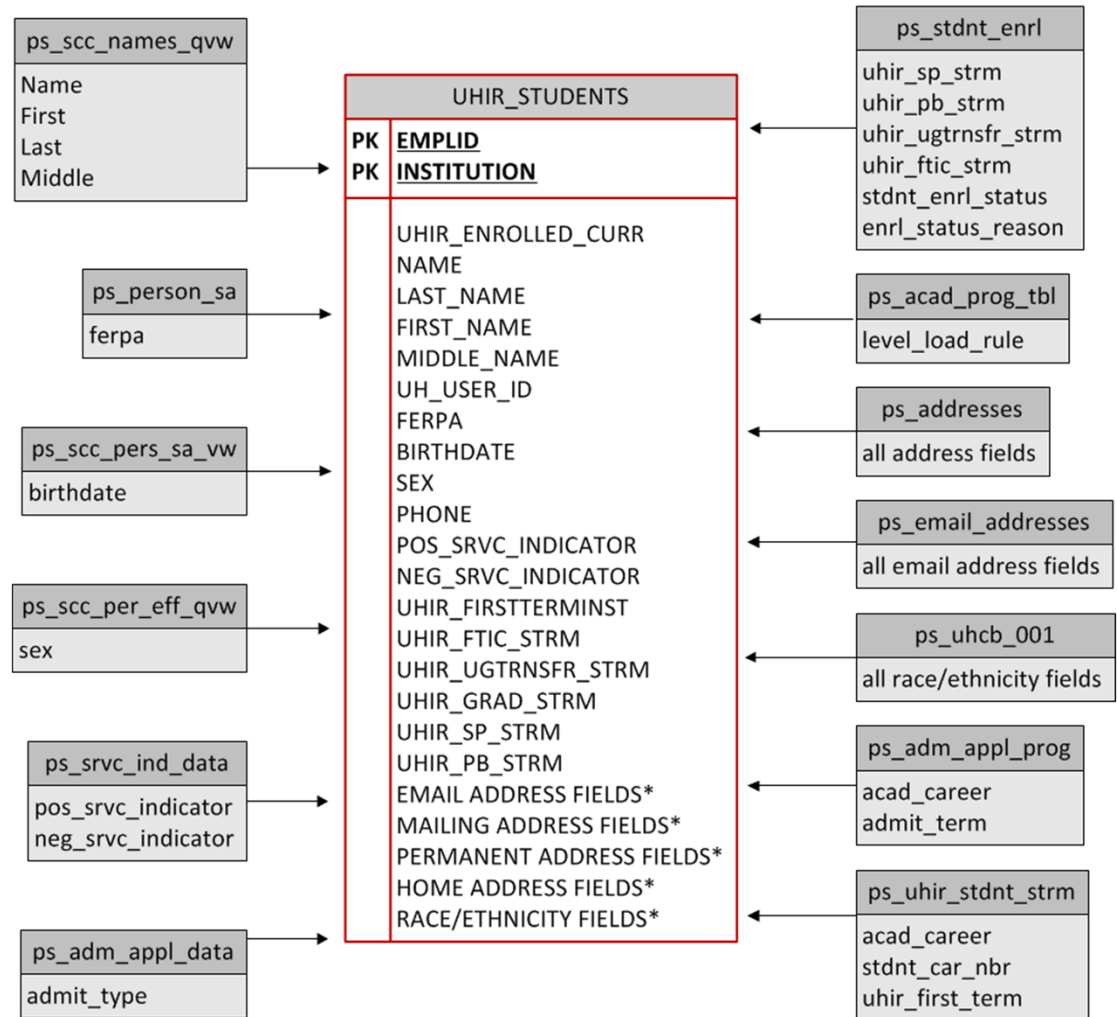
| Table Name | Description |
| --- | --- |
| UHIR_STUDENTS | Current demographic information for students. One record per student, per institution. |
| UHIR_STDNT_STRM | Term-specific information for students that have been enrolled in at least one class for that term. |
| UHIR_STDNT_ENRL | Class enrollment data by term. |
| UHIR_STDNT_DEGR | Degree information. |
| UHIR_STDNT_TRAN | Transfer information. |
| UHIR_STDNT_ACTI | Combination of student attributes, extra-curricular, student activity and student group data. |
| UHIR_CLASS_TBL | Data related to classes offered. |
| UHIR_ADMISSIONS | Admission application data. |
| UHIR_ADM_SCORES | Admission test score information. |

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

# Tables & Descriptions (cont'd)

| Table Name | Description |
|---|---|
| UHS_STDNT_LOC | Identifies the locations of all of the classes in which a student is enrolled. |
| UHM_ADM_FTICPOP | Key information about admitted FTICs and where they are in the onboarding process. |
| UHM_FTIC_COHDAT | Tracks members of FTIC cohorts as they progress through the university. |
| UHM_UGRD_COHORT | Identifies new undergraduate students each semester; includes FTIC/transfer and degree-seeking status. |
| UHIR_HOUSING | Student data from the housing system from application to booking. |

# Source Tables for UHIR_STUDENTS

- 13 source tables
- 61 fields
  - 55 fields pulled
  - 6 derived fields



**ps_scc_names_qvw**
Name
First
Last
Middle

**ps_person_sa**
ferpa

**ps_scc_pers_sa_vw**
birthdate

**ps_scc_per_eff_qvw**
sex

**ps_srvc_ind_data**
pos_srvc_indicator
neg_srvc_indicator

**ps_adm_appl_data**
admit_type

**UHIR_STUDENTS**

| PK | EMPLID |
| PK | INSTITUTION |

UHIR_ENROLLED_CURR
NAME
LAST_NAME
FIRST_NAME
MIDDLE_NAME
UH_USER_ID
FERPA
BIRTHDATE
SEX
PHONE
POS_SRVC_INDICATOR
NEG_SRVC_INDICATOR
UHIR_FIRSTTERMINST
UHIR_FTIC_STRM
UHIR_UGTRNSFR_STRM
UHIR_GRAD_STRM
UHIR_SP_STRM
UHIR_PB_STRM
EMAIL ADDRESS FIELDS*
MAILING ADDRESS FIELDS*
PERMANENT ADDRESS FIELDS*
HOME ADDRESS FIELDS*
RACE/ETHNICITY FIELDS*

**ps_stdnt_enrl**
uhir_sp_strm
uhir_pb_strm
uhir_ugtrnsfr_strm
uhir_ftic_strm
stdnt_enrl_status
enrl_status_reason

**ps_acad_prog_tbl**
level_load_rule

**ps_addresses**
all address fields

**ps_email_addresses**
all email address fields

**ps_uhcb_001**
all race/ethnicity fields

**ps_adm_appl_prog**
acad_career
admit_term

**ps_uhir_stdnt_strm**
acad_career
stdnt_car_nbr
uhir_first_term

**UNIVERSITY of HOUSTON | INSTITUTIONAL RESEARCH**

# Query Training

- Class Length
  - Fifteen hours
  - 5 consecutive days, 3 hours per day
- Participants
  - Users wanting access to be able to write queries in the PeopleSoft student module
- Frequency
  - 3 times a year (spring, summer, fall)
- Uses Training Database
- Partner with IT

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

# Query Training Outline



I: Query Fundamentals

II: Basic PeopleSoft Query Writing

III: Advanced PeopleSoft Query Writing

Appendix: Sample SQL Functions, Troubleshooting Queries, New Functionality, Assessment Exercises

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH
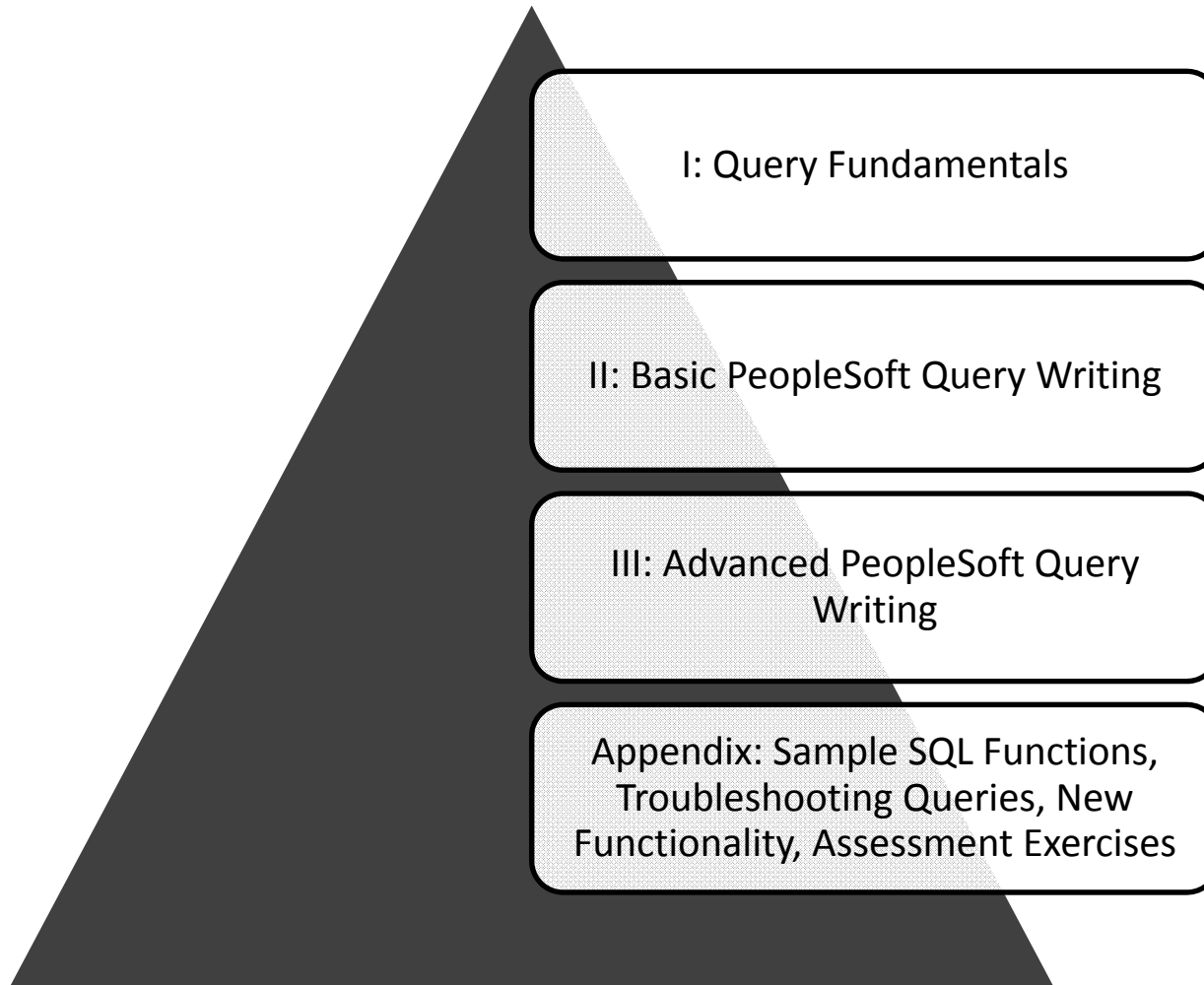
# Query Training Topics

- [Overview of Tables](#)
  - UHIR Reporting Tables
  - Coordinating Board (CB) Report Tables
- Query Writing
  - Effective Date Logic
  - Query Methodology
  - Joins/Functions/Expressions
- Assessment Exercises

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

# Query Training Assessment

- Background
  - Goal: grant access to query production data
  - Needed to ensure that users understood how to accurately query data
- Format
  - 2 exercises; 1 beginner, 1 advanced
- Grading
  - Correct tables/fields
  - Joins
  - Output formatting
  - Expressions, functions, aggregation, etc.

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

# Example Assessment Exercise

Provide a list that displays the EMPLID and CUM_GPA for all students enrolled at the end of the term during Fall 2009 at UH if the student had a cumulative GPA of at least 3.0. If the student belonged to the Honors (R003) activity type, provide that additional information in a column (UHIR_ACTIVITY_TYPE).  Also add a calculated column that combines the student's current Academic Standing code with their primary plan (with a dash in between), i.e. 'E-TELSBS'; the title of the column should be "Standing and Plan". The institution should be a run-time variable that defaults to value '00730', having a lookup against master table 'INSTITUTION_TBL' and having custom heading text that says "Enter the institution". Sort the data by activity type, then by student ID.

Tip: You should receive 18,144 rows of data.

# Query Tool Demonstration

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

# Thank you!!

Dr. Susan Moreno                    semoreno@uh.edu

Carmen Allen                        ceallen74@uh.edu

Vyas Krishnamurthy                  vkrishnamurthy@uh.edu

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

**UHS IR CB Rptg Administrator - 10/05/2016 1:54 PM**

ORACLE®

## Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By   | Query Name      ▼ |    begins with     | UHIR |

[ Search ]    Advanced Search

### Search Results

*Folder View   | -- All Folders --     ▼ |

[ Check All ]    [ Uncheck All ]        *Action | -- Choose --     ▼ | [ Go ]

**Query**                           Personalize | Find | View 100 | 🖉 | 🔣      First ◀ 1-30 of 146 ▶ Last

| Select | Query Name | Descr | Owner | Folder | Edit | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References |
|--------|-----------|-------|-------|--------|------|-------------|-------------|-----------|----------|------------------------|
| ☐ | UHIR_09GRADS_FTIC_TRANSFER2 | 2009 grads cum hours- | Private | UHIR | Edit | HTML | Excel | XML | Schedule | Lookup References |
| ☐ | UHIR_CONTACTLIST_FALL09 | Contact info for all students | Private | UHIR | Edit | HTML | Excel | XML | Schedule | Lookup References |
| ☐ | UHIR_CONTACT_ALL_LANDRUM | Open Request- email and phone | Private | UHIR | Edit | HTML | Excel | XML | Schedule | Lookup References |
| ☐ | UHIR_ENROLLED_PASSED_KH | all students | Private | UHIR | Edit | HTML | Excel | XML | Schedule | Lookup References |
| ☐ | UHIR_EVENINGMBAPROGRAM_FALL09 | includes ethnicity field | Private | UHIR | Edit | HTML | Excel | XML | Schedule | Lookup References |
| ☐ | UHIR_FALL2010FTIC_FORSIMONBOTT | FTIC students enrolled Fall10 | Private | UHIR | Edit | HTML | Excel | XML | Schedule | Lookup References |
| ☐ | UHIR_INCOMINGSTUDENTSFALL09_KH | Legal Counsel Office | Private | UHIR | Edit | HTML | Excel | XML | Schedule | Lookup References |
| ☐ | UHIR_MATH_GRADES_KH | | Private | UHIR | Edit | HTML | Excel | XML | Schedule | Lookup References |
| ☐ | UHIR_UNDERGRAD_COURSE_INFO_KH | undergrad course info | Private | UHIR | Edit | HTML | Excel | XML | Schedule | Lookup References |

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

**UHS IR CB Rptg Administrator - 10/05/2016 1:54 PM**

ORACLE®

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run |

**Query Name** New Unsaved Query　　　　　　　　　**Description**　　　　　　　　🔊 Feed ▾

**\*Search By** [Record Name ▾]　　begins with　　UHIR

[Search]　Advanced Search

**Search Results**

| Record | | | |
|---|---|---|---|
| | Personalize | Find | View All | ⧉ | 🔣 | First ◀ 1-13 of 13 ▶ Last | | |
| **Recname** | | **Add Record** | **Show Fields** |
| UHIR_ADMISSIONS - Custom IR Admissions Rpt Table | | Add Record | Show Fields |
| UHIR_ADM_SCORES - Custom IR Admissions Rpt Table | | Add Record | Show Fields |
| UHIR_CLASS_TBL - Course Catalog Offerings | | Add Record | Show Fields |
| UHIR_CRSE_ATTR - Course Attribute Tbl | | Add Record | Show Fields |
| UHIR_HOUSING - Housing Database Rptg Table | | Add Record | Show Fields |
| UHIR_PNAME_VW - Primary Name View | | Add Record | Show Fields |
| UHIR_STDNT_ACTI - Reporting Table-Stdnt Semester | | Add Record | Show Fields |
| UHIR_STDNT_DEGR - Reporting Table-Student Degree | | Add Record | Show Fields |
| UHIR_STDNT_ENRL - Student Enrollment Table | | Add Record | Show Fields |
| UHIR_STDNT_STRM - Reporting Table-Stdnt Semester | | Add Record | Show Fields |
| UHIR_STDNT_TRAN - Reporting Table-Transfer Data | | Add Record | Show Fields |
| UHIR_STGR_UPDLS - UHIR_STGR_UPDLS | | Add Record | Show Fields |
| UHIR_STUDENTS - Reporting Table-Student Data | | Add Record | Show Fields |

[Save]　　Save As　　New Query　　Preferences　　Properties　　Publish as Feed　　Publish as Pivot Grid　　New Union

[Return To Search]

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

ORACLE®

**Fields for record UHIR_STDNT_STRM - Reporting Table-Stdnt Semester:**

Fieldname    Personalize | Find | 🔲 | 📊    First ◀ 1-163 of 163 ▶ Last

| Key | Description |
|-----|-------------|
| Y | EMPLID - Empl ID |
| Y | INSTITUTION - Academic Institution |
| Y | ACAD_CAREER - Academic Career |
| Y | STRM - Term |
| Y | STDNT_CAR_NBR - Student Career Nbr |
| | UHIR_ENROLL_CENSUS - Enrolled on Census Date |
| | UHIR_ENROLL_CURR - Currently Enrolled Flag |
| | UHIR_ENROLL_EOS - Enrolled - End of Semester |
| | ACAD_LEVEL_BOT - Academic Level - Term Start |
| | UHIR_ACAD_LEVEL - Acad Level Description |
| | UHIR_COLLEGE - College |
| | UHIR_COLLEGE_DESCR - College (Group) Description |
| | UHIR_PRIMARY_ORG - Primary Plan Org Owner |
| | PRIMARY_ORG_DESCR - Primary Org Description |
| | UHIR_ACAD_STANDING - Current Term Academic Standing |
| | UHIR_ACAD_STNDDESC - Current Acad Standing Desc |
| | UHIR_PRE_ACAD_STD - Pror semester academic stading |
| | UHIR_P_ACAD_STDESC - Prior Term Acad Stdg Descr |
| | UHIR_P_ACDSTD_TERM - Prior Acad Standing Term |
| | ACAD_PROG_PRIMARY - Primary Academic Program |
| | EXP_GRAD_TERM - Expected Graduation Term |

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

**UHS IR CB Rptg Administrator - 10/05/2016 1:54 PM**

ORACLE®

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run |

**Query Name** New Unsaved Query                    **Description**

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add
additional records by clicking the records tab. When finished click the fields tab.

**Chosen Records**

**Alias      Record**

📁   A   UHIR_STDNT_STRM - Reporting Table-Stdnt Semester                    Hierarchy Join   ⊟

| Check All | Uncheck All |

**Fields**                          Find | View 100     First ◀ 1-50 of 163 ▶ Last

☐   🔑   EMPLID - Empl ID                                    Join PEOPLE_SRCH -
                                                            People Search View

☐   🔑   INSTITUTION - Academic Institution

☐   🔑   ACAD_CAREER - Academic Career                       Join ACAD_CAR_TBL -
                                                            Academic Career Table

☐   🔑   STRM - Term                                         Join TERM_VAL_TBL - Term
                                                            Value Table

☐   🔑   STDNT_CAR_NBR - Student Career Nbr

☐      UHIR_ENROLL_CENSUS - Enrolled on Census Date

☐      UHIR_ENROLL_CURR - Currently Enrolled Flag

☐      UHIR_ENROLL_EOS - Enrolled - End of Semester

☐      ACAD_LEVEL_BOT - Academic Level - Term Start          Join ACAD_LEVEL_TBL -
                                                            Academic Level Table

☐      UHIR_ACAD_LEVEL - Acad Level Description

☐      UHIR_COLLEGE - College                                Join ACAD_GROUP_TBL -
                                                            Academic Group Table

☐      UHIR_COLLEGE_DESCR - College (Group) Description

☐      UHIR_PRIMARY_ORG - Primary Plan Org Owner

☐      PRIMARY_ORG_DESCR - Primary Org Description

☐      UHIR_ACAD_STANDING - Current Term Academic Standing

☐      UHIR_ACAD_STNDDESC - Current Acad Standing Desc

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

## UHS IR CB Rptg Administrator - 10/06/2016 3:23 PM

ORACLE®

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run |

**Query Name** SAIR_DEMO                    **Description** Demo query for SAIR                    🔊 Feed ▾

*Search By  [Record Name        ▾]    begins with    [UHIR                              ×]

[ Search ]    Advanced Search

### Search Results

| Record | | Personalize \| Find \| View All \| 🗗 \| 🔢 | First ◀ 1-13 of 13 ▶ Last |
|---|---|---|---|
| **Recname** | | **Join Record** | **Show Fields** |
| UHIR_ADMISSIONS - Custom IR Admissions Rpt Table | | Join Record | Show Fields |
| UHIR_ADM_SCORES - Custom IR Admissions Rpt Table | | Join Record | Show Fields |
| UHIR_CLASS_TBL - Course Catalog Offerings | | Join Record | Show Fields |
| UHIR_CRSE_ATTR - Course Attribute Tbl | | Join Record | Show Fields |
| UHIR_HOUSING - Housing Database Rptg Table | | Join Record | Show Fields |
| UHIR_PNAME_VW - Primary Name View | | Join Record | Show Fields |
| UHIR_STDNT_ACTI - Reporting Table-Stdnt Semester | | Join Record | Show Fields |
| UHIR_STDNT_DEGR - Reporting Table-Student Degree | | Join Record | Show Fields |
| UHIR_STDNT_ENRL - Student Enrollment Table | | Join Record | Show Fields |
| UHIR_STDNT_STRM - Reporting Table-Stdnt Semester | | Join Record | Show Fields |
| UHIR_STDNT_TRAN - Reporting Table-Transfer Data | | Join Record | Show Fields |
| UHIR_STGR_UPDLS - UHIR_STGR_UPDLS | | Join Record | Show Fields |
| UHIR_STUDENTS - Reporting Table-Student Data | | Join Record | Show Fields |

[ Save ]    Save As    New Query    Preferences    Properties    Publish as Feed    Publish as Pivot Grid    New Union

## UNIVERSITY of HOUSTON | INSTITUTIONAL RESEARCH

**UHS IR CB Rptg Administrator - 10/05/2016 1:54 PM**

ORACLE®

**Select join type and then record to join with UHIR_STUDENTS - Reporting Table-Student Data.**

### Join Type

- ◉ Join to filter and get additional fields (Standard Join)
- ○ Join to get additional fields only (Left outer join)

| Join Record | Personalize | Find | ⧉ | ▦ | First ◁ 1 of 1 ▷ Last |
|---|---|

A = UHIR_STDNT_STRM - Reporting Table-Stdnt Semester

[ Cancel ]

**UHS IR CB Rptg Administrator - 10/05/2016 1:54 PM**

ORACLE®

### Auto Join Criteria

Query has detected the join conditions shown below.

Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.

| | |
|---|---|
| ☑ | A.EMPLID - Empl ID = B.EMPLID - Empl ID |
| ☑ | A.INSTITUTION - Academic Institution = B.INSTITUTION - Academic Institution |

[ Add Criteria ]    [ Cancel ]

# UNIVERSITY of HOUSTON | INSTITUTIONAL RESEARCH

**UHS IR CB Rptg Administrator - 10/06/2016 3:23 PM**

ORACLE®

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run |

**Query Name** SAIR_DEMO                    **Description** Demo query for SAIR                    📶 Feed ▾

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add
additional records by clicking the records tab. When finished click the fields tab.

**Chosen Records**

| Alias | Record | | |
|---|---|---|---|
| 📁 A | UHIR_STDNT_STRM - Reporting Table-Stdnt Semester | Hierarchy Join | ➖ |
| 📁 B | UHIR_STUDENTS - Reporting Table-Student Data | Hierarchy Join | ➖ |

| Expand All Records | | Collapse All Records |

| Save | Save As | New Query | Preferences | Properties | Publish as Feed | Publish as Pivot Grid | New Union |

**UNIVERSITY of HOUSTON | INSTITUTIONAL RESEARCH**

**UHS IR CB Rptg Administrator - 10/06/2016 3:23 PM**

ORACLE®

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run |

**Query Name** SAIR_DEMO                         **Description** Demo query for SAIR

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add
additional records by clicking the records tab. When finished click the fields tab.

**Chosen Records**

**Alias**      **Record**

A  UHIR_STDNT_STRM - Reporting Table-Stdnt Semester                    Hierarchy Join  ☐

B  UHIR_STUDENTS - Reporting Table-Student Data                        Hierarchy Join  ☐

|   Check All   |   Uncheck All   |

**Fields**                               Find | View All      First ◀ 1-50 of 63 ▶ Last

☑   🔑 EMPLID - Empl ID                                    Join PEOPLE_SRCH - People
                                                          Search View

☐   🔑 INSTITUTION - Academic Institution
☐   UHIR_ENROLL_CURR - Currently Enrolled Flag
☐   NAME - Name
☐   LAST_NAME - Last Name
☐   FIRST_NAME - First Name
☐   MIDDLE_NAME - Middle Name
☐   SSN - Social Security #
☐   UHIR_USER_ID - User ID - U of H - Houston
☐   UHIR_UHASSIGNEDSSN - UH Assigned Social Security #
☐   FERPA - FERPA
☐   BIRTHDATE - Date of Birth
☐   SEX - Gender
☐   ETHNIC_GRP_CD - Ethnic Group                          Join ETHNIC_GRP_TBL -
                                                          Ethnic Group Table
☐   UHCB_ETHNIC_ORIGIN - Ethnic Origin
☐   UHIR_NEW_ETHNIC_CB - IR CB New Ethnicity
☐   UHIR_NEW_EDESC_CB - IR CB New Ethnic Description
☐   EMAIL_ADDR - Email Address
☐   UHIR_OTHR_EMAIL - Other Email Address
☐   UHIR_DEST_EMAIL - Destination Email
☐   PHONE - Telephone
☐   UHIR_MAIL_ADDRESS1 - Mail Address 1
☐   UHIR_MAIL_ADDRESS2 - Mail Address 2
☐   UHIR_MAIL_ADDRESS3 - Mail Address 3
☐   UHIR_MAIL_ADDRESS4 - Mail Address 4
☑   UHIR_MAIL_CITY - Mail City
☐   UHIR_MAIL_STATE - Mail State
☐   UHIR_MAIL_POSTAL - Mail Postal-Zipcode
☐   UHIR_MAIL_COUNTRY - Mailing Address Country

**UNIVERSITY of HOUSTON | INSTITUTIONAL RESEARCH**

**UHS IR CB Rptg Administrator - 10/06/2016 3:23 PM**

ORACLE®

| Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run |

**Query Name** SAIR_DEMO          **Description** Demo query for SAIR          🔊 Feed ▾

View field properties, or use field as criteria in query statement.

Reorder / Sort

**Fields**                    Personalize | Find | View All | 🔲 | 🔳    First ◀ 1-2 of 2 ▶ Last

| Col | Record.Fieldname | Format | Ord | XLAT | Agg | Heading Text | Add Criteria | Edit | Delete |
|-----|------------------|--------|-----|------|-----|--------------|--------------|------|--------|
| 1 | B.UHIR_MAIL_CITY - Mail City | Char30 | | | | Mail City | 🪁 | Edit | ▬ |
| 2 | B.EMPLID - Empl ID | Char11 | | | | ID | 🪁 | Edit | ▬ |

Save      Save As      New Query      Preferences      Properties      Publish as Feed      Publish as Pivot Grid                    New Union

**UNIVERSITY of HOUSTON** | INSTITUTIONAL RESEARCH

## Edit Field Properties

Field Name  B.EMPLID - Empl ID

| Heading | Aggregate |
|---|---|
| ○ No Heading ○ RFT Short | ○ None |
| ◉ Text ○ RFT Long | ○ Sum |
| **Heading Text** | ◉ Count |
| TOTAL STUDENTS | ○ Min |
| | ○ Max |
| **\*Unique Field Name** | ○ Average |
| B.EMPLID | ○ Count Distinct |

[ OK ]   [ Cancel ]

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

**UHS IR CB Rptg Administrator - 10/06/2016 3:23 PM**

ORACLE®

## Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

| Edit Field Ordering | | | Personalize \| Find \| View All \| 🗗 \| 🏢 | First ◀ 1-2 of 2 ▶ Last | |
|---|---|---|---|---|---|
| New Column | Column | Record.Fieldname | Order By | Descending | New Order By |
|  | 1 | B.UHIR_MAIL_CITY - Mail City |  | ☐ |  |
|  | 2 | B.EMPLID - Empl ID |  | ☑ | 1 |

OK    Cancel

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH

**UHS IR CB Rptg Administrator - 10/06/2016 3:23 PM**

ORACLE®

Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | **Run**

View All | Rerun Query | Download to Excel | Download to XML      First ◀ 1-100 of 1052 ▶ Last

| | Mail City | TOTAL STUDENTS |
|---|---|---|
| 1 | Houston | 22287 |
| 2 | Sugar Land | 2591 |
| 3 | Katy | 2554 |
| 4 | Spring | 1355 |
| 5 | Pearland | 1201 |
| 6 | Richmond | 1165 |
| 7 | Missouri City | 994 |
| 8 | Cypress | 966 |
| 9 | Humble | 669 |
| 10 | Pasadena | 540 |
| 11 | League City | 425 |
| 12 | Kingwood | 414 |
| 13 | Friendswood | 389 |
| 14 | Tomball | 356 |
| 15 | The Woodlands | 321 |
| 16 | Stafford | 283 |
| 17 | San Antonio | 255 |
| 18 | Baytown | 243 |
| 19 | Conroe | 229 |
| 20 | Austin | 199 |
| 21 | Rosenberg | 186 |
| 22 | Bellaire | 168 |

UNIVERSITY of **HOUSTON** | INSTITUTIONAL RESEARCH