Using the Additional Criteria Section

The advanced version of a report gives you access to the **Additional Criteria** section where you can use Structured Query Language (SQL) to add additional search parameters. This is available mainly on datagroups and indexed reports.

- Click [Advanced] at the bottom of the report to work with the advanced version.

Adding Additional Search Criteria

The basic format of an SQL statement is:

Technical_Field_name **Comparison_Operator** 'Value'

A good example of this is INST_CD = 'IUBLA' this will return all records with an Institution Code of IUBLA. (Technical Name is INST_CD. Comparison Operator is the equal sign (=) and the Value is IUBLA.)

The Technical Field_name can be found by clicking on the column name. This will display the column metadata page. **Technical Name** will be listed at the top of the page.

- Click on the field name to get the technical name to use in the SQL.
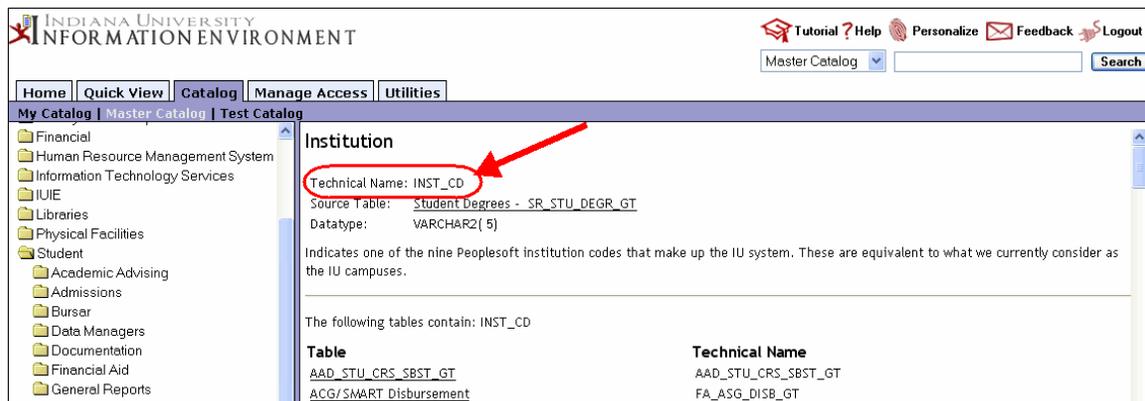
- Click the browser back button to get back to what you were working on.

Below is a list of comparison operators you can use in an SQL statement.

| Comparison Operator	Definition
=	Equal to
<	Less than
>	Greater than
<=	Less than or equal to
>=	Greater than or equal to
<>	Not equal to

When adding additional search criteria:

- Make sure to use uppercase letters for Technical Field_names and Codes.

- Always use single quotation marks.

- You do not need to use the WHERE clause in the **Additional Criteria** section. IUIE adds it in for you. Also, you don't need to start with an operator like **AND** or **OR**, instead, always use a Technical Field_name first.

- Don't forget to select the **No Limit** option on **Maximum Number of Rows to Return** if you think you are missing data.

SQL Examples	Definition
Field_name='*Value*'	Search for a single value in a field
Field_name <> '*value*'	to exclude one value from the results
Field_name LIKE '%*Value*%'	Search using wild cards. If you know the value starts with The letter B you only need one percent sign after the B. *Field_name* LIKE 'B%'
Field_name IN ('*value1*','*value2*','*value3*')	Look for several codes in one field. There is also the Not IN operator to find everything but what you have in the list.
Field_name1='*Value1*' AND *Field_name2*='*Value2*'	If you want to look for two parameters. You can have as many ANDs or ORs as you need. ANDs return items that satisfy both parameters. ORs return items that satisfy either one.
Field_name BETWEEN '*value1*' AND '*value2*'	The BETWEEN ... AND operator selects a range of data between two values. These values can be numbers, text, or dates.

General Troubleshooting Tips

Copying SQL Code

If you copy SQL from an email, depending on the font that is used you might have to retype the single quotes. If the quotes are slanted, it will not work. They should be straight up and down.
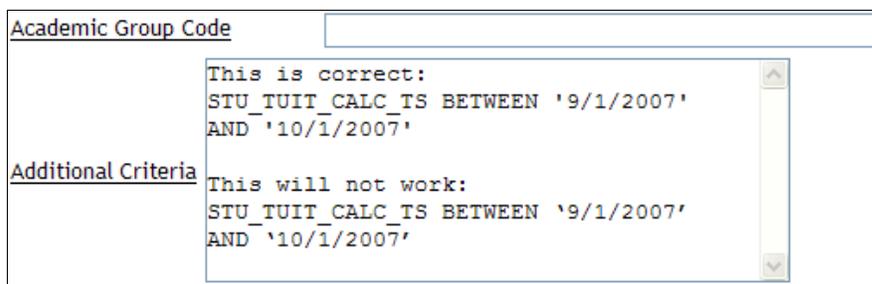
If you use the slanted quotes as shown in the example above, you will get a query generation error in the output that lists all the SQL code and at the bottom will be the additional criteria with **STU_TUIT_CALC_TS BETWEEN ?9/1/2007? AND ?10/1/2007?**