

Create Query

Purpose

The purpose of the “Create Query” option is to allow you to select off one or more report card(s) by building simple or complex customized queries different from the other standard queries available within the Data Summaries application. You can then save your customized query as a PDF file that you can name and store on your local computer.

Limitations

You should **not** use the “Create Query” option if you are:

- Interested in only all the data summaries for one type of government (i.e. Fire Protection Districts) which can be obtained by using the “Unit Type”, “Download PDF Files”, and “Download ZIP Files” features.
- Interested in one particular government which can be obtained using “Select By/Sorted By”, and/or the “Search” features.
- Interested in a particular range out of the sixteen ranges available for a search by county by using the feature “Select By/Sorted By” and then “County Criteria”

There is limit of 600 units of government for the “Create Query” option. If the results will return more than this amount of governments, an error message will be displayed, and you will have to further refine your query to reduce the number of units being returned.

How To Create Query

It is very simple to build either a simple or complex query. First, decide what information you are researching. (i.e. Unit of governments with paid salaries greater than \$100,000,000 from Sangamon County). To build a query to return this example:

- Find the “Salaries Paid” label
- Select the “>=” sign from the comparison drop-down box next to the “Salaries Paid” label
- Enter “100000000” in the text box to the far right of the “Salaries Paid” label
- Select “Sangamon” from the drop-down box next to “County” label
- Click on the “Get Results” button. (See Figure A)

The screenshot shows the 'Create Query' interface on the State of Illinois Comptroller's website. The header includes the state seal and the name 'JUDY BAARTOPINKA'. The main form area has a 'Get Results' button and a 'General Information' section with the following fields:

Category:	Counties: Population Less Than 10,000
Unit Type:	None
Create:	None
Appropriation:	None
Expected Annual Volume:	None
Population:	None
Salaries Paid:	None

Below this is a 'General and Special Funds' section with the following fields:

Reg Fund Balance:	None
Per Capita Reg Fund Balance:	None
Revenues Collected:	None
Expenditures:	None

Figure A

How to Print Off PDF

To print off the pdf file that was created when you clicked “Get Results” button, click on the “Printer” icon in Adobe Reader’s panel. (See Figure B)

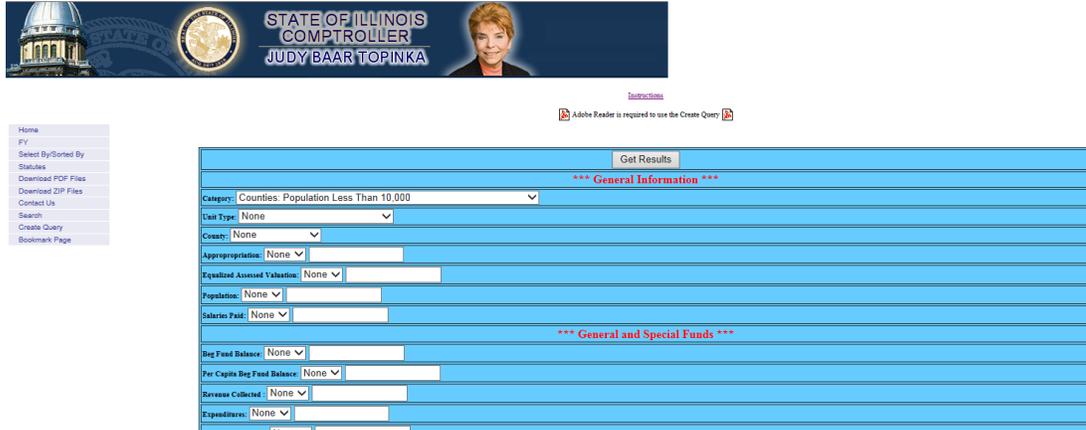


Figure B

How to Save Results

To save the PDF file that was created when you clicked on the “Get Results” button, click on the “floppy disk” icon (See Figure C). On the “Save a Copy...” dialog box, pick a location to save the file using the “Save In” drop-down box. Supply a descriptive name in the “Filename” text box. And, finally, click on the “Save” button. (See Figure D)

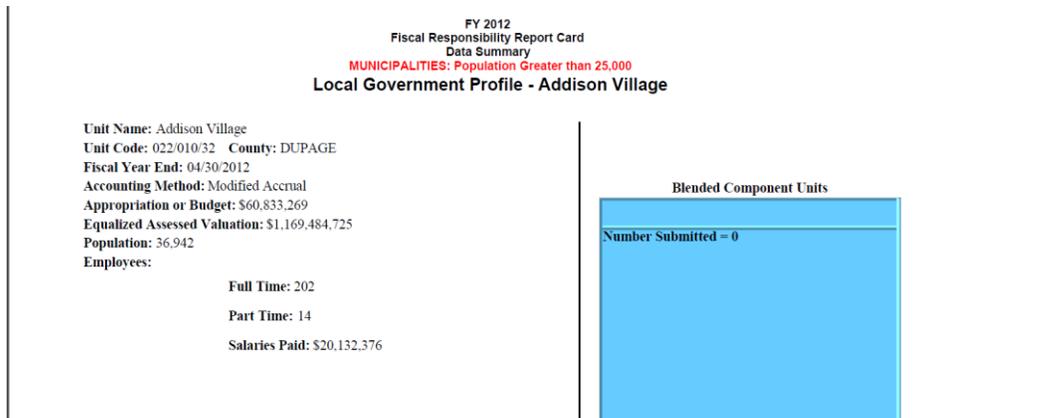


Figure C

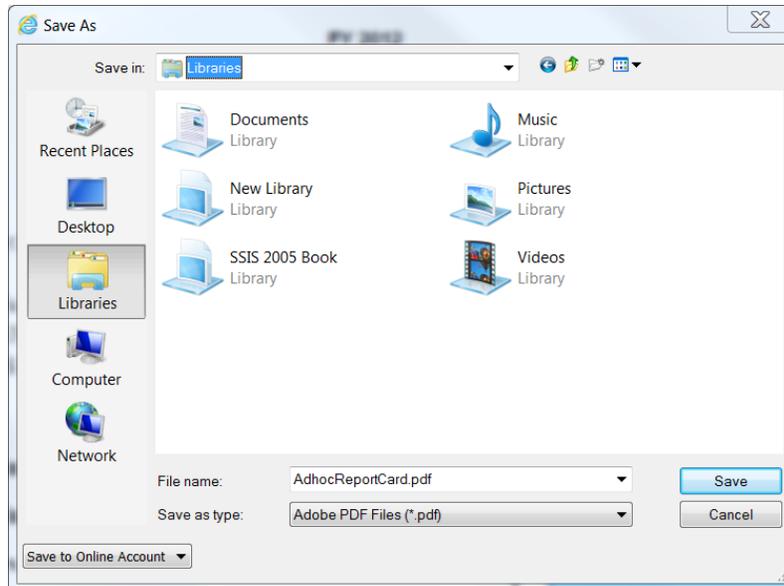


Figure D

Other Hints

- 1) For all text boxes, only enter the characters 0-9.
- 2) Never use Commas and alphanumeric characters!
- 3) Always select “<=”, “=”, “>=” when you are going to supply a value for a particular field. But, remember “=” is extremely limiting.
- 4) You can use “-“ in front of your numbers when researching negative figures but “+” is the default (i.e. -99)
- 5) Do NOT use (999) to represent -999.