

Create Custom Query

Purpose

The **'Create Custom Query'** option allows you to create customized categories using the available data. This is outside of the preset ranges available under 'Find Individual Local Governments' and 'Find Data Summary Groupings' You can build simple or complex customized queries based on your selections and criterion entered on this page. The results of your query can be saved as a PDF file that you can rename and store on your local computer.

Limitations

You should **not** use the **'Create Custom Query'** option if you are:

- Only interested in viewing all the data summaries for one type of government (i.e. Fire Protection Districts).
 - This grouping is available under 'Find Data Summary Grouping', 'Download All PDF – by Type' or 'Download All ZIP – by Type'.
- Only interested in a specific individual government.
 - This query is available under 'Find Individual Governments', 'Search by Local Government Name'.
- Only interested in a specific county, for one of the sixteen preset ranges.
 - This query is available under 'Find Data Summary Grouping', 'Search by County, Category Range'.

Note: There is limit of 600 units of government for the **'Create Custom Query'** option. An error message will be displayed if the query results in more than 600 units of government. You will be required to adjust your selections in order to reduce your results.

Create Query

First, familiarize yourself with these signs.

- Less Than or Equal: <=
- Equal: =
- More Than or Equal >=

Second, decide what information you are researching. (i.e. Unit of governments with paid salaries greater than \$100,000,000 from Sangamon County). Make the following selections to build the query in our 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 and you will be taken to another page that shows your results in a PDF format.

Print and Save PDF Results

The PDF that was created when you clicked the "Get Results" button can be printed and saved directly from your web browser.

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 any 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.