

Criteria

In the designer, you can specify criteria on the data :

- in the general case, at the [query filtering level](#) #TBC
- in rarer cases, at the [joints level](#). #TBC

In both cases, the entry and the combination are very close.

Disable a Criteria

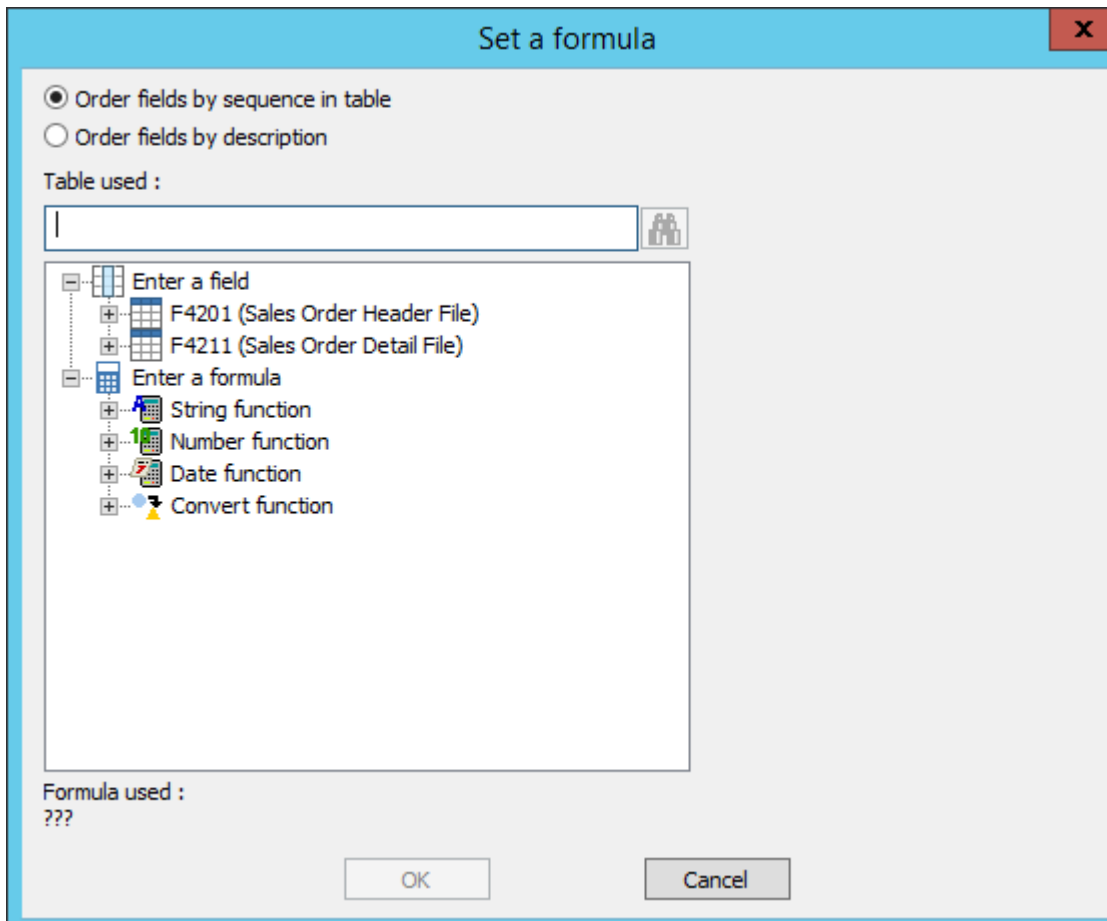
Each criteria is preceded by Chaque ligne de critère est précédée d'une case à cocher. Si la case n'est pas cochée, le critère n'est pas pris en compte.



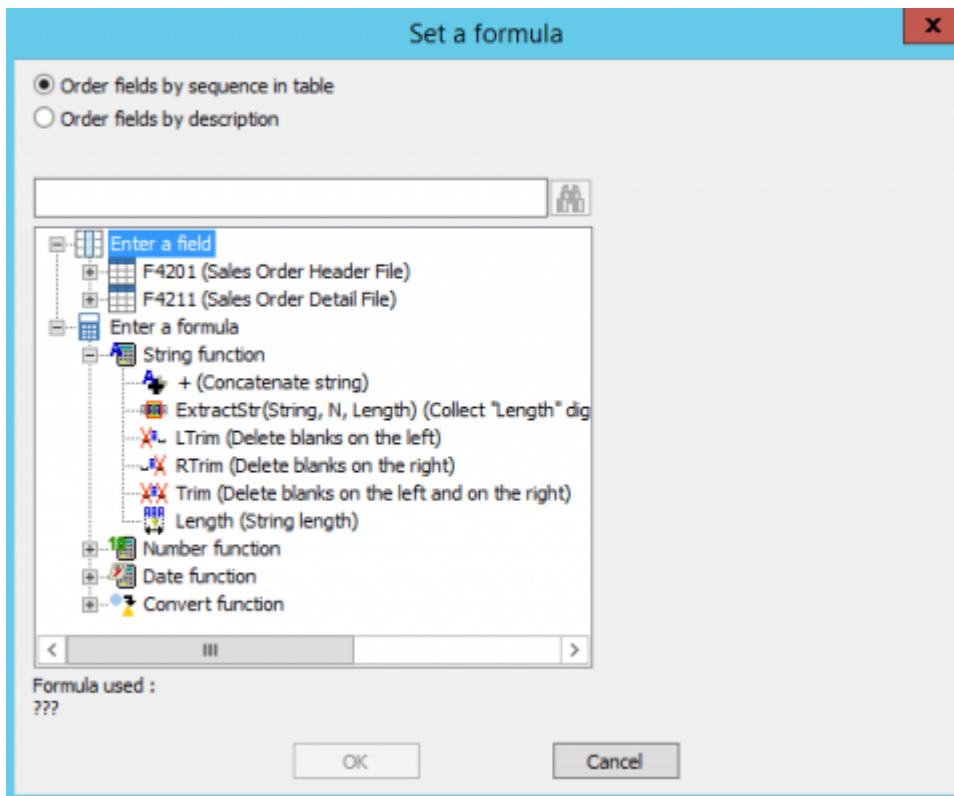
In the development phase, it is a good idea to add a temporary restrictive criterion on the data, so that test runs are fast. Before publication, one can simply uncheck the criterion and leave it available for future tests.

Add a criterion

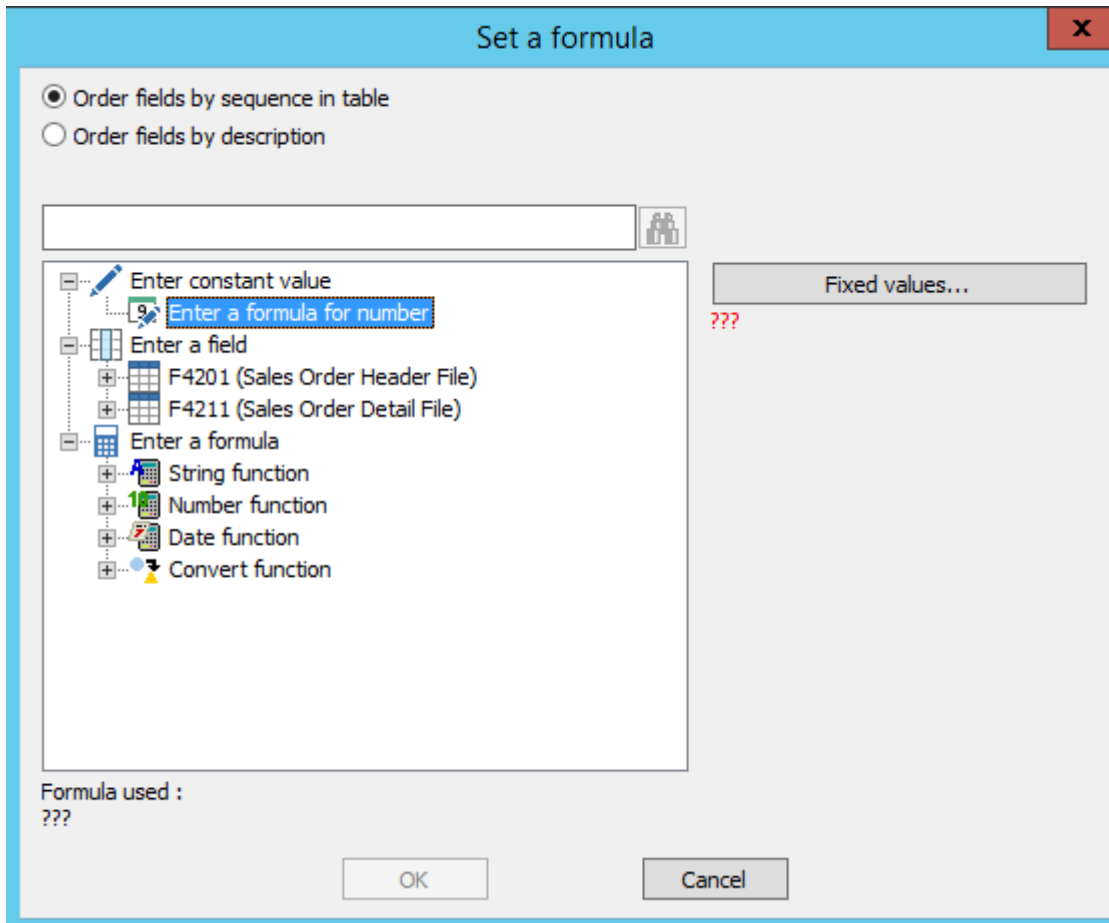
The screenshot shows a 'Set Condition' dialog box. It features a title bar with the text 'Set Condition' and a close button (X). The main area contains a checkbox labeled 'Runtime entry' which is currently unchecked. Below this, there is a text input field with a dropdown arrow, followed by an equals sign (=), and another text input field with a dropdown arrow. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.



A wizard allows you to choose the term on the left from the tables, subqueries or operations. Operations can accept [parameters](#), use fields from tables or subqueries, or use other operations.



The term on the right can, in addition to table fields, subqueries or operations, be hard coded.



Combining criteria

When there are several conditions and there are logical “ORs” between these conditions, use the A/O tools (A/O standing for And/OR) to toggle the flag, the Up/Down arrows to move the lines relative to each other, and the parenthesis tools.

Add a new query ✕

Extract data that match the rule :

If... Match Not match

<input checked="" type="checkbox"/>	=		SHDOCO (F4201) = SDDOCO (F4211)	
<input checked="" type="checkbox"/>	=	OR (SHDOCO (F4201) = SDDOCO (F4211)	
<input checked="" type="checkbox"/>	=	AND	SHDOCO (F4201) = SDDOCO (F4211))

A/O Add... Duplicate Change... Delete



If you want to create a criterion on multiple values (Company code = 00001 or 00003 or 00004, for example), it is much better to use a list of values rather than accumulating rows of criteria.

The image shows a sequence of dialog boxes in a software application. The top dialog is 'Set a formula', with 'Fixed values...' highlighted in red. Below it is the 'Enter constant value' dialog, with 'List of values' highlighted in red, showing a list of values: '00001', '00003', '00004'. Below that are two 'Add a new query' dialog boxes. The top one shows a single rule: SHKCOO (F4201) = '00001';'00003';'00004'. The bottom one is crossed out with a red X and shows three rules: SHKCOO (F4201) = '00001', SHKCOO (F4201) = '00003', and SHKCOO (F4201) = '00004'.

Match / Not Match

- If the radio button is set on Match, only lines matching all criteria are displayed.
- If the radio button is set on Not match, only line not matching at least one criterion are displayed. It is **negation** from a logical perspective.



Sometimes it is easier to describe records you don't want than those you want. In this situation you may use "Not match" option.

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