

# 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

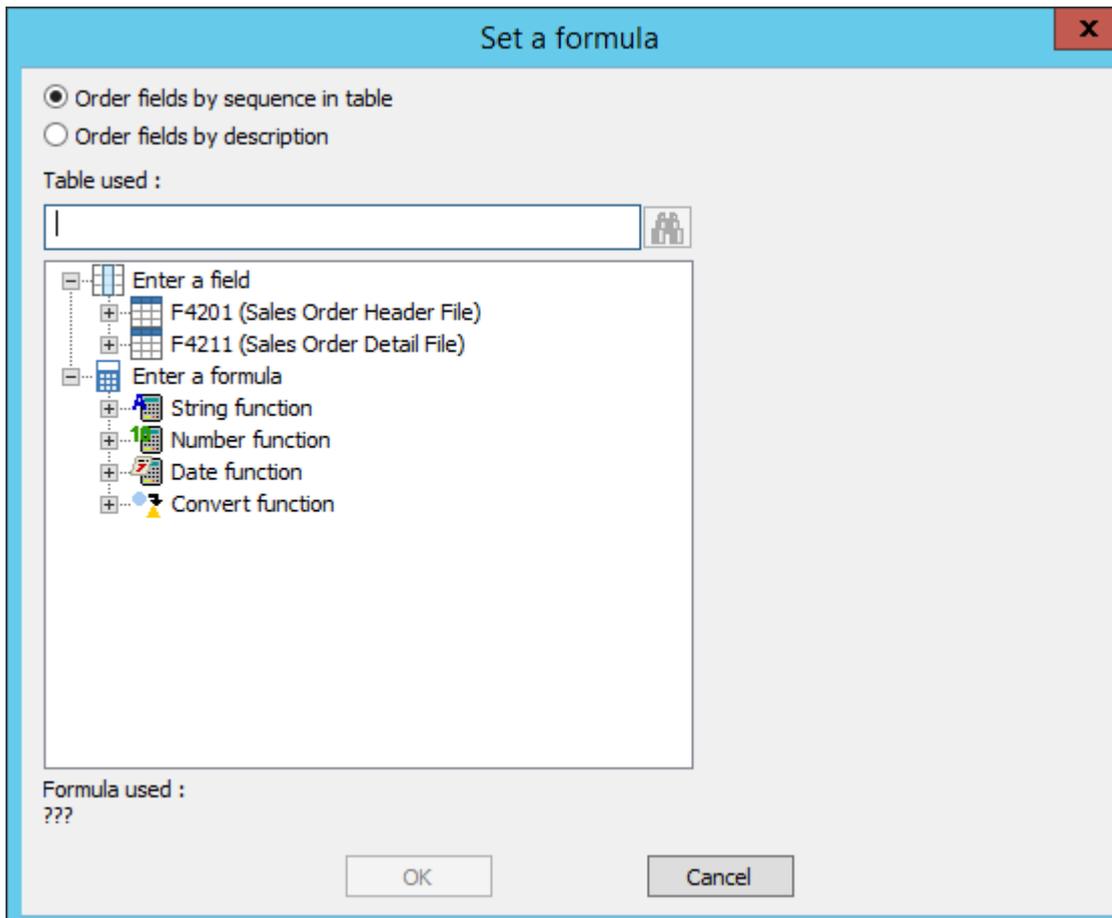
Each criteria is preceded by Chaque ligne de critère est précédée d'une case à cocher. Si la case n'est pas cochée, le critère n'est pas pris en compte.



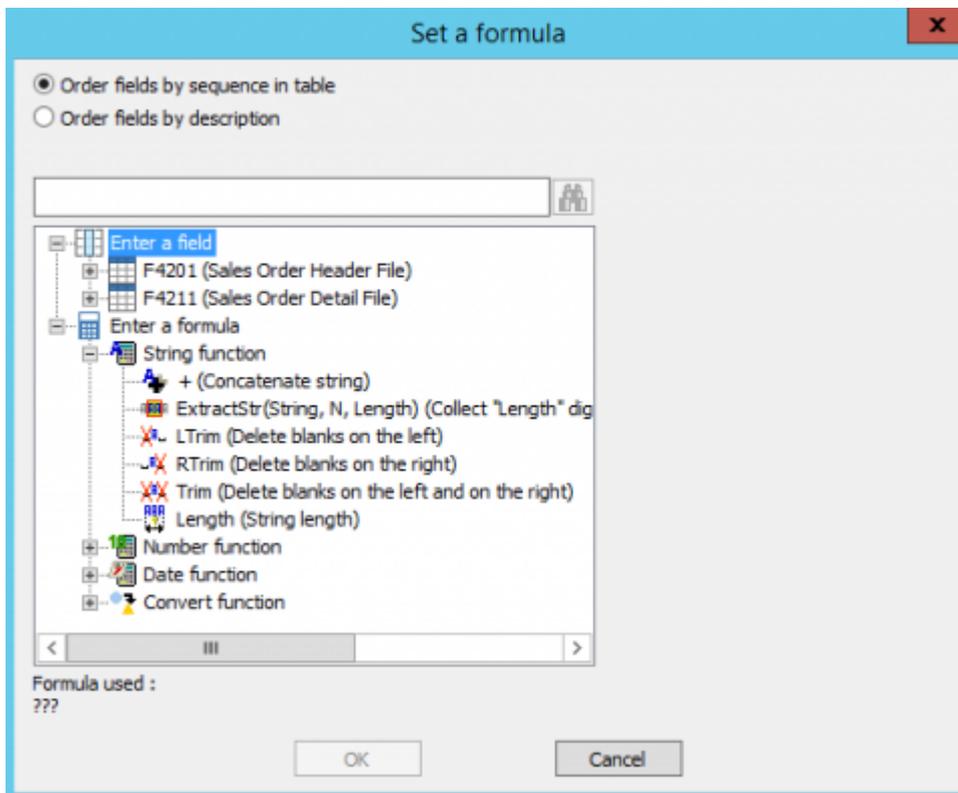
In the development phase, it is a good idea to add a temporary restrictive criterion on the data, so that test runs are fast. Before publication, one can simply uncheck the criterion and leave it available for future tests.

## Add a criterion

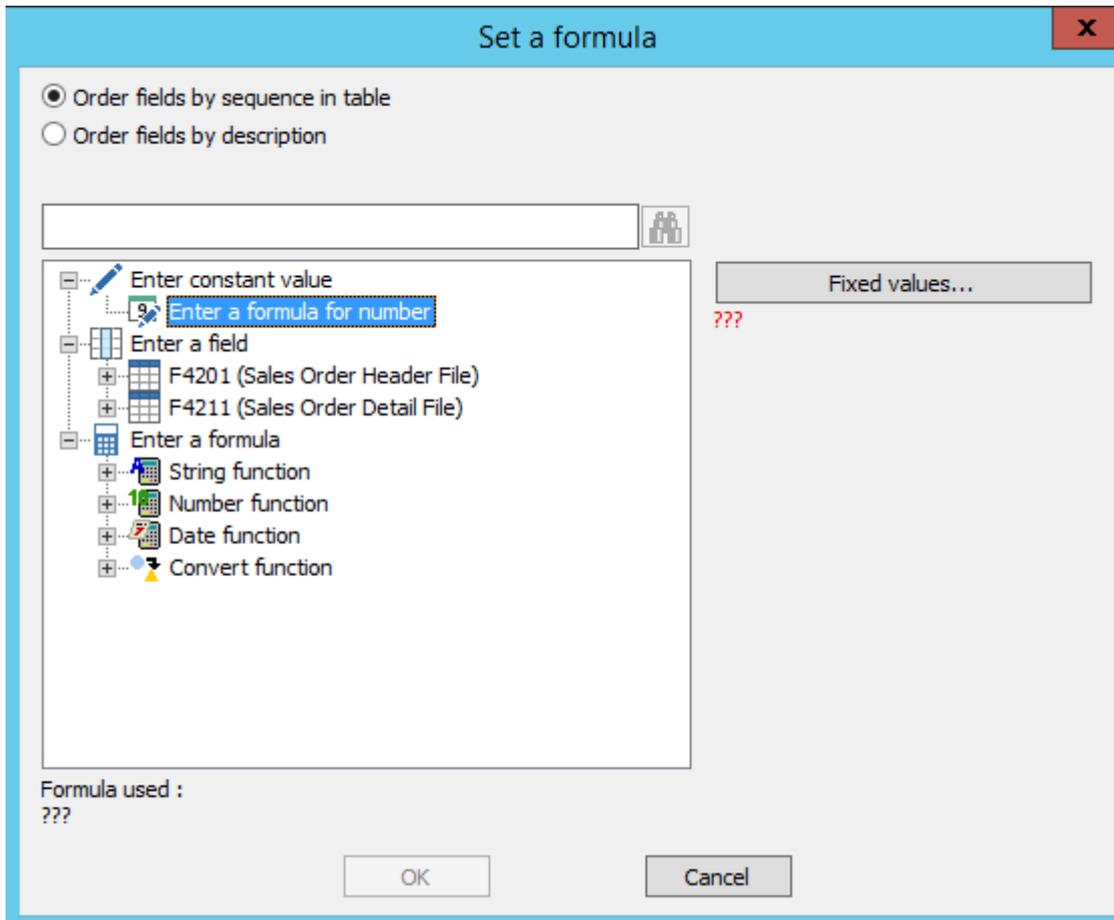
The screenshot shows a 'Set Condition' dialog box. It features a title bar with the text 'Set Condition' and a close button (X). The main area contains a checkbox labeled 'Runtime entry' which is currently unchecked. Below this, there is a text input field with a dropdown arrow, followed by an equals 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"/>	=	<b>OR</b> (	SHDOCO (F4201) = SDDOCO (F4211)
<input checked="" type="checkbox"/>	=	<b>AND</b>	SHDOCO (F4201) = SDDOCO (F4211)

A/O [List Icon] [Delete Icon] Add... Duplicate Change... Delete [List Icon] [Delete Icon]

< Back Next > Cancel



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', where the 'Fixed values...' button is highlighted with a red box. Below it is the 'Enter constant value' dialog, where the 'List of values' tab is selected and highlighted with a red box. This dialog shows a list of values: '00001', '00003', and '00004'. Below these are two 'Add a new query' dialog boxes. The first one shows a single rule: SHKCOO (F4201) = '00001';'00003';'00004'. The second one is crossed out with a large red 'X' and shows three separate 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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