

Los Angeles Unified School District

AWMS Maintenance and Operations Query Management Guide

LAUSD AWMS Maintenance and Operations Query Management Guide

The primary purpose of the Query Management Guide is to inform the AWMS user to what is recognized as good practice. Good practice does not mean that the knowledge described should always be applied uniformly on all projects.

Queries introduced: Queries are stored questions about data. They are a powerful tool in AWMS. By using queries, you can retrieve just the data you want, how you want, and whenever you want.

- What a query is and when you should use one
- How to create a query
- How to save a query
- How to modify/delete a query

What is a Query and when should you use one?

A query is a stored question about the data stored in a database's tables. You use a simple query to define the tables and fields whose data you want to view and also to specify the criteria that limits the data the query's output displays. A query just displays data; it does not modify data in any way.

How to create a query

Create a query by example: You can give examples of the kinds of records you want to find by entering values in one or more fields on the Find sub tab screen.

AWMS Login: Login to AWMS using your user name and password.

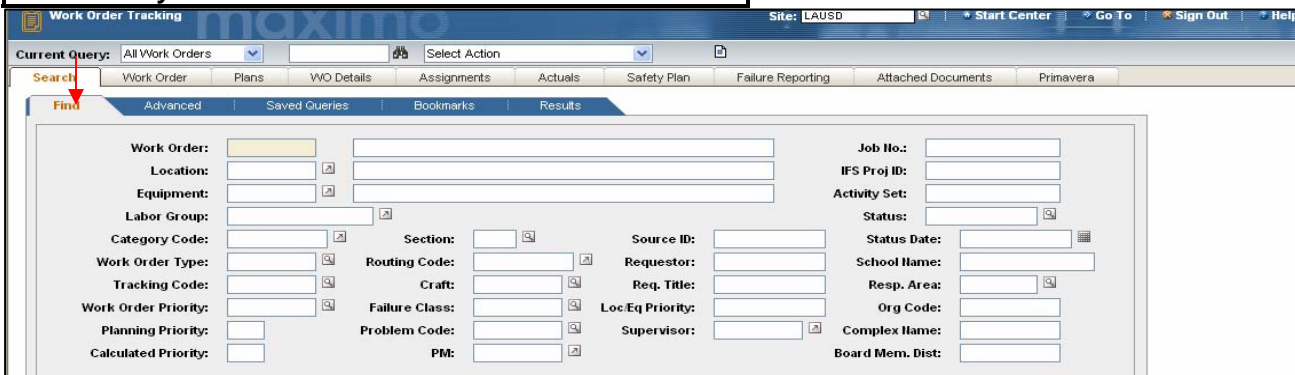
To request a user name and password, go to <http://mo.laschools.org/fis/existing-facilities/m-and-o/fis-awm>. Under the heading FIS-AWM Application, click on the  icon.

For instructional purposes, the following example will be created in the Work Order Tracking application; however the instructions can be applied uniformly to all AWMS applications.

Click on Work Order and select Work Order Tracking



Make sure you are on the Find sub tab of the search tab



Enter a value in one or more fields and hit Find

The screenshot shows the 'Find' section of the Work Order Tracking application. The interface includes a 'Current Query' dropdown, a 'Select Action' dropdown, and a navigation menu with options like 'Work Order', 'Plans', 'WO Details', etc. The main search area contains numerous input fields for various attributes such as Work Order, Location, Equipment, Labor Group, Category Code, Section, Source ID, Job No., IFS Proj ID, Activity Set, Status, Status Date, School Name, Tracking Code, Routing Code, Requestor, Req. Title, Work Order Priority, Failure Class, Loc/Eq Priority, Org Code, Planning Priority, Problem Code, Supervisor, Complex Name, Board Mem. Dist., Agency, Agency ID, Job Plan, History?, Parent WO, Originating WO, Warranty, Is Task?, IFS Cause, IFS Category, Fund Type, Is Trouble Call, Buyer Line, Seller Line, Program, Service Contract, Reported Date, Respond By, Target Start, Target Completion, Scheduled Start, Scheduled Completion, Actual Start, Actual Completion, and Search Location Hierarchy. Four specific fields are highlighted with blue circles: 'Status' containing '=W/APPR', 'Org Code' containing '=1460', 'History?' containing '=N', and 'Is Task?' containing '=N'.

The above example shows a query with four exact match criteria's: Status =W/APPR, Org Code =1460, History =N, and Is Task =N

If no records match your query, AWMS will display the following message

The screenshot shows the same search interface as above, but with a message displayed at the top: "No records found that match the specified query." A red arrow points to this message. The rest of the interface, including the navigation menu and search fields, remains the same.

Exact match vs. Wildcard

Exact match: An exact match query locates data only when there is an exact match with the criteria that you enter.

Placement	Finds	Example
=XXX	All instances where X falls anywhere within the string of characters	=XYZ would return all instances where the word is XYZ

Tip: When the exact data is known, it is **strongly recommended** to use the '=' in a query. Using the '=' sign requires less system resource and will provide a significantly faster result. Enter as many known values as you can to eliminate unwanted return records as well as to speed up the return result sets.

Wildcard: In events that you do not know the exact value for one of the fields you want to use in a query, for example, you only remember part of a work order number, but not the exact number; you can substitute a wildcard for the value you do not know. A **wildcard** is a special symbol that stands for one or more characters. A character is a letter or number.


Examples of Using Wildcards:

Expression	Results
sm?th	Finds <i>Smith</i> or <i>Smyth</i> .
L%ng	Finds any record that starts with <i>L</i> and ends in <i>ng</i> .
%th	Finds any record that ends in <i>th</i> (ex. <i>158th</i> or <i>Garth</i>).
%on%	Finds any record that has <i>on</i> anywhere in the field
c_t	Finds any three letter word that begins with a <i>c</i> and ends with a <i>t</i> . Note* each underscore represents a single character.

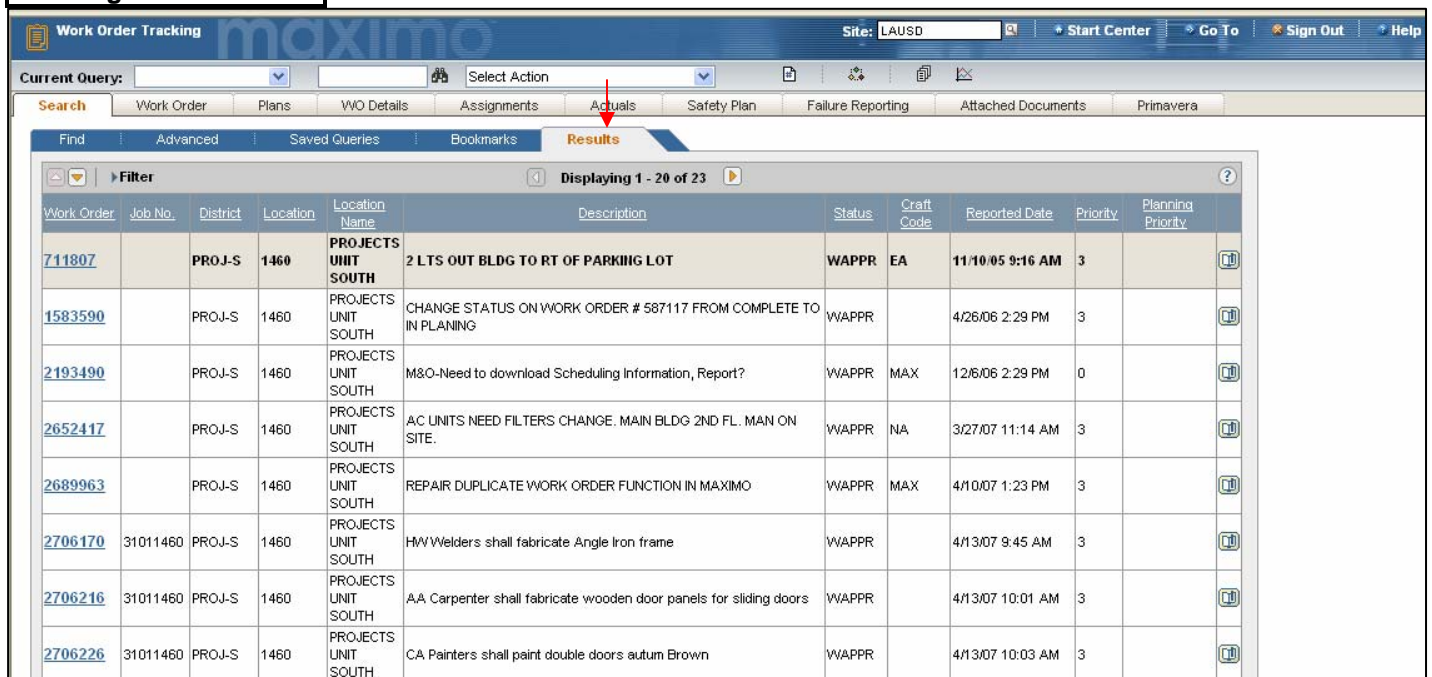
Placement of wildcards: When you use a wildcard in a search field, you must place the wildcard exactly where the unknown character(s) would occur. You can use more than one wildcard in a single search.

Tip: You can use both wildcards and exact match variables in the same query.

Viewing search results: The Results sub tab displays all records that match the current query. The results columns can be sorted and filtered:

- If you have more than 20 work order results, you may click the **Next Page** and **Previous Page** buttons to navigate the pages of your result set.
- Check the **Select Row** check boxes to select multiple records to perform batch actions from the Action menu.
- Click a **Work Order Number** to open a single record.
- Click the **Add to Bookmarks** icon  to mark the record for inclusion in the list of bookmarked records on the Bookmarks sub tab.

Viewing search results



The screenshot shows the 'Work Order Tracking' application interface. At the top, there's a navigation bar with tabs: Search, Work Order, Plans, VVO Details, Assignments, Actuals (highlighted with a red arrow), Safety Plan, Failure Reporting, Attached Documents, and Primavera. Below the navigation bar, there's a 'Current Query' field and a 'Select Action' dropdown. The main content area displays a table of search results under the 'Results' sub-tab. The table has columns: Work Order, Job No., District, Location, Location Name, Description, Status, Craft Code, Reported Date, Priority, and Planning Priority. The first row shows work order 711807 with a description '2 LTS OUT BLDG TO RT OF PARKING LOT'. Other rows include work orders 1583590, 2193490, 2652417, 2689963, 2706170, 2706216, and 2706226, each with their respective descriptions and dates.

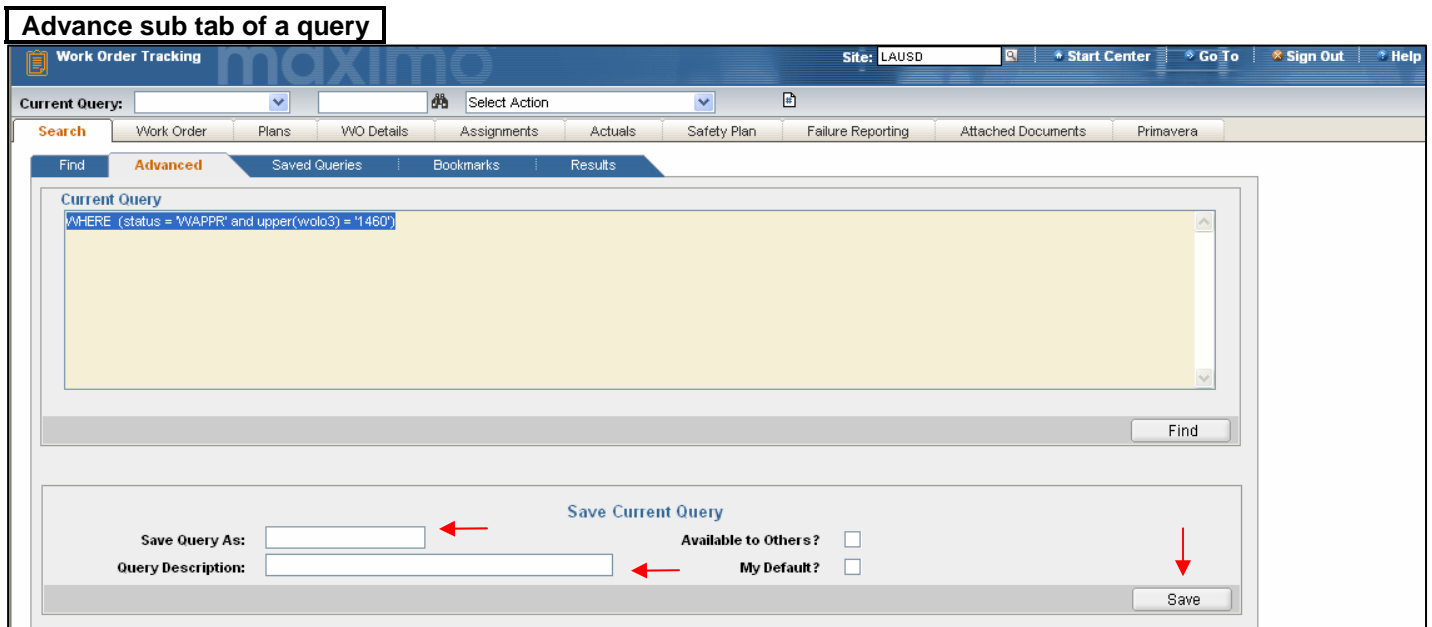
Rule of thumb: If the result set takes longer than **15 seconds** to load, more likely than not, the query was written inefficiently and requires modification (ex. unnecessary wildcards). It is recommended that you generate an AWMS administrative work order and provide your AWMS username and the name of the query for assistance.

How to save a Query

Once you are satisfied with the output records in the Results sub tab, you can save the Query.

To save the query you have just created, click on either the Find or Advance sub tab and enter the following information under 'Save Current Query.'

Advance sub tab of a query



The screenshot shows the 'Work Order Tracking' application interface. The 'Current Query' field contains the SQL query: `WHERE (status = 'WAPPR' and upper(wolo3) = '1460')`. The 'Save Current Query' dialog box is open, with the following fields and options:

- Save Query As:** A text input field with a red arrow pointing to it.
- Query Description:** A text input field with a red arrow pointing to it.
- Available to Others?:** A checkbox.
- My Default?:** A checkbox.
- Save:** A button at the bottom right with a red arrow pointing to it.

Save Query As: Assign the Query a proper name (see below for the recommended naming convention).

Tag 1	Tag 2	Tag 3
Area	Craft	Status

**You may use up to 15 characters to name a query.*

An example query name using the above naming convention would be **1-AA-WAPPR**, which can describe a query that has an output of all work orders in *Area 1*, assigned to the craft code *AA*, and has a *WAPPR* status.

Do not use a symbol (*, #, \$, etc...) as your first character when naming a query. All queries with an unnecessary symbol as the first character will be removed from the public queries immediately.

Query Description: Assign the Query a description. For example, the description *1-AA-WAPPR* can be 'Area 1 – Carpentry – Waiting on Approval.'

Available to Others? : This checkbox allows **ALL** users to be able to view your query. Public queries are available to be viewed in the Saved Queries sub tab and the Current Query menu in the Toolbar. To eliminate unnecessary 'public' queries – all queries will be **removed** from the public directory every **Monday** morning.

My default? : This checkbox allows you to define a default query that is executed every time the Application is launched. Default queries are specific to each Application and can be easily changed in the Saved Queries sub tab. There can only be one default query for each application.

Saving Queries: After you have entered the required information, click the **Save** button.

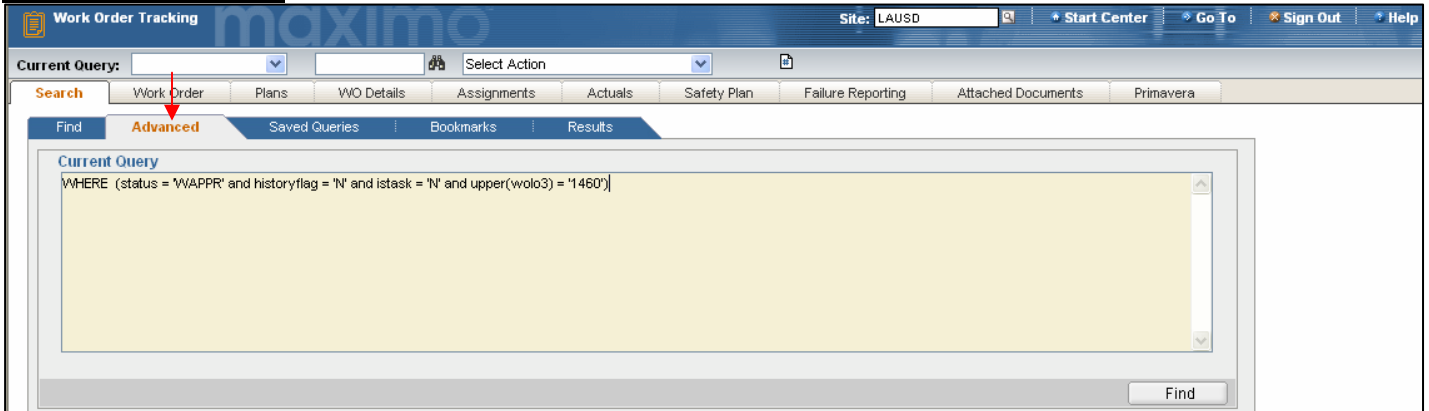
The Saved Queries sub tab holds all of the queries that you have saved in addition to all of the queries that are made 'available to others.' These queries are also available from the Current Query menu in the Toolbar.

Querying with SQL

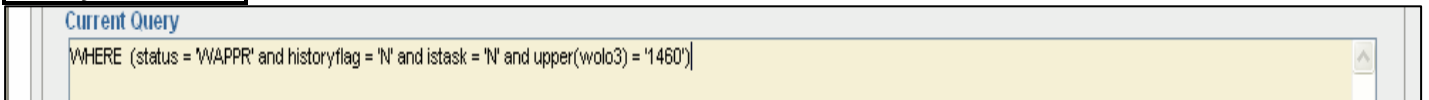
You may use the Advanced sub tab of the Search tab to conduct advanced queries in AWMS. In order to perform advanced queries, you should be familiar with both SQL and the AWMS database. If you are not familiar with SQL and would like to create an advanced query, please generate an AWMS administrative work order for assistance.

The Advanced sub tab displays the current SQL WHERE clause in the Current Query field. If you have entered values on the Find sub tab and proceeded to click on the Advanced sub tab, you will see the WHERE clause AWMS created based on your query values. You can modify the WHERE clause to change your search parameters.

Advance Query Tab

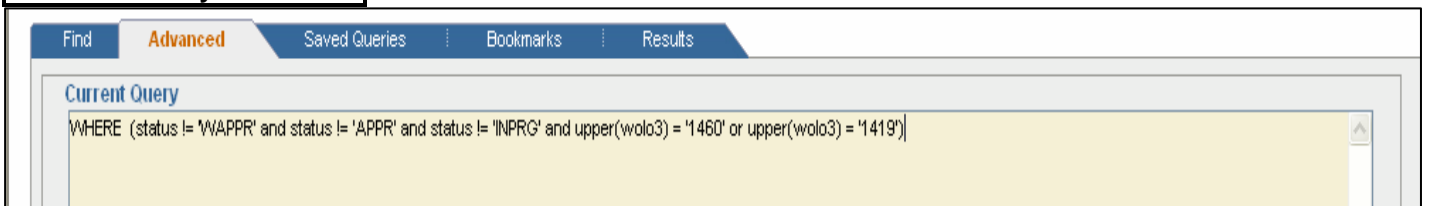


Query Statement



The above query will return all Work Orders that are in the 'WAPPR' Status, with the Org Code '1460', not in History, and not a Task.

Advance Query Statement



The above advance query will return all Work Orders that are not in the 'WAPPR,' 'APPR,' or 'INPRG' Status, with the Org Code of either '1460' or '1419.'

Saving a 'public' query as your own

Due to the fact that 'public' queries will be removed after 5 business days from the day it was created, it is encouraged for users of those queries to save it as their own.

Choosing the query to save: There are two locations where you can locate public queries: the Saved Queries sub tab and the Current Query menu in the Toolbar.

Saved Queries sub tab

Work Order Tracking Site: LAUSD Start Center Go To Sign Out Help

Current Query: All Work Orders Select Action

Search Work Order Plans WVO Details Assignments Actuals Safety Plan Failure Reporting Attached Documents Primavera

Find Advanced **Saved Queries** Bookmarks Results

Filter Displaying 1 - 20 of 331

Name	Owner	Description	Run	Default
ADMIN_DANNYLU	DLU123	ALL WORK ORDERS ASSIGNED TO DANNY LU	Run	<input type="checkbox"/>
AC	ACLAYTON	restroom	Run	<input type="checkbox"/>
1 EA WAPRR	AGARCOUSHA		Run	<input type="checkbox"/>
* 1 EA	AGARCOUSHA	M&O 8 Plan Jobs	Run	<input type="checkbox"/>
RH TICKETS	AHOVASAPIAN	DSGN	Run	<input type="checkbox"/>
DESIGN TICKETS2	AHOVASAPIAN		Run	<input type="checkbox"/>
DESIGN TICKETS1	AHOVASAPIAN		Run	<input type="checkbox"/>
METAL 8 TIC2	AREISING		Run	<input type="checkbox"/>
J-EQUIPMENT-ALL	ATREPAGNIER	(EQUIPMEN) APPR,INPRG,COMP	Run	<input type="checkbox"/>
06-FA-PLAN JOBS	ATREPAGNIER	Equipment Dept. Planned Working Jobs	Run	<input type="checkbox"/>
OSCOTRR	BHOLDER		Run	<input type="checkbox"/>
2 NONPROD 1420	BLUEVANO		Run	<input type="checkbox"/>
2 NONPROD R1420	BLUEVANO		Run	<input type="checkbox"/>
2 NONPROD 1420E	BLUEVANO		Run	<input type="checkbox"/>
0004 PLAN JOBS	BPULFORD		Run	<input type="checkbox"/>
0004 ALL OPEN	BPULFORD		Run	<input type="checkbox"/>
A 5 ALL OPEN	BROSE	OPEN CALLS FOR M&O DISTRICT 5	Run	<input type="checkbox"/>
01 BS WAPRR	BSTORY	AA AND BA WAITING APPROVAL	Run	<input type="checkbox"/>
01 BS BA APPR	BSTORY	ALL PLASTER APPROVED	Run	<input type="checkbox"/>
01 BS RR ALL	BSTORY	ALL RESTROOM WORK ORDERS	Run	<input type="checkbox"/>

New Row Save

Current Query menu

Work Order Tracking Site: LAUSD Start Center Go To Sign Out Help

Current Query: All Work Orders Select Action

Search #06AA ALL OPEN #1 PN GRBG DISP ##PS GRBG DISP #0 HW WOS #002 MTL WAPRR #1 ALL REFRIG #2 ALL REFRIG #3 REFRIG #5RS-INPRG #5RS-OPEN-GRAP #5RS-OPEN-RR #6-OP-ALLTC * 1 EA 00-HQ-PAY-SCH 0004 ALL OPEN 0004 PLAN JOBS 01 BS BA APPR 01 BS INPRG 01 BS RR ALL

WVO Details Assignments Actuals Safety Plan Failure Reporting Attached Documents Primavera

Find Saved Queries Bookmarks Results

Job No.:

IFS Proj ID:

Activity Set:

Status:

Section: Source ID: Status Date:

Routing Code: Requestor: School Name:

Craft: Req. Title: Resp. Area:

Failure Class: Loc.Eq Priority: Org Code:

Problem Code: Supervisor: Complex Name:

PM: Board Mem. Dist:

Agency: Agency ID: Job Plan: History? =N

Parent WO: Originating WO: Warranty: Is Task? =N

IFS Cause: IFS Category: Fund Type: Is Trouble Call:

Buyer Line: Seller Line: Program: Service Contract:

Once you have found the query you would like to save, either click the **Run** button in the 'Saved Queries sub tab' or click on the **query name** on the 'Current Query menu.'

Output of an existing query

Work Order	Job No.	District	Location	Location Name	Description	Status	Craft Code	Reported Date	Priority	Planning Priority
2645870	31034117	AREA-1	4117	GERMAIII ST EL	PRIMARY BOYS AHD GIRLS R.R. NEED 7 NEW SINKS.	WMATL	GA	3/23/07 10:39 AM	3	
2708841	31016123	AREA-1	6123	PLUMMER EL	SINK DRAIN PIPE LEAKING. P.M OFFICE	FCOMP	GA	4/16/07 7:03 AM	3	
2717418	31038137	AREA-1	8137	FROST MS	AUTO FLUSH VALVE NOT WORKING - BOYSR RR B BLDG (M-O-S)	FCOMP	GA	4/16/07 1:23 PM	3	
2717792	31034775	AREA-1	4775	LANGDON AVE EL	SINK LEAKING , BOYS R.R AUD.	FCOMP	GA	4/16/07 2:54 PM	3	
2718685	31038117	AREA-1	8117	VISTA MS	RPLC 2 MISSING AERATORS IN SINK FAUCETS. BOYS RR A-BD LG. 1ST FLR	FCOMP	GA	4/17/07 10:11 AM	3	
2719321	31018102	AREA-1	8102	COLUMBUS MS	NO HOT WATER , GIRLS R.R GYM	WMATL	GA	4/17/07 1:23 PM	4	
2719325	31016027	AREA-1	6027	PARTHENIA ST EL	(M-O-S) NOT HOT WATER - PRINCIPALS RR	WMATL	GA	4/17/07 1:25 PM	3	
2720879	31032753	AREA-1	2753	CANOGA PARK EL	2 TOILETS LOOSE. GIRLS RR J-BLDG. *MOS*	INPRG	GA	4/18/07 11:39 AM	3	
2720891	31032753	AREA-1	2753	CANOGA PARK EL	RPLC 2 MANUAL F/V WITH SMART F/V. GIRLS J-BLDG. RR- *MOS*	INPRG	GA	4/18/07 11:45 AM	3	
2721332	31038617	AREA-1	8617	EL CAMINO REAL HS	BOYS B SIDE RR 2ND TOILET WILL NOT FLUSH	INPRG	GA	4/18/07 2:09 PM	4	
2721389		AREA-1	8880	TAFT HS	CLOGGED SINK IN THE B- FAC. LOUNG RR	WAPPR	GA	4/18/07 2:27 PM	3	
2721536	31032753	AREA-1	2753	CANOGA PARK EL	2 LOOSE TOILETS - J BLDG GIRLS RR	INPRG	GA	4/18/07 3:01 PM	3	
2725467	31038610	AREA-1	8610	PANORAMA HS	REPAIR SINK FAUCET, BOYS R.R E-BLDG 2ND FL	INPRG	GA	4/19/07 7:34 AM	3	
2725507	31038610	AREA-1	8610	PANORAMA HS	BOYS R.R 2ND FL C-BLDG, FAUCET NEED REPAIR.	INPRG	GA	4/19/07 7:35 AM	3	
2726558	31038259	AREA-1	8259	MULHOLLAND MS	URINAL WONT FLUSH. BOYS R.R BY ROOM 40	INPRG	GA	4/19/07 8:12 AM	3	
2726737		AREA-1	8217	LAWRENCE MS	PM RR - TOILET FLUSH VALVE RUNS CONTINUOUSLY, WATER LEAKING FROM SPUD PIPE	WAPPR	GA	4/19/07 8:48 AM	3	

Once you are certain that you would like to save the query as one of your own, click on the Advanced sub tab and assign the query an unique name and description (query name can not be a duplicate of an existing name) and click **Save**.

Tip: A solution for assigning a unique name off of an existing query would be to add your initials to the end of the public query name. For example, the public query name is 1-AA-WAPPR; your new saved query can be 1-AA-WAPPR-DL.

Advanced sub tab of existing query

Current Query

WHERE (status <=> 'COMP' and wloc1 in('AREA-1') and (routecode like ('MO-GA%') or routecode like ('MO-LF%')) and historyflag = 'N' and istask = 'N') and (upper(wol) in ('SR','SRS','FR'))

Find

Save Current Query

Save Query As:

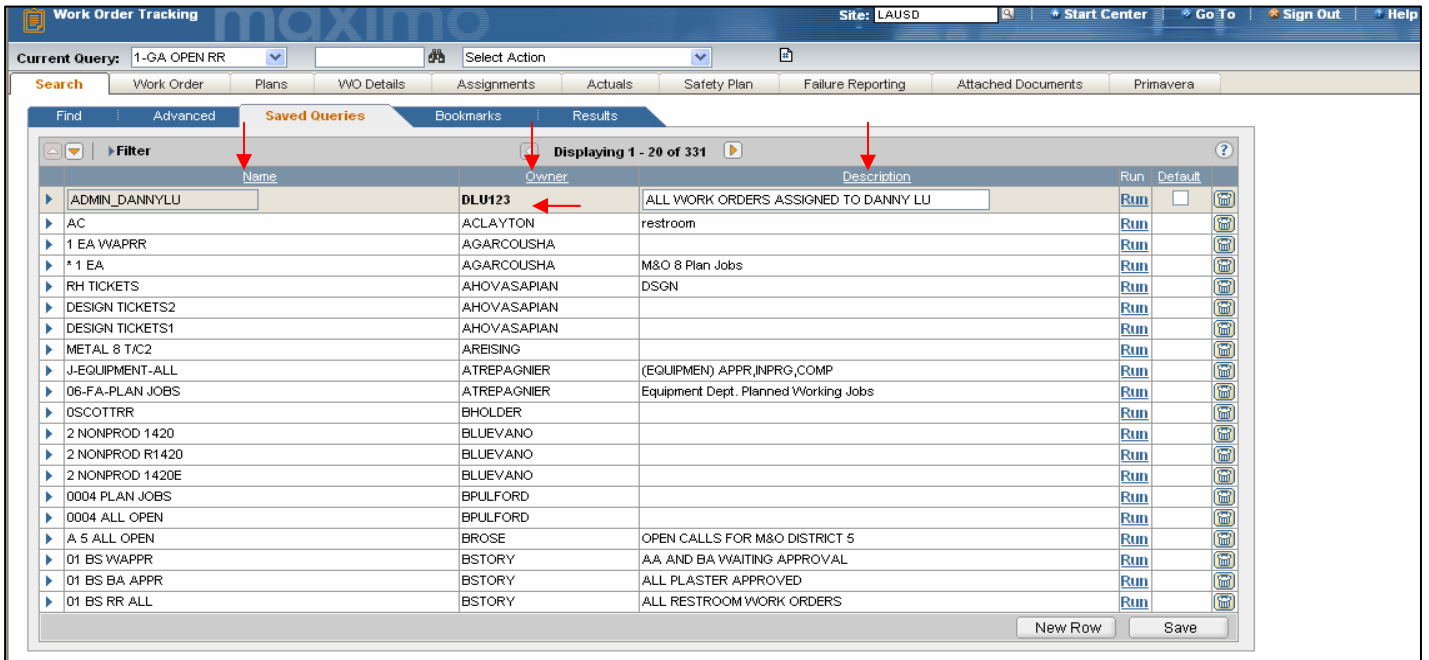
Query Description:

Available to Others?



My Default?

Save

To view all of your saved queries, click on the Saved Queries sub tab; all of your personal queries are defaulted to the top of the list and the remaining public queries are listed below. You may filter the queries by Name, Owner, and/or the Description of the query.



How to Modify/Delete a Saved Query

You can only modify queries you have created. Click on the on the Saved Queries sub tab on the Search tab and click on the blue arrow  of the query you would like to modify. You may modify the Description, the Query Language, the Available to Others option, and the My Default option. You may also delete a query by clicking on the  icon. Click **Done** and then **Save** to save the changes. It is encouraged for users to delete all unused queries.

Saved Queries sub tab

