Create a Query
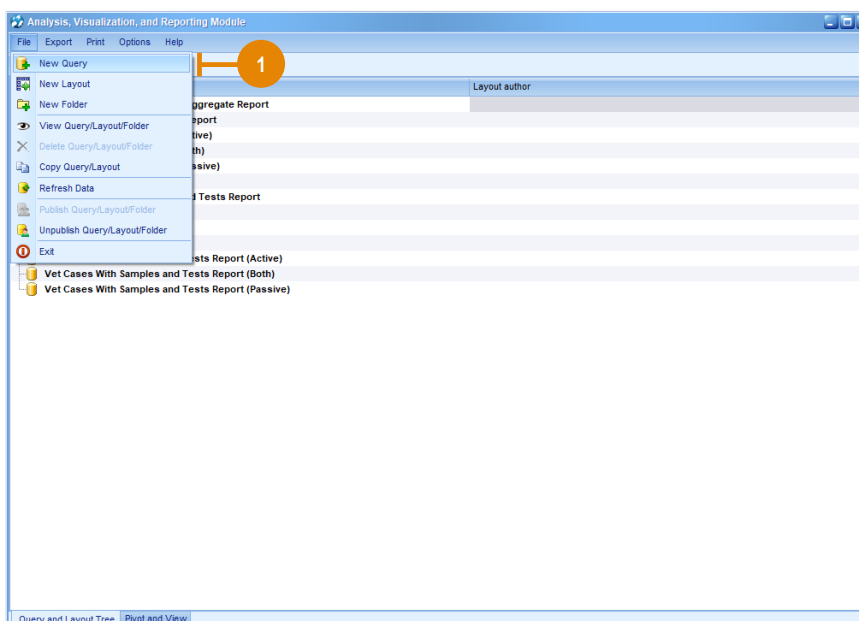
An EIDSS user with the appropriate permissions can build queries in the Analysis, Visualization, and Reporting (AVR) application. This quick guide presents the steps to create a query.

1. From the AVR **Query and Layout Tree,** choose **New Query** from the **File** drop-down menu. A blank query form appears.
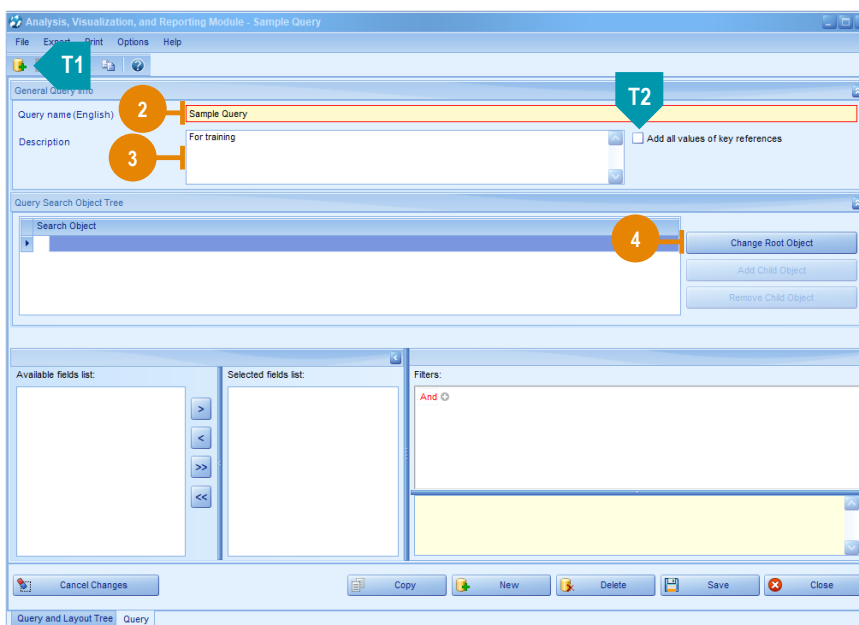

> **Tip 1:** A query can also be added by clicking the **New Query** icon in the toolbar.

2. Enter a **Query name.**

3. Enter a query **Description.**

> **Tip 2:** Checking the **Add all values of key references** box will affect associated AVR layouts but not the query itself.
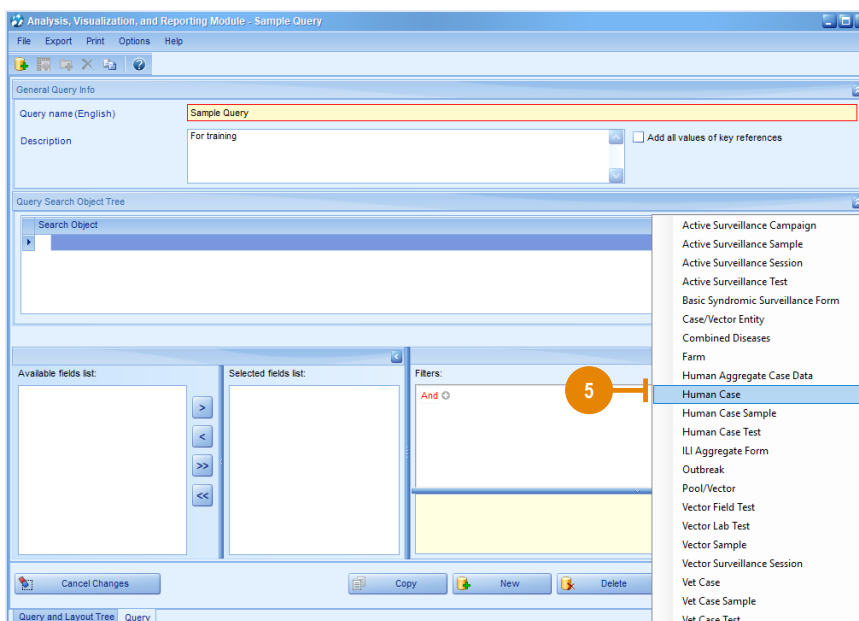
4. Click **Change Root Object.** A list of available root objects appears.

Create a Query

5. Choose a root object. The chosen root object appears in the **Search Object** tree structure and the **Available fields list** populates with fields/variables associated with the root object. **Note:** Only one root object may be chosen at a time. **Note:** The **Add Child Object** button will only become enabled if the chosen root object contains child objects.
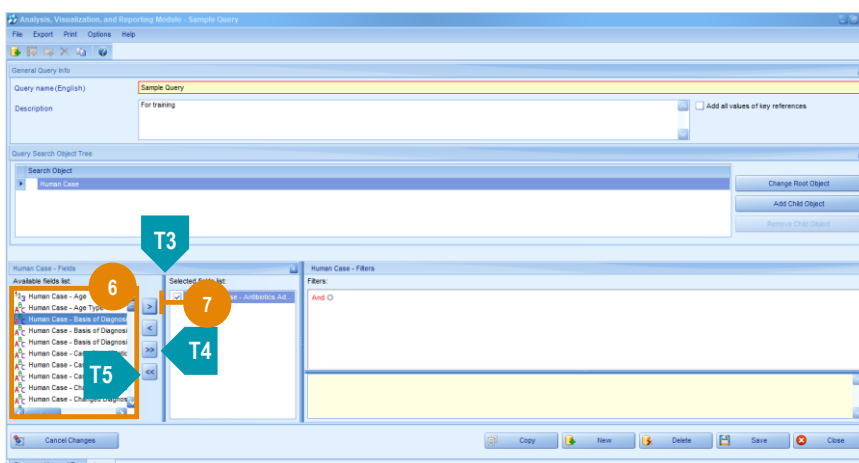
6. Highlight the desired field(s) in the **Available fields list.**

> **Tip 3:** To adjust the width of the **Available fields list** or the **Selected fields list,** drag the right edge of the list.

7. Click the **>** icon. The highlighted fields move to the **Selected fields list.**

> **Tip 4:** To move multiple available fields to the **Selected fields list,** hold down the **Ctrl** key while highlighting each desired field and click the **>** icon; to move all fields, click the **>>** icon.

> **Tip 5:** To move a selected field back to the **Available fields list,** highlight the desired field and click the **<** icon; to move all selected fields back to the **Available fields list** click the **<<** icon.

Create a Query

8. Click **Add Child Object.** A list of child objects associated with the root object appears.

9. Choose the desired child object. The **Available fields list** populates with fields/variables associated with the child object. **Note:** Root objects and child objects have separate fields lists.

> **Tip 6:** To change the options displayed in the **Available fields list,** highlight the desired root or child object(s) under **Search Object.**

> **Tip 7:** To remove a child object, click **Remove Child Object.**

10. Choose **Filters** as needed.

11. Click **Save.** A confirmation dialog box appears.

12. Click **Yes.** The query is saved and displays in the **Query and Layout Tree.**