Users can restrict results by using Criteria in Query Manager. For instance, a list of employees can be restricted to only include faculty members. Criteria are also called Filters and are represented by a funnel icon.

**Procedure for Adding Criteria Using the Criteria Tab**

1. Go to the Criteria tab.

2. Click the Add Criteria button.

3. Click the magnifying glass (Select Record and Field) in the Expression 1 box.

4. Click on the name of the field. You can select fields from different tables by clicking the Show Fields button next to the table name.
5. Choose a **Condition Type** from the pull-down menu.

![Condition Type](image)

Frequently used condition types are:

- **equal to** – for example `A.PAYGROUP equal to MON`.
- **not equal to** – for example `A.PAYGROUP not equal to BIT`.
- **like** – use this condition to look for parts of a text, such as key words in job titles or the beginning of a department ID. The percent sign (%) is the wildcard character. For example, `A.JOBTITLE like %Developer%` finds job titles that contain "Developer," such as "Senior Developer" and "Developer Associate."
- **between / greater than / less than** – for example `A.NW_LTD_SERVICE_DT between 1/1/2015 and 12/31/2015`.
- **in list** – use this condition type when the field can equal one of a set of values. For example `A.PAYGROUP in list MON, BIR`. To add codes to the list, click the **magnifying glass** (Select List Members) in the Expression 2 box, enter the first code in the Value box, click **Add Value**, then enter the second code in the Value box, click **Add Value**, etc.
- **is null** – use this condition when a date field is blank or when looking for mismatching values after a left outer join. For example: `A.TERMINATION_DT is null (missing date), or B.POSITION_NBR is null (after left outer join).
- **Eff Date <=** – this condition is used for effective dates and means "as of" a given date. For example, `A.EFFDT Eff Date <= Current Date` means the query only includes data that is in effect today.

6. Choose **Expression 2 Type** and enter **Expression 2 value**. The available **Expression 2 Types** vary by **Condition Type**.

![Expression 2](image)

7. Click **OK** at the bottom of the Edit Criteria Properties page.
### Procedure for Adding Criteria Using the Query Tab

1. Go to the **Query** tab.

2. Find the **Field** you want to restrict. You can filter on a field even if the field is not a column in the query results.

3. Click on the **funnel icon (Use as Criteria)** to the right of the field.

4. On the **Edit Criteria Properties** page, choose **Condition Type** and **Expression 2**.

5. Click **OK**.

### Procedure for Adding Criteria Using the Fields Tab

1. Go to the **Fields** tab.

2. Find the **Field** you want to restrict.

3. Click on the **funnel icon (Add Criteria)** to the right of the field.

4. On the **Edit Criteria Properties** page, choose **Condition Type** and **Expression 2**.

5. Click **OK**.

### Procedure for Adding Complex Criteria Using Logical Operators AND / OR

1. You can create complex selection criteria using logical operators AND and OR together with parentheses. It is crucial to group criteria with parentheses when both AND and OR operators are used so Query Manager knows the order in which to execute the filters.

   a. **A.PAYGROUP equal to MON AND (A.DEPTID equal to 123400 OR A.LOCATION equal to 5678)** will show monthly staff who are in department 123400 plus monthly staff who are in location 5678.

   b. **(A.PAYGROUP equal to MON AND A.DEPTID equal to 123400) OR A.LOCATION equal to 5678** will show monthly staff in department 123400 plus everyone at location 5678.

2. Go to the **Criteria** tab.
3. If necessary, change the order of criteria rows using the **Reorder Criteria** button. Enter the new order in the **New Position** column. Click **OK** to return to the **Criteria** tab.

![Reorder Criteria](image)

4. Add parentheses using the **Group Criteria** button. Type in a left parentheses character into the **Left Paren** column and a right parentheses character into the **Right Paren** column on the appropriate lines to form the group.

![Group Criteria](image)

5. Click **OK** on the **Edit Criteria Grouping** page to return to the **Criteria** tab.

6. On the **Criteria** tab, use the pull-down menu in the column **Logical** to change the logical operator from AND to OR.

![Criteria](image)

**Tip** You can nest parentheses to create even more complex criteria.