# Create a Query in Specify 7

**Step 1:** Click on **Queries** in your navigation bar.

Specify 7							aber	ntley KU Fi	sh Voucher Collection	~
opecity /							Noti	ifications: 1	Search	
	🛾 Data Entry	🗬 Interactions	Trees	Record Sets	? Queries	Reports	🛞 WorkBench	9		

Step 2: Click on New.

Queries (1)		×
CO Example Query		1
	New	Cancel

**Step 3:** Select the base table associated with the query you want to make.

The Collection Object table is the one we will use for this example.

New Query Type	×
🚨 Accession	<b>^</b>
🜆 Address Of Record	
DNA Sequence	
🔙 Agent	
🔚 Group Person	
Appraisal	
Mattachment	
🔚 Author	
Borrow	
Collecting Event	
Collecting Trip	
Collection Object	
Collection Relationship	•
	Cancel

**Step 4:** Press the **+** button to add fields to the query.

0 Query: New Q	uery				
Count 🗆 Distinct	Query	Create CSV	Create KML	Make Record Set	Save

Step 5: For each blank field that you have added, you will have a picklist like this one to pick your fields:



The  $\rightarrow$  to the left of some items indicate that they are tables within your chosen base table.

💼 🔟 Accession # 🚨	Select Field 🗸
🝵 🔟 Select Field	Select Field (formatted) Accession :
🝵 🔟 Select Field	→ Accession Attachments     → Accession Attachments     → Accession Authorizations

Because I chose the  $\rightarrow$  Accession # item in the previous list, I now have the fields from the Accession table. For this example, I chose Accession # as the value I wish to query from this list.

**Step 6:** Pick all the fields you wish to query as well as every field you want to see the value of associated with your query.

💼 🖸 Preparations 📴	Select Field	~
+ Count Distinct	Select Field (aggregater) → Collection Object Count	КМ
	<ul> <li>→ Disposal Preparations</li> <li>→ Gift Preparations</li> </ul>	

Some tables can be aggregated or formatted, outputting the structure specified in the schema once queried. Individual elements can be chosen if you wish to see or query those results.

**Step 7:** Choose your operators for each field.

Operators are the options given to search your specific field.

These vary from each field however these are the major ones you will see time and time again while building a query.



Operator	Explanation
Any	Any value from this field is going to result from this query
Like	You can insert a wildcard character (*) at the beginning or end of the field to search all
	items that start or end with an unknown value. Querying *3 will pull all results that end
	in a 3.
=, >, <	These are equal to, greater than, less than, greater than or equal to, and less than or
	equal to, and function as expected with your field's value.
Between	You can give it two values and it will pull all data in between
In	You can create a non-consecutive list that can be separated with commas or spaces to
	be searched. Querying 1,3,5,7 will pull the data for your field when it has a value of any
	of those entered.
Contains	This finds every instance of a specific string associated with that field
Empty	This will only pull data from items that have said field empty
True/False	If the value is true or false.



This icon is the **Negate** button. This essentially says if your search does NOT meet your query criteria, it will appear.

### **Step 8:** Sort and organize your query.

## **Sorting Your Query**



This button hides or unhides a specific field from the query. This will result in the item either appearing or not appearing once you run the query.



The button on the left is the default state of the sort button. If you press once, it sorts ascending. Twice, descending.



These buttons will move the field up or down in your query. This affects how it appears once you run the query.

#### **Step 9:** Sort and organize your query.

Here is our example collection object au	uery.
--	-------

0 Query: Example Collection Object Query	
✓ 😩 🖾 Cat # Ø =	Q ^ † ↓ ^
Contains	♀ ^ † ↓
Voucher O Contains	Q ^ † 4
True	♀ ● ↑ ↓
Gereid No; Locality Gereid Number Contains	Q • † 4
Field No: Locality C Date (any)	Q • † ↓
Field No: Locality Collectors (aggregated)	Q • † 1
🕜 📑 🔟 Field No: Locality 📴 Locality 📴 Geography (formatted)	Q • Ť ↓
Field No: Locality Cocality Locality Name Contains	Q • t ↓
🖌 🔋 🔞 Field No: Locality 😫 Locality 🛃 Latitude1 (any)	Q • † 1
🖌 🔋 🔞 Field No: Locality 🖪 Locality 🛃 Longitude1 (any)	Q • † ↓
The second	Q • † 1
Brev/Exch #      Contains	Q • † 4
🖌 👔 🔞 Field No: Locality 🖪 Collectors 🕼 Agent 🌄 Last Name 🙍 Contains	Q • 1 +
Contains     Contains     Contains	Q • † ↓

+ Count Distinct Query Create CSV Create KML Make Record Set Abandon Changes Save Save As

These checkboxes allow you to modify the query's results:

Count Distinct

**Count** shows the count of results without the query creating them.

**Distinct** allows concise queries to pull a list of once-off items (such as geography information or localities) without having duplicate entries.

Query	Create CSV	Create KML	Make Record Set	Abandon Changes	Save	Save As
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**Query** runs the query.

Create CSV creates a comma-separated value file that can be used in other programs like Excel.

**Create KML** creates a Google Earth file from a query that pulls geographic data.

Make Record Set creates a record set that can be referenced later and used for reports and labels.

Abandon Changes appears when you are editing an existing query. This removes the changes you make.

Save saves and modifies your existing query.

Save As allows you to save this query with a new name and preserve the original.

**Step 10:** Save and use your query.

Now that we have the query working the way we want it to, I can save and start using it.

0 Cat #	Te Full Name	0 Voucher	G Field Number	C Date	Collectors	🐱 Geography	🐱 Locality Name	Latitude1	Longitude1	CO Preparations CO	Prev/Exch #
500	Macrhybopsis storeriana		CDB 99-01	04/27/1899	Bunker, C D	North America, United States, Kansas, Douglas	Kansas River	38.9784012000	-95.2329025000	EtOH - 1	
501	Semotilus atromaculatus		Z501		Unknown	North America, United States, Kansas, Trego	Hackberry Creek	38.8692436218	-100.1157150269	EtOH - 1	
502	Semotilus atromaculatus		Z501		Unknown	North America, United States, Kansas, Trego	Hackberry Creek	38.8692436218	-100.1157150269	EtOH - 1	
503	Semotilus atromaculatus		250)J		Unknown	North America, United States, Kansas, Trego	Hackberry Creek	38.8692436218	-100.1157150269	EtOH - 1	
504	Semotilus atromaculatus		Z501		Unknown	North America, United States, Kansas, Trego	Hackberry Creek	38.8692436218	-100.1157150269	EtOH - 1	

This is an example output when I restrict my query to search Collection Objects using Cat # from 500-504.

All elements can be interacted with and work as hyperlinks to the respective information. Click **Save** once you are satisfied and now you have a query!

# **Query Options**



Click on the *≥* icon to modify your query.



You can change the name of your query, define a label or report based on your query, or export it in the Darwin Core Archive format.

# Here are some example outputs:

**Export query for DwCA definition.** *This is useful for publishing data to aggregators.* 

Query XML for DwCA definition.	×
<pre><?xml version="1.0" ?> <query contexttableid="1" name="Example Query"> <field isnot="false" isrelfid="false" oper="9" stringid="1.collectionobject.catalogNumber" value="00001000,00001200"></field> <field isnot="false" isrelfid="false" oper="11" stringid="1,9-determinations,4.taxon.Family" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1,9-determinations,4.taxon.fullName" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.collectionobject.fieldNumber" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.collectionobject.fieldNumber" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.collectingevent.stationFieldNumber" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.10.collectingevent.stationFieldNumber" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.10.2.3.gography.gography" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.10.2.locality.localityName" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.10.2.locality.localityName" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.10.2.locality.longitude1" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.10.2.locality.longitude1" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.10.2.locality.longitude1" value=""></field> <field isnot="false" isrelfid="false" oper="11" stringid="1.0.collections.preparations.preparations" value=""></field> <field <="" isnot="false" isrelfid="false" oper="11" stringid="1.0.2.locality.longitude1" td=""><td></td></field></query></pre>	
4	
Class	

Define report based on query.

Reports		×
Create new report	5	
Example Report		
	Create	Cancel

Name your new report. Once you click **Create**, you will be redirected to the App Resources page.



## Define label based on query.

Labels		×
Create new label		
Example Label		
	Create	Cancel

Name your new label. Once you click **Create**, you will be redirected to the App Resources page.



For both the label and report, you can modify the automatically created file within Specify or click **Download** to save the report to your computer. It will be downloaded in a jrxml file that can be modified in Jaspersoft Studios. You can use the **Load File** option to reupload it once you have customized it to your liking.