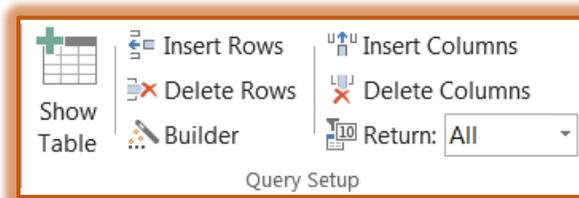


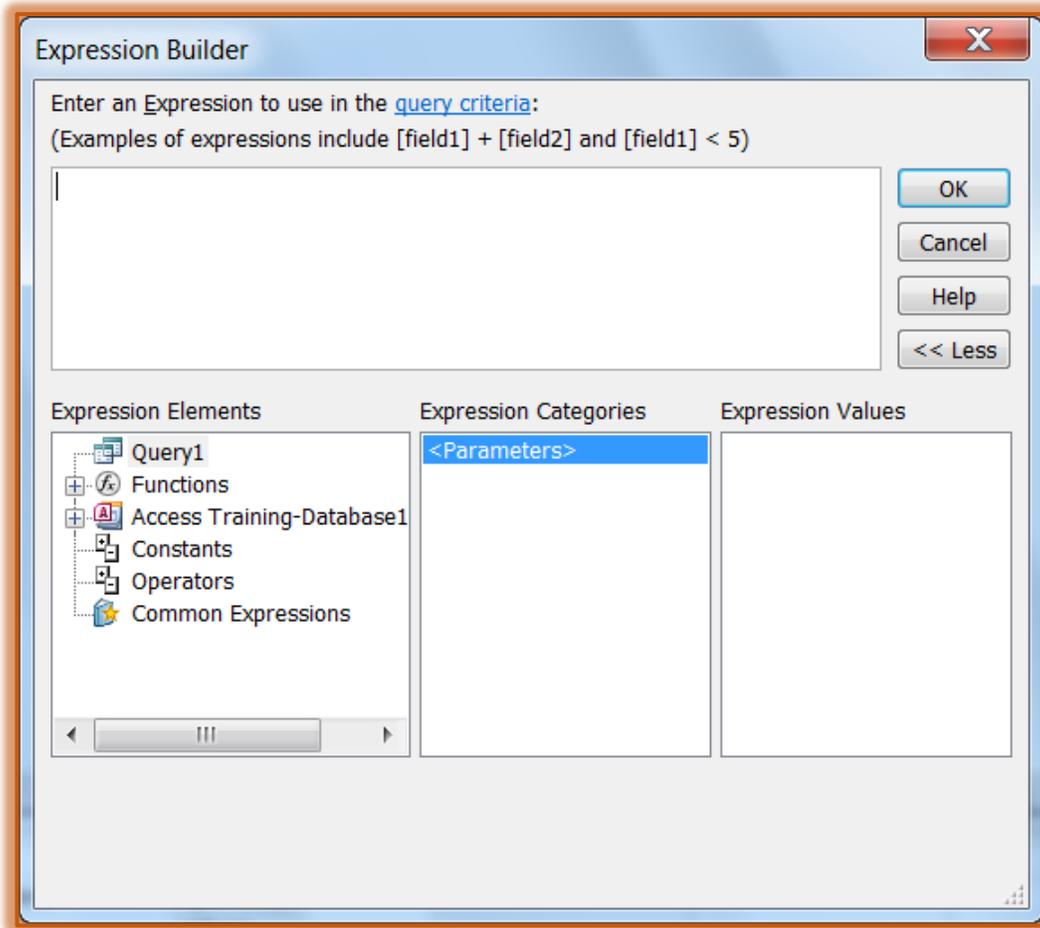
CREATE A QUERY USING TOTALS AND BUILD OPTIONS

Build options are used to perform calculations in a query. The Expression Builder is used to generate the search criteria for the query.

- † Click the **Create Tab**.
- † In the **Queries Group**, click the **Query Design** button.
- † Select the **Spot orders** table from the **Show Tables** list.
- † Add the fields **IDSpot**, **ClientID**, and **Start date** to the **Design** grid.
- † Add the **Totals** line to the **Design** grid using one of the options described in the previous section.
- † In the column for **IDSpot**, click the **Total** cell.
- † From the list choose **Count**.
- † In the column for **Start date**, click the **Total** cell.
- † From the list choose **Where**.
 - ✧ You have to add this extra step for entering query criteria whenever the **Total** row is visible in Query Design View.
 - ✧ Choosing **Where** automatically removes the check mark for the **Show** box for that field.
- † In the column for **Start date**, click the **Criteria** cell.
- † Click the **Builder** button in the **Query Setup Group** (see illustration below).



- † The **Expression Builder** dialog box will appear (see illustration on next page).
- † In the **Expression Elements** list, click the **Operators** button.
- † Under **Expression Categories**, click **Comparison**.
- † In the **Expression Builder**, double-click the **greater than (>)** button.
- † In the **Expression Elements** list, double-click the **Functions** folder.
- † Click the **Built-In Functions** subfolder.
- † Under **Expression Categories**, click **Date/Time**.
 - ✧ Make sure that you click the middle list only **once**.
 - ✧ A double-click will add a term to the upper text box.
- † In the **Expression Values** list, double-click **Date**.
- † Type **-90** in the box at the top of the dialog box, next to the parentheses after the word **Date**.
- † Click **OK** to exit the dialog box and place the expression in the **Criteria** row.
- † In the **Design View** window, press **Tab**.
- † Save the file with the name **Count spots for clients in last 90 days**.
- † Test the query by clicking the **View** or the **Run** button in the **Results Group**.
 - ✧ In the **Datasheet View** for the query, the field **Count of ID Spot** shows the number of spots each client has purchased for running during the past 90 days.
 - ✧ When the database was created, Fall 2014 was used as the example.
 - ✧ Because the query is being run at this time, the query results will not show the data.
- † If this query was run earlier than Fall 2014, this problem could be solved, by completing the steps below:



- ✧ Return to **Query Design View**.
- ✧ In the upper pane, double-click the **Start date** field to add it to the query a second time. When creating a query, it is possible to add a field to the query more than once.
- ✧ In the second column for **Start date**, click the **Total** cell.
- ✧ From the list, choose **Where**.
- ✧ In this same column, click the **Criteria** cell.
- ✧ Click the **Builder** button on the toolbar.
- ✧ In the **Expression Elements** list, click the **Operators** button.
- ✧ Under **Expression Categories**, click **Comparison**.
- ✧ In the **Expression Builder**, double-click the **less than (<)** button.
- ✧ In the **Expression Elements** list, double-click the **Functions** folder.
- ✧ Click the **Built-In Functions** subfolder under **Functions**.
- ✧ In the **Expression Categories** list, click **Date/Time**.
 - ☆ Make sure that you click the middle list only once.
 - ☆ A double-click will add a term to the upper text box.
- ✧ In the **Expression Builder** list, double-click **Now** and then click **OK**.
- ✧ In the **Design View** window, press the **Tab** key.
- ✧ The query should appear as shown in the illustration on the next page.
- ✧ Save the query.
- ✧ To test the revised query, view it in Datasheet View.

- ✧ If this query were being run during the same quarter of the year 2014 as when it was created, you would see the results of the query.
- ✧ If the query were being run earlier than the quarter when it was created, you would not see any results – which is correct.
- ✧ If the query were being run during a later quarter than when it was created, you would not see any results – which is also correct.
- ✧ Sometimes when a query does not show any results, it is a good thing.

Field:	DSpot	ClientID	Start date
Table:	Spot orders	Spot orders	Spot orders
Total:	Count	Group By	Where
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			>Date()-90 And <Now()

- ✧ Close the query, saving the changes if necessary.