

Process: Variables are used to restrict the amount of data displayed in the initial report. It is recommended to use a time variable in every query, if available, and it should generally be a mandatory/required variable. Examples include, Academic Year, Academic Session, Fiscal Year/Period, Validity Date, etc.

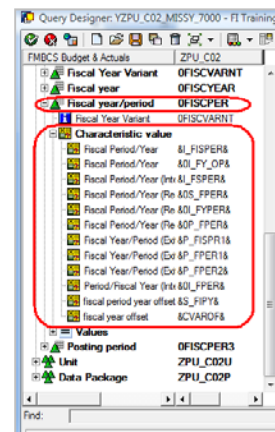
Variables help minimize the amount of information returned by the query. The less information returned from the query, generally the faster it can be transferred to the end user.

Role: Authorized Users

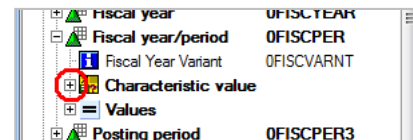
Frequency: When needed

Adding Variables

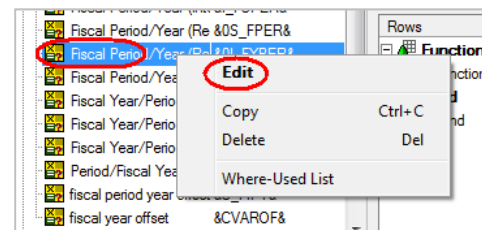
To place a variable on the characteristic from the **InfoProvider** frame:



- Click to the left of the **Characteristic Value Variable** for the characteristic object to display the available variables

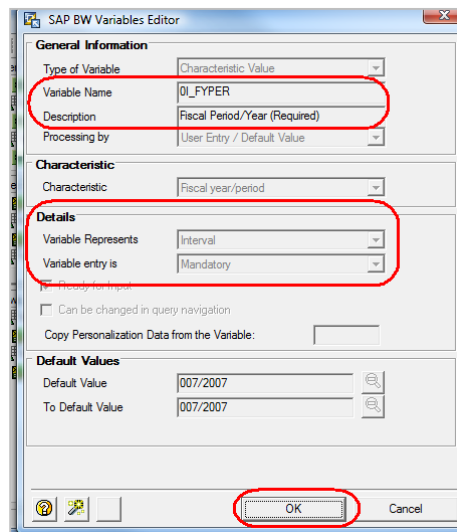


- To see the properties of the variable in order to choose the preferred variable, right-click and click **Edit**

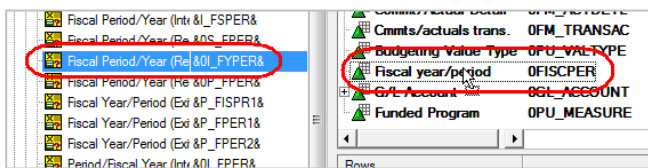


Adding Variables

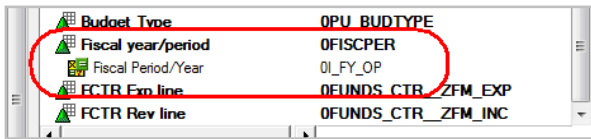
- In the **Details** section:
 - Variables Represents** lists if the variable is a single value, selection option, or interval
 - Variable Entry Is** lists if the variable is mandatory (required) or optional



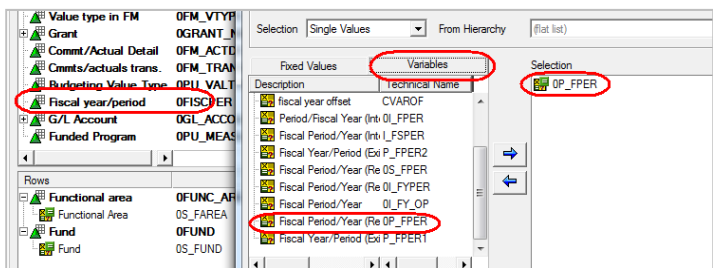
- Drag and drop the variable **on top of** the object to which it belongs



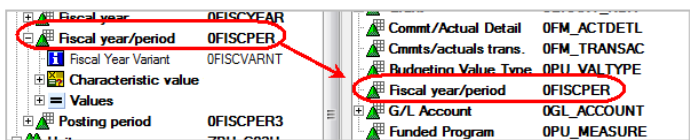
- The variable will be displayed below the characteristic object



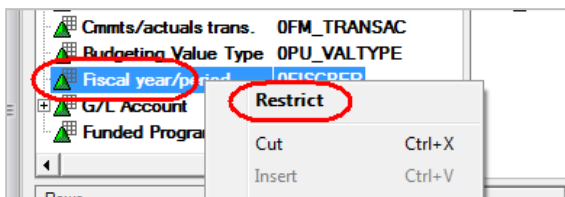
To place a variable on the characteristic after the characteristic has been placed in the **Rows**, **Columns**, or **Free Characteristics** frames:



- Move the characteristic object to the desired frame

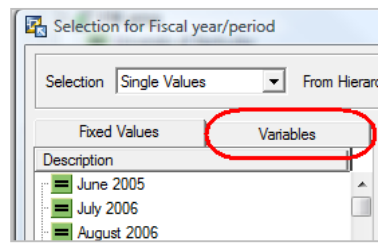


- Right-click on it and select **Restrict**

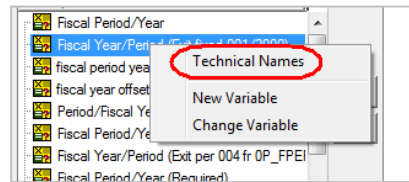


Adding Variables

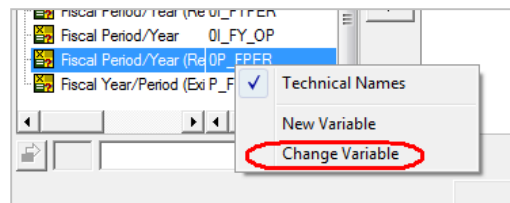
- Click on the **Variables** tab in the **Selection For...** window



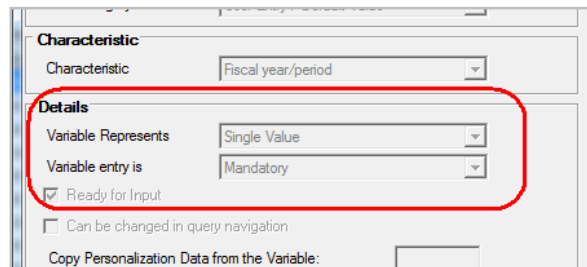
- Turn on **Technical Names** by right-clicking on one of the values and selecting **Technical Names**



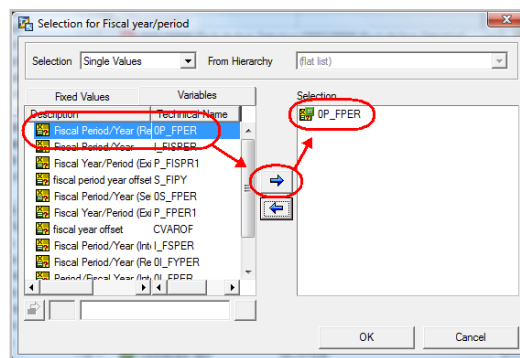
- Check the type of variable by right-clicking on it and selecting **Change**



- In the **Details** section:
 - Variables Represents** lists if the variable is a single value, selection option, or interval
 - Variable Entry Is** lists if the variable is mandatory (required) or optional

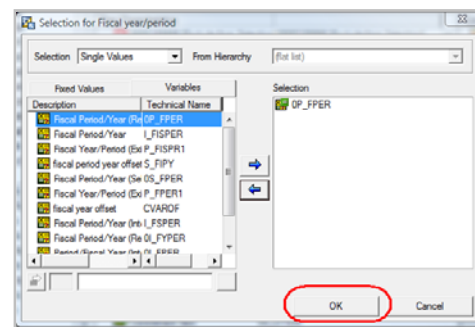


- Select the **Variable** in one of three ways:
 - Double-click on variable
 - Single-click on variable, and then click **Add**
 - Drag and drop variable into the **Selection** screen

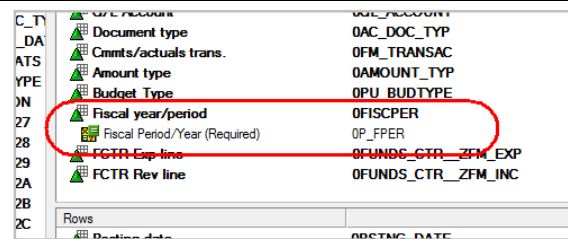


Adding Variables

- Click **OK**



- The variable will be displayed below the characteristic object



Using Variables

Notes:

- A time characteristic should be included in every query, if available, and should generally be a mandatory/required variable, such as Fiscal Year/Period, Academic Year, Academic Session, etc.
- Group mandatory/required variables at the top of the variable screen in **Query Properties**
- Group similar variables together