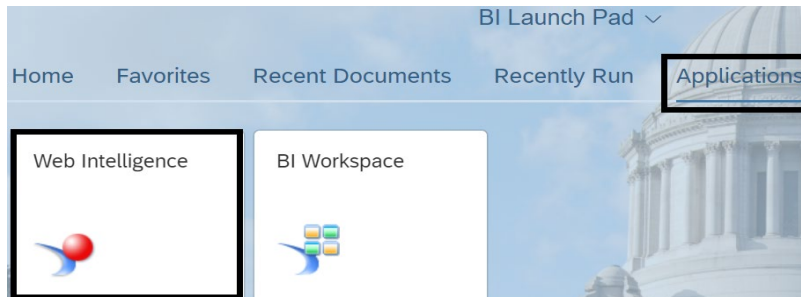**OFM**
OFFICE OF FINANCIAL MANAGEMENT

Ad hoc queries are created and managed by agency users. The queries are based on agency-specific scenarios to meet agency business data needs. Agency users can save ad hoc queries in their personal folders or agency-specific folders based on their security/permission levels.
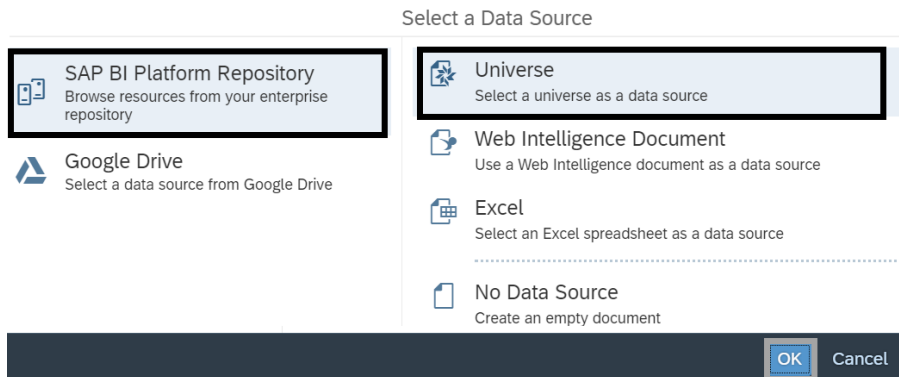
Create New Ad Hoc Query

When you create and save an ad hoc query, it becomes a WebI document (WID file). A WebI document includes a query/report and related objects/formulas/variables.

1. Select: **Applications.**
2. Select: **Web Intelligence.**

➔ WebI will display options so that you can select a data source.

3. Select: **SAP BI Platform Repository.**
4. Select: **Universe.**
5. Select: **Ok.**

➔ WebI will display a list of available universes based on your security/permissions. All WWA universe names will begin with "WWA EDW" to represent Washington Workforce Analytics Enterprise Data Warehouse.
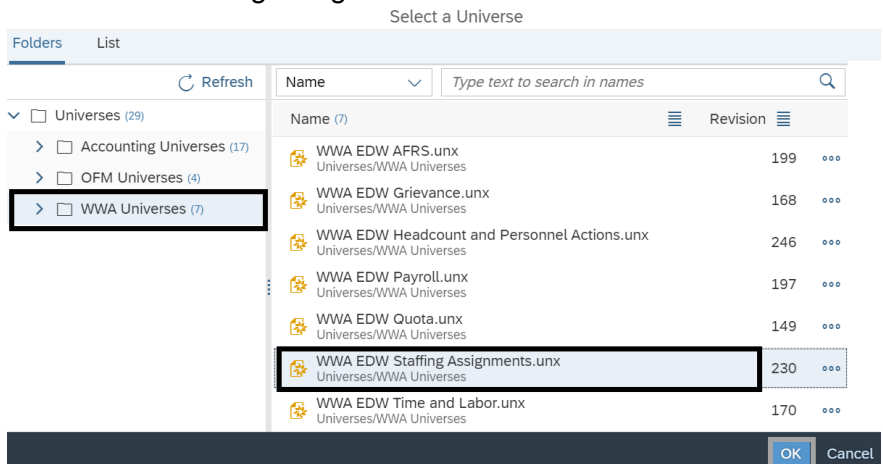
6. Select: **WWA Universes folder.**

➔ WebI will display a list of WWA universes based on your security/permissions.

7. Select: **WWA universe.**
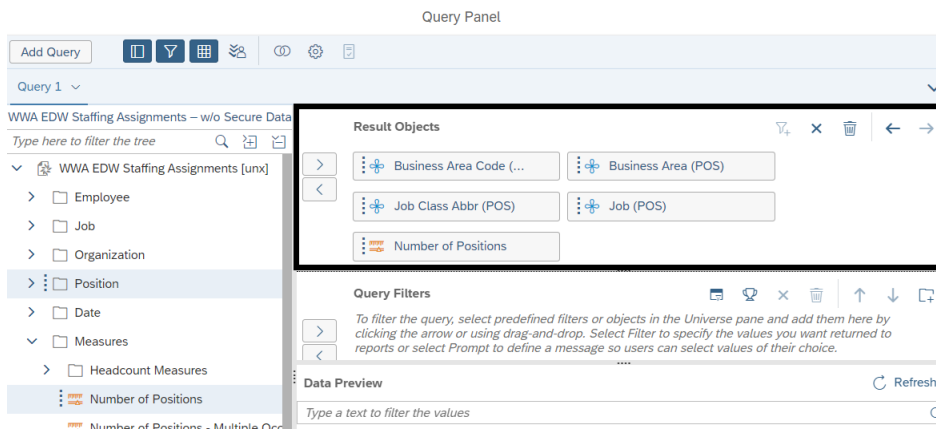8. Select: **Ok.**

➔ WebI will display the query panel.

In this example, we select the WWA Universes folder then we select the WWA EDW Staffing Assignments universe.

9. Add: **Objects from the Universe to the Result Objects section.**

➔ These objects will become the column headings and measures in your report.

➔ You can drag-and-drop objects or use the > arrow to add objects from the universe.

➔ Use the shift-key or ctrl-key to select multiple objects.

➔ Double-click an object in the universe to add it to the right of whichever object is highlighted in the Result Objects section.
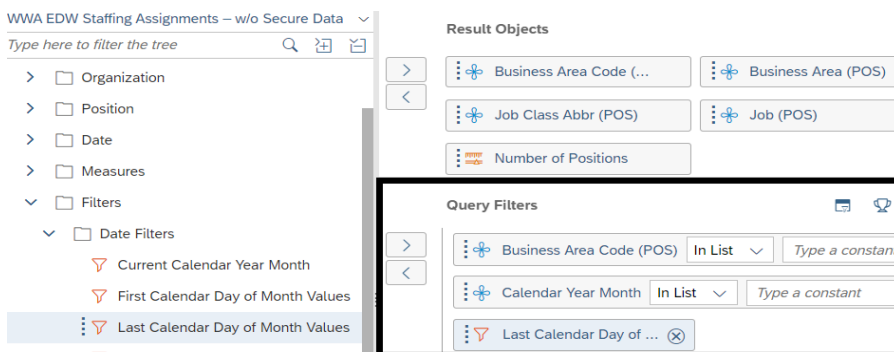
In this example, we add Business Area Code (POS), Business Area (POS), Job Class Abbr (POS), Job (POS), and measure for Number of Positions.

10. Add: **Objects from the Universe to the Query Filters section.**

➔ Filters narrow the results to focus on specific data elements and help to prevent long run times or system timeouts.

➔ Use Pre-defined filters (in the filters folder) to save time. Pre-defined filters are customized for WWA users based on current business needs.

In this example, we add filters for Business Area Code (POS), Calendar Year Month, and pre-defined filter for Last Calendar Day of Month Values.
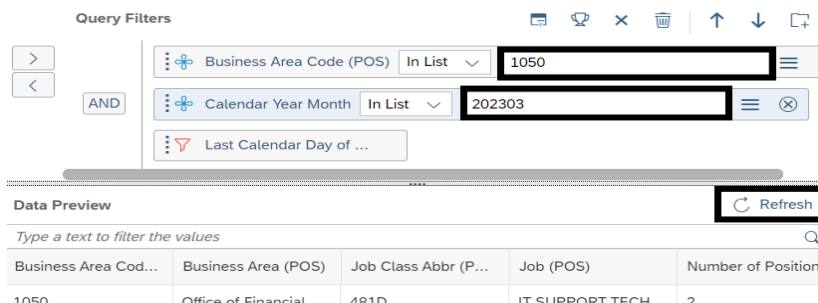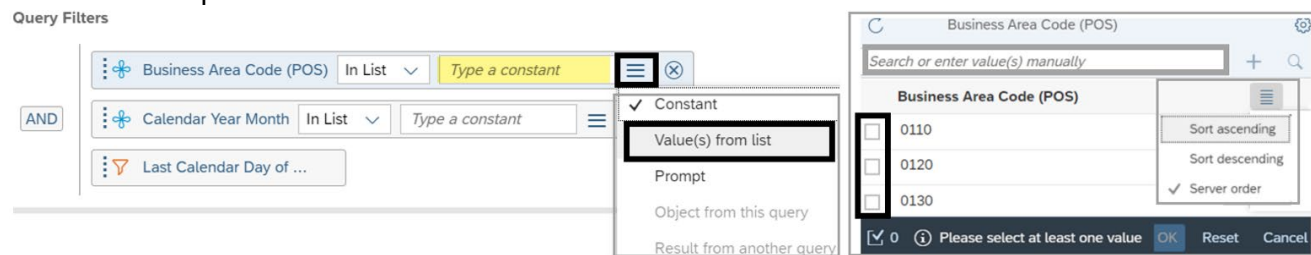

11. Input: **Filter values.**

➔ Use semi-colons (;) to separate multiple values.

12. Select: **Refresh.**

➔ WebI will display sample data results in the query preview section.

In this example, we can directly input filter values in the Type a constant text box or use the Value(s) from list filter option to search for values to select.
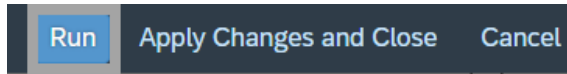
Run Query and Save Query

Before you run any query, consider the volume of data and determine if the query should be scheduled to run in the background. If the data set includes a large volume of data, use the option to Apply Changes and Close to save your query then schedule the document to run in the background.
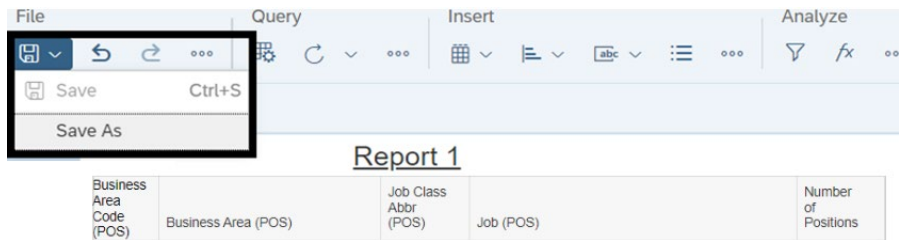
✓ Additional information about saving and scheduling documents is available in the job aids on the [WWA support page](#).

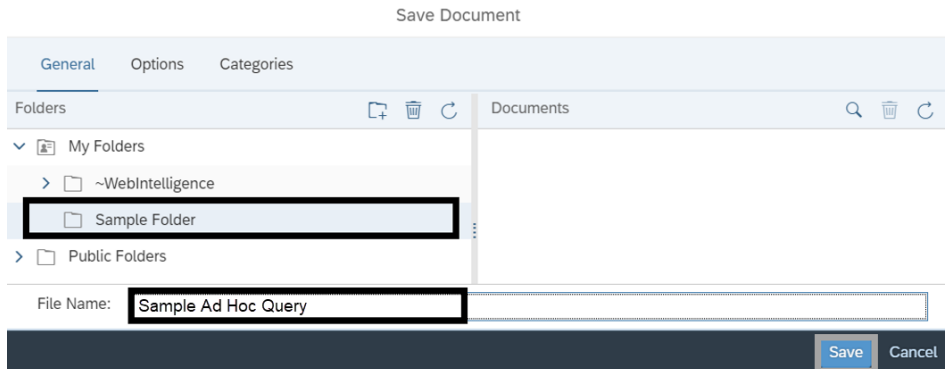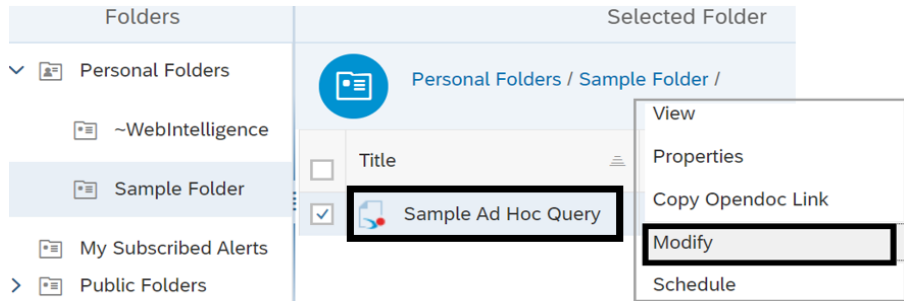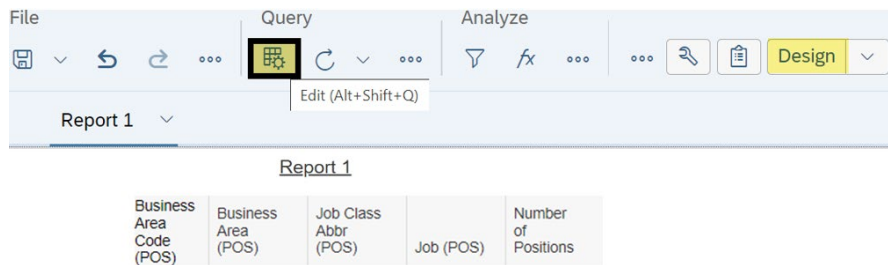|	
1. Select: **Run.** ➔ WebI will display the report table.	**Run Apply Changes and Close Cancel** ➔ To save the query without running it, use Apply Changes and Close.
2. Select: **Save As.** ➔ WebI will display the folder structure so that you can select the folder where this copy of the document will be saved.	
3. Select: **Folder.** ➔ Regular users can save documents to their personal folder (my folders). ➔ Power users can save documents to their personal folder (my folders) or designated public folder (agency folder). **4.** Input: **File name.** **5.** Select: **Save.**	

Modify Ad Hoc Query

Use the WebI query panel to modify your ad hoc query.

1. Right-click: **Document.**
2. Select: **Modify.**
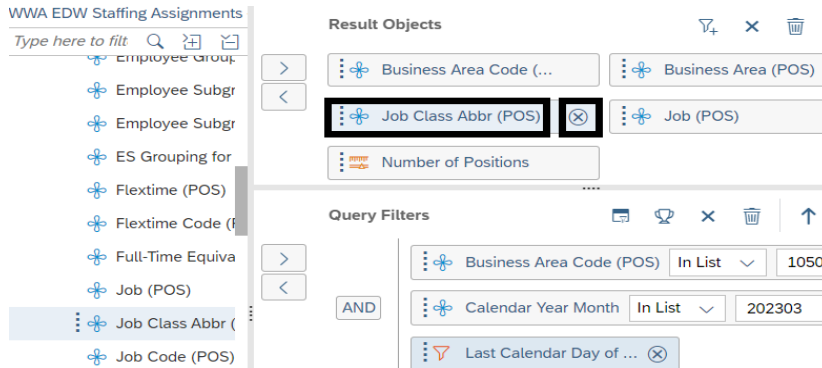➔ WebI will display the report table.

3. Select: **Edit.**
➔ WebI will display the query panel so that you can edit the query.
➔ If the option to edit the query is not available on the toolbar, ensure you are in design mode.
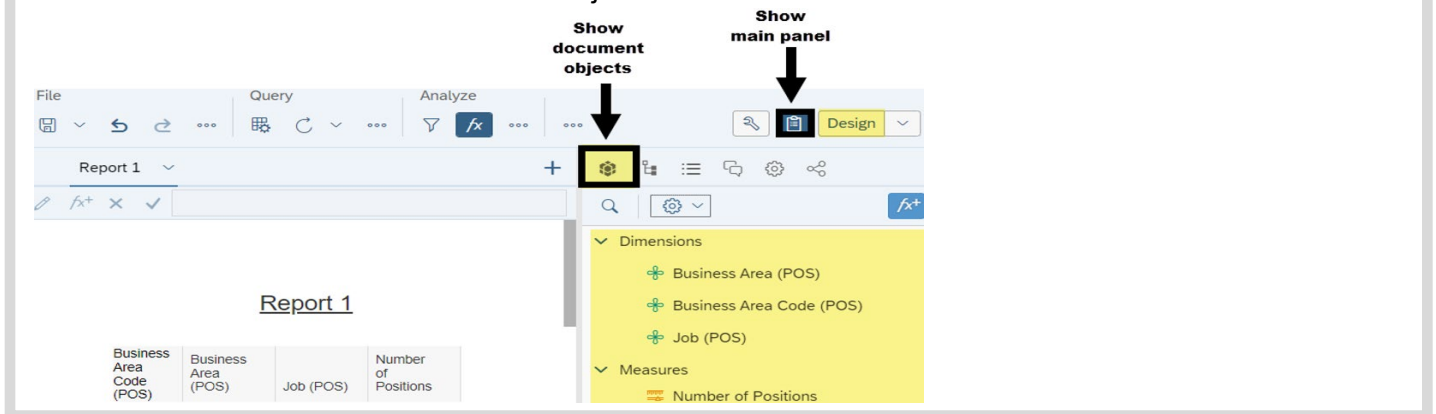
Remove Objects

If you modify the ad hoc query to remove result objects, review the query filters in case you also need to remove or modify filter values.

1. Select: **Object.**
2. Select: **Delete.**
➔ WebI will remove the object from the query.
3. Select: **Run.**
   -- or --
   Select: **Apply Changes and Close.**

In this example, the object we removed is no longer displayed in the report table. The object has also been removed from the list of document objects.

Add Objects

If you modify the ad hoc query to add new objects to an existing ad hoc query, you will also need to add those objects to the report table.

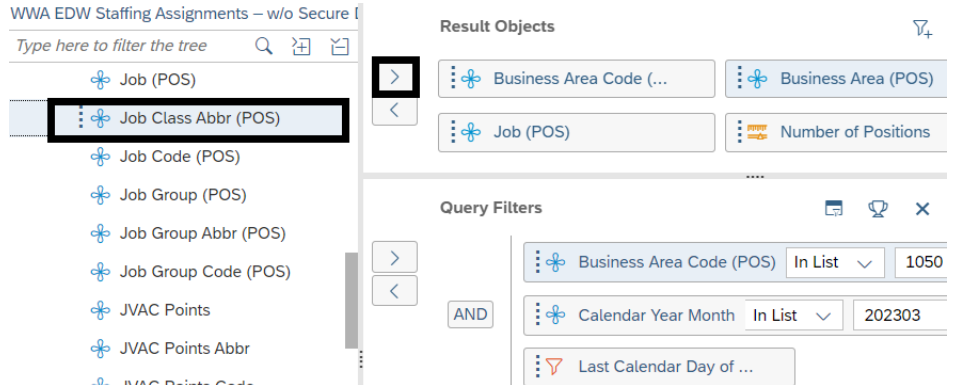1. Add: **Objects from the universe to the Result Objects section.**

➔ You can drag-and-drop objects or use the > arrow to add objects from the universe.

➔ Double-click an object in the universe to add it to the right of whichever object is highlighted in the Results Objects section.
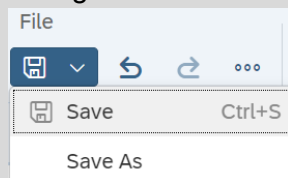
2. Select: **Run.**
   -- or --
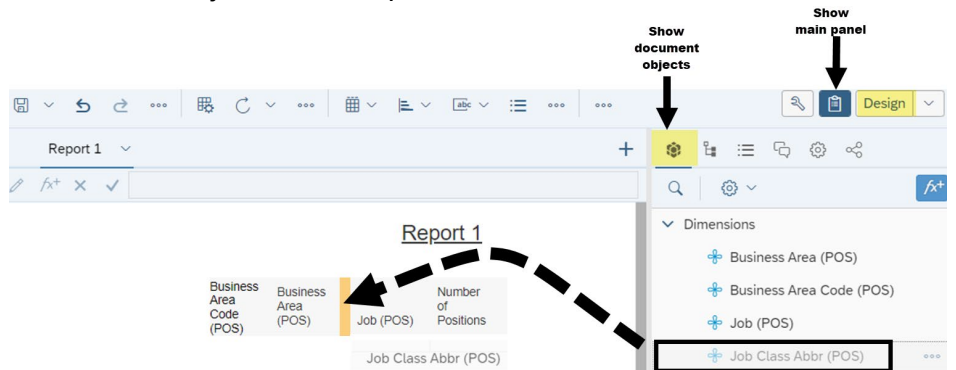   Select: **Apply Changes and Close.**

3. Add: **Objects from the list of document objects to the report table.**

➔ The list of document objects is available from the main panel in design mode.

➔ Remember to save your changes if needed.

In this example, we drag-and-drop Job Class Abbr (POS) from the list of document objects to the report table.

➔ In this example, the object is available in the report results.
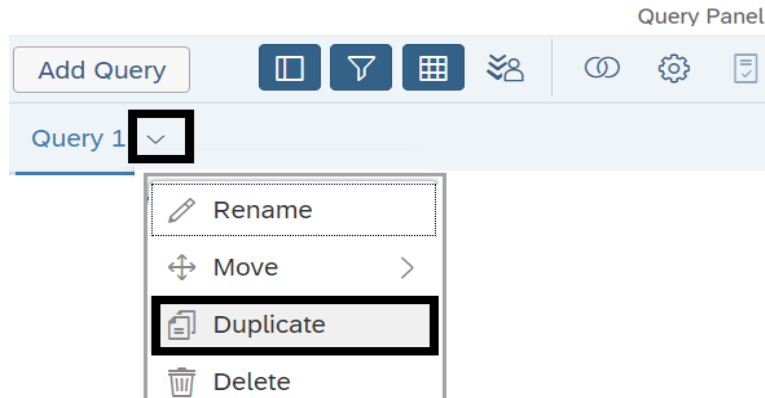
Create Multiple Ad Hoc Queries

You can create multiple ad hoc queries in the same WebI document from one universe or multiple universes.

✓ For information about merging dimensions and creating variables to combine data, reference the job aid for Combining Queries Using Merged Dimensions.

Create Duplicate Query (Same Universe)

Use the Query Panel to create a duplicate query when the data you want to include is available in the same data source. After you create the duplicate query, you can modify it.
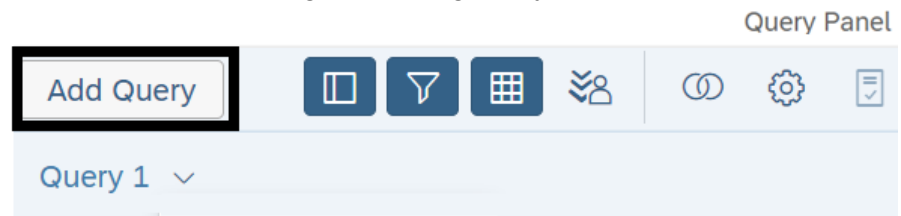
1. Select: **Dropdown next to query you want to duplicate.**
2. Select: **Duplicate.**

➔ WebI will create a duplicate query in the same document.

➔ Remember to rename your query to help avoid confusion when you have multiple queries.
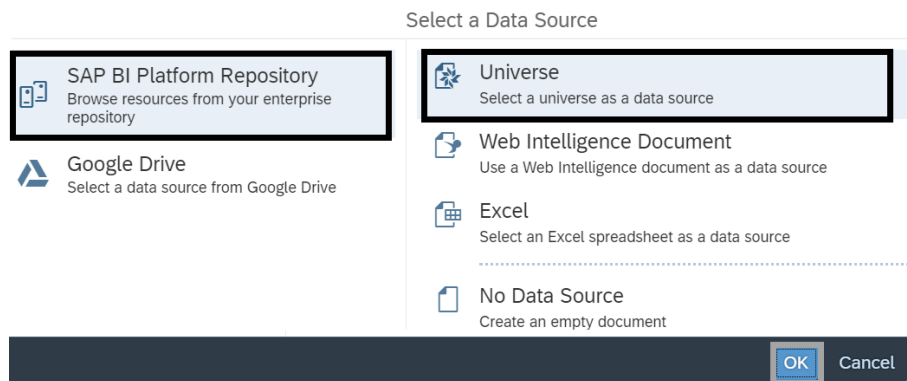
Add New Query (Same Universe or Different Universe)

Add a new query if the data you want to include is available from a different universe or you want to create a new ad hoc query from the same universe without duplicating an existing query.

1. Select: **Add Query.**

➔ WebI will display options so that you can select a data source.

2. Select: **SAP BI Platform Repository.**
3. Select: **Universe.**
4. Select: **Ok.**

➔ WebI will display a list of available universes so that you can select a WWA universe to create your ad hoc query.

➔ Remember to rename your query to help avoid confusion when you have multiple queries.
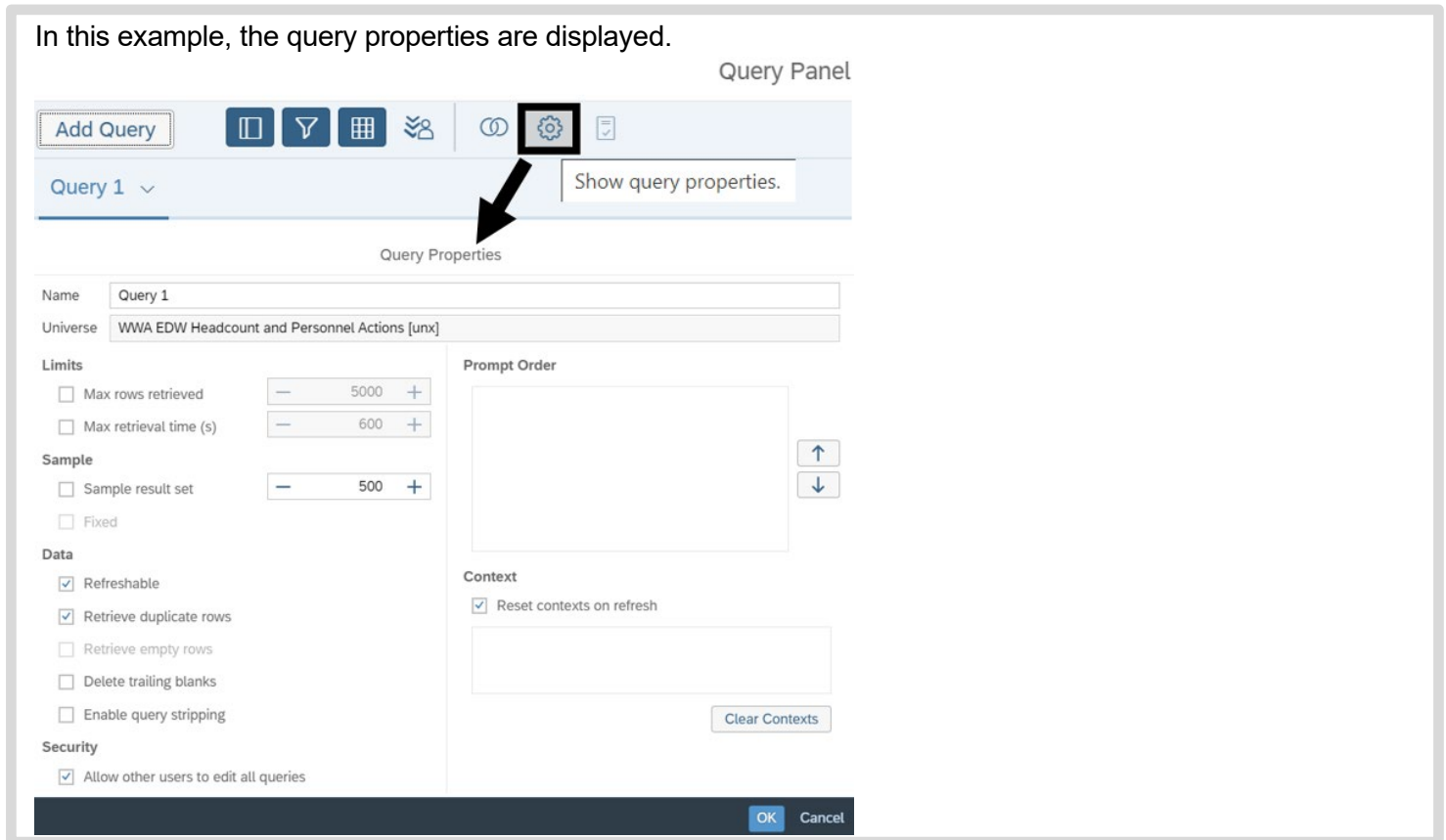
Query Properties

You can display and edit some of the query properties, such as change the name of the query or change the order of the query prompts.

✓ Query properties include default settings to optimize system processing. Changing default settings may significantly impact the run time.

In this example, the query properties are displayed.

Query Property	Additional Information
Name	You can change the name of the query.
Universe	You cannot change the universe name (this is the name of the universe the query is created from).
Limits	Default settings for maximum rows retrieved and maximum retrieval time are based on optimized WWA EDW processes.
Sample	Sample data is displayed in the data preview area of the query. Default settings for sample data are based on optimized WWA EDW processes.
Data	Default settings for data are based on optimized WWA EDW processes. ✓ Enable query stripping is an advanced technique to improve query performance by stripping out all objects from the query that are not directly or indirectly being used in the report panel.
Security	Default settings for security are based on optimized WWA EDW processes.
Prompt Order	You can change the sort order for the query prompts.
Context	Default settings for context are based on optimized WWA EDW processes.