



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Creating Queries in Recruit

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Creating Queries in Recruit

Overview

The query tool in CAPPS Recruit is an end-user reporting tool that allows users to extract specific agency data without writing structured query language (SQL) statements. It includes prebuilt queries and options for creating new ones, accessible through either Query Manager or Query Viewer.

This document explains the concepts of selecting data and designing queries.

Talent Acquisition Management (TAM) Queries

A set of queries is available to retrieve Talent Acquisition Manager (TAM) data. After downloading the results, users can further analyze or format the data in Microsoft Excel (XLS).

Query Name	Description for Each Job Opening
TX_HRS_JOB_OPENING_POSTING_QRY	Job details plus posting destination details (i.e., job posting information).
TX_HRS_APPLICANT_QRY	Details about each applicant.
TX_HRS_APPLICATION_QRY	Details about each application, including some basic applicant data for context.
TX_HRS_APP_HIST_DISP_QRY	Historical dispositions (recruitment summary statuses and reasons) for each application and applicant.
TX_HRS_APPLNT_CHK_LIST_QRY	Checklist details and progress for the application and the applicant, for the agency.

Query Basics

The Query Manager or Query Viewer should be used for all queries.

- Public queries can be executed by any user.
- Private queries are created by users with designated access and:
 - Cannot be viewed or used by others.
 - Can be copied over to a specific user.
 - Are the only queries that can be modified.

Locating and Running Existing Queries

Use Query Viewer to locate and run existing queries and Query Manager to view their results, which can be exported to Excel (recommended) or HTML.

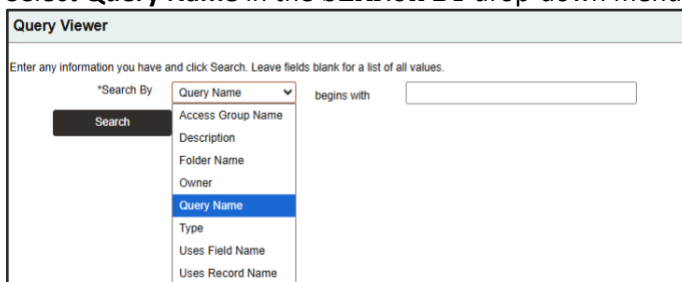
Navigation

Navbar: Navigator; Reporting Tools; Query; Query Viewer

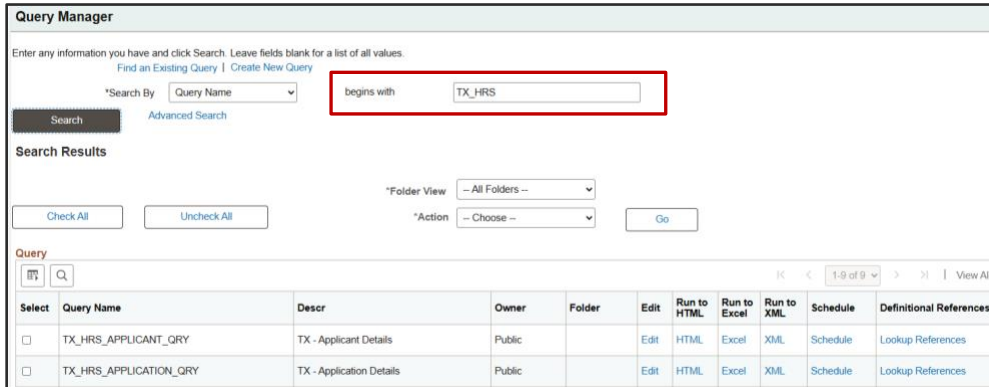
Locating an Existing Query in Query Viewer

Search for an existing query or search for all available queries:

1. Select **Query Name** in the SEARCH BY drop-down menu.



2. Enter the beginning of the query in the `BEGINS WITH` field (for example, `TX_HRS`).
–or–
 Use a percent (%) symbol before and/or after the query for a wildcard search.



Running a Query After Locating It

In Query Manager’s search results grid, select an option to run the query and display the data, such as:

- **Run to Excel** — Executes the query and displays the results as a spreadsheet.
- **Run to HTML** — Executes the queries for online viewing in the browser. This option allows users to run multiple queries with different criteria quickly. Results can be downloaded to Excel.
- **Run to XML** — Executes the query and downloads the results as a text-based document called an Extensible Markup Language (XML) file.

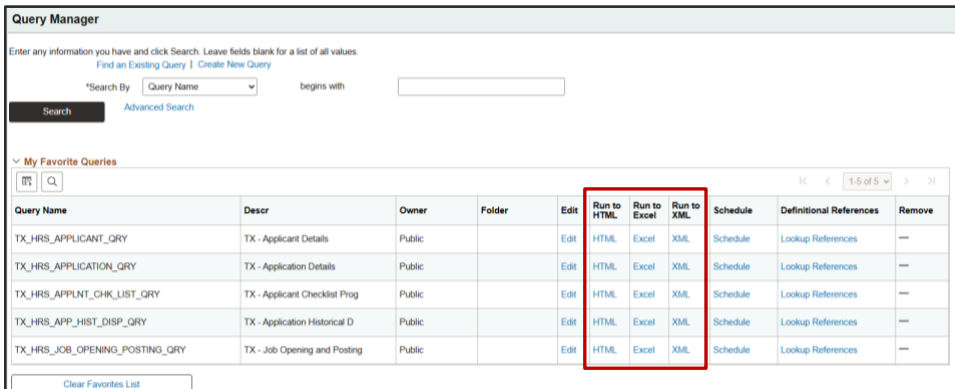
Note: A response to any prompt is required before query results are available.

Saving Favorite Queries

Saving favorite queries enables quick actions.

Note: This applies to users with access to Query Viewer and Query Manager.

1. Identify the appropriate query using the search function.
2. Select the checkbox on the left side of the search results for the corresponding query.
3. Select **Favorite** in the *Add to Favorites* column for the particular query from the `ACTION` drop-down menu, which adds the selected query to *My Favorite Queries*.
4. Select an export format for the query:
 - **Run to HTML**
 - **Run to Excel**
 - **Run to XML**



Additional Query Manager Functions

Query Manager allows users to:

- Create and modify private queries.
- Save a public query as a private one.
- Share results with others.

In addition, query results can be extracted and saved as favorites by following the steps in the Query Viewer section.

Navigation

Navbar: Navigator; Reporting Tools; Query; Query Manager

Creating a New Query

Creating a new query entails searching, selecting and editing fields, adding criteria, and viewing the results.

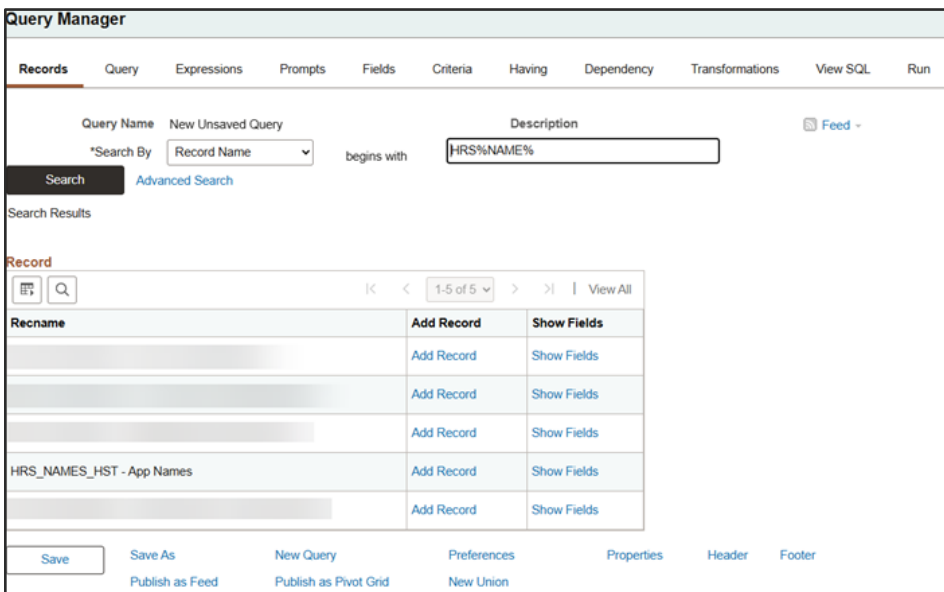
Searching Records

1. Select **Create a New Query** from the *Query Manager* page.



2. Select the appropriate record by entering:

- The record name (if known).
- or–
- A partial record name for a search of similarly named records (for example, HRS_TEAM).



3. Select **Add Record**.

Selecting Fields

1. Select the **Query** tab.
2. Select the checkbox on the left of each field to be included in the query results.

Query Manager
 Query name: New Unsaved Query | Description: | Feed

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias: A | Record: HRS_NAMES_HST - App Names | Hierarchy Join: —

Buttons: Check All | Uncheck All

Fields | Search: | 1-50 of 55 | View All

Field Name	Indexing Icon	Join Information
<input type="checkbox"/> PSARCH_ID - Archive ID		
<input type="checkbox"/> PSARCH_BATCHNUM - Archive Batch Number		
<input checked="" type="checkbox"/> HRS_PERSON_ID - Applicant ID		
<input checked="" type="checkbox"/> NAME_TYPE - Type of Name		
<input type="checkbox"/> HRS_HR_EFFDT - HR Record EFFDT		
<input type="checkbox"/> COUNTRY_NM_FORMAT - Format Using		
<input checked="" type="checkbox"/> NAME - Name		
<input type="checkbox"/> NAME_INITIALS - Name Initials		
<input type="checkbox"/> NAME_PREFIX - Name Prefix		Join NAME_PREFIX_TBL - Name Prefixes
<input type="checkbox"/> NAME_SUFFIX - Name Suffix		Join NAME_SUFFIX_TBL - Name SuffixTable
<input type="checkbox"/> NAME_ROYAL_PREFIX - Name Royal Prefix		Join NM_ROYPREF_GBL - Ger Name Royal Pref
<input type="checkbox"/> NAME_ROYAL_SUFFIX - Name Royal Suffix		Table
<input type="checkbox"/> NAME_TITLE - Title		Join NM_ROYSUFF_GBL - NLD Name Royal Suff
<input type="checkbox"/> MIDDLE_NAME_SRCH - Middle Name		Table
<input type="checkbox"/> LAST_NAME_SRCH - Last Name		Join TITLE_TBL - Title Table
<input type="checkbox"/> FIRST_NAME_SRCH - First Name		
<input checked="" type="checkbox"/> LAST_NAME - Last Name		
<input checked="" type="checkbox"/> FIRST_NAME - First Name		
<input checked="" type="checkbox"/> MIDDLE_NAME - Middle Name		
<input type="checkbox"/> SECOND_LAST_NAME - Second Last Name		
<input type="checkbox"/> SECOND_LAST_SRCH - Second Last Name		
<input type="checkbox"/> NAME_AC - Alternate Character Name		
<input type="checkbox"/> PREF_FIRST_NAME - Preferred First Name		
<input type="checkbox"/> PREF_LAST_NAME - Preferred Last Name		
<input type="checkbox"/> PREF_MIDDLE_NAME - Preferred Middle Name		
<input type="checkbox"/> PREF_SEC_LAST_NAME - Preferred Second Last Name		
<input type="checkbox"/> PREF_NAME_PREFIX - Preferred Name Prefix		Join NAME_PREFIX_TBL - Name Prefixes
<input type="checkbox"/> PREF_NAME_SUFFIX - Preferred Name Suffix		Join NAME_SUFFIX_TBL - Name SuffixTable
<input type="checkbox"/> PREF_NAME_TITLE - Preferred Title		Join TITLE_TBL - Title Table
<input type="checkbox"/> PARTNER_LAST_NAME - Last Name Partner		
<input type="checkbox"/> PARTN_LAST_NM_SRCH - Partner Last Name Search		
<input type="checkbox"/> PARTNER_ROY_PREFIX - Prefix Partner		Join NM_ROYPREF_GBL - Ger Name Royal Pref
<input type="checkbox"/> LAST_NAME_PREF_NLD - Last Name Preference		Table
<input type="checkbox"/> NAME_DISPLAY - Display Name		
<input type="checkbox"/> NAME_FORMAL - Formal Name		
<input type="checkbox"/> NAME_FORMAL_PSF - Formal Name PS Format		
<input type="checkbox"/> PREF_FIRST_NM_SRCH - Preferred First Name		
<input type="checkbox"/> PREF_LAST_NM_SRCH - Preferred Last Name		
<input type="checkbox"/> PREF_MIDL_NM_SRCH - Preferred Middle Name		
<input type="checkbox"/> PREF_LAST_SEC_SRCH - Preferred Second Last Name		
<input type="checkbox"/> NAME_FORMAL_SRCH - Formal Name Search		
<input type="checkbox"/> NAME_DISPLAY_SRCH - Name		
<input type="checkbox"/> NAME_DEFAULT_FMT - Person Name		
<input type="checkbox"/> BEL - BEL - Belgium		
<input type="checkbox"/> DEU - DEU - Germany		
<input type="checkbox"/> ESP - ESP - Spain		
<input type="checkbox"/> NLD - NLD - Netherlands		
<input type="checkbox"/> JPN - JPN - Japan		
<input type="checkbox"/> ITA - ITA - Italy		
<input type="checkbox"/> HKG - HKG - Hong Kong		

Buttons: Save | Save As | New Query | Preferences | Properties | Header | Footer
 Publish as Feed | Publish as Pivot Grid | New Union

Return To Search

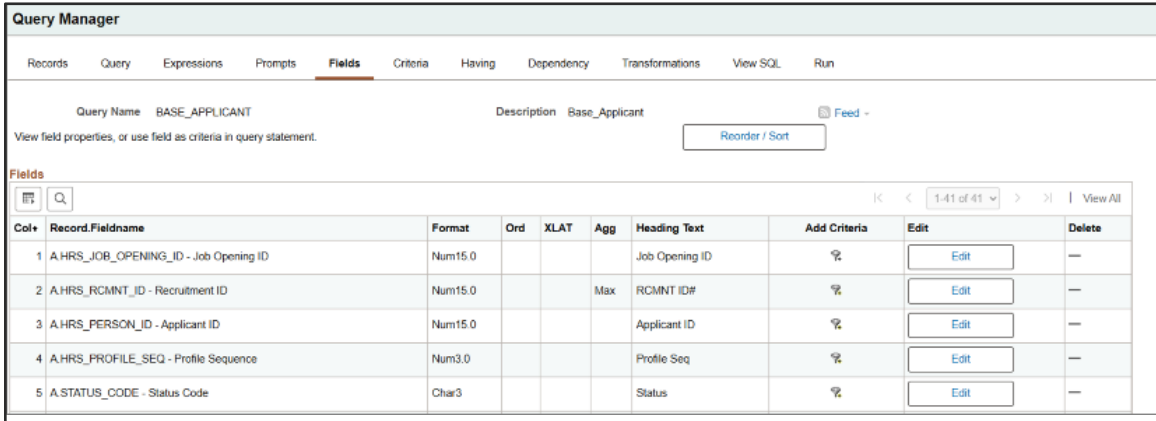
Note: Indexing (or field selection) speeds up database searches. The fields can be connected to the same fields on other tables with a key icon next to them. If an indexed field is connected to an unindexed field, the query often times out.

Connecting indexed fields to other tables:

- Allows data from all the tables to be returned.
- Gives the impression that all the data resides together, depending on how the connection is set up.

This example illustrates that more functionality is available when reviewing the fields that can be included in a query. Users can refine the query with various functionalities:

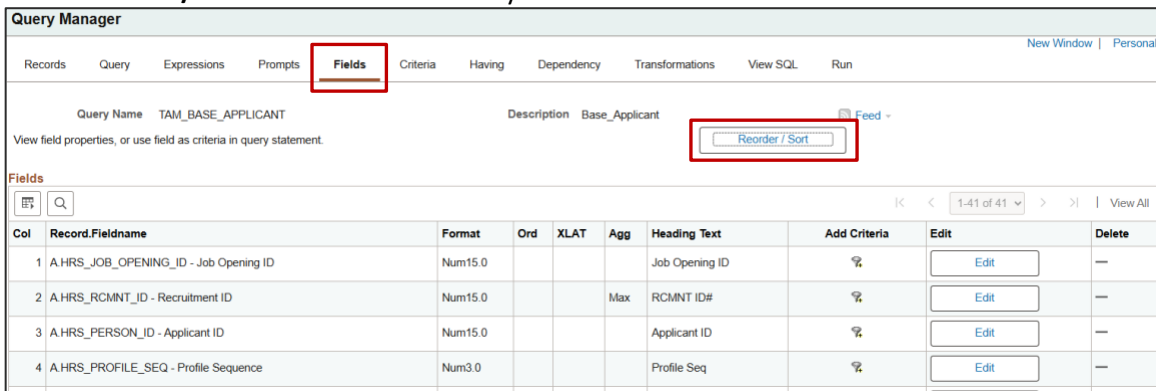
- a. Double-select any of the column headings to sort the list of fields in ascending or descending order.
- b. Select the search (magnifying glass) icon to search for a particular field in the list if the list is too large to display all the fields in the table.
- c. Use the arrow icons next to the search (magnifying glass) icon to advance forward or backward through the list. There are *Go to Beginning* and *Go to End* arrows as well.



Editing Fields

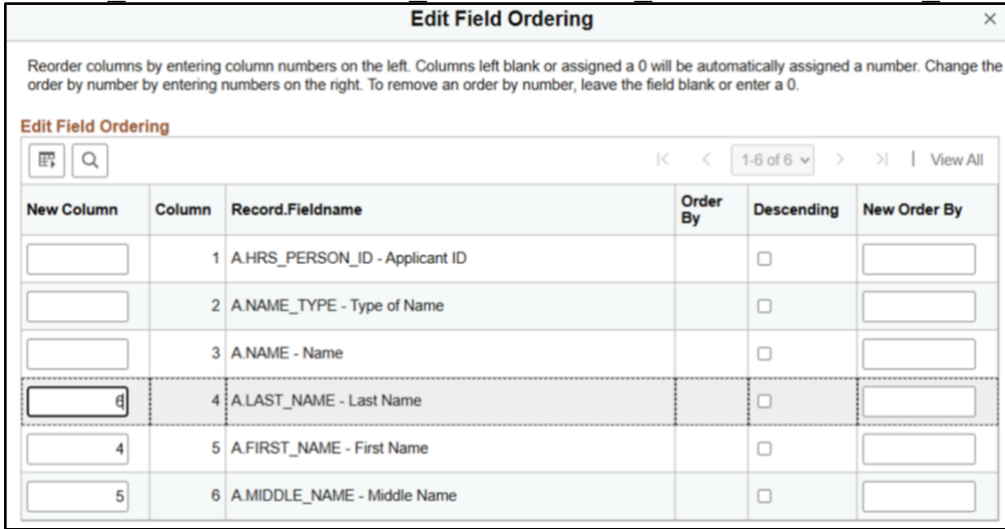
The *Fields* tab displays the selected fields from the query. Each field is numbered in the first column (COL), indicating where the field is displayed in the list.

1. Select **Reorder/Sort** to sort the columns by other values or enter new field values.

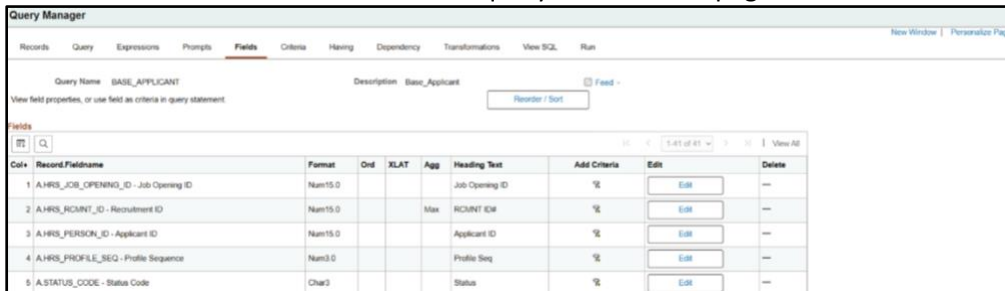


The *Edit Field Ordering* section displays and allows users to rearrange the fields in the list to edit the sort order.

- Change the column number to rearrange the fields in the list.
For example, we changed the order of the 4-LAST_NAME, 5-FIRST_NAME and 6-MIDDLE_NAME fields to 6-LAST NAME, 4-FIRST NAME and 5-MIDDLE NAME.



- Select **Save** to save the new display order.
- Select **Delete** to remove fields from the query on the *Fields* page and section.



- Select **Edit** to format the display of results.

Editing Field Descriptions

The *Heading* section includes additional filtering parameters. Their labels and purposes are:

- No Heading:** yields results without a column heading.
- Text:** yields results with the column heading as entered in the HEADING TEXT field.
- RFT Short:** yields results with the column heading of the short name from the record definition.
- RFT Long:** yields results with the column heading of the long name from the record definition.

The *Aggregate* section filtering labels and their purposes:

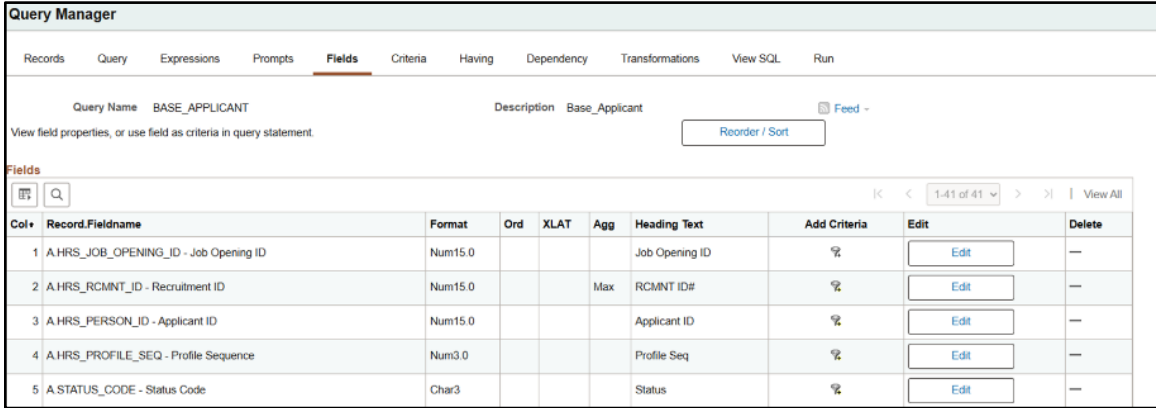
- None:** does not use aggregate functions.
- Sum:** adds the field values from each row and displays the total.
- Count:** counts the number of rows.
- Min (minimum):** checks the value from each row and returns the lowest one.
- Max (maximum):** checks the value from each row and returns the highest one.
- Average:** adds the values from each row and divides the result by the number of rows.
- Count Distinct:** counts the number of distinct rows.

Adding Criteria to a Query

Criteria specifies conditions and can be added to a query using either the *Fields* or *Query* tabs.

Using the Fields Tab

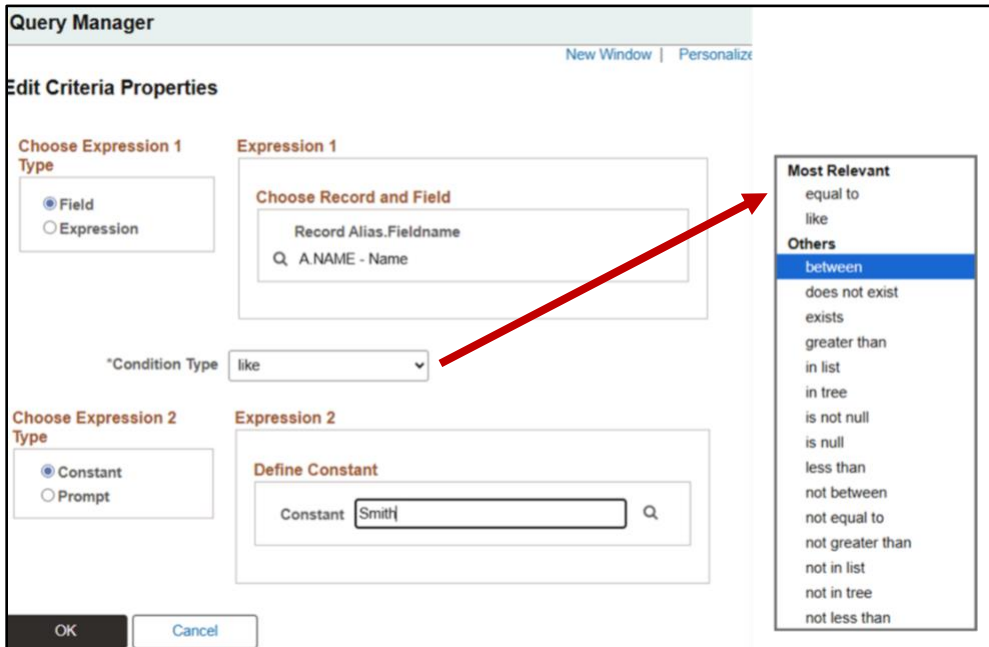
1. Select **Add Criteria**.



The *Edit Criteria Properties* page displays.

2. Update the properties (as necessary).

Note: The list of condition types displays on the right.



3. Select **OK**.

Commonly Used Criteria Conditions

Condition Type	Description	Example Settings for Criteria Properties of the Condition Type
Between	<i>The value in the selected recorded field falls between two comparison values.</i>	Expression 1 Type: Field Expression 1: Application Submit Date Condition Type: Between Expression 2 Type: Constant Expression 2, Constant 1: 03/01/202_ Expression 2, Constant 2: 03/01/202_
Equal to	<i>The value in the selected recorded field exactly matches the comparison value.</i>	Expression 1 Type: Field Expression 1: Job Opening ID Condition Type: Equal to Expression 2 Type: Constant Expression 2: 10048
Greater than	<i>The value in the selected recorded field is greater than the comparison value.</i>	Expression 1 Type: Field Expression 1: Application Submit Date Condition Type: Greater than Expression 2 Type: Constant Expression 2: 03/01/2026
In list	<i>The value in the selected recorded field matches one of the comparison values in a list.</i>	Expression 1 Type: Field Expression 1: Name Condition Type: In list Expression 2 Type: In list Expression 2: Edit List, List Members (Smith, Williams) Select/add field values in the pop-up menu.

Additional Condition Types

- Does not exist
- Exists
- No between
- Not equal to
- Is not null
- Is null
- Not greater than
- Not in list
- Less than
- Not less than
- Like
- Not like

Revision History

Date	Description of Change	Changed By
May 26, 2026	Initial release.	D. Stobee