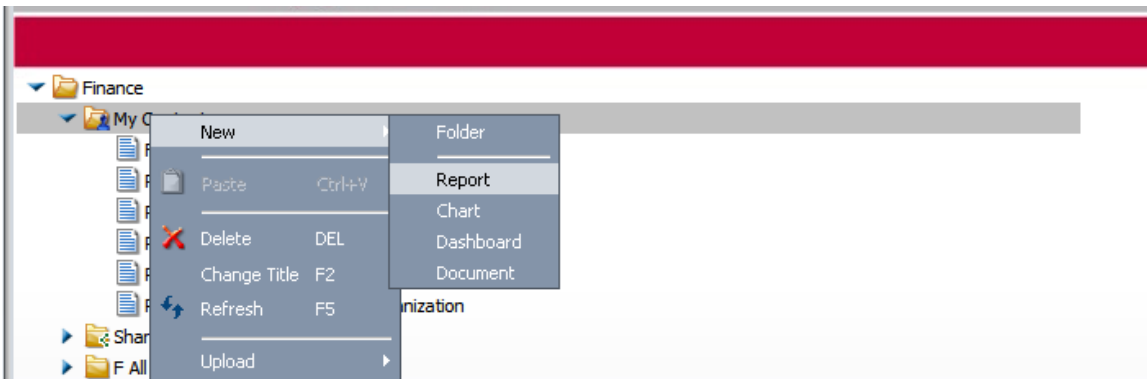


Finance Systems Management

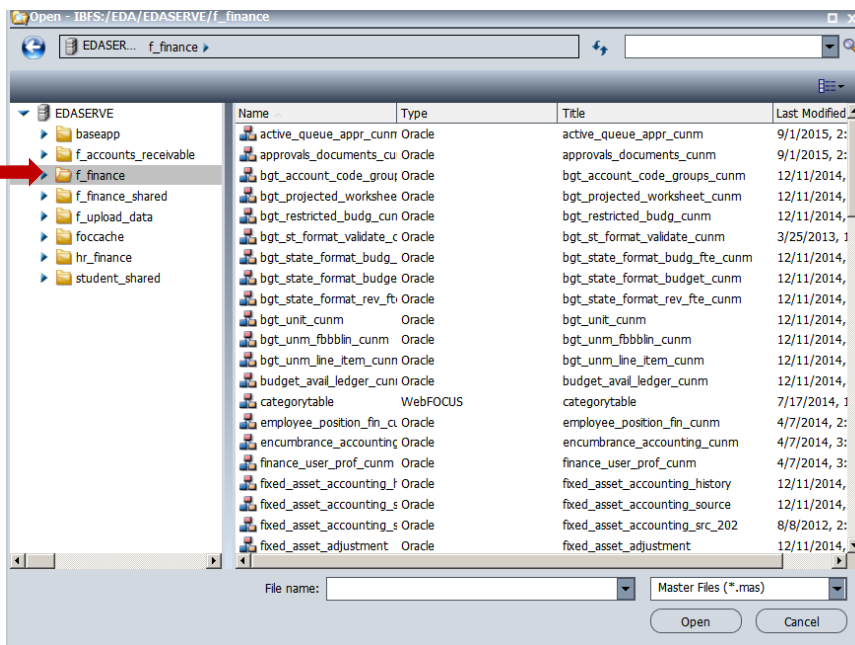
Date: 10/24/2016

Merging Queries Using Hold Files in InfoAssist FSJA-107

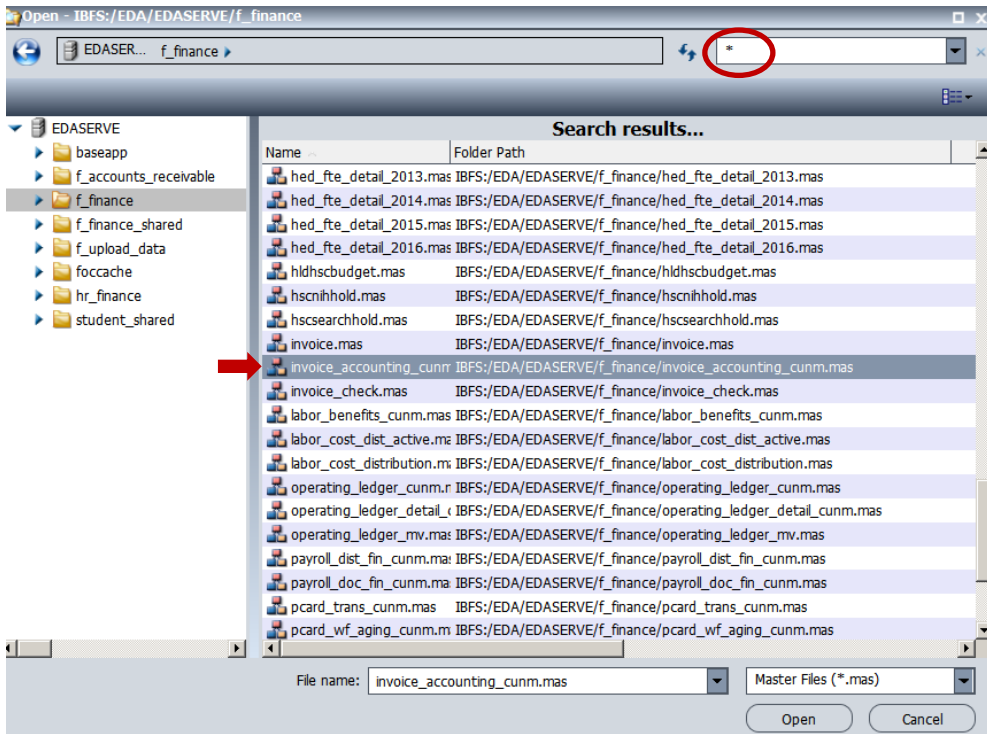
The following steps will outline the procedure for creating a report from multiple queries, or hold files. This process may be followed when using data sources from one or multiple domains.



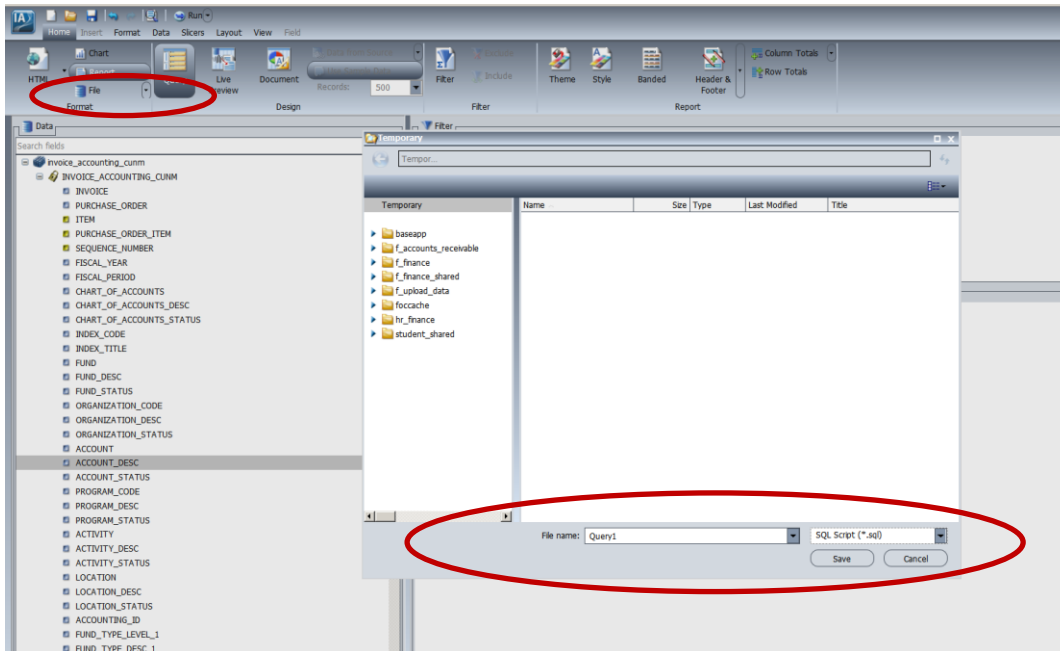
1. Right click on your My Content folder and select New>Report.



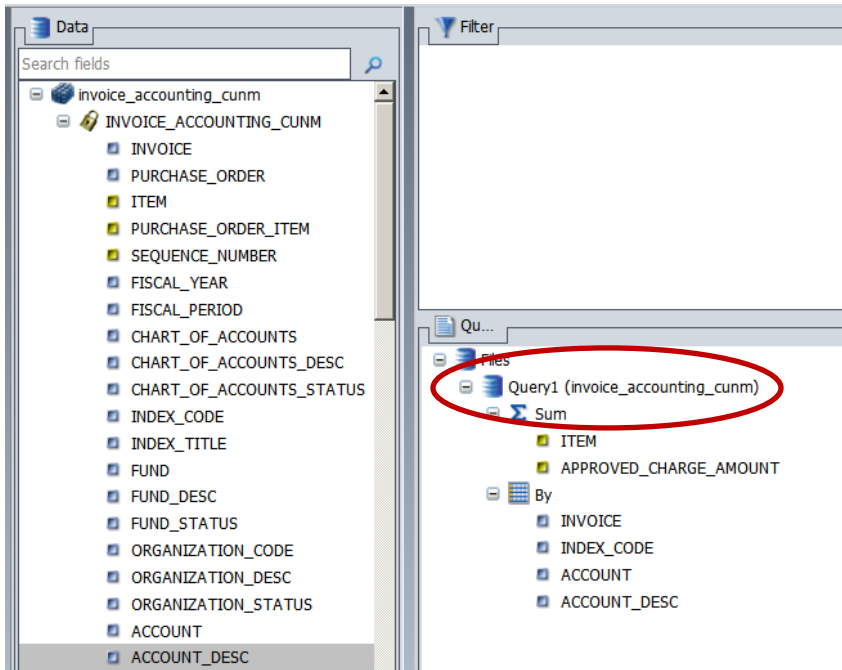
2. If you know where your data source is located, choose the folder from the left. Then select your data source. Otherwise, enter an * in the search bar, then click the magnifying glass (or hit Enter) to search all data sources. Then select your data source.



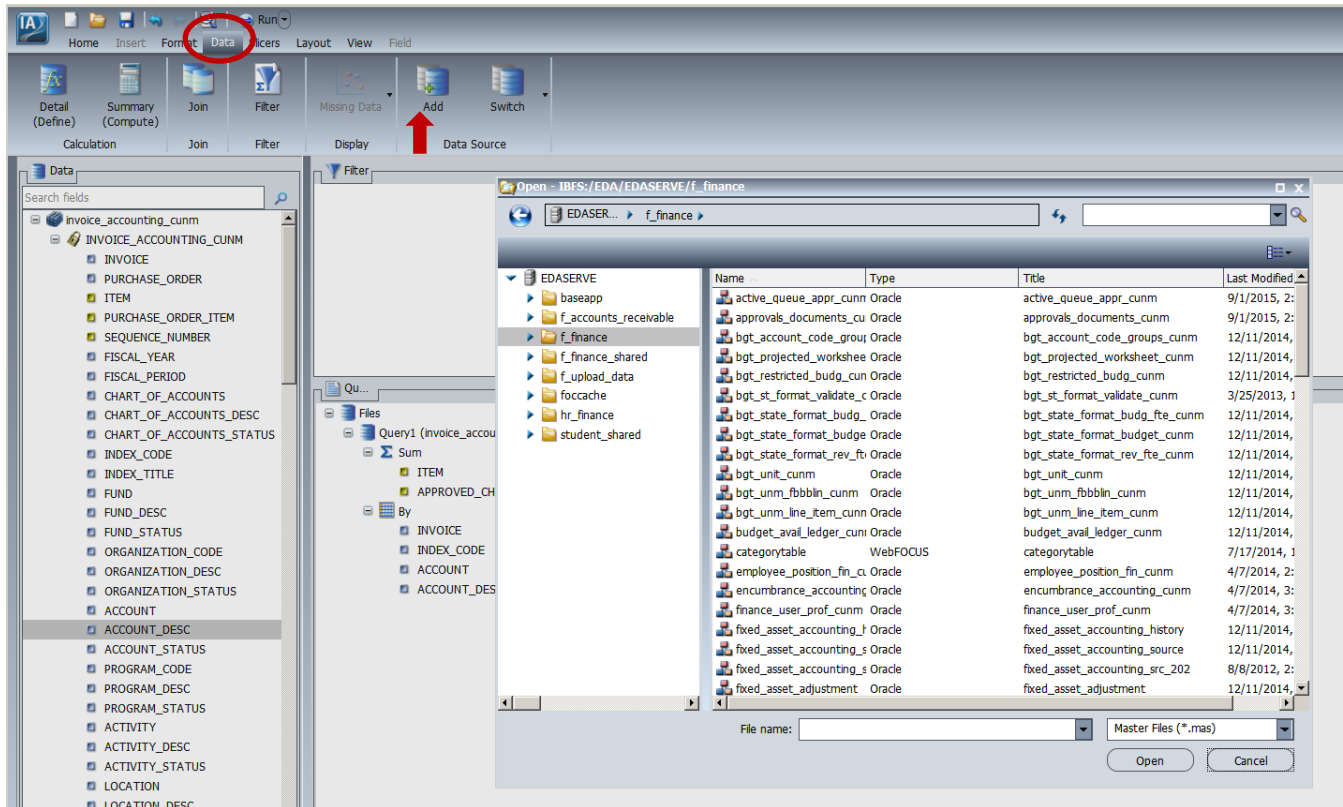
3. Build your first query. Be sure you have the appropriate column(s) in the hold file to join later. Depending on your data source, this may require you to create a Defined field for this purpose. The fields you will use to join your hold files should be 'By' columns in your query.



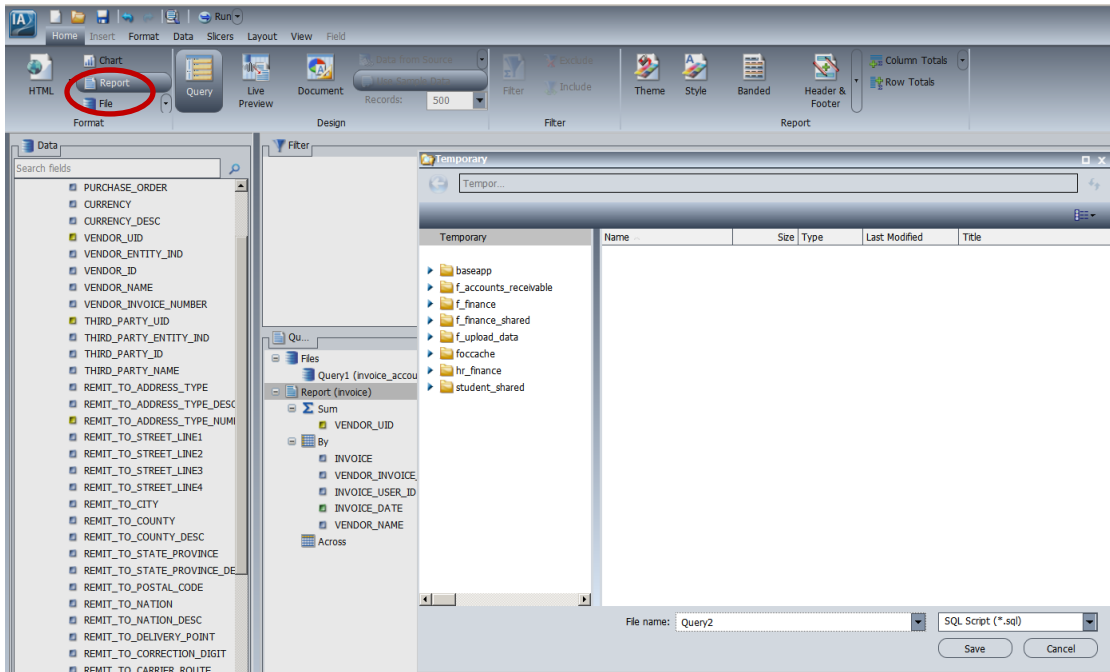
4. Click on the Home tab and then click on File. Rename your hold file, and select the "SQL Script (*.sql)" file type from the dropdown list. Click on the Save button. *Note: Do not change folders. Allow the hold file to save to the Temporary Folder (default)*



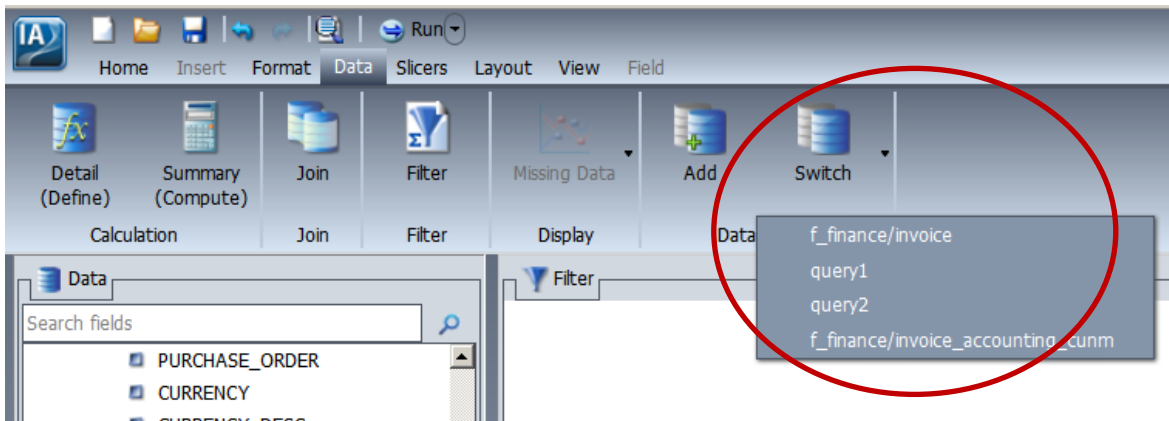
5. Your first query will now be shown under Files.



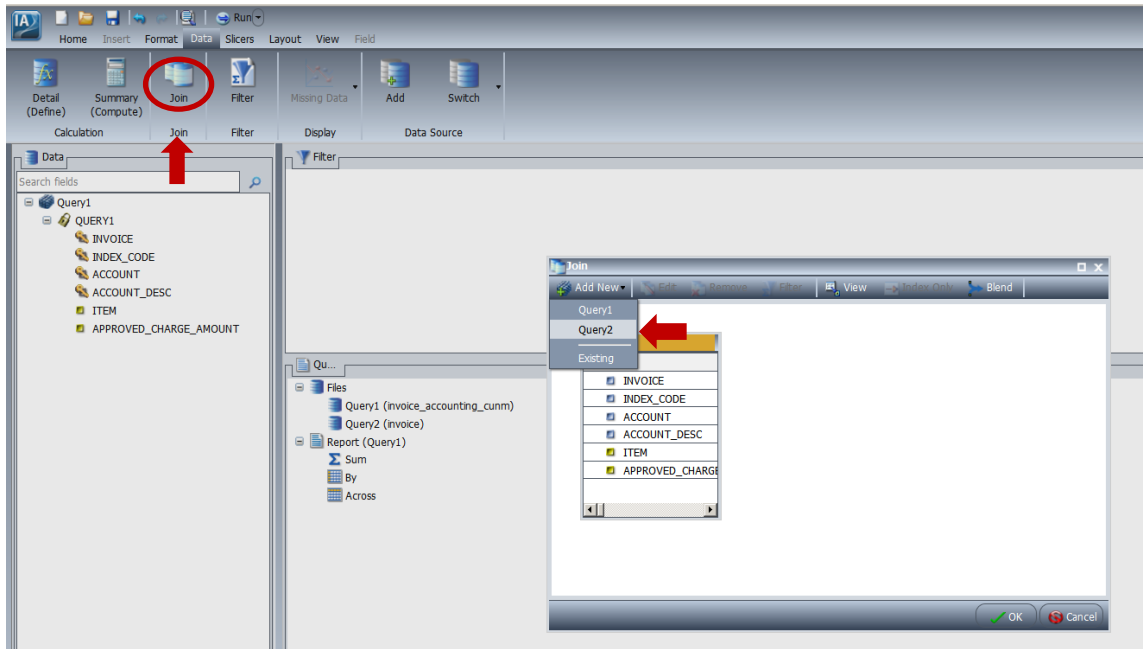
5. Select the Data tab and click on the Add button. Now, you can choose the data source for your second query.



6. From the Home tab, click on File and save your second query. You can repeat the preceding steps to save additional hold files. When all hold files have been saved, move on to the next step.



7. Click on the Data tab and then click on the Switch button. Select one of the hold files you saved.



8. Next, click on the Join button and then Add New. Add your remaining hold files and join them as normal. If you would like to join your hold files to an ODS object, click on Existing from the Add New menu.

9. You may now build and run your final report.