

## Adding Hints to PS Queries via Query Manager

---

This is an information-only document. CMS Central does not support campus developed modifications, including queries developed in Query Manager. This procedure is provided as an additional resource to assist campuses with query development and performance. It provides basic instructions on how to add hints to queries using Query Manager. However, before using this approach review your SQL to insure it is properly constructed. If you believe that the SQL is in fact correct, and it is still performing inefficiently, then try adding a hint per the following instructions.

Please note that this is only an example and this procedure can be used for Finance, HCM, and SA queries. It is strongly recommended that this functionality should be added by a user that understands the impact of hints. In this case the `/+ORDERED+` hint is being applied to an existing query, however there are other hints that could be used. Please consult with a DBA on your campus to determine if other hints may prove more advantageous. It is also important to note that this is not a guarantee that this particular hint, or any other hint will improve performance. As with all development, queries must be modified in a test environment specific to each campus and retested with each release for continued performance improvement.

1. Create a new expression from the **Expressions** tab
2. Click **Add Expression**



3. Enter **Edit Expression** properties
  - A. Expression Type: Character
  - B. Length: 15
  - C. Expression Text: `/*+ ORDERED */`
4. Select the **Add Field** hyperlink.

### Edit Expression Properties

'Expression Type:  
 Character  Length:

Aggregate Function Decimals:

Expression Text:

[Add Prompt](#) [Add Field](#)

- Click **EMPLID** from the EMPLOYEES record.

#### Select a field

Select a record to show fields for Customize | Find | First 1-2 of 2 Last

Alias	Record	Record Description	Show Fields
A	EMPLOYEES	Non terminated Employees	Show Fields
B	CSU_POSN_DATA		Show Fields

Select a field Customize | Find | View 100 | First 1-50 of 239 Last

- [A.EMPLID - EmplID](#)
- [A.EMPL\\_RCD - Empl Rcd Nbr](#)
- [A.BIRTHDATE - Date of Birth](#)
- [A.BIRTHPLACE - Birth Location](#)
- [A.DT\\_OF\\_DEATH - Date of Death](#)
- [A.COUNTRY\\_NM\\_FORMAT - Format Using](#)
- [A.NAME - Name](#)

- Enter the values to define the Edit Expression Properties:
  - Expression Type: Character
  - Expression Text: /\*+ORDERED\*/ A.EMPLID (there should be a space between the hint and the field name).

### Edit Expression Properties

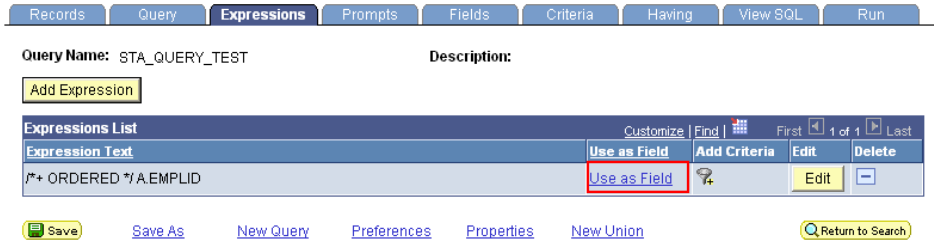
'Expression Type:  
 Character  Length:

Aggregate Function Decimals:

Expression Text:

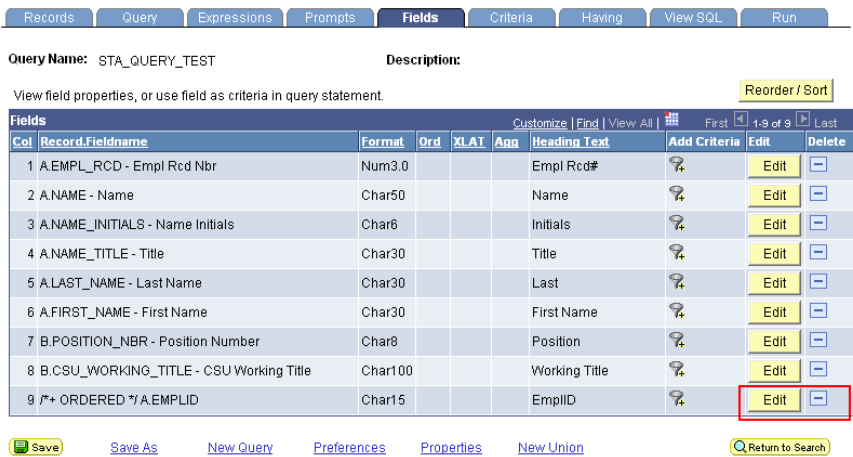
[Add Prompt](#) [Add Field](#)

- Select the **Use as Field** hyperlink.



Once added as field, the expression will show as the last field on the **FIELDS** tab.

8. Locate the Record for /\*+ORDERED\*/ A.EMPLID and select the **Edit** button



9. Select the Radio Button **Text** for the Heading Field Property

10. Enter **EmplID** as the value for the Heading Text.

11. Select **OK**

**Edit Field Properties**

Field Name: /\*+ ORDERED \*/ A.EMPLID

<p><b>Heading</b></p> <p><input type="radio"/> No Heading    <input type="radio"/> RFT Short</p> <p><input checked="" type="radio"/> <b>Text</b>            <input type="radio"/> RFT Long</p> <p>Heading Text:  <input type="text" value="EmplID"/></p> <p>Unique Field Name:  <input type="text" value="EXPR10_10"/></p> <p>OK    Cancel</p>	<p><b>Aggregate</b></p> <p><input checked="" type="radio"/> None</p> <p><input type="radio"/> Sum</p> <p><input type="radio"/> Count</p> <p><input type="radio"/> Min</p> <p><input type="radio"/> Max</p> <p><input type="radio"/> Average</p>
--	---

12. Locate and Select the **Fields** Tab

13. Select the **Reorder / Sort** button to change the column order.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: STA\_QUERY\_TEST Description: Reorder / Sort

View field properties, or use field as criteria in query statement.

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPL_RCD - Empl Rcd Nbr	Num3.0				Empl Rcd#		Edit	
2	A.NAME - Name	Char50				Name		Edit	
3	A.NAME_INITIALS - Name Initials	Char6				Initials		Edit	
4	A.NAME_TITLE - Title	Char30				Title		Edit	
5	A.LAST_NAME - Last Name	Char30				Last		Edit	
6	A.FIRST_NAME - First Name	Char30				First Name		Edit	
7	B.POSITION_NBR - Position Number	Char8				Position		Edit	
8	B.CSU_WORKING_TITLE - CSU Working Title	Char100				Working Title		Edit	
9	/*+ ORDERED */A.EMPLID	Char15				EmplID		Edit	

Save Save As New Query Preferences Properties New Union Return to Search

14. Locate the Record: /\*+ ORDERED \*/ A.EMPLID and enter 1 in the corresponding **New Column** field.

**Edit Field Ordering**

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

New Column	Column	Record.FieldName	Order By	Descending	New Order By
	1	A.EMPL_RCD - Empl Rcd Nbr		<input type="checkbox"/>	
	2	A.NAME - Name		<input type="checkbox"/>	
	3	A.NAME_INITIALS - Name Initials		<input type="checkbox"/>	
	4	A.NAME_TITLE - Title		<input type="checkbox"/>	
	5	A.LAST_NAME - Last Name		<input type="checkbox"/>	
	6	A.FIRST_NAME - First Name		<input type="checkbox"/>	
	7	B.POSITION_NBR - Position Number		<input type="checkbox"/>	
	8	B.CSU_WORKING_TITLE - CSU Working Title		<input type="checkbox"/>	
1	9	/*+ ORDERED */A.EMPLID		<input type="checkbox"/>	

OK Cancel

15. Select **OK** and verify that the records are now reordered to show /\*+ ORDERED \*/ A.EMPLID as Row #1.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: STA\_QUERY\_TEST Description: Reorder / Sort

View field properties, or use field as criteria in query statement.

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	/*+ ORDERED */A.EMPLID	Char15				EmplID		Edit	
2	A.EMPL_RCD - Empl Rcd Nbr	Num3.0				Empl Rcd#		Edit	
3	A.NAME - Name	Char50				Name		Edit	
4	A.NAME_INITIALS - Name Initials	Char6				Initials		Edit	

16. View the Query SQL. The first line should start with the text SELECT /\*+ORDERED\*/ A.EMPLID ....

- Records
- Query
- Expressions
- Prompts
- Fields
- Criteria
- Having
- View SQL
- Run

**Query Name:** STA\_QUERY\_TEST

**Description:**

**Query SQL:**

```
SELECT /*+ ORDERED */ A.EMPLID, A.EMPL_RCD, A.NAME, A.NAME_INITIALS, A.NAME_TITLE, A.LAST_NAME, A.FIRST_NAME,
B.POSITION_NBR, B.CSU_WORKING_TITLE
FROM PS_EMPLOYEES A, PS_EMPLMT_SRCH_QRY A1, PS_CSU_POSN_DATA B
WHERE A.EMPLID = A1.EMPLID
AND A.EMPL_RCD = A1.EMPL_RCD
AND A1.OPRID = 'JLIVERNOIS'
AND (A.EFFDT =
```

17. Verify the results when the query is run. The first column heading should be EmplID:  
 First column heading should be **EmplID**.

[View All](#) | [Rerun Query](#) | [Download to Excel](#)

First  [Last](#)

	EmplID	Empl Rcd#	Name	Initials	Title	Last	First Name	Position	Working Title
1	004359574	0	Sherlock Holmes			Holmes	Sherlock	00000686	Mgr of Distnce Learn & Techgy
2	004359613	0	James Bond			Bond	James	00000013	Director of Development
3	004379309	0	Tom Jones			Jones	Tom	00000020	Cnfdntl Office Support 12 Mo