

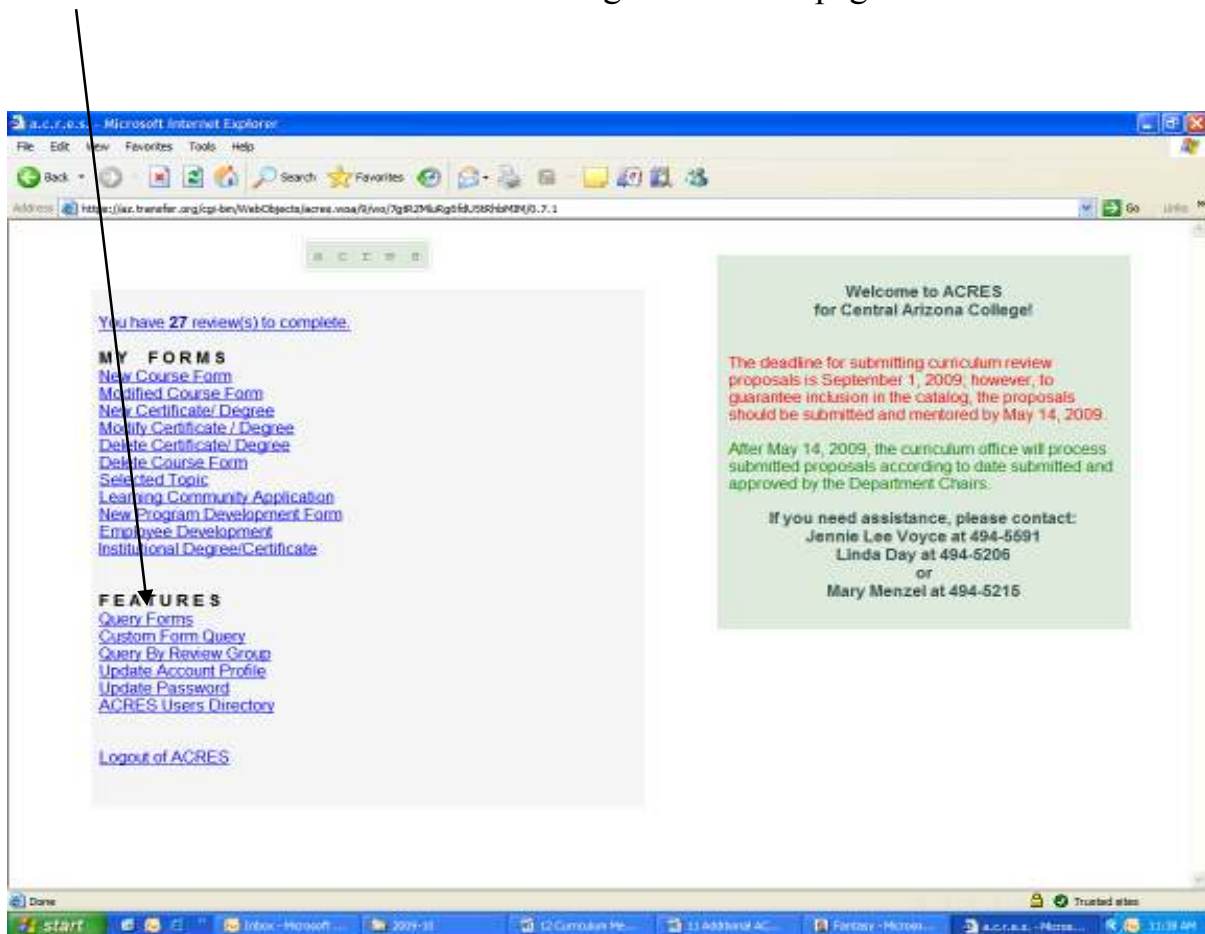
Chapter 12

Query Feature in ACRES

Searching for a proposal in ACRES can be a bit confusing, but with a few simple tips you will be able to query and find every proposal you wish to read.

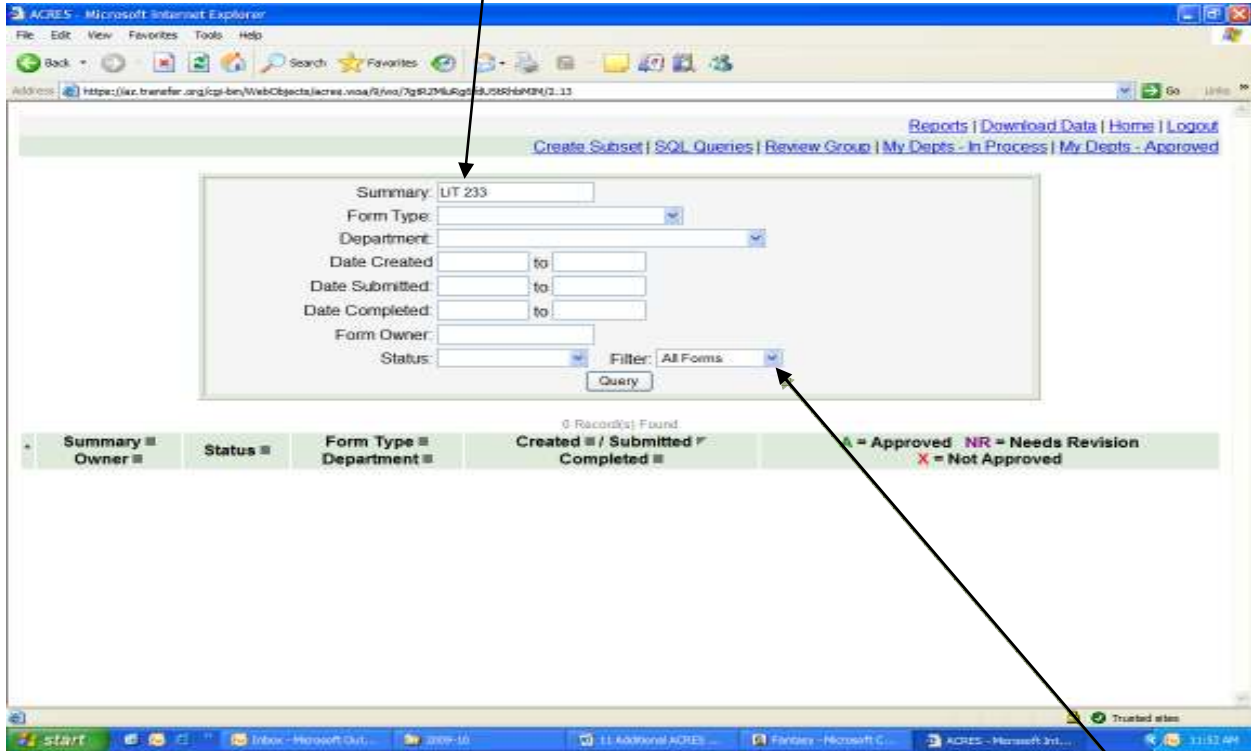
How do I search for a course proposal in ACRES?

Shortly after working in ACRES for the first time, you will realize that “Query Forms” is a link you will use more than any others. To find a proposal, simply click on “Query Forms” located under the Features heading on the home page of ACRES.

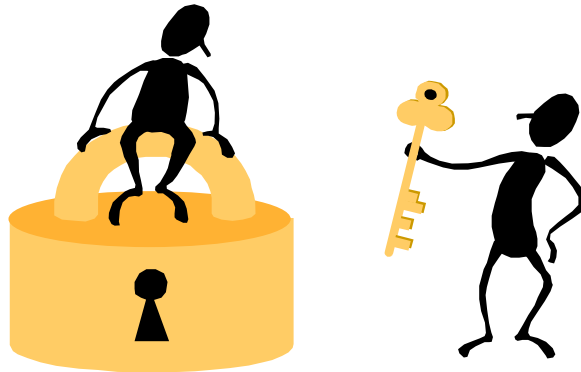


There are several ways to search for the proposal you want. One of the easiest ways to find a *course* is to type the prefix, a space, and course number into the summary field.

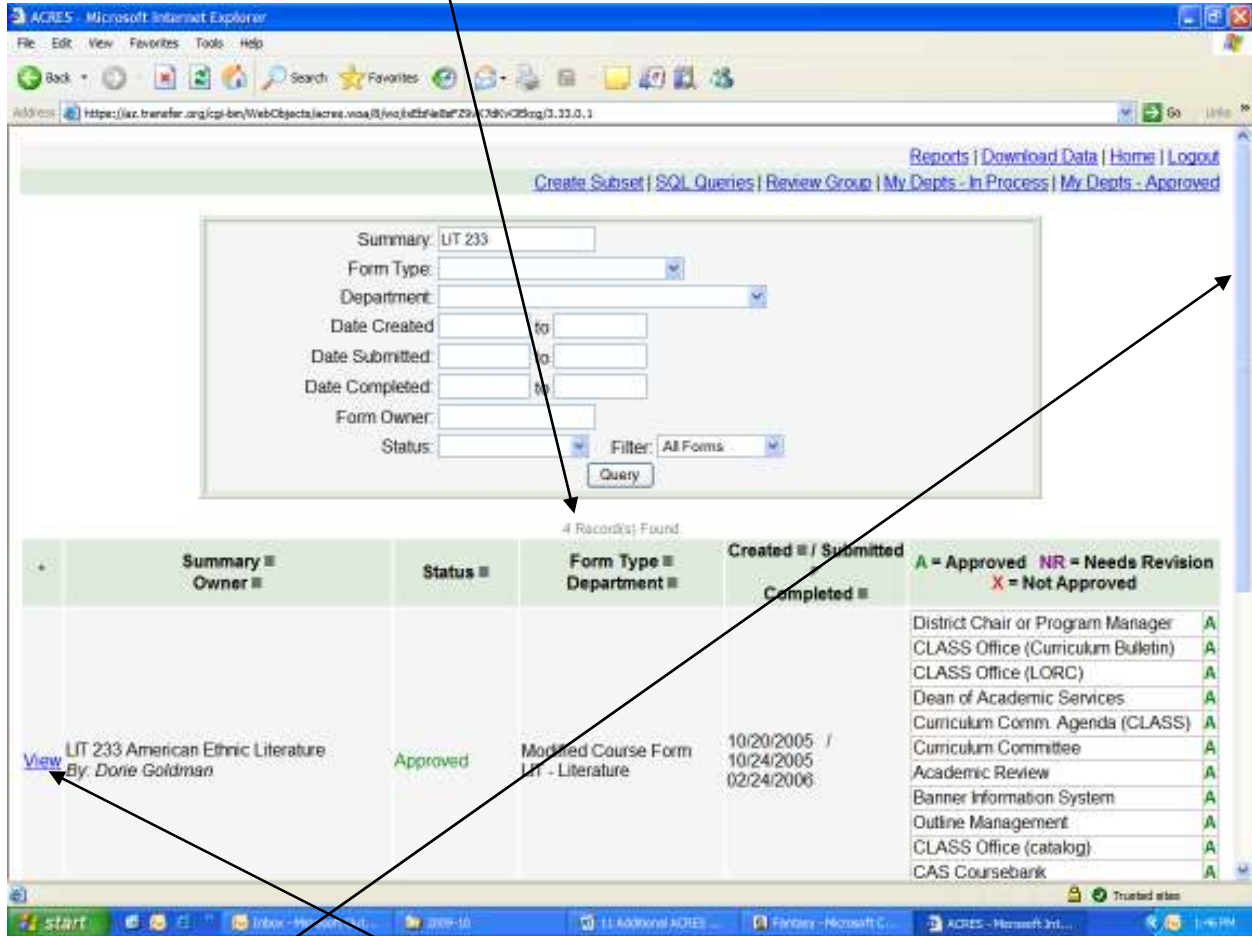
You must put a space between the prefix and number!



If you are the author of the proposal, you may leave the filter set to “My Forms Only.” However, if you are not sure who the previous author was, change the filter to “All Forms.”



This particular query found 4 records.



Using the scroll bar, look down through the proposals and find the one you are most interested in and click on the blue “View” link. This will open up the proposal and you will be able to read, clone, and/or print the proposal.

[Return To List](#) | [Home](#) | [Logout](#)

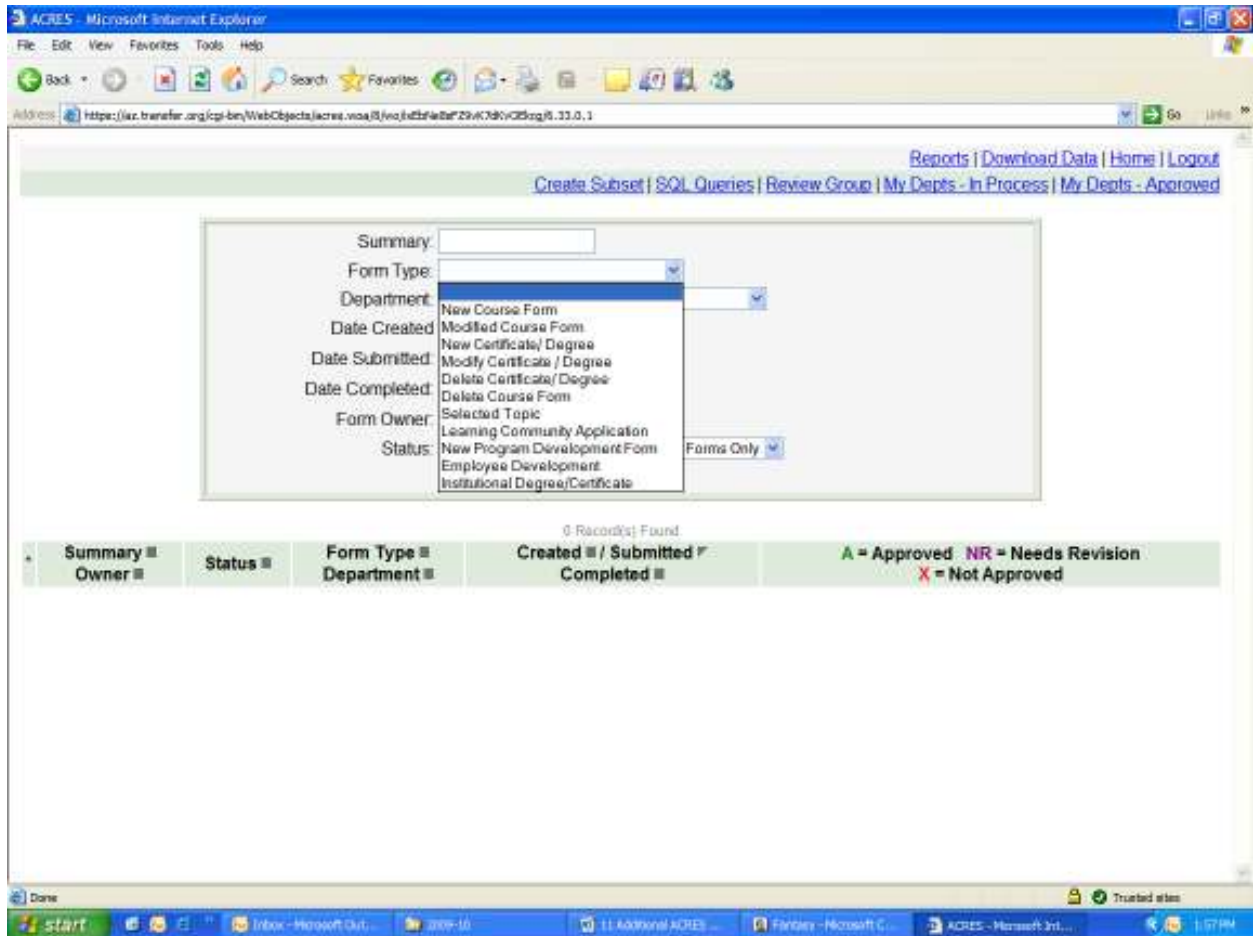
[View Comments \(1\)](#) | [Clone Form](#) | [Print View](#)
1 of 4 | [Next](#)

Modified Course Form
 Central Arizona College
 LIT 233 American Ethnic Literature

*	Group - Dept	Status	Approved	Date Reviewed	Reviewer	Comments
1	District Chair or Program Manager - LIT - Literature	Completed	Approved	11/01/2005	Terri Ackland	

What if I don't know the prefix and course number? Is there an alternative method of searching for a proposal?

There are other ways to find what you are looking for in ACRES. As you can see on the query page, there are numerous fields which can be populated that will limit the search. You can query by form type; however, please use more fields to continue to limit the search. If you chose "Modified Course Form" and "All Forms" in the filter and leave all other fields blank, the system would tell you that you need to refine your search because the results were too many to display. In fact, ACRES might "crash" if you ask it for a huge result.



By choosing DIE in the Department drop down menu and “New Course Form” in the form type field, you will be limiting the search to all new course forms in the DIE department. With this query you can see we have a list of six proposals.

The screenshot shows the ACRES web application interface. At the top, there are navigation links: [Reports](#), [Download Data](#), [Home](#), [Logout](#), [Create Subset](#), [SQL Queries](#), [Review Group](#), [My Depts - In Process](#), and [My Depts - Approved](#).

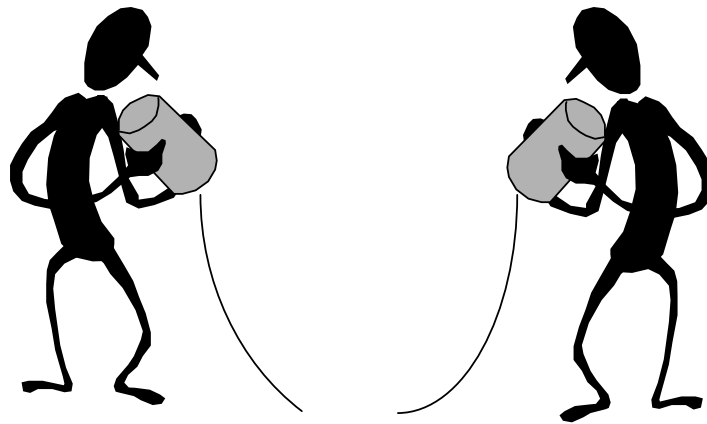
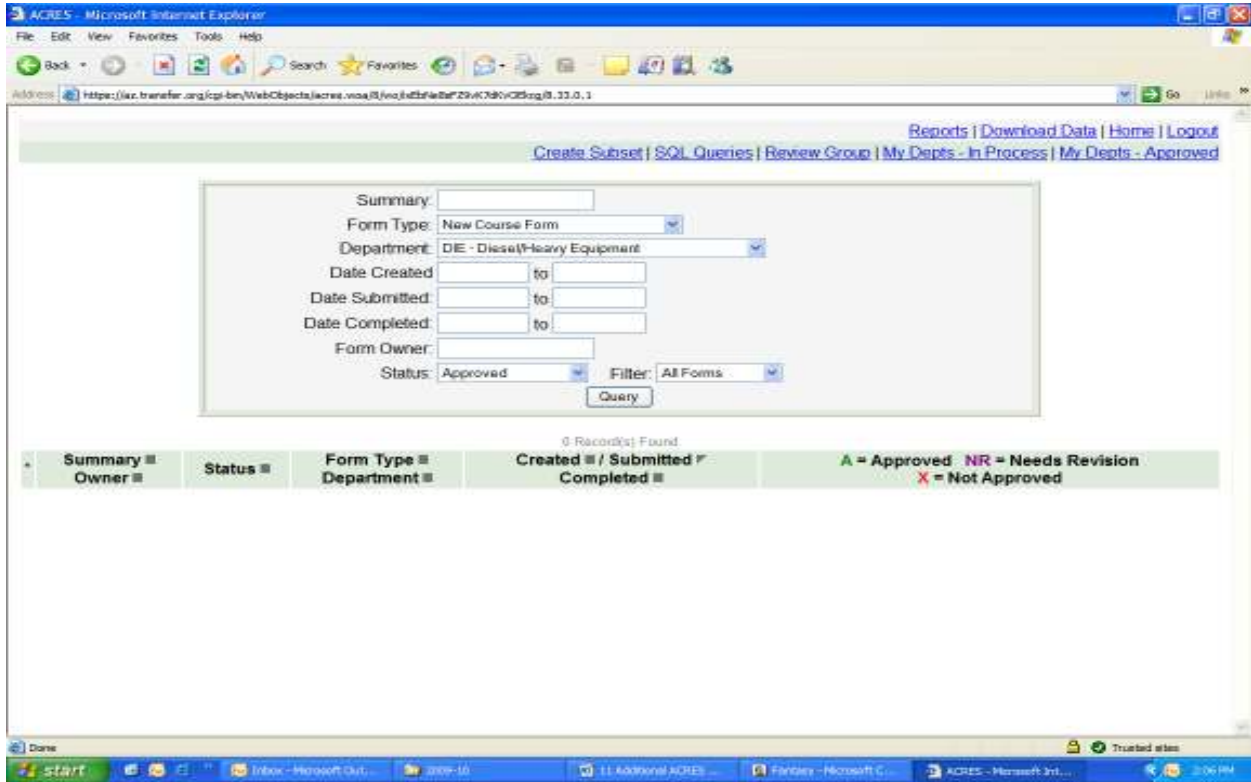
The search form contains the following fields:

- Summary:
- Form Type:
- Department:
- Date Created: to
- Date Submitted: to
- Date Completed: to
- Form Owner:
- Status:
- Enter:
-

Below the search form, it indicates "6 Record(s) Found". The results are displayed in a table with the following columns:

Summary	Owner	Status	Form Type	Department	Created / Submitted / Completed	A = Approved NR = Needs Revision X = Not Approved
View DIE 114 Introduction to Power Train Repair and Diagnostics By Eugene Williams		In Process	New Course Form	DIE - Diesel/Heavy Equipment	10/20/2008 / 11/12/2008	A
						Curriculum Mentor
						District Chair or Program Manager
						CLASS Office (Curriculum Bulletin)
						Notice of Curriculum Change
						Curriculum Comm. Agenda (CLASS)
						Curriculum Committee
						Dean of Academic Services
						Banner Information System
						Outline Management

Let's say you want to limit the search even further and you only want to see what has been approved. Add "Approved" to the status field and click query. As you can see, there are no new "approved" course proposal forms in ACRES for DIE.



However, we know the DIE department is working on some proposals, so let's query for the ones in process. We do that by changing the Status to "In Process" in the status field and clicking "Query."

The screenshot shows the ACRES web application interface. At the top, there are navigation links: Reports | Download Data | Home | Logout. Below these are links for Create Subset, SQL Queries, Review Group, My Depts - In Process, and My Depts - Approved. A search form is displayed with the following fields: Summary (text input), Form Type (New Course Form), Department (DIE - Diesel/Heavy Equipment), Date Created (to), Date Submitted (to), Date Completed (to), Form Owner (text input), Status (In Process), and Filter (All Forms). A Query button is located below the form. Below the form, a table displays 4 records found. The table has columns for Summary, Owner, Status, Form Type, Department, Created, Submitted, and Completed. A legend on the right indicates A = Approved, NR = Needs Revision, and X = Not Approved. The first record is highlighted in blue and has a link to view details.

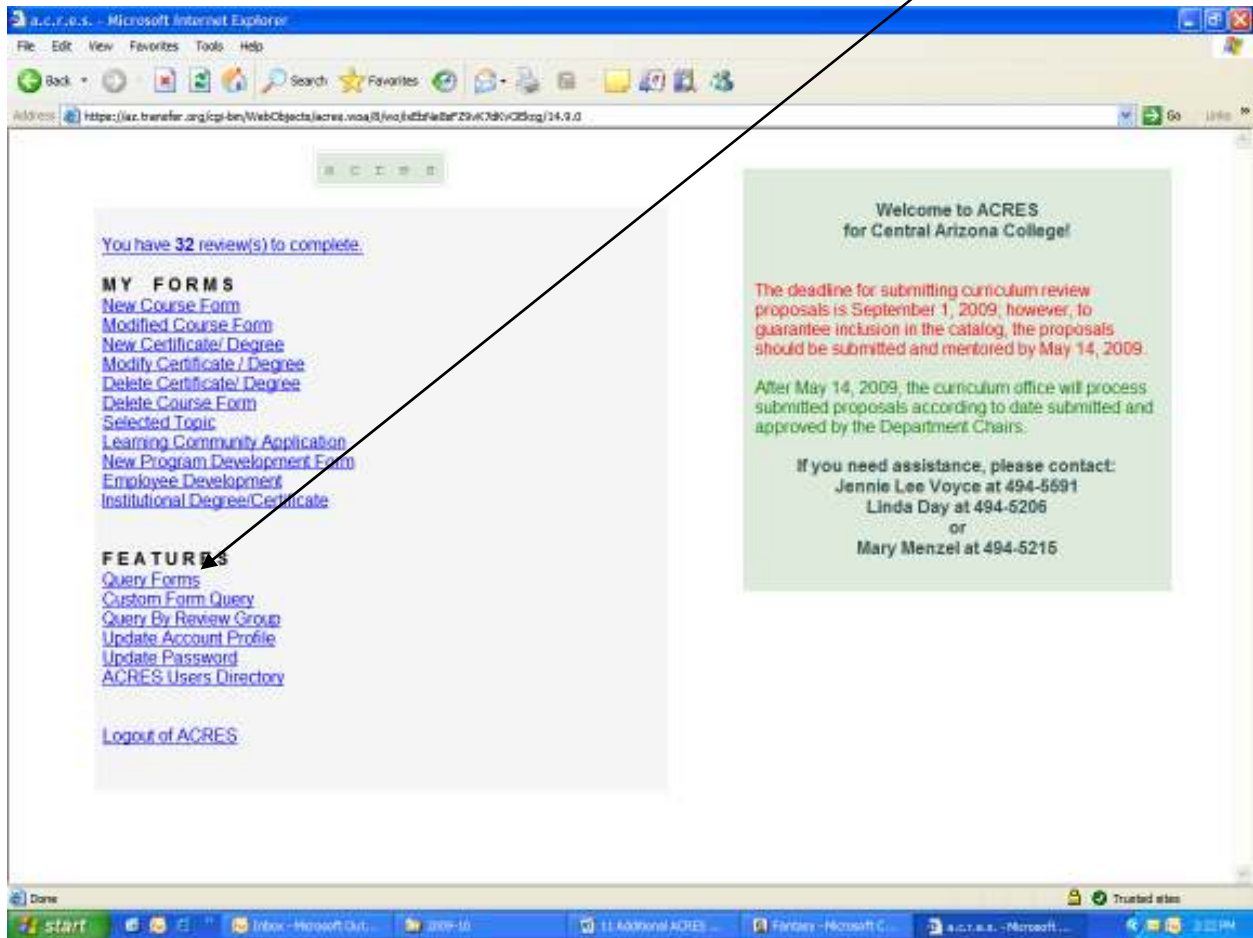
Summary	Owner	Status	Form Type	Department	Created	Submitted	Completed	
View DIE 114 Introduction to Power Train Repair and Diagnostics By: Eugene Williams		In Process	New Course Form	DIE - Diesel/Heavy Equipment	10/20/2008	11/12/2008		
								Curriculum Mentor A
								District Chair or Program Manager A
								CLASS Office (Curriculum Bulletin) A
								Notice of Curriculum Change A
								Curriculum Comm. Agenda (CLASS) A
								Curriculum Committee A
								Dean of Academic Services A
								Banner Information System A
								Outline Management A

Now we see there are four new course forms that are being processed.



I'm not looking for a course, I'm looking for a degree or certificate. How do I search for a degree or certificate?

Searching for a degree or certificate is a little more difficult, but still easier than looking through mountains of paperwork or files! Again go to "Query Forms" under Features.



The easiest way to find a degree or certificate is by its name. In the Summary field, type in an asterisk and a word you think might be in the title. I'm looking for all the degrees and certificates that are about firefighting AND I'm only looking for the ones that have been approved.

The query would look like this:

1 Record(s) Found

Summary Owner	Status	Form Type Department	Created / Submitted Completed	A = Approved NR = Needs Revision X = Not Approved
View Basic Firefighter - Certificate By: Morey Morris	Approved	Modify Certificate / Degree FSC - Fire Science Technology	11/28/2006 / 11/28/2006 09/18/2007	A
				District Chair or Program Manager A
				CLASS Office (Curriculum Bulletin) A
				Notice of Curriculum Change A
				CLASS Office (LORC) A
				Dean of Academic Services A
				Academic Review Agenda (VP Admin. Asst.) A
				Curriculum Comm. Agenda (CLASS) A
				Curriculum Committee A
				CLASS Office (LORC) A
				Academic Review Agenda (VP Admin. Asst.) A
				Academic Review A
				Online Management A

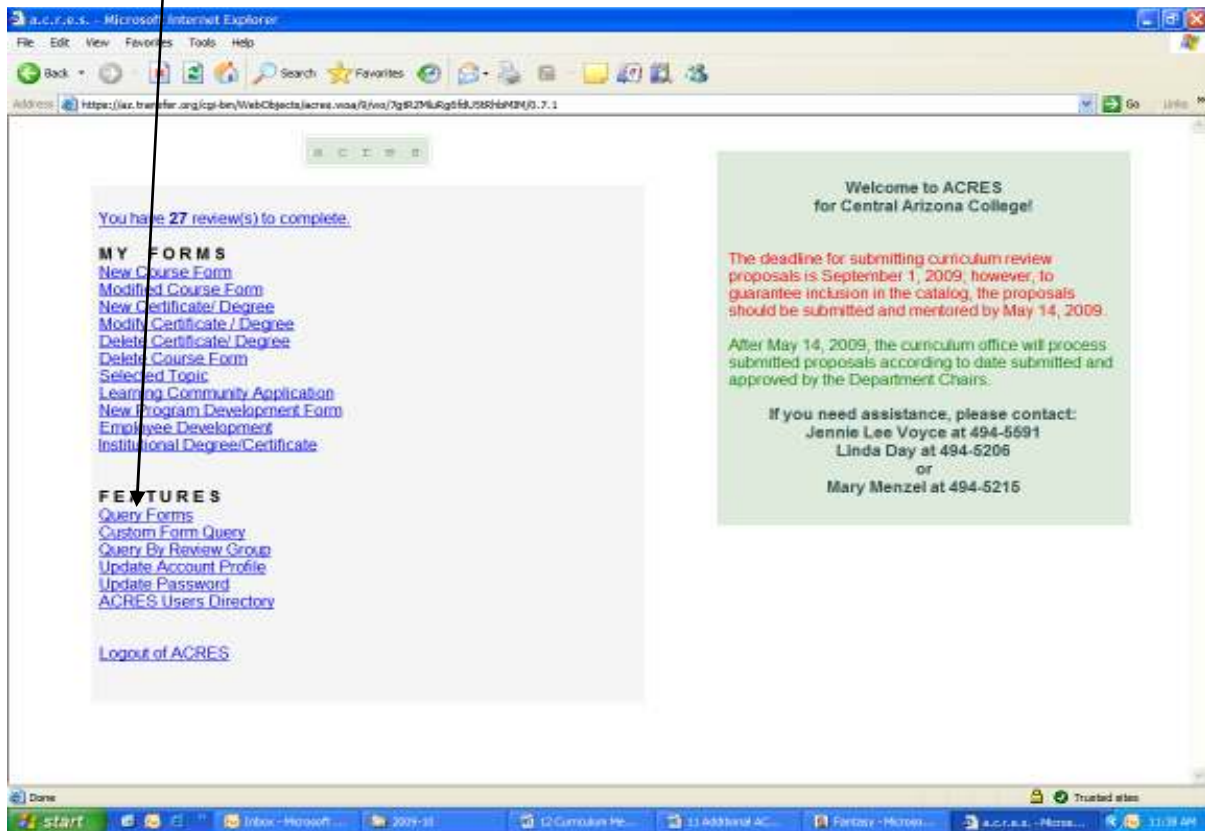
With this query we find one proposal that fits our query.

Hint:

Remember to use the asterisk (*) as a wild card in any query you perform when you don't remember all of the information.

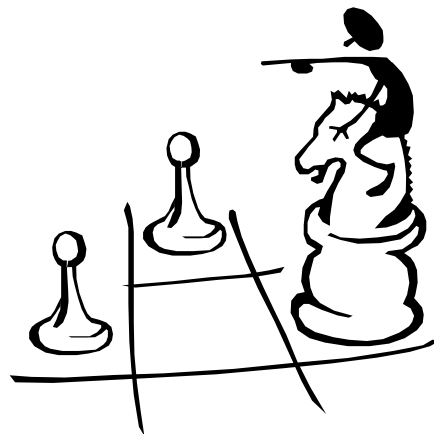
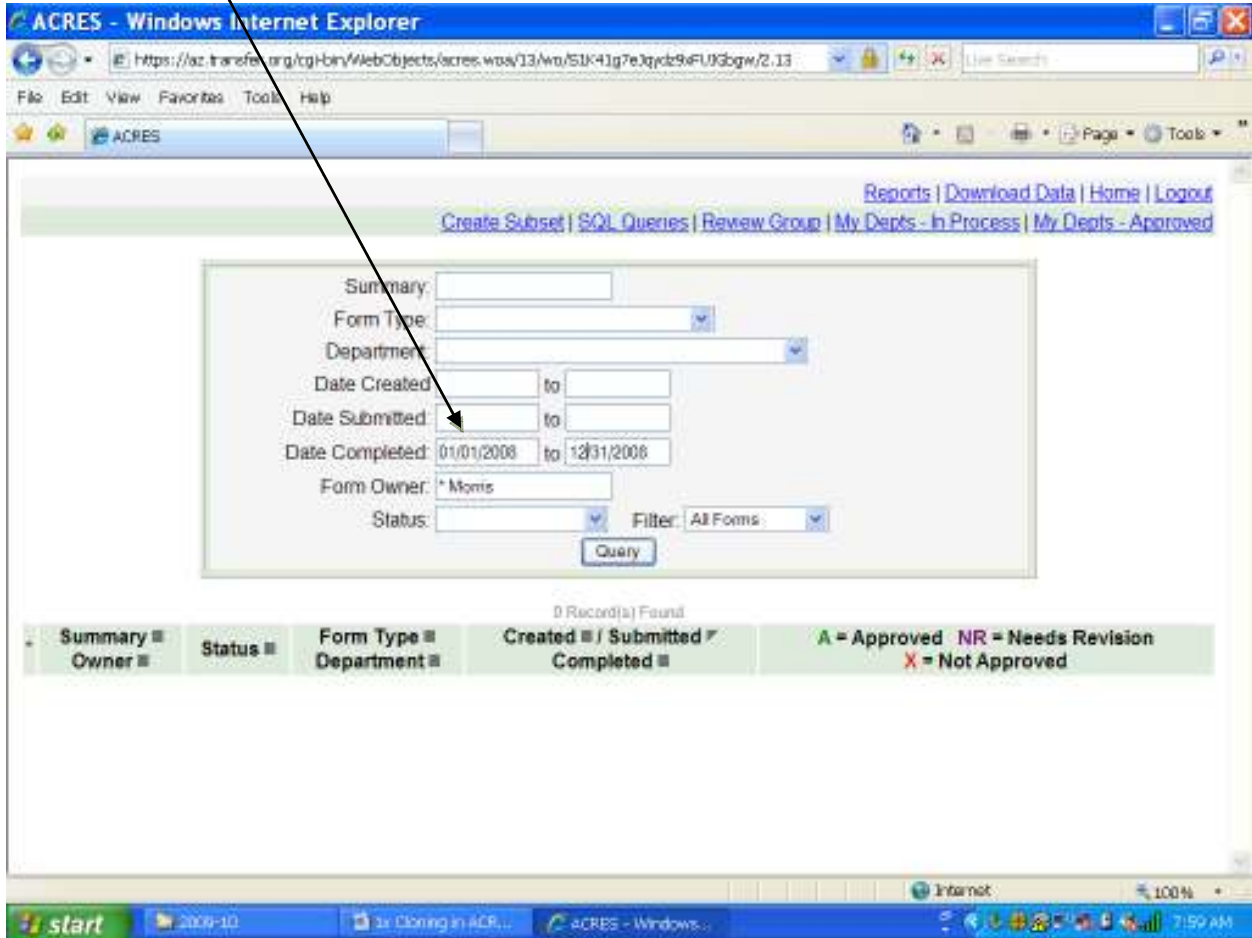
You can even use the asterisk in a course number! For example: if you are looking for a 100 level course with the last digit of 5. You would type the prefix and "1*5" in the summary box. This will pull up 105, 115, 125, 135, 145, 155, 165, 175, 185, and 195 with the prefix you requested. You will find this is a handy tool and use it frequently.

One of the new features in the query function is searching by author or what ACRES calls a “Form Owner.” To perform this query, logon to ACRES and click on “Query Forms.”



Suppose you know that the last name of the person who wrote the proposal is “Morris” but you can’t remember the first name. Let’s also suppose that he submitted a proposal between January 1 and December 31, 2008 that you want to read.

Type the following information into ACRES and click query. Please be sure to use the slash (/) in the date instead of dashes (-) or periods (.). Also be sure to change the filter to “All Forms” since you obviously are not the author.



It appears Morey Morris completed 21 proposals in 2008! You really don't want to read all of them. What can be done? Continue to limit the search...

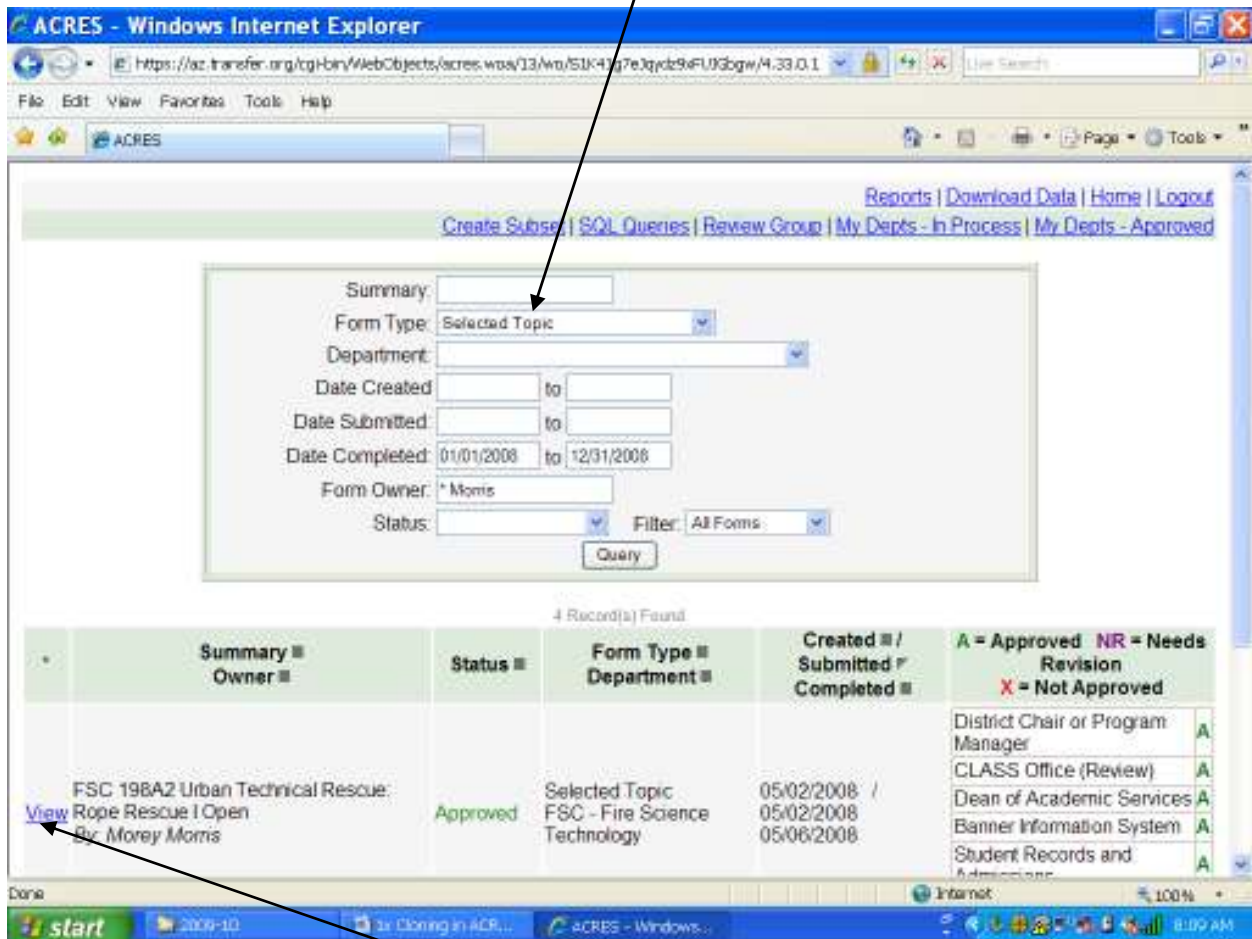
The screenshot shows the ACRES web application interface. At the top, there are navigation links: Reports | Download Data | Home | Logout, and a secondary set: Create Subset | SQL Queries | Review Group | My Depts - In Process | My Depts - Approved. Below these is a search query box with the following fields:

- Summary:
- Form Type:
- Department:
- Date Created: to
- Date Submitted: to
- Date Completed: 01/01/2008 to 12/31/2008
- Form Owner: *Morris
- Status: Filter: All Forms

A 'Query' button is located below the search fields. Below the query box, it indicates '21 Record(s) Found'. The results are displayed in a table with the following columns:

Summary # Owner #	Status #	Form Type # Department #	Created # / Submitted # Completed #	A = Approved NR = Needs Revision X = Not Approved
View FSC 198A2 Urban Technical Rescue: Rope Rescue I Open By: Morey Morris	Approved	Selected Topic FSC - Fire Science Technology	05/02/2008 / 05/02/2008 05/06/2008	District Chair or Program Manager A CLASS Office (Review) A Dean of Academic Services A Banner Information System A Student Records and Administration A

As you scroll down through the list you realize you don't want to read each one of these, but you remember someone saying the form was a selected topic. Simply go back to the query box and choose "Selected Topics" in the Form Type field and click query again.



As you can see, we have limited the search and now we have a more manageable list of proposals to review. Simply click on the blue view link and read the proposals.

Hint:

Once you have opened the first proposal to read, move to the next proposal on the list by clicking on the “Next” link at the top right hand side of the page. Please see Page 189 for a graphic about this feature.

Another way of querying for a degree or certificate is by populating the fields; however, you must populate enough of the fields to limit the list to a manageable size for ACRES to handle.

In the next example, we are looking for a new certificate or degree in the Building Trades Technology department that was authored by someone with the last name of Rodgers. (Of course, since I am looking for a proposal from someone other than myself, I have to change the filter to “All Forms.”)

1 Record(s) Found

Summary Owner	Status	Form Type Department	Created / Submitted Completed	A = Approved NR = Needs Revision X = Not Approved
View Construction Technology Carpenter's Helper By: Wayne Rodgers	In Process	New Certificate/ Degree BTT - Building Trades Technology	09/16/2008 / 11/06/2008	A

As you can see there are numerous ways to search for what you want. Try looking for what you want and if you still can't find it, please call the Curriculum Office. We will be happy to find it for you and tell you how we found it so you can find it too.