

Access 2003: Parameter Queries

This is a query that uses different criteria each time. You must know the exact answer is in order to view the record answers. You cannot use approximation or wild cards for the answer.

Setting up a Parameter Query allows you to use a query without changing the criteria every time you want to use it. Examples are looking at records just from a particular city or state, sales representative or sales area, employee, etc.

You can create a parameter query with the Simple Query Wizard or the Design View. If you use Design View, choose Query>New>Design View.

Add any tables or queries you want to use.

Use Query>Show Table” or click on the icon.

Choose the appropriate tables and fields.

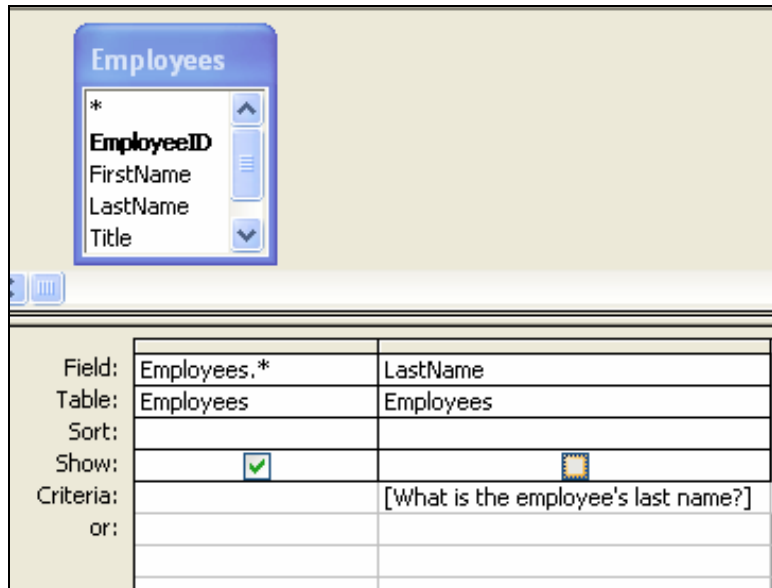
If you choose the Simple Query Wizard, plan to modify the field criteria in the Design View.

Parameter with Single Criteria in Single Field

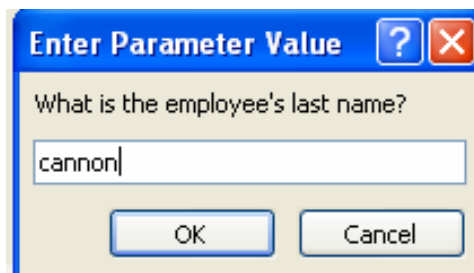
In the Criteria row under the appropriate field, rather than inserting the criteria, such as “Kentucky,” you type the text requesting specific criteria.

Make sure to enclose the text in square brackets.

Here is an example of using the employee’s last name as a way of seeing the record.



After creating the query, click on the red exclamation point to run the query. The parameter prompt will show up. Type the requested employee’s last name. Click the OK button.

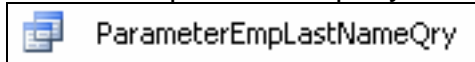


Here are the results when the query is run.

	Employee ID	First Name	Last Name	Title	Work Phone
▶		Chris	Cannon	Sales Representative	(206) 555-0125
*	(AutoNumber)				

The query can be saved & used whenever the information is needed. Often reports are based on parameter queries.

Here is the parameter query after it is saved. Notice that it is a select query.



Parameter with Single Criteria in Multiple Fields

In the Criteria row under the appropriate field, rather than inserting the criteria, such as “Kentucky,” you type the text requesting specific criteria.

Make sure to enclose the text in square brackets. You cannot use all customary punctuation.

Have the parameter fields in the order you want them asked.

Notice that since all the fields are chosen in the first column, the criteria fields will not show twice in the answer.

Here is an example of selecting records based on the sales tax first and the order date second. The sales tax is stored numerically as “.05” instead of “5.00%”. The answer to the parameter must be given in the same format as it is stored.

Field:	Orders.*	SalesTaxRate	OrderDate
Table:	Orders	Orders	Orders
Sort:			
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:		[Sales tax rate, expressed in hundredths?]	[What order date?]
or:			

When “.05” and “3/23/05” are typed into the parameter boxes, the relevant records are shown.

	EmployeeID	Order Date	PO Number	Ship Date	Shipping Method	Freight Charge	Sales Tax Rate	Payment Receiv
▶	Barr, Adam	3/23/2005	11	3/29/2005	Federal Expre		5.00%	<input type="checkbox"/>

When the “Enter Parameter Value” box shows up, if the question is not answered or OK is clicked, no records will be chosen.

Parameter with Multiple Criteria in Single Field

In the Criteria row under the appropriate field, rather than inserting the criteria, you can use parameters to look for values between two numbers, currency values, alphabetical listings, or dates.

In the Criteria line of the field, use “Between” [Parameter1] And [Parameter2]. Make sure to enclose the text in square brackets. You cannot use all customary punctuation.

Field:	CompanyName	ProductName	Quantity	UnitPrice
Table:	Customers	Products	Order Details	Products
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			Between [Enter lower amount] And [Enter higher amount]	
or:				

When the query is run, both questions will be asked consecutively similar to parameters in multiple fields.

	Company Name	Product Name	Quantity	Unit Price
▶	A. Datum Corporation	Gold Mug	10	\$7.50
	Trey Research	White Mug	5	\$4.00
	Litware, Inc	Silver Mug	5	\$7.00
	Contoso, Ltd	Blue Mug	9	\$2.50
*				