Faculty and Staff Information Systems: 
Creating a FASIS Query

1. Which fields do you need?

2. Which record(s) do those fields reside in?

3. If there are multiple records, in which order are you going to join them, and which key will you use for the join? Draw lines to show how the joins will occur, and whether it will be a standard join or a left outer join.

Hints:
- The most basic table that contains the majority of your information and the basis for your report should usually be first.
- STANDARD JOINS can happen in any order but will filter out data if there is no match between the records
- LEFT OUTER JOINS must happen between two tables in order but will not filter data is there is no match between records

i. Record: _________________________ Key Field: ________________________

ii. Record: _________________________ Key Field: ________________________

iii. Record: _________________________ Key Field: ________________________

iv. Record: _________________________ Key Field: ________________________

v. Record: _________________________ Key Field: ________________________

vi. Record: _________________________ Key Field: ________________________

4. What criteria do you want to use? Will they be hard-coded or set up as prompts?

- Common Criteria Operators: Equal To, Greater Than, Less Than, In List, Is Null

i. Field: ____________ Operator: ____________ Values: _________________ Prompt? ___

ii. Field: ____________ Operator: ____________ Values: _________________ Prompt? ___

iii. Field: ____________ Operator: ____________ Values: _________________ Prompt? ___


v. Field: ____________ Operator: ____________ Values: _________________ Prompt? ___

vi. Field: ____________ Operator: ____________ Values: _________________ Prompt? ___