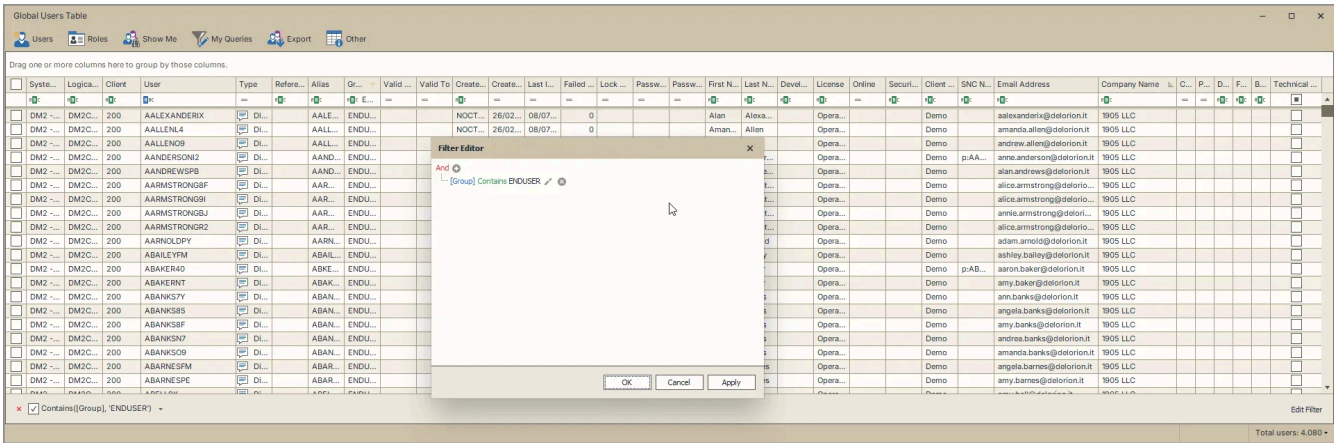
My Queries: build and save user filters

Applies to userXpress 2.0.0.0

Use Edit Filter to combine conditions, group alternatives and save filters for recurring user administration tasks.

Use **My Queries** for lists you need repeatedly, such as accounts in a particular client or people whose details need updating. Build the conditions with **Edit Filter**, then save them under a name you recognize.

A query applies to the accounts loaded in the Global User Table. It saves the conditions you choose. When you use it again, the table shows whichever loaded accounts match those conditions at that time.



Edit Filter opens the conditions shown in the filter panel. This example starts with Group containing ENDUSER.

Start with one condition

Suppose you want accounts whose last name is Smith.

1. In the Global User Table, click **Edit Filter** in the filter panel beneath the rows. To open the editor from a column, right-click its heading and choose **Filter Editor**.
2. Click the field name in the condition and choose **Last Name**.
3. Click the comparison beside it and choose **Equals**.
4. Click the value and enter `Smith`.
5. Choose **OK** to apply the condition and return to the table.

The table now shows accounts whose last name matches Smith. An account with the last name Jones does not match. Select the matching account rows when you are ready to use an account action.

To change the query, click **Edit Filter** again. Click a field, comparison or value to replace it. Use the remove button beside a condition to delete that condition.

Require two conditions with AND

Use **And** when every condition must be true for the same account. For example, find people named Smith in client 100.

1. Open **Edit Filter** with the last-name condition from the previous example.
2. Click the group's logical operator and choose **And**.
3. Choose **Add Condition** from that group's menu, or use its plus button.
4. Set the new condition to **Client**, **Equals**, `100`.
5. Choose **OK**.

A Smith account in client 100 matches. A Smith account in client 200 does not. A Jones account in client 100 does not match either, because both conditions must be true.

The same client number can exist in several SAP systems. Add a **System** condition when the list should be limited to one system as well.

Accept alternatives with OR

Use **Or** when any one condition is enough. For example, find people named Smith or Jones.

1. Open **Edit Filter**.
2. Remove the client condition from the previous example.
3. Click the top group's operator and choose **Or**.
4. Keep **Last Name**, **Equals**, `Smith` as the first condition.
5. Add a second condition: **Last Name**, **Equals**, `Jones`.
6. Choose **OK**.

Both surnames now match, across the loaded clients. **And** would require the same last-name field to equal Smith and Jones at once, so it would return no accounts for this example.

Keep alternatives together with a group

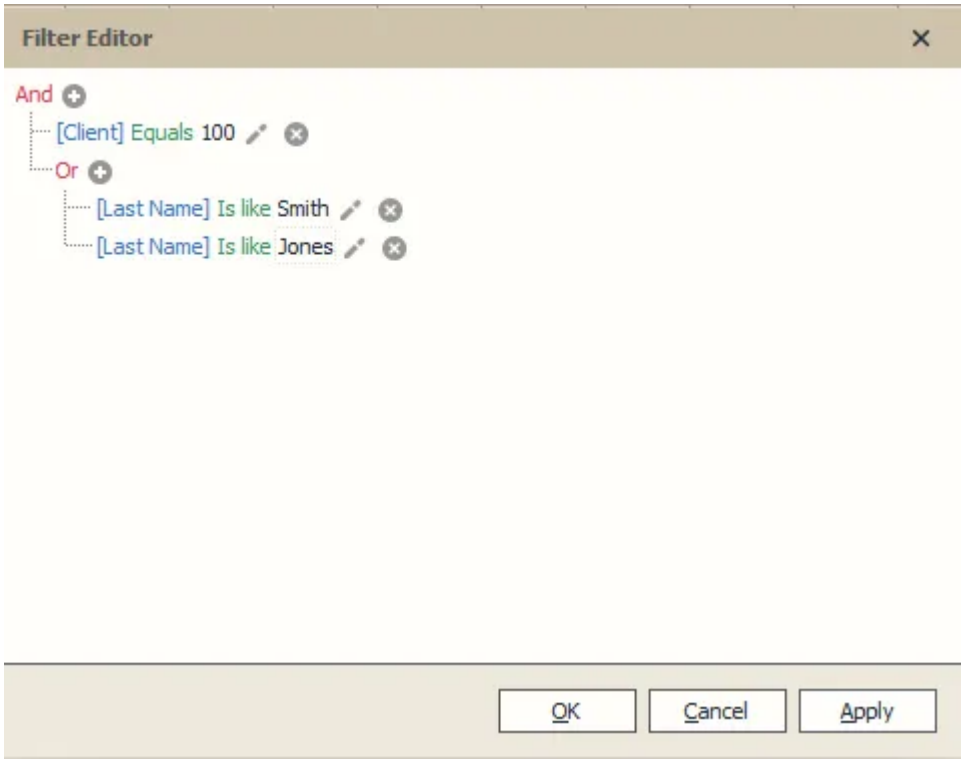
A group lets you combine alternatives with a requirement that applies to all of them. The following query means: "Client 100, and either Smith or Jones."

1. Open **Edit Filter** and choose **Clear All** from the top group's menu to start a new definition.
2. Set the top group to **And**.
3. Add a condition: **Client**, **Equals**, `100`.
4. Open the top **And** menu and choose **Add Group**.

5. Set the new group's operator to **Or**.
6. Inside that **Or** group, add **Last Name**, **Is like**, `Smith`.
7. Add another condition to the same **Or** group: **Last Name**, **Is like**, `Jones`.
8. Choose **OK**.

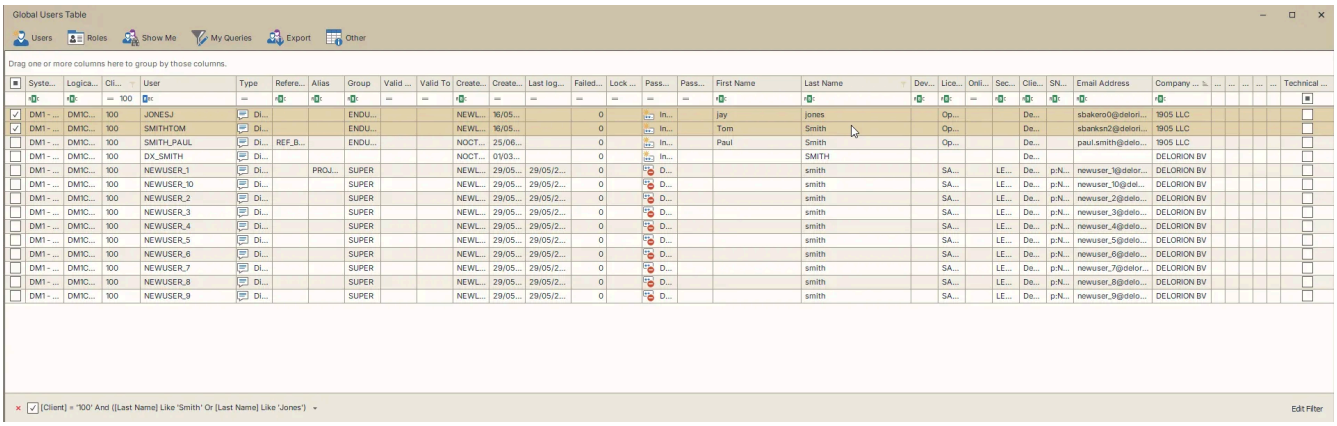
The indentation shows which conditions belong together:

```
And
  Client equals 100
  Or
    Last Name is like Smith
    Last Name is like Jones
```



Example account	Matches?	Reason
Smith in client 100	Yes	Client 100 and one of the two surnames.
Jones in client 100	Yes	Client 100 and one of the two surnames.
Smith in client 200	No	The client requirement is not met.
Brown in client 100	No	Neither surname condition is met.

Keep the client condition outside the **Or** group. Putting all three conditions under **Or** would also include every account in client 100, regardless of surname.



The filter includes Smith and Jones accounts in client 100. The two checked rows are selected for an account action.

Choose the comparison and value

Choose a field first. Its type determines which comparisons and value controls the editor offers.

Value you want to find	How to express it
A complete text value	Use **Equals**, for example Last Name equals `Smith`.
Text within a longer value	Use **Contains**, for example Last Name contains `mit`.
Text at the beginning	Use **Begins with**, for example User ID begins with `DEMO_`.
A date before a cutoff	Choose the date field, a less-than comparison and the cutoff date. A strict less-than condition excludes the cutoff date itself.
A yes/no state	Choose the checkbox field and its true or false value.
A missing date or value	Choose **Is null**. For text that can also be empty, use **Is null or empty**. These conditions do not need a value.

For recurring last-logon reviews, Show Me provides ready-made periods. Use **Edit Filter** when you need additional conditions or a different combination.

Apply or clear the query

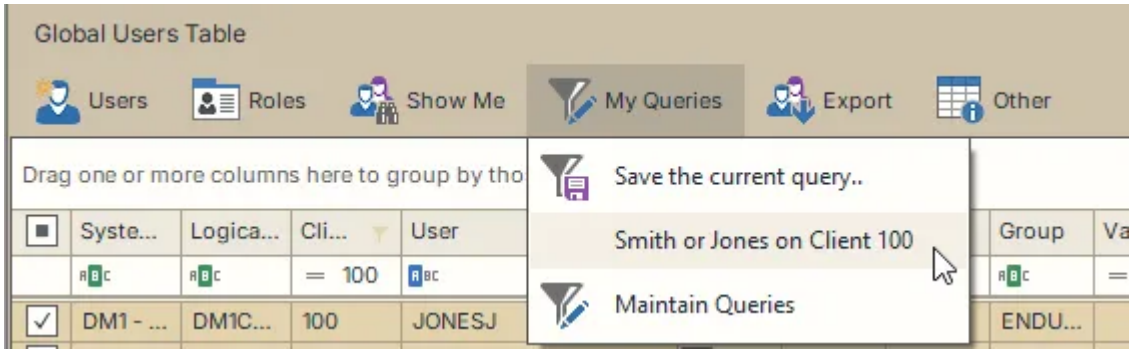
Apply updates the table while keeping the editor open. **OK** applies the query and closes the editor. Reopen **Edit Filter** to adjust a condition when the list is too broad or too narrow.

Choose **Show Me** → **Everyone** to remove the table criteria. Choose **Show Me** → **Clear All Filters** to remove both the criteria and the search text.

Save and reuse a query

1. Apply the conditions you want to keep.
2. Choose **My Queries** → **Save the current query...**.
3. Enter a name in **Query Description**, such as `Smith or Jones on Client 100`, and choose **OK**.
4. If the name already exists, confirm replacement to update that saved query. To keep both versions, decline replacement and enter another name.

The name appears under **My Queries**. Choose it to apply the saved conditions. Then select the accounts for the task you want to perform.



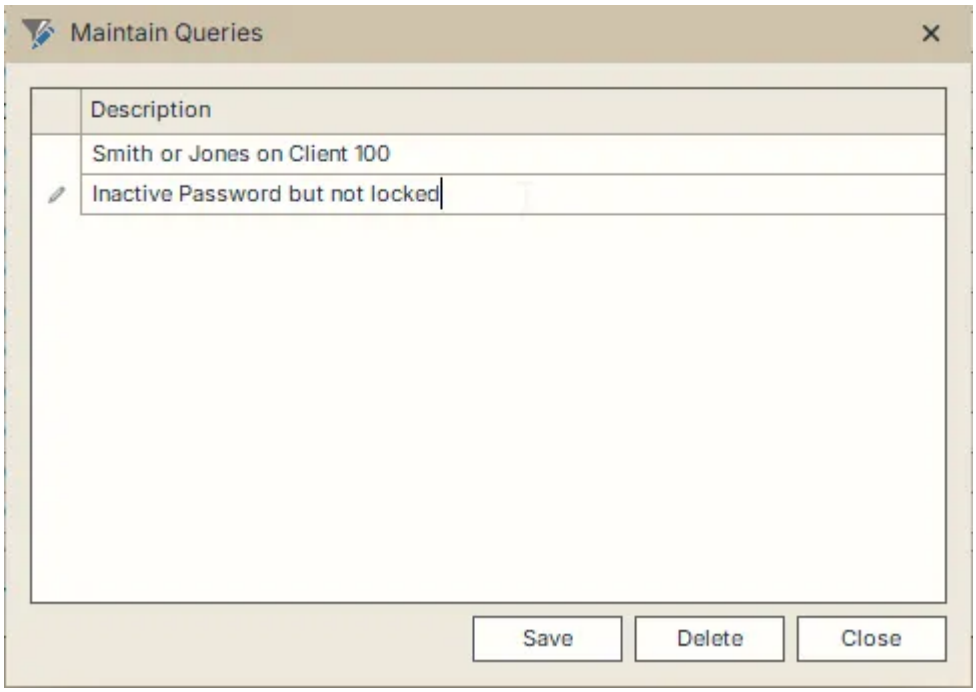
The saved definition contains the table criteria. Put conditions you want to reuse in **Edit Filter** rather than relying on text entered in the separate search box.

To change a saved query, choose its name, edit and apply its conditions, then save it again. Use the same name and confirm replacement to update it, or a different name to keep a second query.

Rename or delete a saved query

1. Open **My Queries** → **Maintain Queries**.
2. Edit a description to rename the query, or select its row and choose **Delete**.
3. Choose **Save**, then **Close**.

The **My Queries** menu reflects the saved changes.


Maintain Queries
Description
Smith or Jones on Client 100
Inactive Password but not locked
Save
Delete
Close