

## Online GeorgiaFIRST Training

### Query Course 6: Joining Tables in Your Query

#### Session Description:

This is the sixth course in the series of PeopleSoft Financials Web Query courses. This course details how to join tables together in a query. By joining tables together in a query, you are able to take full advantage of a relational database, retrieving additional information. In order to listen to the audio portions of this course, headphones are required.

To enroll, complete the **Online GeorgiaFIRST Training Enrollment Form** and email to [helpdesk@usg.edu](mailto:helpdesk@usg.edu). Once enrolled, you will receive login and course access instructions.

#### Objectives:

- Define a query join
- Identify the three types of joins Web Query recognizes
- Define Record Hierarchy Join
- Define Related Record Join
- Define Any Record Join
- Identify the purpose of “Enable Auto Join” on the Query preferences page
- Identify how to edit join criteria in an Any Record Join
- Define Left Outer Join

#### Lessons:

- Lesson 1: Overview of Query Joins
- Lesson 2: Using a Record Hierarchy Join
- Lesson 3: Using a Related Record Join
- Lesson 4: Performing an Any Record Join
- Lesson 5: Left Outer Joins

#### Training Hours:

- 2.5 Training Hours

#### Prerequisites:

- Query 3 – Adding Selection Criteria to Your Query

#### Course Number:

- PSFINQY10-007