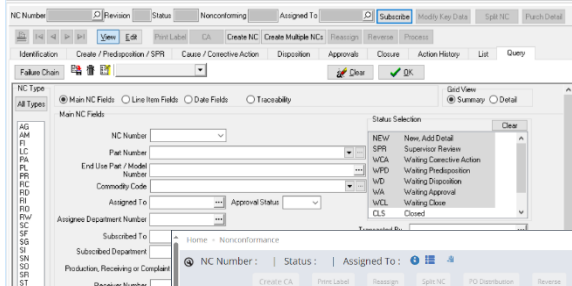
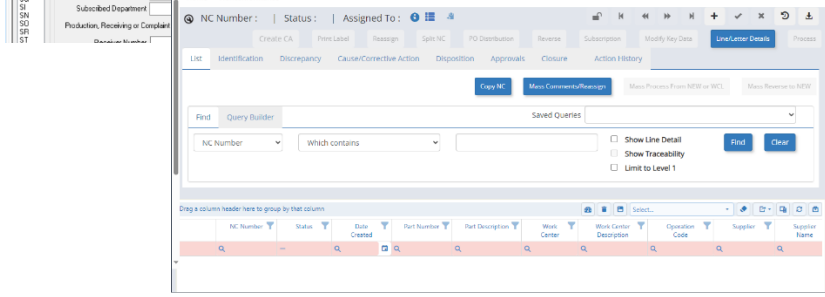
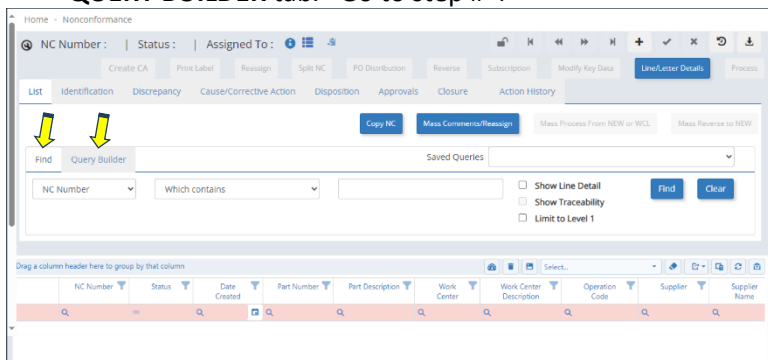


STANDARD WORK – PROCESS INSTRUCTION SHEET

|                                  |  |  |         |
|----------------------------------|--|--|---------|
| <b>TITLE</b>                     | Querying Records   | <b>DEPARTMENT</b>  | Quality |
| <b>PROCESS</b>                   | TIPQA Querying Records   | <b>TEAM COMPOSITION</b>  |         |
| <b>DATE</b>                      | 20250127   | Barbera, Kevin / Benedict, Dudley / Buchwald, Wade / Daigler, John / Feder, Darren / Howell, Mathew / Lobaugh, Timothy |         |
| <b>REV</b>                       | 1.0  |  |         |
| <b>AUTHOR</b>                    | J. Daigler   |  |         |
| <b>BASIC PROCESS DESCRIPTION</b> | This document defines the logic used to query data in various modules of TIPQA. If you have any questions in applicability or encounter problems understanding or technical difficulty, contact your TIPQA Module Leader for assistance. |  |         |

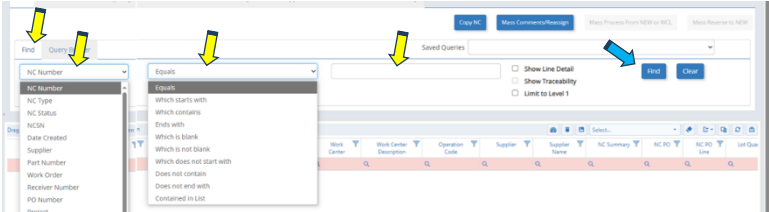

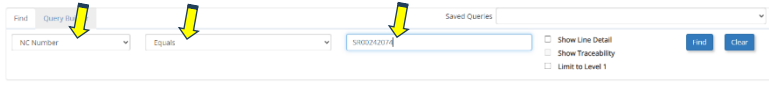

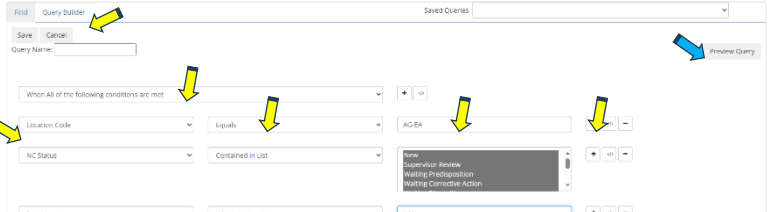


| STEP # | STEP DESCRIPTION | IMAGE / INSTRUCTIONS | FUNCTION |
|--------|------------------|----------------------|----------|
|--------|------------------|----------------------|----------|

|   |                         |  |     |
|---|-------------------------|--|-----|
| 1 | Querying method changes | <p>Searching for records is the biggest change between the web version and the previous version of TIPQA. Where in the previous version you entered search criteria into various fields, the new web version requires you to build a query using a series of dropdown criteria.</p> <p><b>Old Query Screen</b></p>  <p><b>New Query Screen</b></p>  | All |
|---|-------------------------|--|-----|

|   |             |   |     |
|---|-------------|---|-----|
| 2 | Query Types | <p>There are two ways to query data:</p> <ol style="list-style-type: none"> <li>1) <u>Single Criteria search</u> – This query is performed from the <b>FIND</b> tab. Go to Step # 3</li> <li>2) <u>Multiple Criteria search</u> - This query is performed from the <b>QUERY BUILDER</b> tab. Go to step # 4</li> </ol>  | All |
|---|-------------|---|-----|

**DISCLAIMER: Printed copies are for reference only.**

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|          |                                |  |            |
|----------|--------------------------------|--|------------|
| <p>3</p> | <p>Single Criteria Query</p>   | <p>For the <u>Single Criteria Query</u>, there are 3 fields that must be populated in the <b>FIND</b> tab:</p> <ol style="list-style-type: none"> <li>1) What criteria you are looking for</li> <li>2) What conditions must be met</li> <li>3) Your requirement.</li> </ol>  <p>Press the <b>FIND</b>  button to run your search.</p> <p>To search for a specific record number, your search would look like this:</p>    | <p>All</p> |
| <p>4</p> | <p>Multiple Criteria Query</p> | <p>For the <u>Multiple Criteria Query</u>, there are 4 fields that must be populated in the <b>QUERY BUILDER</b> tab:</p> <ol style="list-style-type: none"> <li>1) When <i>all/part</i> of the criteria are met</li> <li>2) What criteria you are looking for</li> <li>3) What conditions must be met</li> <li>4) Your requirement.</li> </ol> <p>To add search criteria, press the <b>ADD</b>  button.</p>  <p>Press the <b>PREVIEW QUERY</b>  button to run your search.</p> <p>To search for all records in a specific Location code, in the Open status, for part numbers starting with CA1, your search would look like what appears above.</p> | <p>All</p> |
| <p>5</p> | <p>Save Query</p>              | <p>To save a created search query for future use:</p> <ol style="list-style-type: none"> <li>1) Enter the name of the query in the <b>QUERY NAME</b> field.</li> <li>2) Press the <b>SAVE</b>  button.</li> </ol> <p>When you want to use this query again, select the Query Name from the <b>SAVED QUERIES</b> dropdown box.</p>   | <p>All</p> |

|          |                                     |  |            |
|----------|-------------------------------------|--|------------|
|          |                                     |  |            |
| <p>6</p> | <p>Query Results</p>                | <p>After you run your search, your results will appear at the bottom of the page.</p> <p>To open the record, double click on the row of the record you want to review.</p>   | <p>All</p> |
| <p>7</p> | <p>Column Chooser</p>               | <p>To limit what data columns appear in your search, press the <b>COLUMN CHOOSER</b> button and uncheck the data you want to exclude.</p>  | <p>All</p> |
| <p>8</p> | <p>Additional filtering methods</p> | <p>Additional filtering capability is available using the <b>SPYGLASS</b> icon located below the column headers. Press the spyglass, select your query conditions, and then type in your limiting data.</p> <p>Make sure to remove the filters after you've run your search!</p> | <p>All</p> |

|           |                                |   |            |
|-----------|--------------------------------|---|------------|
|           |                                |   |            |
| <p>9</p>  | <p>Export data</p>             | <p>To export the data that appears in your search, press the <b>EXPORT</b> button and select how you want to perform the action.</p>  | <p>All</p> |
| <p>10</p> | <p>Save Grid Configuration</p> | <p>To save the data / column format that appears in your search, press the <b>SAVE GRID CONFIGURATION</b> button and save it as a specific name. It is available for use in the future by using the dropdown.</p> | <p>All</p> |
|           | <p>COMPLETE</p>                |   |            |

## Revision History

| Revision Number | Date of Change | Description of Change  |
|-----------------|----------------|--|
| Original        | 20160510       | Initial Release  |
| 1.0             | 20250127       | Initial release in SWI Database. Screen prints updated to reflect latest web version software configuration. |