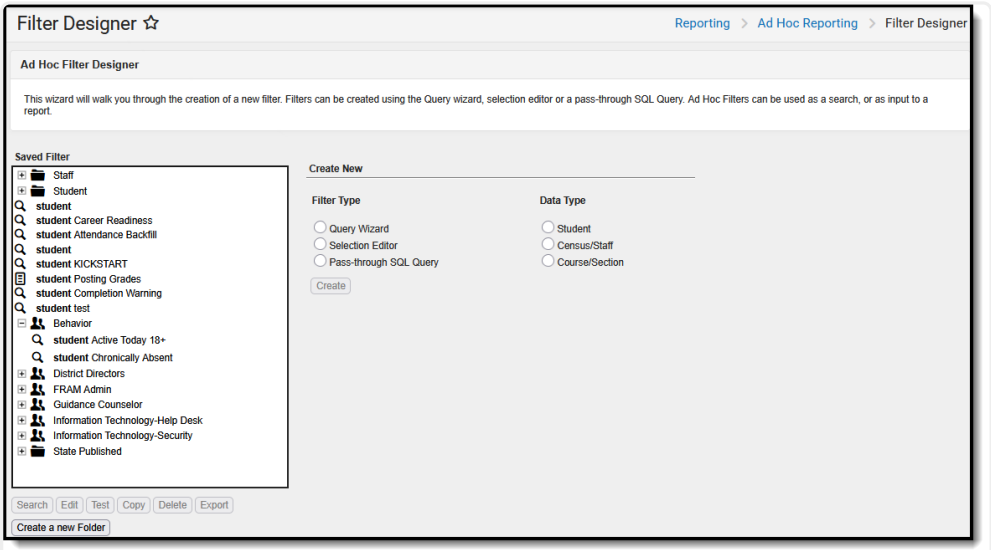
Query Wizard

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Path: Reporting > Ad Hoc Reporting > Filter Designer

Query Wizard is a tool for creating dynamic Ad hoc filters that return current data from the Campus database. Users can build filters for **Student**, **Census/Staff**, or **Course/Section** data by selecting fields, defining filter criteria, and configuring output options. Student and Course/Section filters use the calendar selected in the Campus toolbar, while Census/Staff filters return data from the entire database regardless of the selected calendar.

The Create a Query Wizard filter article explains how to configure each Query Wizard screen to create a filter for reporting, exports, and other Ad hoc processes.



Use the Filter Designer to create, organize, and manage ad hoc filters for reporting and data selection

Refer to the Filter Designer Tool Rights article for information on the rights required to use the Query Wizard.

Overview

Query Wizard supports three data types:

Data Type	Description
Student	Student data from the selected calendar.
Census/Staff	Census and staff data from the entire database, regardless of the selected calendar.
Course/Section	Course and section data from the selected calendar.

Filters created in the Query Wizard display results in HTML format and can be sorted, grouped, filtered, or exported to Excel or PDF.

Performance considerations

Query Wizard filters return current data from the Campus database. To maintain system performance, build filters that return only the data needed for the intended purpose. Unless using Data Warehouse, avoid creating filters that return large result sets, as large queries can increase processing time and affect database performance.

Query Wizard enforces an Ad hoc row limit of **5 million rows**. Queries that exceed this limit are truncated, and a warning message is displayed.

To reduce the size and impact of large queries:

- Select only the fields required for the report.
- Apply additional filter criteria to reduce the number of returned records.
- Use **Data Warehouse** when reporting against large datasets.
- Consider **Force Order** for complex filters that include many calendars or fields.
- Use direct SQL access for advanced reporting scenarios when appropriate.

Filters that include GPA fields can place a significant load on the database and should be generated outside normal business hours whenever possible.