

# eLINK Query Builder

Accessing your data using shared queries created by BWSR

Query Builder is a new module available to users of eLINK that provides a powerful and flexible tool for extracting data about conservation activities. Projects can be grouped and summarized in many different ways according to your needs.

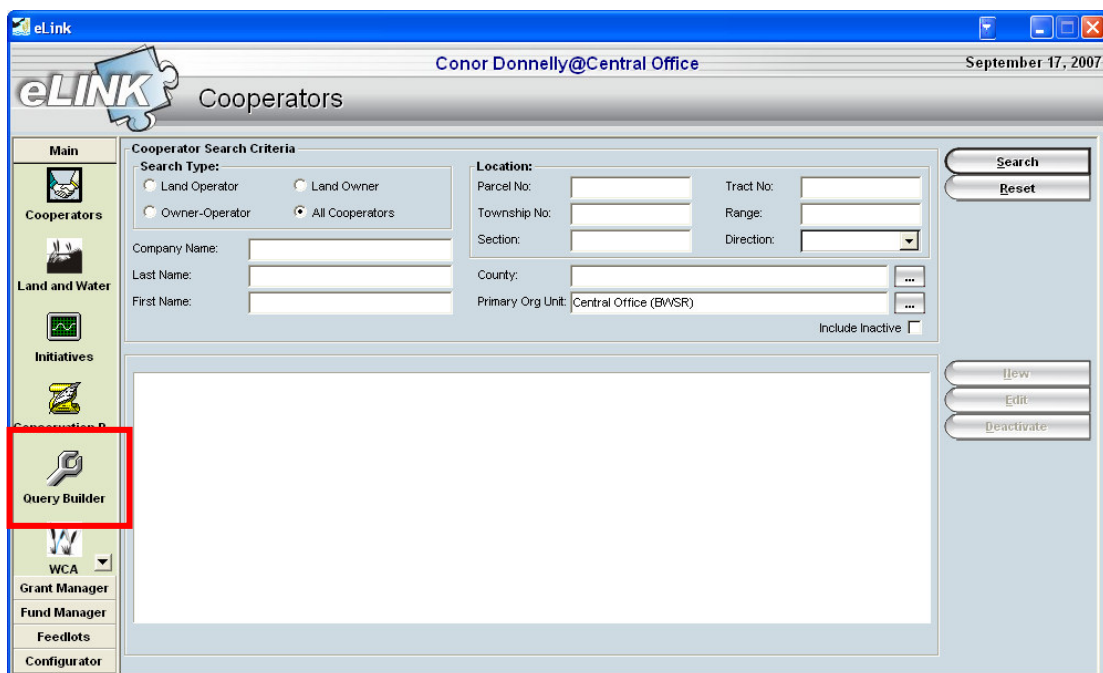
Some of the functions of query builder are still being developed, while others are ready to use now. In addition to running simple queries, eventually users will have the ability to create maps to illustrate the results of their queries. A more detailed set of instructions is being developed that will teach you how to build, modify and execute your own custom queries.

Right now you can:

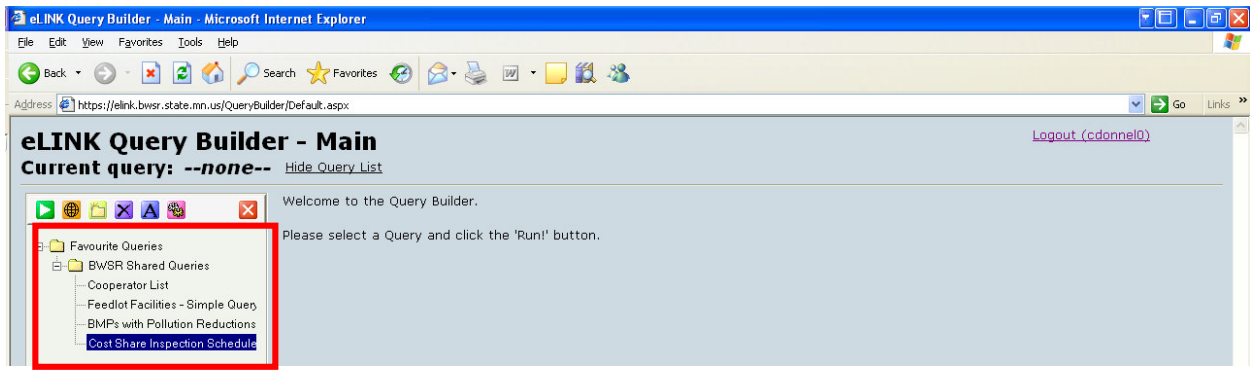
- Search for land and water projects according to fund year or BMP type
- Summarize pollution reduction estimates
- Search feedlot registration records and facility data, if you are a CFO
- Search addresses of land owners, and export to MS Excel for mail merge
- Extract search results from any query and save as an MS Excel File

This document serves as a “Quick Guide” to getting started by accessing and running a query created by BWSR and shared with all eLINK users. The example used in this guide is the “Cost Share Inspection Schedule”. It allows SWCD staff to query the database for all state cost share projects entered and calculate the dates for scheduled inspections on years one, five and nine. Please try any of the other shared queries if you are interested.

- 1) Log in to eLINK and click the “Query Builder” icon in the main menu.

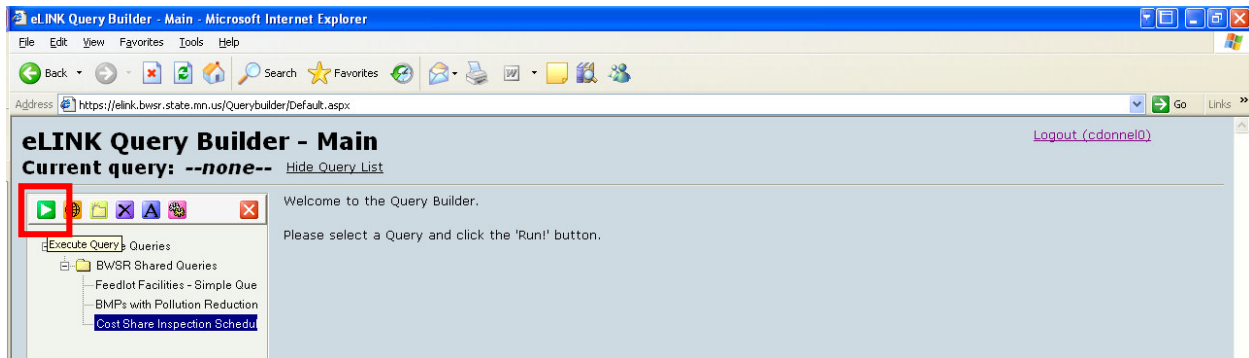


- 2) MS Internet Explorer will launch and present you with the main menu for Query Builder. A folder called “**BWSR Shared Queries**” containing one or more example queries appears on the left hand side of the window.

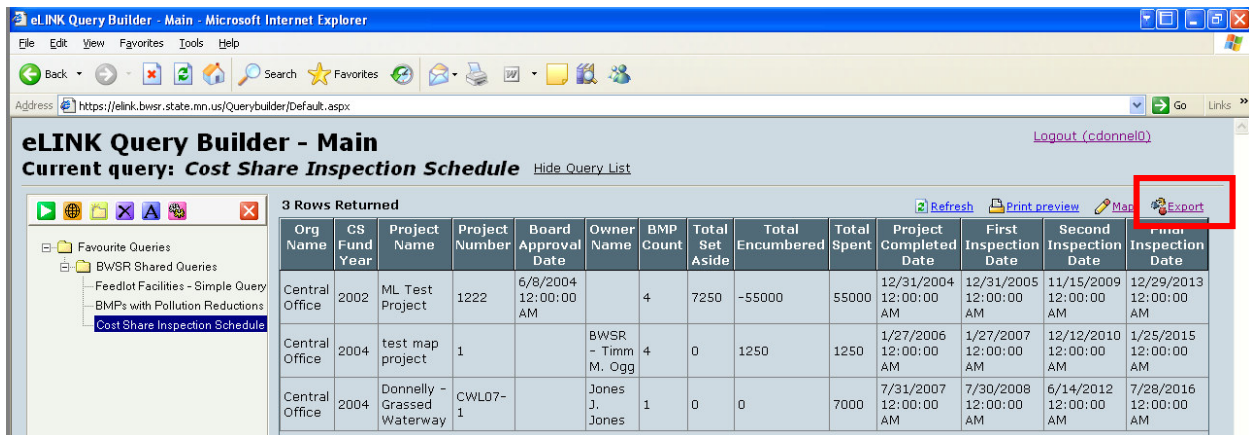


- 3) Click on one of the shared queries and notice that a query description appears in a space near the bottom of the folder listing. Select the query you want to execute and click the green “execute query” button shown below. Depending on your role as an eLINK user, one or more of the following three queries are available for you to execute.

- **Cooperator List** - This query returns the list of all landowner contacts you have added into the cooperators module in eLINK.
- **Feedlot Facilities** – This is a complete list of all feedlot facilities in eLINK for your county showing some details of the most current registration. (Total AU, registration data, Shoreland Y/N)
- **BMPs with Pollution Reduction** – This query returns a complete list of all Best Management Practices that have been entered into eLINK by your organization. Soil, Sediment and Phosphorous reductions are also included.
- **Cost Share Inspection Schedule** – For State Cost Share projects only. Project detail are listed for all cost share projects entered by your SWCD. The column named “Project Completed Date” is derived from one of two potential sources. If BMP installed date was entered in eLINK, then that date is used. Otherwise, the last date for spend transactions is used. If any funds remain set aside or encumbered on the project, then it is assumed to be not yet complete, so no date will be displayed. An inspection schedule for the first, fifth and ninth years is listed.



- 4) View query results and export to MS Excel: After the query runs successfully, a table will be displayed in your web browser showing records for your organization.



If you'd like to save the query results in MS Excel, you can click on the "Export" link on the upper right hand corner of the table, shown above. You'll be prompted to either open or save an Excel file that's generated. Choose open, and the query results will be displayed in MS Excel. Now you can re-arrange columns, create charts and graphs in order to analyze data any way you like.

