

Setting criteria on queries in the Menagerie_Kennel database

1. Open the query in Design View. You can do this one of two ways.
 - a. Right click on the query you want to open in the Navigation Pane
 - b. Choose 'Design View' from the shortcut menu

OR

 - c. Double click the name of the query you want to open in the Navigation Pane
 - d. Toggle to Design View using the icon on the 'Home' ribbon
2. Once the query is open in Design View, type the criteria onto the appropriate row under the field you are restricting.
3. Click '**! Run**' on the 'Home' ribbon.
4. Close the query. When asked if you would like to save changes click 'Yes'.

Below is the qryFullPaymentAppts query completed following the instructions in the *Query building for design view* document. The * after the word full is called a '**wildcard**' and tells Access "return the records that have 'full' in the Status Name field, no matter what letters come after that.

The screenshot displays the Design View of the query 'qryFullPaymentAppts'. It shows five tables: Appointments, Payment Details, Owners, Pets, and Appointment Status. The design grid below the tables is as follows:

Field:	ApptID	First Name	Last Name	Service Start Date	Service End Date	Total Cost	Status Name
Table:	Appointments	Owners	Owners	Appointments	Appointments	Payment Details	Appointment Status
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:							Like "full*"
or:							

Use the information in the *Query building for design view* to add criteria to the following queries:

- qryFullPaymentAppts
- qryPartialPaymentAppts
- qryCancelledAppts
- qryOpenPaymentAppts

Use the information in the *Query building information for wizard* to add criteria to the following queries:

- qrySmallAnimals
- qryMediumAnimals
- qryLargeAnimals