


With the rollout of Public Query and Schedule Query functionality, it is extremely important that the EPM environment is managed effectively for optimum performance.

The Core-CT EPM Team and Technical Team have implemented processes to monitor, review, and track queries developed in EPM and identify “performance poor” queries.

The purpose of this job aid is to provide the EPM end users with some Do's and Don'ts to review when creating public or private queries. These tips will improve the performance of individual queries and contribute to improving the performance of the overall environment.

Please refer to other EPM job aids for additional details. The job aids can be found on the Core-CT EPM Ad Hoc Reporting User Support Web Site at <http://www.core-ct.state.ct.us/epm>.

## Query Do's

1. Create Public queries only when necessary;
2. Search for existing queries before creating new public queries;
3. Create “performance friendly” queries (e.g., add criteria to narrow down search results);
4. Create and test query as Private query first, then save as Public query;
5. Join tables using appropriate fields;
6. Select only those fields that are needed;
7. Create criteria against key fields identified by the  icon.
8. Leverage indexes on tables (Refer to the EPM Table Join and Index job aid);
9. Only change heading text where necessary. Consider changing others in Excel, Notepad, etc. after the results are returned;
10. Limit the number of Sorts used in the query;
11. Use “IN LIST” rather than “OR” where possible;
12. Use “IN LIST” rather than “IN TREE” where possible;
13. Use “=” rather than “LIKE” where possible;
14. If the Query is extremely complex, consider breaking it up into simpler queries and using Excel to merge the data;
15. If you believe the query may have poor performance, call the Help Desk and create request for EPM Team to review the query and assist in improving it.
16. Delete old/unused public queries for your agency;

## Query Don'ts

1. DO NOT create Public queries just because you have access to create Public queries even though the queries will not be shared and should be Private;
2. DO NOT create "poor performance" queries (e.g., select all employee information when only certain information is needed);
3. DO NOT select all fields in a table even though only a few are needed;
4. DO NOT join a table to itself unless absolutely necessary;
5. DO NOT select from multiple tables without joining the tables on the appropriate fields;
6. DO NOT join too many tables;
7. DO NOT use too many Sort criteria;
8. DO NOT use "IN TREE" when "IN LIST" will work;
9. DO NOT use "OR" when "IN LIST" will work;
10. DO NOT use "LIKE" when "=" will work;
11. DO NOT change heading text for all fields, which creates performance problems; (NOTE: recommendation is to change headers in Excel or Access after the query is run.);
12. DO NOT modify or delete other users' public queries without their knowledge or consent;
13. DO NOT run queries outside of working hours as it may impact the nightly batch schedule.