

Capita



SQL Basic

Professional Services

Copyright

Copyright © 2023 Capita Business Services Limited. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated, or transmitted without the express written consent of the publisher. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Contact Capita

Contact your account manager or simon.pixley@capita.com for further details relating to this.

Contents

Contents	2
Introduction	3
Benefits	3
Pre-requisites	3
Service Overview	4
Service Details	5
SQL training.....	5
Objectives	5
Audience.....	5
Standard Agenda.....	5
Outcomes	5

Introduction

SQL is the basis of all reporting options within the Capita One system. A working knowledge is a significant advantage to anyone required to extract information from the database. This session talks delegates through the fundamentals of SQL using Capita One data. Providing an overview of how SQL can help with your wider report writing or alert requirements.

Benefits

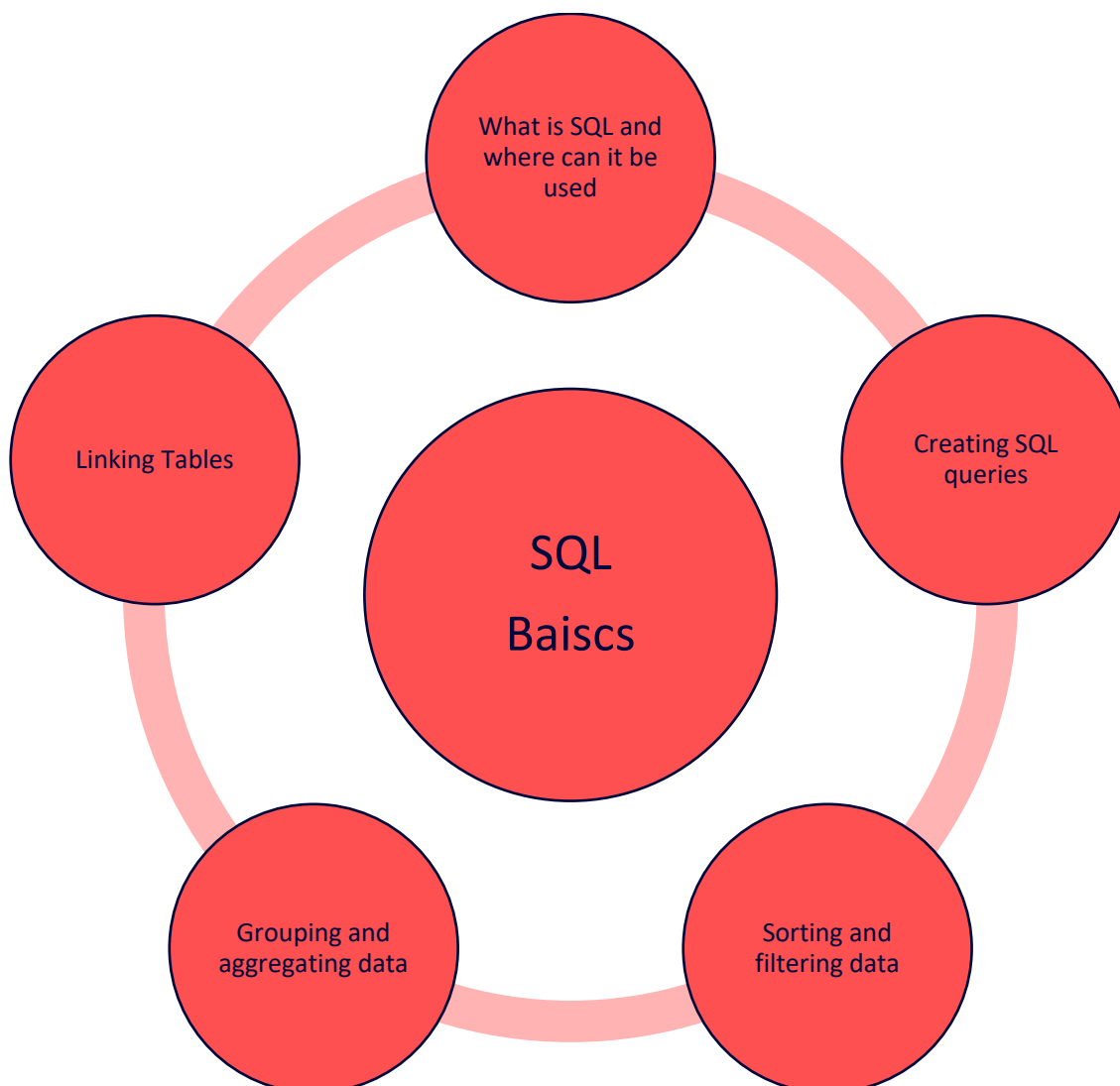
Create advanced reports using SQL in SSRS and Crystal. Be able to better understand queries provided by Capita, analyse data, and create SQL alerts in One.

Pre-requisites

- An SQL program such as SQL tools SQL Developer, Toad or similar.
- Oracle client
- Log on to the One database

Service Overview

Capita Children's Services will assist in the successful training of SQL Basics by providing the following:



Capita believe in a strong emphasis on a proactive partnership with the customer. The Capita Project Coordinator will work closely with the customer's appointed Project Lead throughout the project to achieve this. The Capita Project Coordinator is the coordinating Capita staff member assigned to the project and is therefore able to respond authoritatively to the needs of the project and will actively and continually monitor progress on all risks, issues, actions, and decision in order to ensure successful delivery.

Service Details

SQL training

Objectives

- Be able to create and understand basic SQL queries

Audience

- Report Writers
- System Administrators

Standard Agenda

- **What is SQL and where is it used**
An overview on “Structured Query Language” (SQL) and how it is used with Capita One Reporting
- **Simple SQL queries**
Understand how to extract simple information from the database
- **Sort and filter data**
How to sort and filter your information in SQL to make it easier to view and to remove unwanted records
- **Group and aggregate data**
Summarising your data by grouping particular data and applying counts
- **Linking tables**
Take data from multiple areas of the system and join it together to produce more complex SQL queries

Outcomes

- Create SQL queries for use in Reports and Alerts
- Run quick queries on the One data to troubleshoot any data problems