

# Create A Custom Values List for use in BrioQuery

Custom values lists can be used to set a limit and are created by or supplied to a BrioQuery user. When a user opens the limit to choose values, he or she can choose a limit from a custom list that overrides the table list.

It is possible to create a custom list once and use it in a number of different queries. The maximum benefit is provided when this custom list is needed for a number of queries. Some examples include:

- list of specific courses (like, all GE courses)
- list of students (where the list is based on criteria that cannot be limited via ODIN tables, i.e., honors students, athletes, ROTC cadets)

It's possible to use more than one custom list in a query, i.e, a list of courses and another list of students IDs.

## **HOW TO CREATE AND USE A CUSTOM VALUES LIST**

### 1. Create the list using EXCEL or WORD

In a single column, type the list of courses or student ID's. Accuracy and case are crucial as BRIO will try to match these values to those in the ODIN tables. (Look at ODIN values to determine correct format)

2. Save this file as a .txt document. Close the document.
3. Open BrioQuery - Data Model > Table Catalog
4. Select desired Table and move to desktop
5. Double-click on the desired element (usually Stu Id or Crs Id)
6. Click on "Options" box, lower right corner
7. Click "Load from File"
8. Locate, select and open the appropriate .txt file
9. Click "Show Values"
10. Click "Select All" or subset of the values
11. Click "Transfer" to allow use of custom values
12. Click "OK"

You have now added your custom limit to the limit line. Finish building the query and process as normal.