

Oracle Application Express Users Guide

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1. Introduction

This document will help Oracle Academy students and instructors become familiar with how to use Oracle Application Express and each of its components from an end user's perspective. If you would like to learn more about the teacher capabilities of Oracle Application Express, please refer to the Oracle Application Express – Teacher Guide.

2. Logging in to Oracle Application Express

Oracle Academy students and instructors can log in to Oracle Application Express with the login credentials that are provided by the Oracle Academy to the instructor.

The screenshot shows the Oracle Application Express Login page. The page has a black header with the Oracle logo and 'Application Express' text. Below the header is a light blue sidebar with a database icon and a pencil. The main content area is white and contains the following elements:

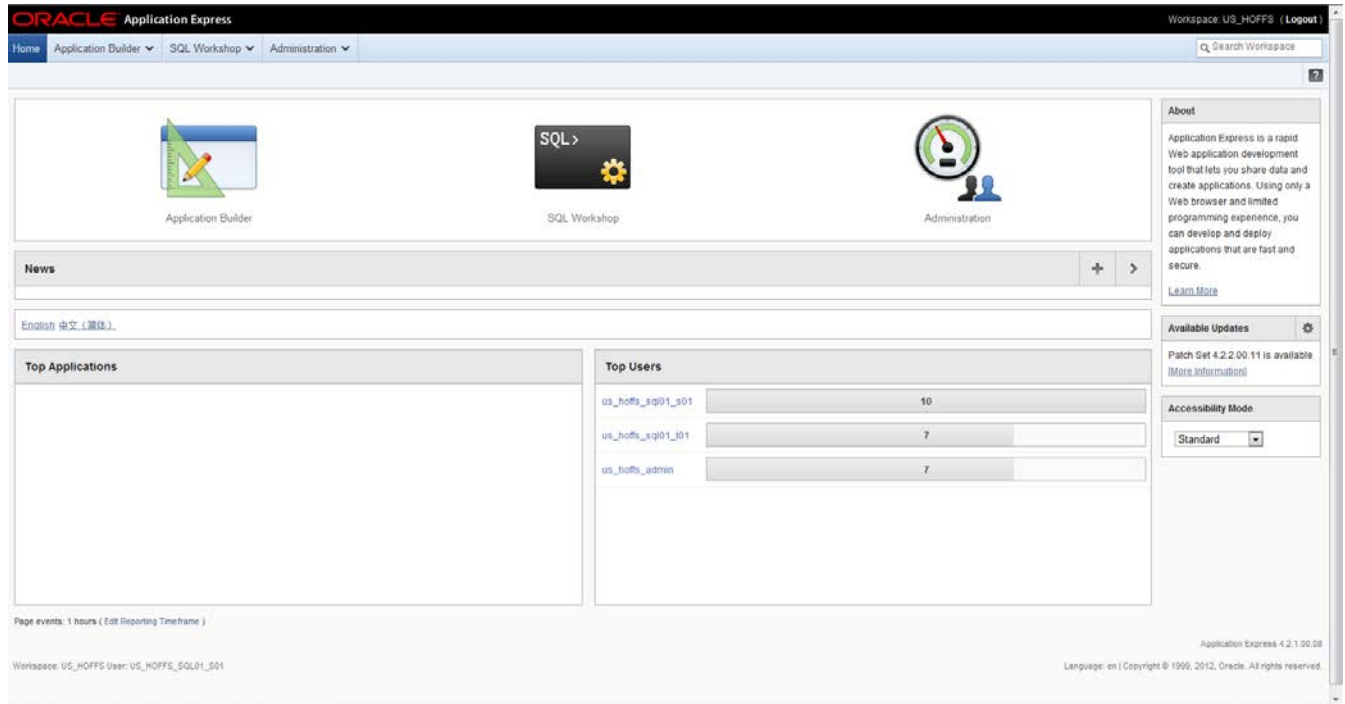
- Workspace:** A text input field containing 'US_HOFFS'. An arrow labeled '1.' points to this field.
- Username:** A text input field containing 'US_HOFFS_SQL01_S01'. An arrow labeled '2.' points to this field.
- Password:** An empty text input field. An arrow labeled '3.' points to this field.
- Login Button:** A blue button labeled 'Login to Application Express'.
- Footer:** A yellow banner with the text 'Welcome to Oracle Academy' and a link to 'Learn SQL on the internet'.

Enter your

1. Workspace
2. Username
3. Password

3. Oracle Application Express Components

Once you log into Oracle Application Express you will see the Oracle Application Express home page. This page displays all of the components of Oracle Application Express: Application Builder, SQL Workshop and Administration.



- Application Builder: Allows you to create, view or monitor applications.
- SQL Workshop: You can create, manage, and view the database objects from a Web browser using SQL Workshop.
- Administration: Monitor Activity and Dashboards.

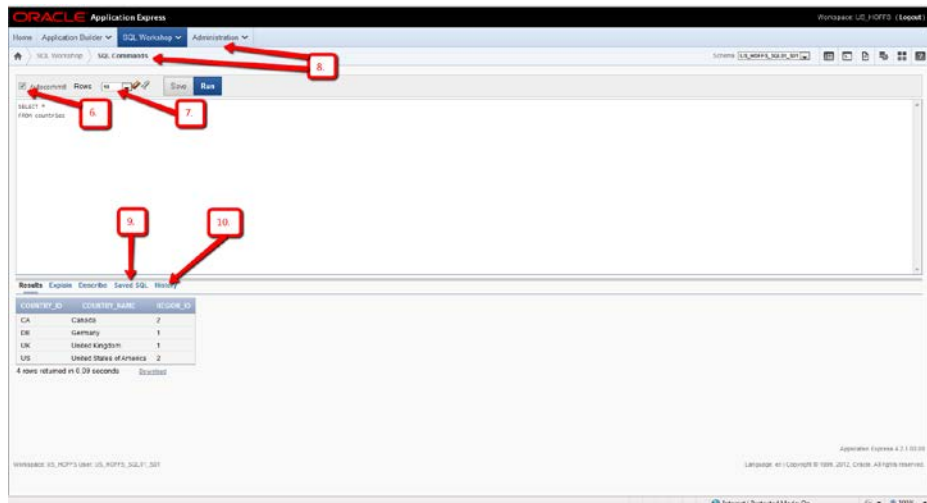
SQL Workshop is the main component that is used with the Database Design and Programming with SQL curriculum. Note that the tabs at the top of the page provide quick access to these components.

4. Using SQL Commands from the SQL Workshop Component

Click on the SQL Workshop icon. On the SQL Workshop home page you will see the four tools available from SQL Workshop:

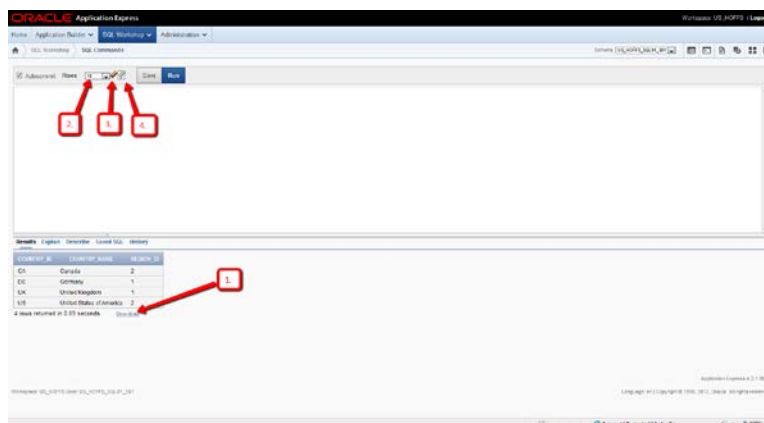
- Object Browser
- SQL Commands
- SQL Scripts
- Utilities

6. Autocommit: You may uncheck the autocommit box (**if available), until you are sure you are ready to commit your commands.
7. Display: The display drop down menu lets you select the number of rows you would wish to display.
8. Tabs: The tabs can quickly take you back to any of the 3 main components of the Oracle Application Express. The Home tab will take you back to the main Home page.
9. Saved SQL: Click on this button to display your list of saved SQL commands.
10. History: Displays a list of the recently executed SQL commands



Additional features to note about the Results window (see Graphic below):

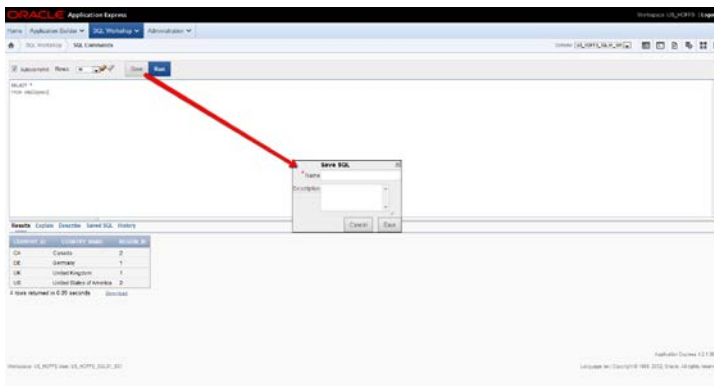
1. If you want to create a file of the output results:
 - a. Click on the “Download” link
 - b. A Pop-up window will appear. Select from “open or save this file”
 - c. If you select “open” then it will open the results in a Microsoft Excel spreadsheet. From Microsoft Excel you can then do a “save as” to save the file in this format.
 - d. If you select “save” then it will save it as a .csv (comma separated value) file. A pop-up will allow you to select the saved filename and location.
2. You can control the number of rows displayed in the Results window by using the “Rows” drop down menu.
3. Click on the “eraser” to clear the Statement Window.
4. Click on the “flashlight” to see a list of table names.



6. Saving a SQL Statement

To limit the number of times you enter a common SQL statement, save the statement by clicking the Save button. To save the SQL commands:

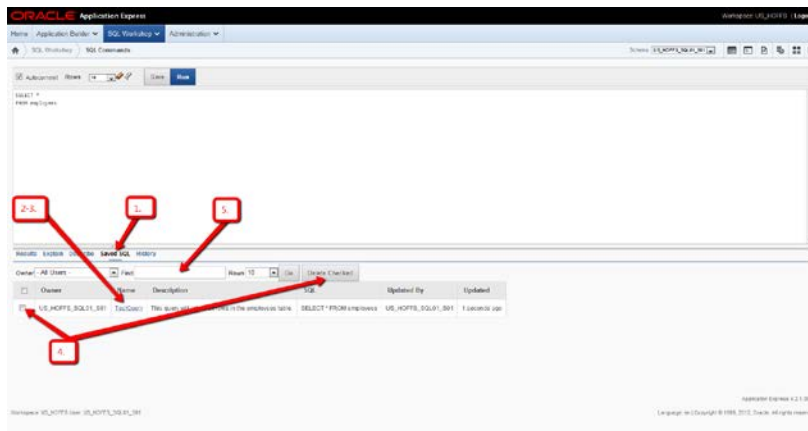
1. Click on the 'Save' button in the SQL command window.
2. A pop-up window will appear where you can enter the name and description of the file. Click the Save button when done.



7. Accessing a Saved SQL Statement

The saved SQL commands can be accessed, executed, modified and deleted (See Graphic Below).

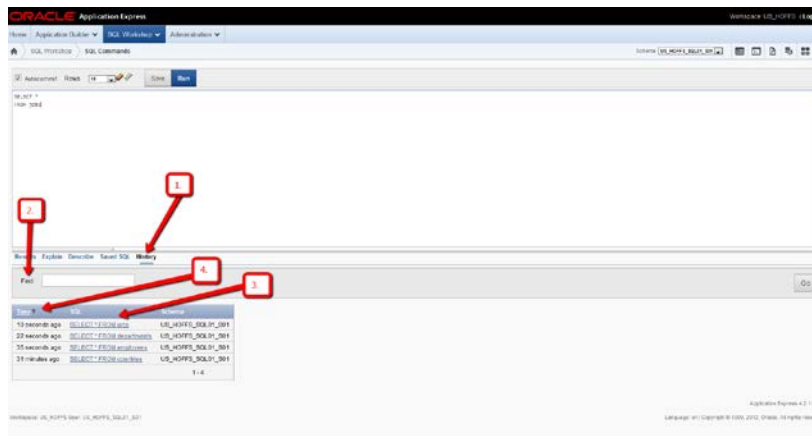
1. To display the list of saved SQL commands: click on the "Saved SQL" option.
2. To execute a saved SQL command: click on the "Name" of the saved SQL command. You will see it displayed in the statement window. You can now click on the "Run" button to execute these commands.
3. To edit a saved SQL command: click on the "Name" of the saved SQL command. You will see it displayed in the statement window. Edit the command, as needed then click on the "Save" button. The pop-up window will contain the original information. You can either keep it or edit the information or save to a new filename.
4. To delete a saved SQL command: click on the box in front of the command you wish to delete, and then click on the "Delete Checked" button.
5. To search for a SQL command: enter a key word in the "Find" box, then click on the "Go" Button.



8. Using the History Option

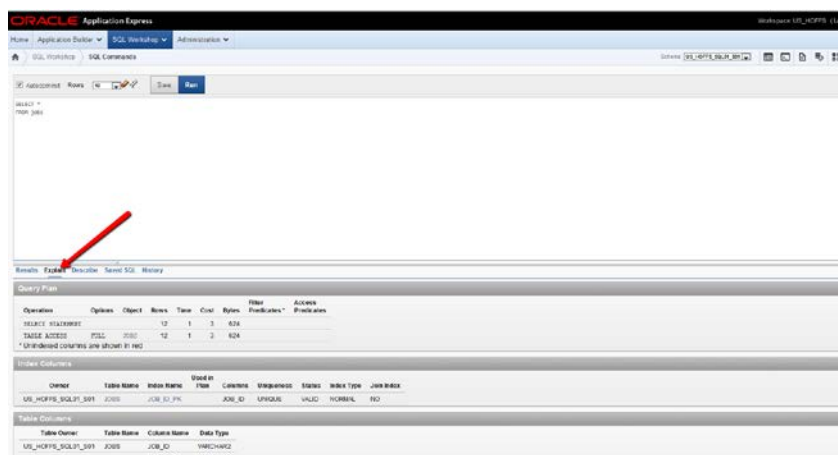
A list of the latest run SQL commands is kept in History. By default they are listed the most recently run commands. There are different options to note in the History window.

1. Click on the “History” option.
2. To search for a previously used command: Enter a key search word in the “Find” box the click on the “Go” button.
3. To re-execute the SQL command: Click on the SQL you wish to execute. You will see it displayed in the Statement Window. Click on the “Run” button to execute the SQL commands.
4. To change the display order: Click on the “Time” column to change the order that the SQL commands are displayed.



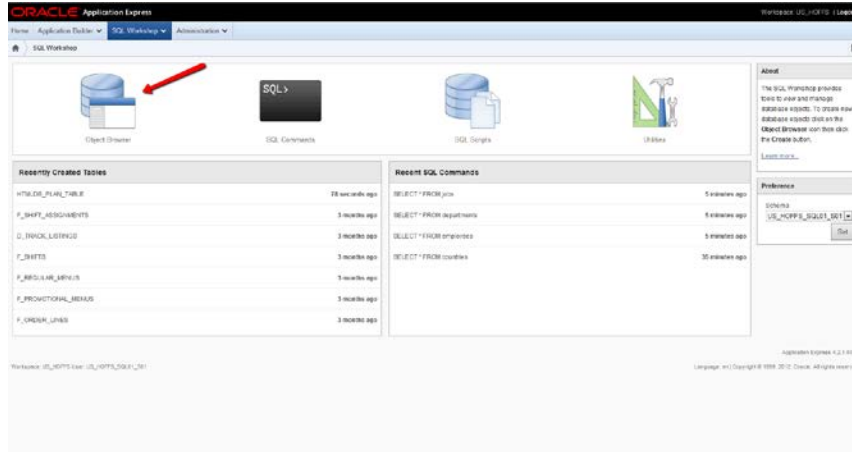
9. Using the Explain Option

Either type in a SQL command in the “Statement” window or select a command from “History” or “Saved SQL”, then click on the “Explain” option to see a graphic explanation of SQL command in the “Results” window.



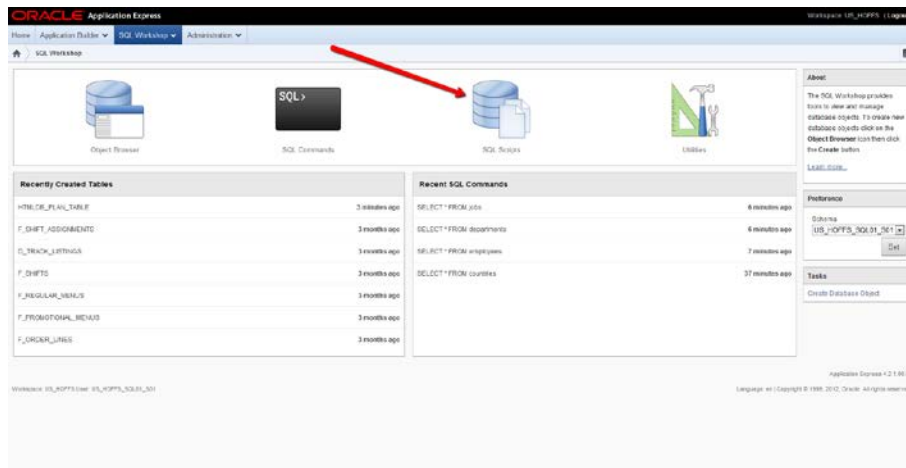
10. Using the Object Browser tool from the SQL Workshop Component

The Object Browser can be used to create or browse objects (Objects and Data) in your schema.



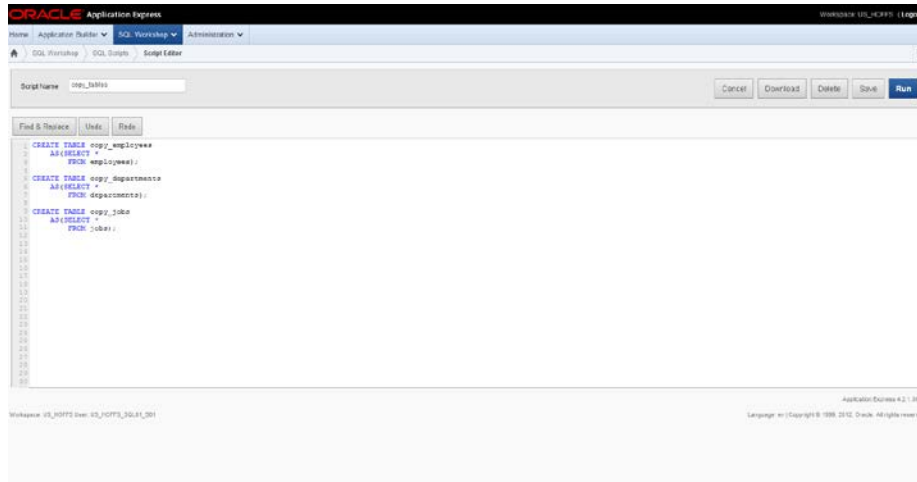
11. Using SQL Scripts tools from the SQL Workshop Component

The SQL Scripts tool can be used to view, create or upload SQL scripts. A SQL script is one or more SQL statements that are executed sequentially. Each statement must have a semi-colon at the end of the statement.



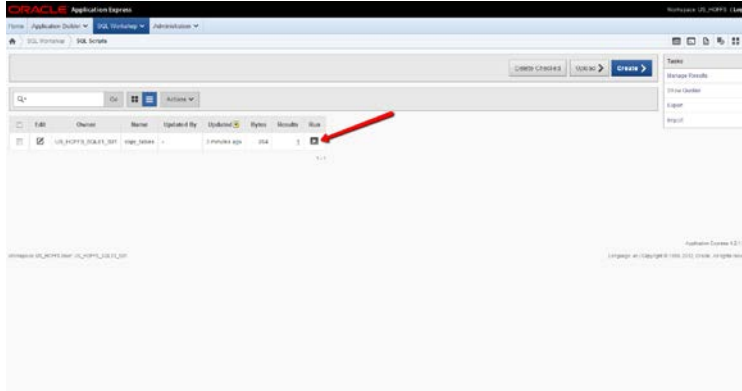
12. Viewing Scripts

To view scripts loaded into the SQL Script tool, either click on the SQL Script icon or select “View” from the SQL Script drop down menu. A detailed view of the scripts is displayed including script owner, script name and etc.

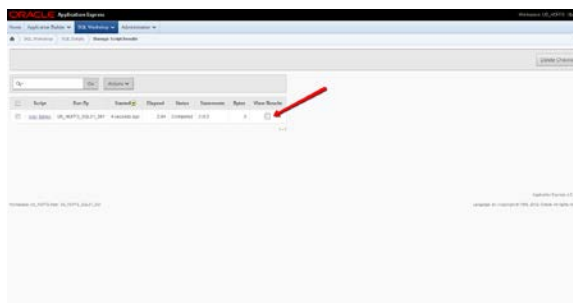


13. Running Scripts

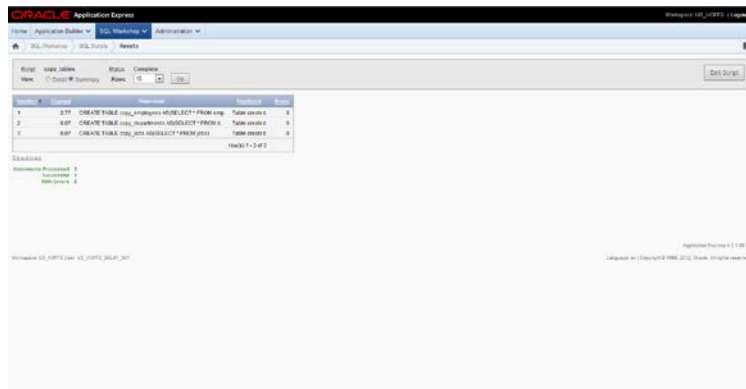
1. To run a script, click the “Run” icon next to the script you wish to execute. Once a script has been executed it is no longer displayed in this list.



2. You will get a pop-up confirmation window to either cancel the request, Run Now, or Run in Background. Click the “Run in Background” button. To see the results, click on “View Results.”



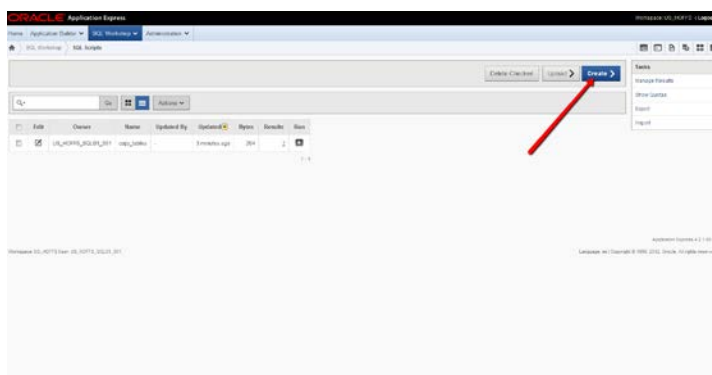
The following is a sample of the type of detailed results information you might see.



14. Creating Scripts

To access the script editor window you can either:

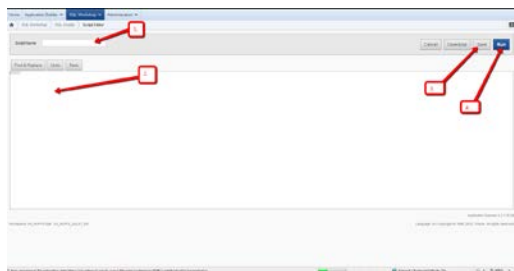
- Select “Create” from the pull down menu of the SQL Script Tool
- Or click on the “Create” button from the SQL Script tool.



To create a new script:

1. Give your script a name
2. Enter in the SQL commands
3. Click “Save” button to save your script in the SQL Script Tool
4. Or Click “Run” button to execute a test run of your script

The script will remain in the SQL Script Tool list until you execute the script or you delete it from the list.



15. Upload Scripts

Before you upload a script into the Script Repository, you must first create it in a text editor on your desktop. When saving your script, make sure to save it as a .sql file. Sometimes programs will add an extension to your .sql and cause problems. For example, cre_dept.sql may sometimes be saved as cre_dept.sql.doc. If this is a problem, place double quotes around the title of the script when saving – “cre_dept.sql”.

You can access the upload window by selecting “Upload” from the SQL Scripts drop down menu. You will be prompted for the path to your file and to enter a script name.

