



## Query Naming Conventions and Best Practices

This document outlines how we should name our queries and best practices for maintaining our query list. Any questions about this policy should be directed to [REHelp@seattleu.edu](mailto:REHelp@seattleu.edu).

### Naming Convention

Query naming conventions are used to categorize queries by user and purpose. Following these conventions will help when searching for queries and ease personnel transitions.

Each query will have a departmental prefix followed by an intuitive user defined label that indicates what the query is used for: <prefix> – <user defined label>. For example, a query used by the Alumni Relations office that returns all Seattle area alumni would be called: “AR – Seattle Area Alumni”

Below is our list of query prefixes and their meaning:

Prefix	Department
A	Arts and Sciences
AD	Athletics Department
AG	Annual Giving
AR	Alumni Relations
AS	General Advancement Services
ASA	Advancement Services Administration
ASA G	Advancement Services Gifts Administration
B	Albers School of Business and Economics
CC	Central Development
DM	Direct Mail Solicits
E	College of Education
EV	Special Events
L	Law School
M	Matteo Ricci
MC	Marketing and Communications
MG	Magis
N	College of Nursing
PG	Planned Giving
PM	Prospect Management
PR	Prospect Research
S	School of Science and Engineering
T	School of Theology and Ministry
VSE	Voluntary Support of Education Survey

Contact [REHelp@seattleu.edu](mailto:REHelp@seattleu.edu) if you feel another category should be added to this list.



## Query Best Practices

To best maintain a healthy list of useful queries in Raiser's Edge that are easy to find, be sure to:

- Periodically review your list of queries and delete those that are no longer needed.
- Always include a description when you save your queries. These will be helpful when you need to recall what a query does and why it was created in the first place.
- Follow our query naming convention outlined above. This will make your queries easier to find later.
- Save your queries to the correct departmental folder. This will also make your queries easier to find later.
- Do not reference your name when naming a query. For example, a query named "Brian's Query" does not indicate what the query does or what department it originated from, especially when there are multiple Brian's working here or when all the Brian's have left.
- Always check to see if a usable query already exists before creating a new one.
- Reuse your queries, modifying criteria or using the <Ask> operator. Using a few queries over and over again will prevent the need to create and delete many queries over time.