



## Oracle Application Express User Guide

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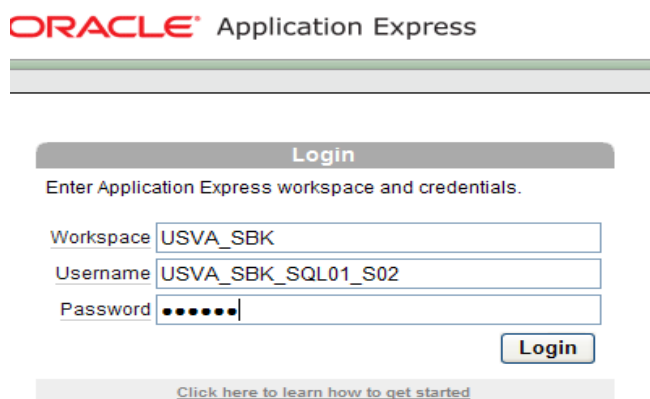
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## 1. Introduction

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 by going to <http://iacademy1.oracle.com> (for Database Programming with PL/SQL) or <http://iacademy.oracle.com> (for Database Programming with SQL).



ORACLE® Application Express

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**Login**

Enter Application Express workspace and credentials.

Workspace

Username

Password

[Click here to learn how to get started](#)

Enter your School, Username, and Password information. (This information was given to Academy instructors via email from [academy\\_us@oracle.com](mailto:academy_us@oracle.com). If you did not receive this information, please email [academy\\_us@oracle.com](mailto:academy_us@oracle.com). You must be a registered and paid instructor.) Students obtain their account information from their instructor.

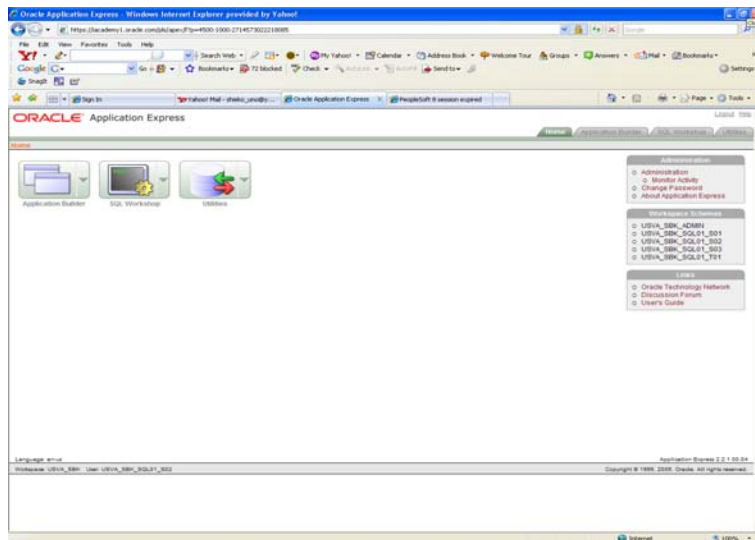
### **Username**

The Username is broken down into 4 parts:

1. Country (US), State (VA)
2. School naming convention given to you by Academy (SBK)
3. The SQL section (SQL01) – if you teach more than one class you may have students in SQL02, SQL03, etc,
4. Student number (S02).

### **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 Utilities.



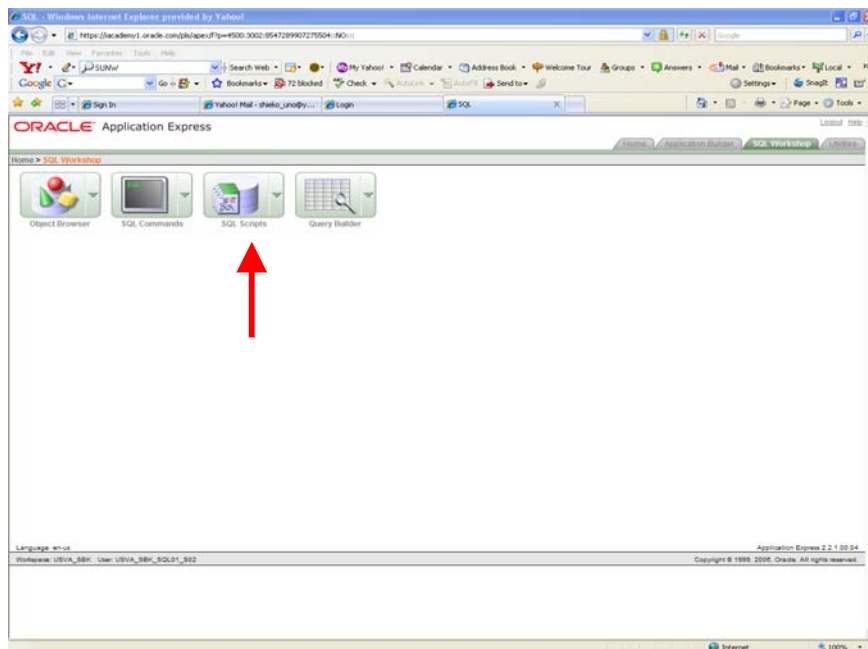
- Application Builder: Allows you to create, view or monitor applications.
- SQL Workshop: You can create, manage, and view the database objects from a Web browser using SQL Workshop.
- Utilities: Allows you to load/unload data and generate object reports.

SQL Workshop is the main component that is used with the DD/DP curriculum. Note that the tabs at the top of the page provide quick access to these components.

### **3. 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
- Query Builder

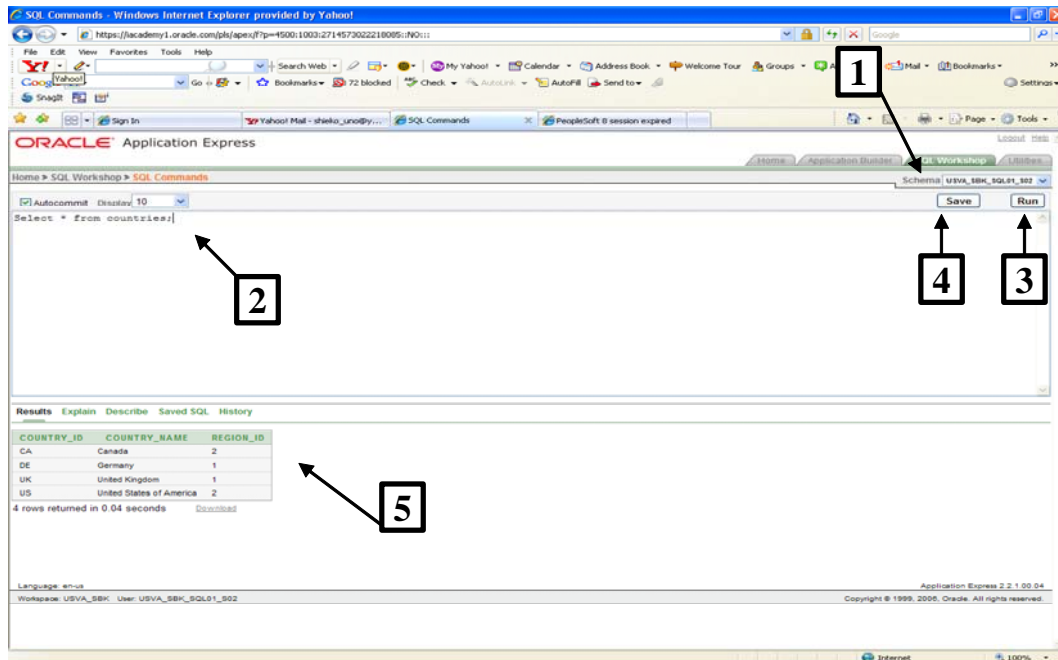


The SQL Commands is where you will be spending most of your time entering and practicing SQL coding in the DD/DP course. You can use the SQL Command tool to run SQL statements on any Oracle database schema that you have access privileges.

### General Overview SQL Command Window

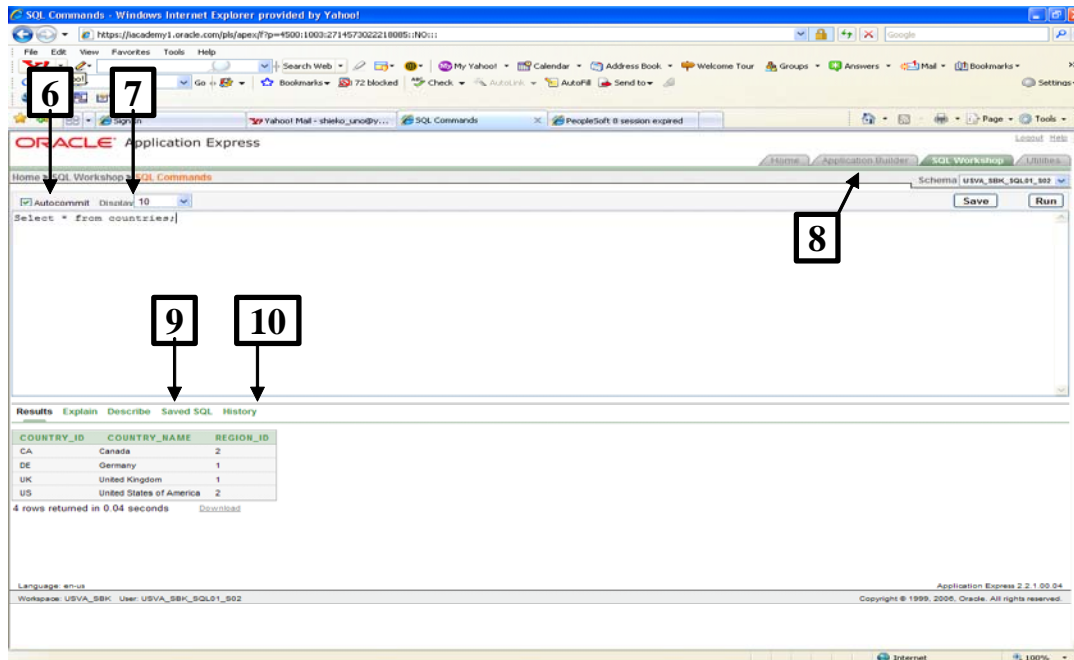
The following two slides below will point out a few general things to note about the SQL Command window:

1. Schema: The drop down menu only displays the schemas that you have been granted access.
2. Statement window: Type in your SQL commands in this window.
3. Run SQL button: Click this button to execute the SQL statement.
4. Save button: You have the ability to run your SQL statement or save it for future use. You may find yourself typing the same SQL statement over and over. Rather than retyping the statement every time, you can save the statement by clicking on the Save button.
5. After a SQL statement is executed, the results are displayed in the Results window. Or an error message displayed if there is a problem with the SQL command.



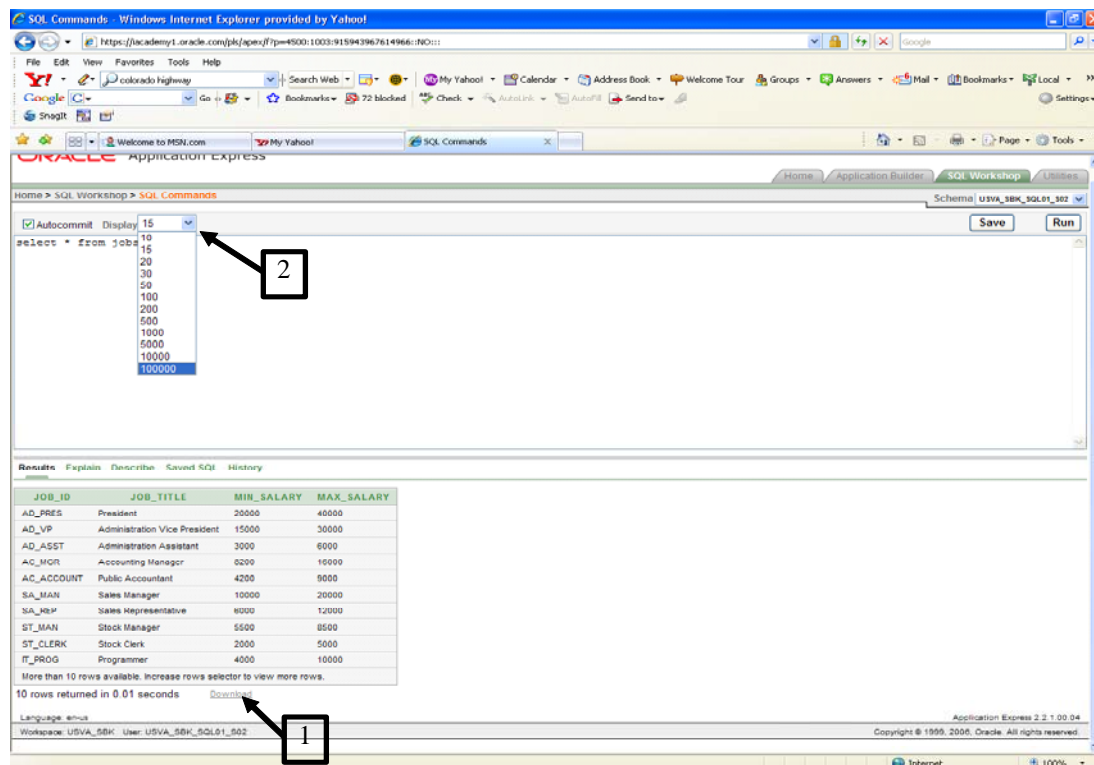
Slide 2 on General Overview on the SQL Command Window:

6. Autocommit: Be sure to uncheck the autocommit box, until you are sure you are ready to commit your commands.
7. Display: The display drop down menu lets you select number of rows you would wish displayed.
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. Save SQL: Click on this button to display your list of saved SQL commands.
10. History: Displays a list of the recently executed SQL commands



There are additional features to note about the Results window:

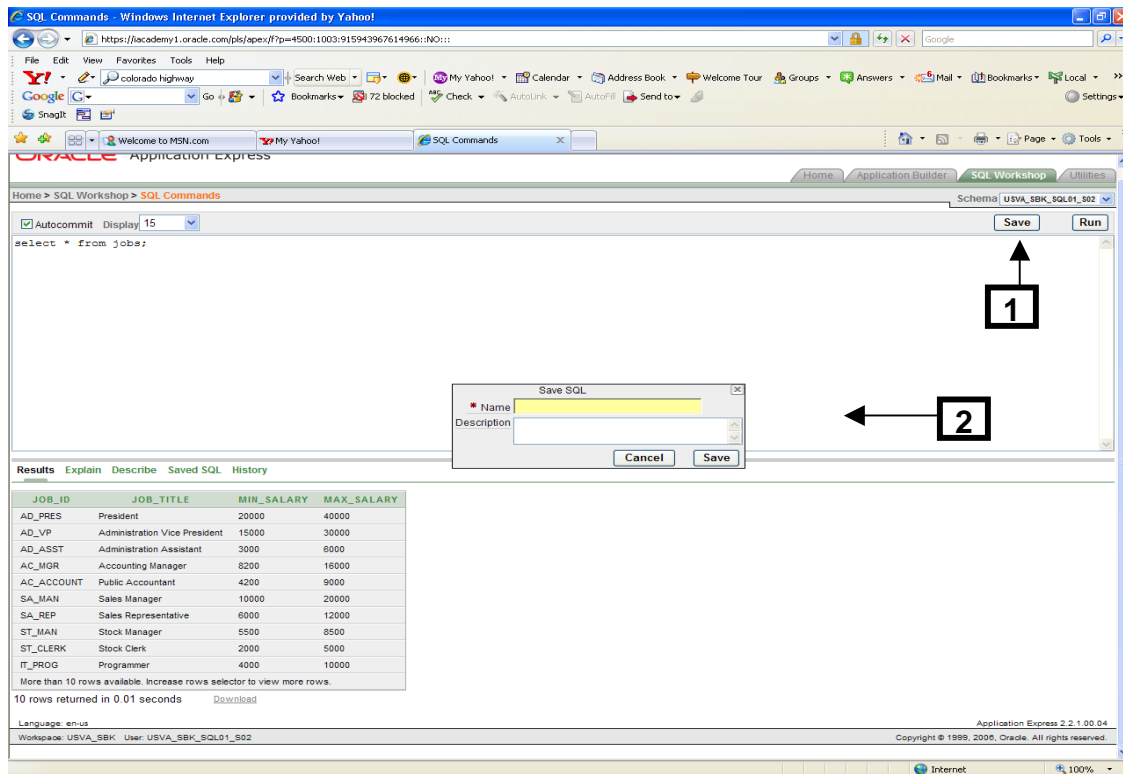
1. If you want to output the results to a file:
  - a. Click on the “Download” link
  - b. A Pop-up window will appear and ask if you want to “open or save this file”
  - c. If you select “open” then it will open the results in a Microsoft Excel spreadsheet. From Microsoft Excel you can then do a “save as” to save the file in this format.
  - d. If you select “saved” 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 “Display” drop down menu.



#### 4. Saving a SQL Statement

You may find yourself typing the same SQL statement over and over. Rather than retyping the statement every time, you can save the statement in the SQL Archives for quick access. To save the SQL commands:

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

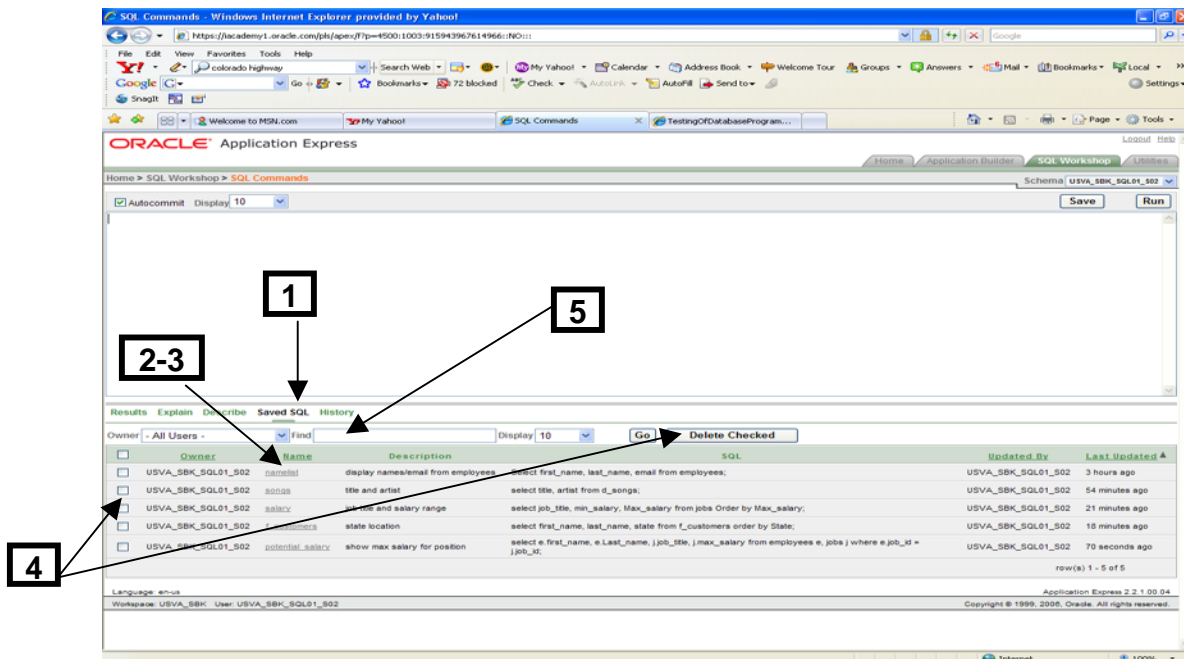


## Accessing the Saved SQL Statement

The saved SQL commands can be accessed, executed, modified and deleted.

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.

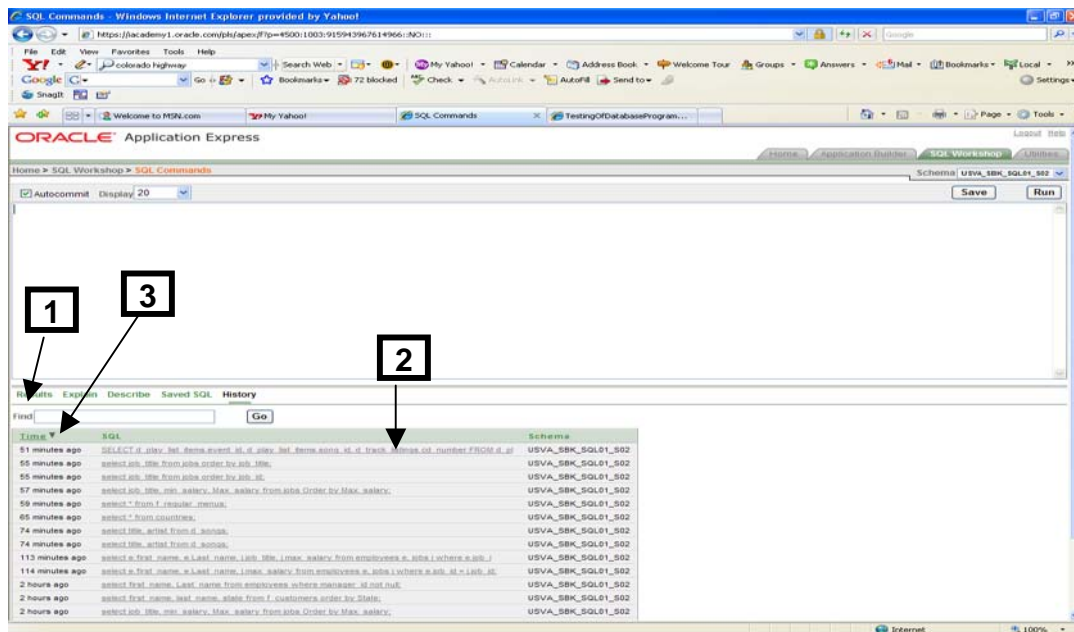




## 5. Using the History Option

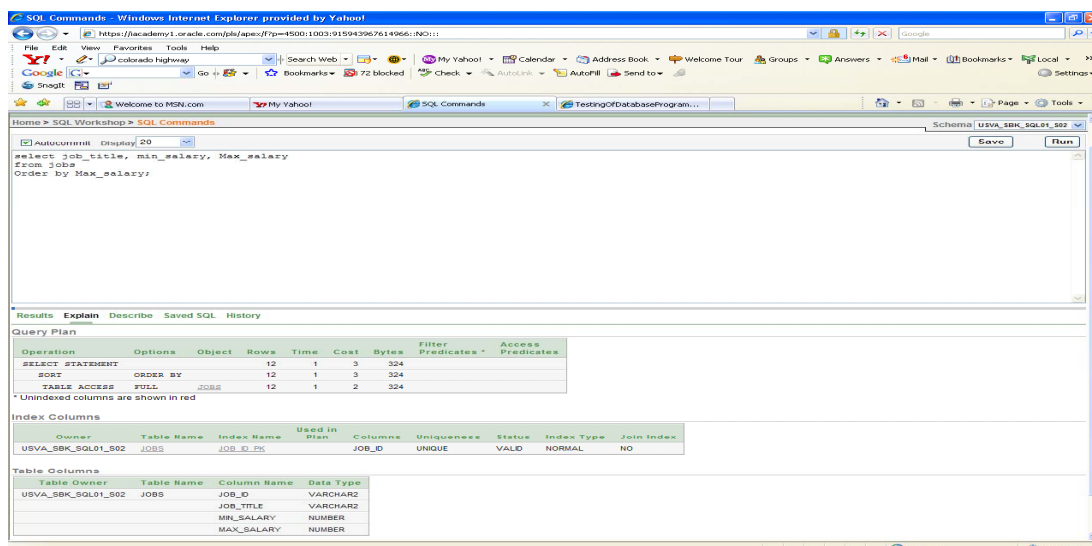
A list of the latest run SQL commands is kept in History. By default they are listed the most recently run commands. Click on the "History" option to display the history list in the Results window. There are different options to note in the History window.

1. To Search for a previously used command: Enter a key search word in the "Find" box the click on the "Go" button.
2. 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.
3. To change the display order: Click on the "Time" column to change the order that the SQL commands are displayed.



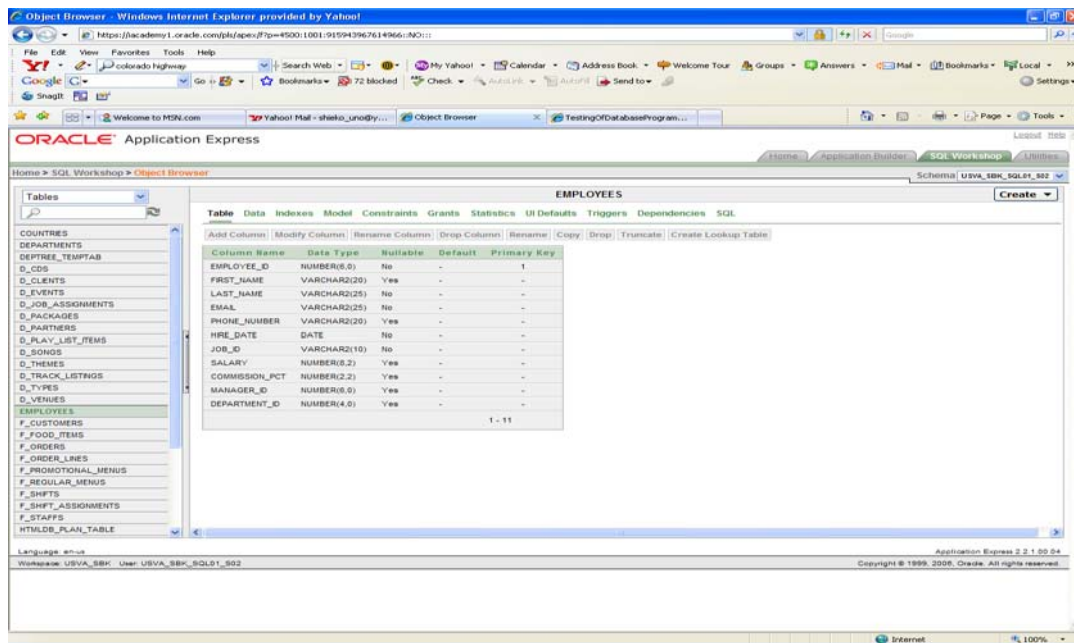
## 6. Using the Explain Option

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.



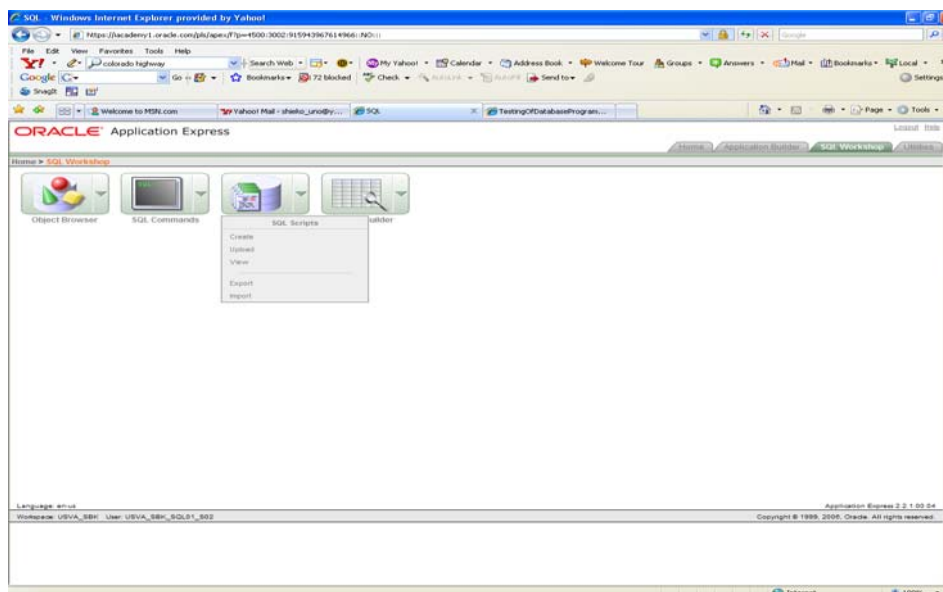
## 7. Using Object Browser tool from the SQL Workshop Component

What if you needed to know the columns in a table? Or the object types of the columns in a table? Or whether the columns are NULL or NOT NULL? The answers to these questions plus more can be answered by using the Object Browser tool. The Object Browser can be used to create or browse objects in your schema.



## 8. Using SQL Scripts tools from the SQL Workshop Component

The SQL Scripts can be used to view, create or upload SQL scripts.

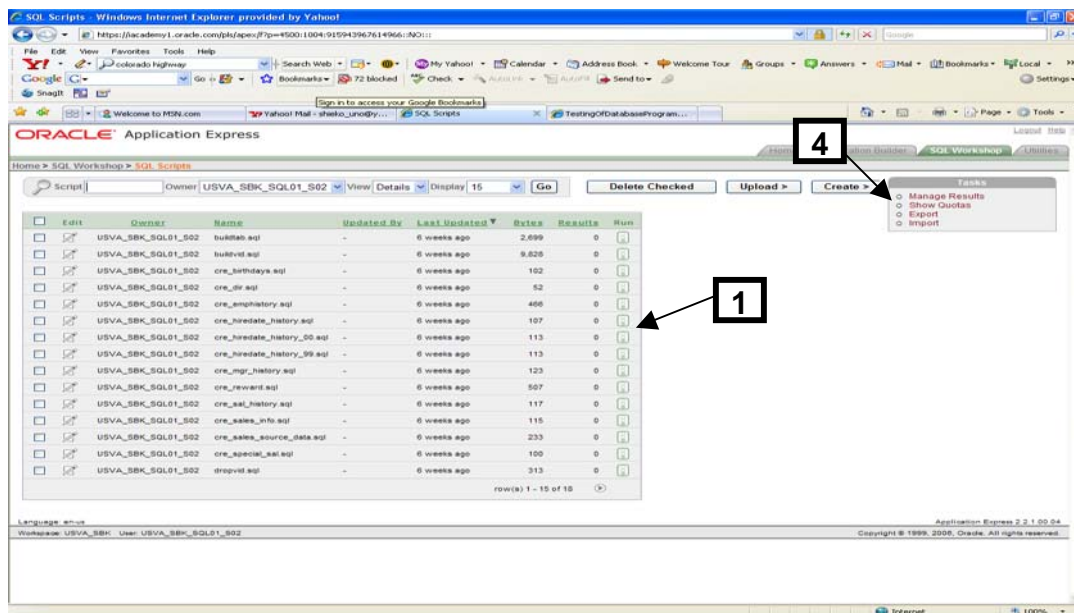


### Viewing Scripts

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.

## 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 or confirm “Run”. Note you will not see the results displayed as they are executed. If your script includes SELECT or INSERT statements, you will not see the results displayed when you click the Run link. To see the results, you must copy and paste your code into the SQL Command Processor window.
3. When the script execution completes a status window displays showing general execution information.
4. You can also view this information at a later time by clicking on the “Managed Results” link in the “Task” box.
5. To see more detailed information on the execution results, click on the “View Results” icon.



Run Script Cancel Run

You have requested to run the following script. Please confirm your request.

Script Name	cre_sales_source_data.sql
Created	on 11/20/2006 03:28:12 PM by USVA_SBK_SQL01_S02
Updated	-
Number of Statements	2
Script Size in Bytes	233

Script:  Run By: USVA\_SBK\_SQL01\_S02 View Details Display 15 Go

Script	Run By	Started	Elapsed	Status	Statements	Bytes	View Results
<a href="#">cre_sales_source_data.sql</a>	USVA_SBK_SQL01_S02	3 hours ago	0.87	Complete	2 of 2	0	
<a href="#">popul_sales_source_data.sql</a>	USVA_SBK_SQL01_S02	4 hours ago	0.11	Complete	2 of 2	0	

row(s) 1 - 2

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

Script: cre\_sales\_source\_data.sql Status: Complete

View: ☐ Detail ☒ Summary Display 15 Go Edit Script

Number	Elapsed	Statement	Feedback	Rows
1	0.07	drop TABLE SALES_SOURCE_DATA	ORA-00942: table or view does not exist	-
2	0.31	CREATE TABLE SALES_SOURCE_DATA (employee_id NUMBER(6), WE	Table created.	0

row(s) 1 - 2 of 2

Statements Processed 2  
 Successful 1  
 With Errors 1

## Creating Scripts

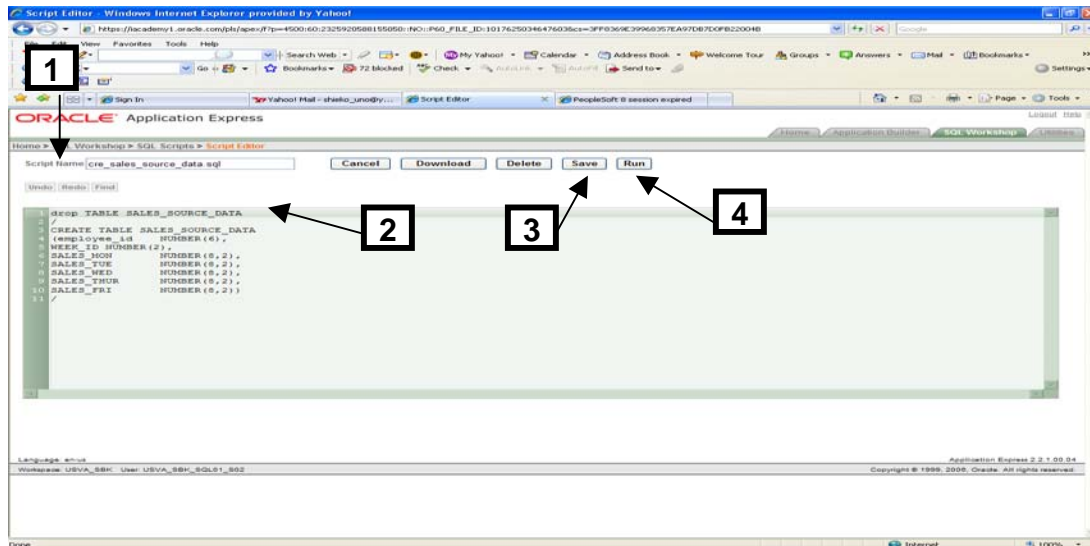
To access the script editor window you can either:

- 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.



## 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.

## ORACLE® Application Express

Home > SQL Workshop > SQL Scripts > Upload Script

Upload Script

Cancel

Upload

\* File

Browse...

Script Name

File Character Set

Unicode UTF-8

## 9. Using Query Builder tools from the SQL Workshop Component

The Query Builder tool assists in creating or viewing existing SQL queries. No further information will be provided in this documentation on using this tool.

## 10. Contacting the Academy

If you have any questions about how to use Oracle Application Express or about the Academy in general, please email [academy\\_us@oracle.com](mailto:academy_us@oracle.com)