



Save, Generate, Test, and Activate the Query

At this point you have done all the basic things needed to create a query. You can proceed as follows at the top of the Edit Query page.

1. Click Save all and get this response.

Home / Manage Queries / Edit Query

Start Over Undo Recent Close Page Save All Generate Query Test Query Activate Query Void Query Clone Query

Status: All saved

Your work so far has been saved!

2. Click Generate Query and get this response.

Start Over Undo Recent Close Page Save All Generate Query Test Query Activate Query Void Query Clone Query

Status: Generated

Generate Query succeeded!

3. Click Test Query. Enter a parameter value and click Go.

Clear Go Close

#	Selections	Required	Enter your value	Tip
1	Customer Begins with		<input type="text" value="Brand"/>	
2	OurItemCode Contains		<input type="text" value="Enter your value"/>	
3	From Date Ordered		<input type="text" value="Enter your value"/>	
4	To Date Ordered		<input type="text" value="Enter your value"/>	



Close

4. See the results. You can proceed to export to Excel and check out the details if you wish. When you are done reviewing the results click

Print Export to file Close

Customer	SO #	SO Item #	Item Code	Ordered	Order Qty	Total Cost	Total Price
Brandie's Gifts and More	121006	121006-01	HI-HWW	04/07/2017	5	2400	3600
Brandie's Gifts and More	121006	121006-02	Sca-HS	04/07/2017	2	1400	1920

5. Click Activate Query and see this result.

Start Over Undo Recent Close Page
Save All Generate Query Test Query Inactivate Query
Void Query Clone Query

Status: Active

Activate Query succeeded!

6. Click Close Page. You're done.