



## Basic Five-step process

A view is constructed from multiple tables in the database, joined together in a way that makes logical and business sense. The result is, in effect, a dynamically defined table, flattened out more like a spreadsheet, with each column being clearly defined with its name and data type.

Creating a view is a five-step process. 1) Define basic information about the view; 2) Select the tables that will be used in the view; 3) Select the columns you want in the view from each selected table; 4) Define any fixed conditions that will always limit the data that will be selected in the view; 5) Generate, test, and activate the view.

## View Information

Enter a View Name, provide a View Description, and optionally provide a View Tip. Then click the Save button.

- VIEW INFORMATION
- TABLE LIST
- COLUMN LIST
- FIXED CONDITION LIST

### VIEW INFORMATION

■ Saved

**Enter a new View Name**

View ID:

View Name  Technical Name

**View Description:**

All information about sales orders to customers, including ship-to customer name and sales order number.  
For each item you have its ship date, status, order qty, unit cost, unit price, total cost, and total price.

**Optional View Tips:**

Query creators can create a variety of queries with various parameters.  
Query creators can also use grouping to produce summary result queries.

**Queries using this view:**

- All sales orders, expressions, etc
- Sales order details with prices