



Basic six-step process

You create query from one of the views that have been provided to you.

Creating a query is a six-step process. 1) Define basic information about the query by selecting the view and naming the query; 2) Select the columns you want in the query; 3) Define any fixed conditions that will always limit the data that will be selected in the query; 4) Define parameters query users can use to customize the query output on the fly; 5) Define how the output of the query should be sorted; 5) Generate, test, and activate the query

- BASIC INFORMATION
- COLUMN LIST
- FIXED CONDITION LIST
- PARAMETER LIST
- SORT BY LIST
- EPILOGUE

There is another block in the query creator, Epilogue. It is for rare, special cases and not covered in the main query creation documents.

Basic Information

Choose the view to use; give the query you are going to create a name; choose a query type; provide a query description, and optionally provide a tip to query users.

BASIC INFORMATION

Save ■ Saved Query ID: 1010

Choose the view to use **Supply the new name for this existing query** **Choose a query type**

All sales order info	Demo All Sales	Data Audit
vQQ_All_sales_order_info_EQQDemo	Demo All Sales	Data Audit
	pQQ_Demo_All_Sales_EQQDemo	

Provide a description and optional tips that help users understand what this query does

Query Description: All sales to customers	Optional Query Tips: Excludes deferred, cancelled, and void sales orders
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