



Use Queries | Manage Queries | Manage Views | Settings ▾ | Security ▾

Choose a query to use

If there are many queries you may find it helpful to limit the list by using one or more of the search fields at the top of the list
When you see the query you want to use, simply click on it or touch it.

Show All ▾	Query Name customer	Description Search Description
Query		
<i>Name</i> Demo All customers and the items they ordered	<i>Type</i> Data Audit	<i>Description</i> Provides a list of customers and the items they ordered.
<i>Name</i> Demo All customers and their contacts	<i>Type</i> Who or What	<i>Description</i> Lists all customers with their addresses and their contacts



Run the query

The query you selected will load and display like this.
The selections you can make are listed.

Close Page

QUERY TO USE

Query Name:

Description:

Tip:

RUN QUERY

Clear

Go

#	Selections	Required	Enter your value	Tip
1	Customer Begins with		<input style="width: 100%;" type="text" value="Brandie"/>	
2	OurItemCode Is equal to		<input style="width: 100%;" type="text" value="Enter your value"/>	
3	SalesOrderStatus Is equal to		<input style="width: 100%;" type="text" value="Enter your value"/>	

RESULT

You will usually want to make one or more selections to limit the output as shown in this example. When you have made your selection(s), if any, click or touch the Go button.

Depending on the size of the database and the complexity of the query, the result may appear quickly or take up to a few minutes.



Export the Result

When the result appears, you have some choices.

- Export to Excel is the most common choice
- Export to CSV file may be required by the intended recipient in some cases
- Print as a formatted text file is your third choice

RESULT									
Print		Export to file							
Customer	SalesOrderHeaderId	SalesOrderItemId	OurItemCode	TotalQtyOrdered	TotalQtyShipped	UnitCost	UnitPrice	DateOrdered	
Brandie's Gifts and More	121006	121006-01	HI-HWW	5	5	480	720	04/07/2017	
Brandie's Gifts and More	121006	121006-02	Sca-HS	2	2	700	960	04/07/2017	

Here is the Excel workbook for this example.

Depending on how your computer has been set up to handle 'downloads', it may be automatically saved to your Downloads file or some other predefined folder. Or you may be asked where you want to save it and with what file name.

	A	B	C	D	E	F	G	H	I	J
1	Customer	SalesOrderHeaderId	SalesOrderItemId	OurItemCode	TotalQtyOrdered	TotalQtyShipped	UnitCost	UnitPrice	DateOrdered	DateLastShipped
2	Brandie's Gifts and More	121006	121006-01	HI-HWW	5	5	480	720	04/07/2017	04/28/2017
3	Brandie's Gifts and More	121006	121006-02	Sca-HS	2	2	700	960	04/07/2017	04/28/2017
4	Brandie's Gifts and More	121006	121006-03	TH-Pewt	7	7	480	720	04/07/2017	04/28/2017
5	Brandie's Gifts and More	121006	121006-04	TH-Silk	7	7	320	520	04/07/2017	04/28/2017
6	Brandie's Gifts and More	121026	121026-01	UMW-Winter	12	12	552	768	07/16/2017	08/06/2017
7	Brandie's Gifts and More	121026	121026-02	NE-ScH	12	12	512	704	07/16/2017	08/06/2017
8	Brandie's Gifts and More	121026	121026-03	NM-NAC	12	12	600	960	07/16/2017	08/06/2017
9	Brandie's Gifts and More	121046	121046-01	NE-ScH	22	22	512	704	10/24/2017	11/14/2017
10	Brandie's Gifts and More	121046	121046-02	NM-NAC	17	17	600	960	10/24/2017	11/14/2017
11	Brandie's Gifts and More	121046	121046-03	Sca-HS	12	12	700	960	10/24/2017	11/14/2017
12	Brandie's Gifts and More	121066	121066-01	TH-Silk	10	10	320	520	02/01/2018	02/22/2018
13	Brandie's Gifts and More	121066	121066-02	NE-CrP	15	15	432	600	02/01/2018	02/22/2018
14	Brandie's Gifts and More	121066	121066-03	NE-ScH	30	30	512	704	02/01/2018	02/22/2018