




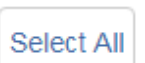


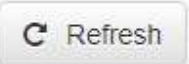
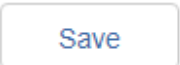
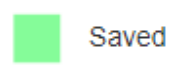













## Glossary of Icons and Buttons

There are many options throughout Ewarenow Quick Query. Many are represented by icons. Here is a list along with definitions of how to use them.

Icon or Button	Definition and how to use it
	Additional information. Hover over it to see the content. Click on it to go to the actual content
<p>In Process</p> <p>All saved</p> <p>Generated Active Inactive Void</p> 	<p>Status in Manage Query List or Manage View List. Colored: query or view is listed; Black and white: not listed.</p> <p>By default Void views and queries are not listed</p> <p>Only Active queries are listed in Use Query List</p>
	In Manage Queries and Manage Views List. Make a clone of this query or view.
 	<p>Show Source Columns to display the list of all columns in the view you chose</p> <p>Hide Source Columns to make it easier to see details of the columns you selected for your query</p>
 	<p>Usually, you will click on or touch each Source Column to select it for your query.</p> <p>You can click Select All to do so or Unselect All to delete all columns from your query</p>
Has Grouping <input type="checkbox"/>	Check the Has Grouping checkbox when you want to summarize data in your output query
	Use New Column to add a column that is not in the Source Column list. Usually, you will then define an expression to be calculated for that column
	Click or touch Refresh to be comfortable that all the column list content beind displayed to you is up to date
 	Click or touch Save to tell Quick Query to store all your work to date to the database
  	To move a column, fixed condition, parameter or sort by from its current location, enter the new location in the empty box and click or touch the curved arrow icon
	Click or touch this icon to add its column to the Fixed Condition List
	Click or touch this icon to add its column to the Parameter List



	Click or touch this icon to add its column to the Sort By List
	Click or touch this icon in the View Table List to edit details of the join's ON Clause
	Click or touch this icon to <b>edit</b> the details about its content
	Click or touch this icon to remove its content from the list
	In the <b>edit</b> block, click or touch this icon to save the edit work that is there
	In the <b>edit</b> block, click or touch this icon to close the edit block without saving any work you had done in it
<b>On Output:</b> <input checked="" type="checkbox"/>	Normally columns you select are displayed on output. Uncheck this checkbox to omit a column from being displayed on output. NOTE: It is a good idea to move undisplayed columns to the bottom of the Column List so the Excel columns of the displayed columns are correct