

- Select a query to run ..... 1
- Run the query..... 2
- See results and export them ..... 3

## Select a query to run



Click/tap Use Queries on the menu bar or the green arrow icon on the home page. The list of available queries will appear for you; it may be long. If so, you may need to look through multiple groups of 10 queries or change the number to display at the lower right of the page.

List Queries			
	Name ↕	Query Type ↕	Description ↕
		▼	
	Demo All customers and the items they ordered	Data Audit	Provides a list of customers and the items they ordered.
	Demo All customers and their contacts	Who or What	Lists all customers with their addresses and their contacts
	Demo All items with their purchase order history	Data Audit	Looks at the data from the perspective of the items that we ha...
	Demo All items with their sales order history	Data Audit	Looks at the data from the perspective of the items that custo...
	Demo All suppliers and the items we ordered from them	Data Audit	All suppliers and the items we ordered from them
	Demo All suppliers and their contacts	Who or What	Lists all suppliers and their contacts
	Demo List of items	Who or What	List of all items (products)
	Demo Stock on hand as of specified date	Data Audit	This query uses the Item Transaction table to calculate the sto...

10 25 50 100

Or you can use dynamic search to limit the list like this

List Queries			
	Name ↕	Query Type ↕	Description ↕
	cust	▼	
	Demo All customers and the items they ordered	Data Audit	Provides a list of customers and the items they ordered.
	Demo All customers and their contacts	Who or What	Lists all customers with their addresses and their contacts

10 25 50 100

Click/tap the green arrow to select and run a query

## Run the query

You can review the query information. Then click/tap next or click/tap Query Parameters on the red progress bar.

### Run Query

Query Information      Query Parameters      Result

Query Information

**Query Name** Demo All customers and the items they ordered

**Description** Provides a list of customers and the items they ordered.

**Tip** Different perspective from Items and the customers that ordered them

[Back](#) [Previous](#) [Next](#)

Limit the scope of the query results by entering parameters. Then click/tap Run.

### Run Query

Query Information      Query Parameters      Result

Query Parameters ?

[Clear](#) [Run](#)

#	Selections	Required	Enter your value	Tip
1	Customer Begins with		Brandi	
2	OurItemCode Is equal to		Enter your value	
3	SalesOrderStatus Is equal to		Enter your value	

## See results and export them

You can review the results on the page and print or export them.

Customer	SalesOrderHeaderId	SalesOrderItemId	OurItemCode	TotalQtyOrdered	TotalQtyShipped	UnitCost	UnitPrice	DateOrdered	DateLastShipped
Brandie's Gifts and More	121006	121006-01	HI-HWW	5	5	480	720	05/12/2019	06/02/2019
Brandie's Gifts and More	121006	121006-02	Sca-HS	2	2	700	960	05/12/2019	06/02/2019
Brandie's Gifts and More	121006	121006-03	TH-Pewt	7	7	480	720	05/12/2019	06/02/2019
Brandie's Gifts and More	121006	121006-04	TH-Silk	7	7	320	520	05/12/2019	06/02/2019
Brandie's Gifts and More	121026	121026-01	UMW-Winter	12	12	552	768	08/20/2019	09/10/2019
Brandie's Gifts and More	121026	121026-02	NE-ScH	12	12	512	704	08/20/2019	09/10/2019

Most users click/tap Export to file and then click/tap Export to Excel.

Print
 Export to file

Customer
 Export to Excel
 Export to CSV

Here is a screen shot of the Excel worksheet produced by this run of the query.

Customer	SalesOrderHeaderId	SalesOrderItemId	OurItemCode	TotalQtyOrdered	TotalQtyShipped	UnitCost	UnitPrice	DateOrdered	DateLastShipped	OurItemName
Brandie's Gifts and More	121006	121006-01	HI-HWW	5	5	480	720	05/12/2019	06/02/2019	Hawaiian Assortment: Handmade Hot Weather Wear
Brandie's Gifts and More	121006	121006-02	Sca-HS	2	2	700	960	05/12/2019	06/02/2019	Southern California Assortment: Handmade Swimwear
Brandie's Gifts and More	121006	121006-03	TH-Pewt	7	7	480	720	05/12/2019	06/02/2019	Thailand Assortment: Pewter Figures and Tableware
Brandie's Gifts and More	121006	121006-04	TH-Silk	7	7	320	520	05/12/2019	06/02/2019	Thailand Assortment: Silk Fabric Clothing and Accessories
Brandie's Gifts and More	121026	121026-01	UMW-Winter	12	12	552	768	08/20/2019	09/10/2019	Upper Midwest Assortment: Winter Hats and Gloves
Brandie's Gifts and More	121026	121026-02	NE-ScH	12	12	512	704	08/20/2019	09/10/2019	New England Assortment: Scarves and Handkerchiefs
Brandie's Gifts and More	121026	121026-03	NM-NAC	12	12	600	960	08/20/2019	09/10/2019	New Mexico Assortment: Native American Crafts
Brandie's Gifts and More	121046	121046-01	NE-ScH	22	22	512	704	11/28/2019	12/19/2019	New England Assortment: Scarves and Handkerchiefs
Brandie's Gifts and More	121046	121046-02	NM-NAC	17	17	600	960	11/28/2019	12/19/2019	New Mexico Assortment: Native American Crafts
Brandie's Gifts and More	121046	121046-03	Sca-HS	12	12	700	960	11/28/2019	12/19/2019	Southern California Assortment: Handmade Swimwear
Brandie's Gifts and More	121066	121066-01	TH-Silk	10	10	320	520	03/07/2020	03/28/2020	Thailand Assortment: Silk Fabric Clothing and Accessories
Brandie's Gifts and More	121066	121066-02	NE-CrP	15	15	432	600	03/07/2020	03/28/2020	New England Assortment: Crocheted Products
Brandie's Gifts and More	121066	121066-03	NE-ScH	30	30	512	704	03/07/2020	03/28/2020	New England Assortment: Scarves and Handkerchiefs

When you are done, click/tap Back at the bottom left of the page to return to the Use Queries list.

Back

Previous

Next