

## IES REPORT WRITERS: Query Builder

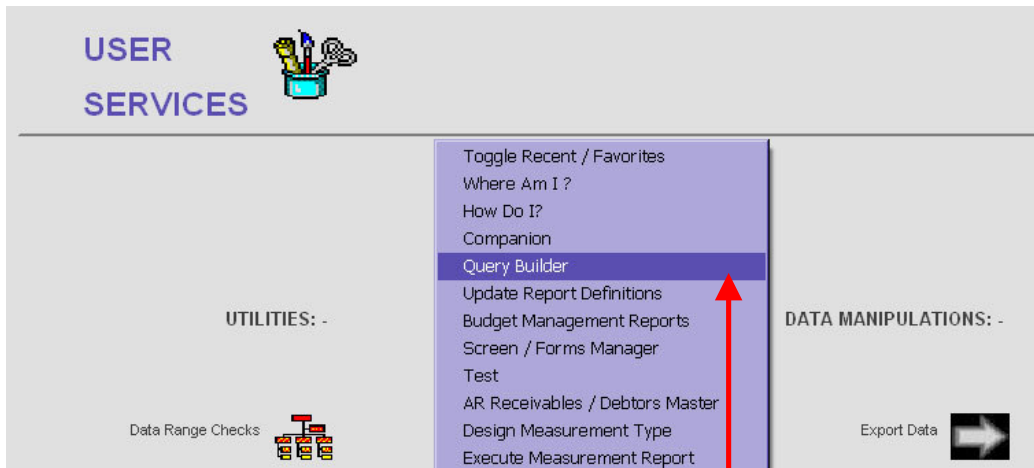
### Introduction

Query Builder is not strictly speaking a Report Writer in the 1<sup>st</sup> instance, but because it also has the capability to execute any Query as a Quick Report, we may classify it as a Report Writer in addition to being a Data Query tool, with the capability to seamlessly create a Spread Sheet from the Query Results.

Usually all Users have access to Query Builder, but Users may be limited in the list of Data Sources (Files and Fields) they are able to 'see' or query.

### Where to find it

The Query Builder may be opened from the User Services Module (Data Exports), or with a simple right-click of the mouse inside any IES screen.



The screenshot shows the 'USER SERVICES' header with a pencil icon. Below it, there are sections for 'UTILITIES: -' (containing 'Data Range Checks' with a bar chart icon) and 'DATA MANIPULATIONS: -' (containing 'Export Data' with a right-pointing arrow icon). A context menu is open over the 'Export Data' button, listing several options: 'Toggle Recent / Favorites', 'Where Am I?', 'How Do I?', 'Companion', 'Query Builder' (highlighted in blue), 'Update Report Definitions', 'Budget Management Reports', 'Screen / Forms Manager', 'Test', 'AR Receivables / Debtors Master', 'Design Measurement Type', and 'Execute Measurement Report'. A red arrow points from the 'Query Builder' option in the menu to the 'Export Data' button.


A simple right-click of the mouse on any IES screen brings up a list of standard functions, among which you will also find Query Builder.

Also, the Query Builder may be opened from User Services, Export Data.

### How to define a Query

Data Query specifications are re-usable, i.e. you may recall them later to use the same Query again, much like a Report definition.

Data Queries also exhibit ownership. When your name is on a Data Query object, nobody else is allowed to change the specification, because it belongs to you and you do not want to find it has been tampered with the next time you try to use it. However, another User is allowed to make a copy, register it in his / her name, and then modify the version that belongs to him / her.

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IES REPORT WRITERS: Query Builder

Can it be any easier to get data out of your system?

### **How to modify a Query Builder object**


When the system opens the Query Builder screen, just specify or lookup the existing Query key, and modify as required before saving the new version.

### **How to get the Query on your Menu**

Data Queries are not put on Menus. Just open Query Builder anywhere in the system with a mouse right-click, use the lookup to find your existing Query from a list of however many you may have, and use it again and again, or modify it and use it again.

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