Query Reports

Sort Items Selection

Sort Order
1 →
Department
Category
SKU
Description

Sort Fields
Department
Category
SKU
Description

Include:
☑ Active ☑ Inactive

Options
☑ Print Detail
☑ Print Matrix Headers Only
☑ Use Query Wizard ← 2

Define your Sort Order and options above. Click "OK" to process your report.

✓ OK [F10]   ✗ Cancel

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On some Reports, a Sort Items Screen may appear
1. We suggest to keep the default sort order as shown and all boxes checked.
2. If you would like to define the focus your report output, check Use Query Wizard.
3. Click OK (or F10 on your keyboard)

Query Reports
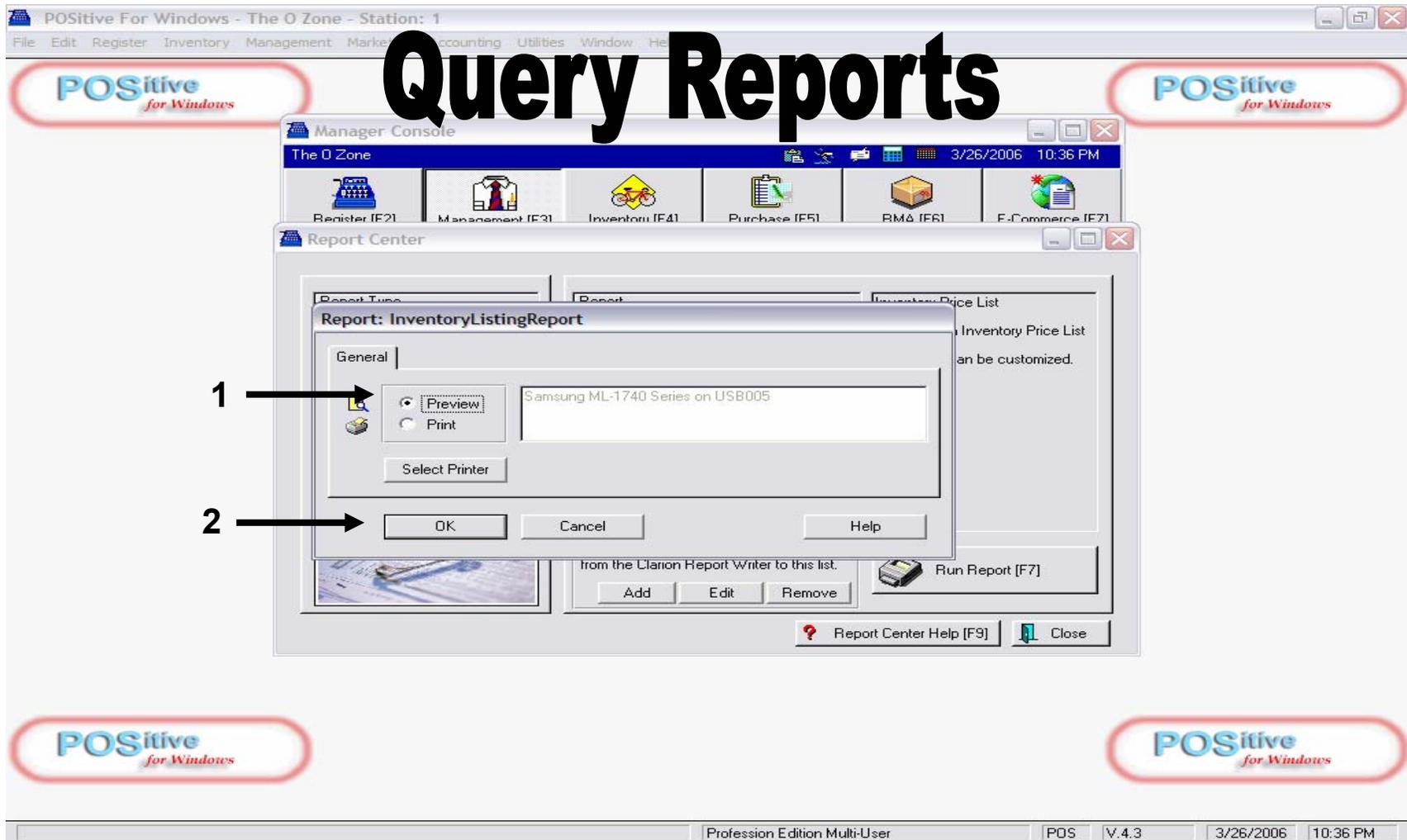
A Preview or Print Report Option Screen may appear
1. Always choose Preview Report
2. Click OK.
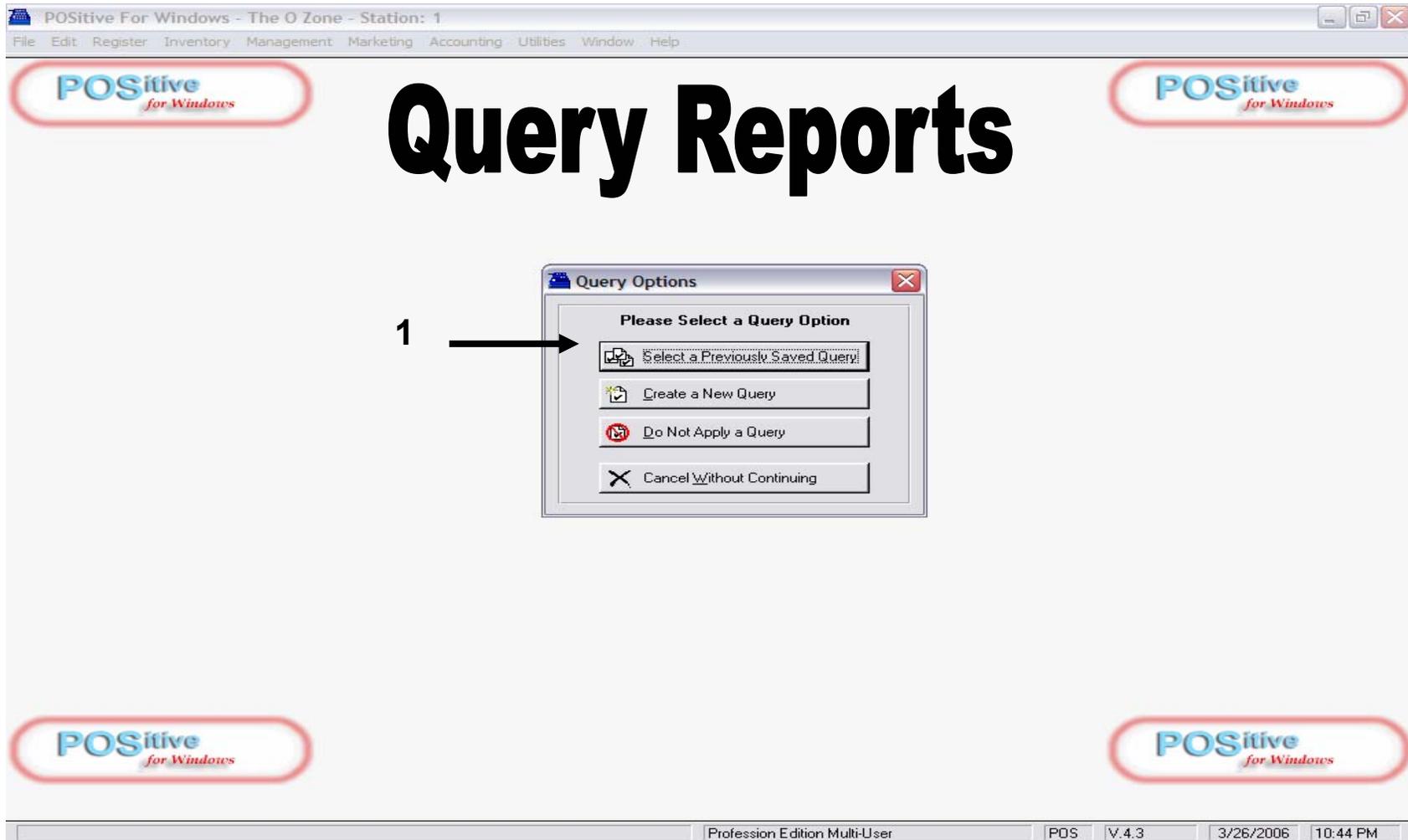
On the Query Options Screen

1. Always select Previous Saved Query

Query Reports
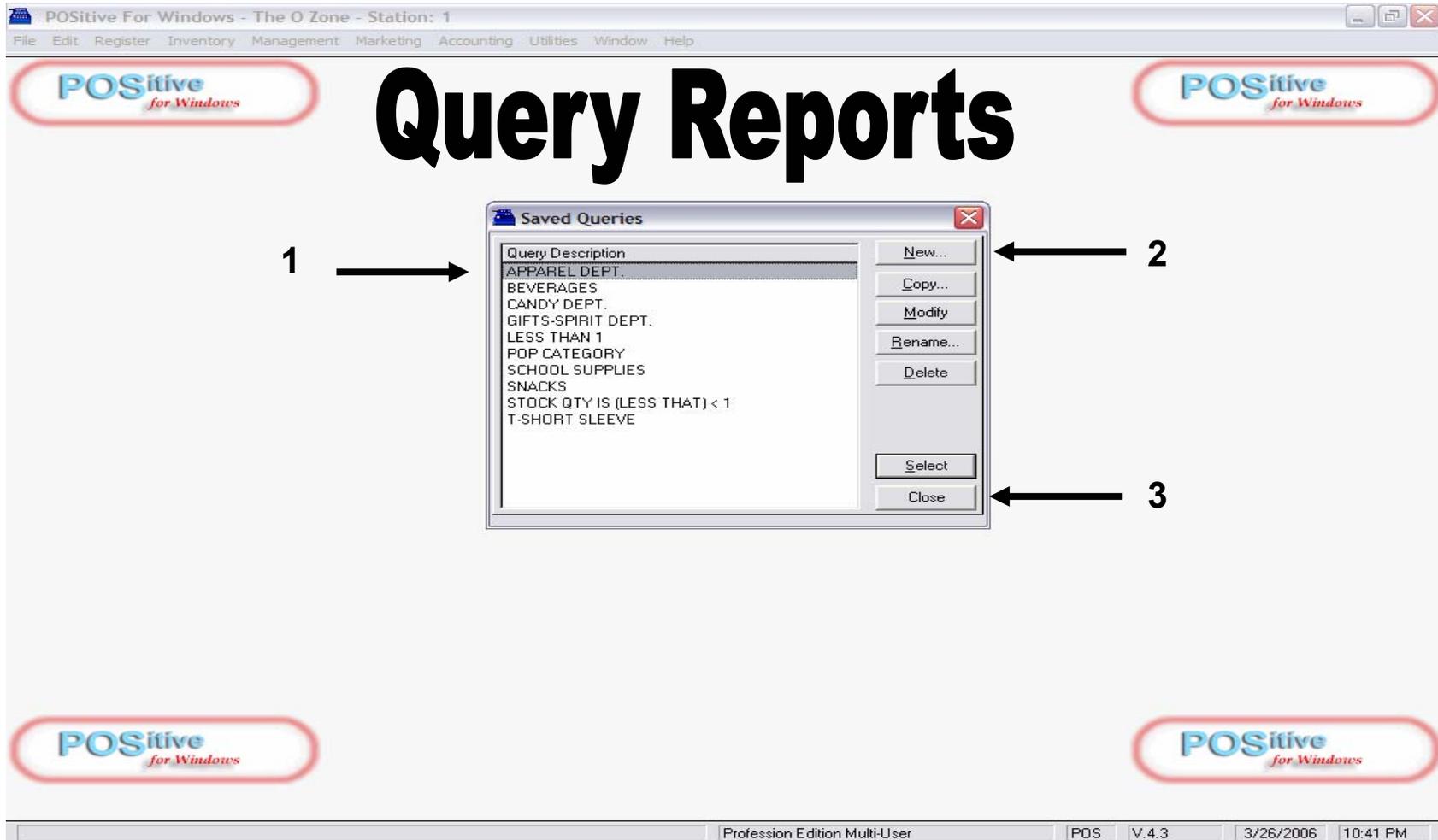
From a list of Saved Queries you can …….

1. Select a previously Saved Query & **click Select to run**
2. Select a NEW QUERY to define a new REPORT FOCUS…….
3. Select CLOSE, and No Query will be defined and Report will output all items.
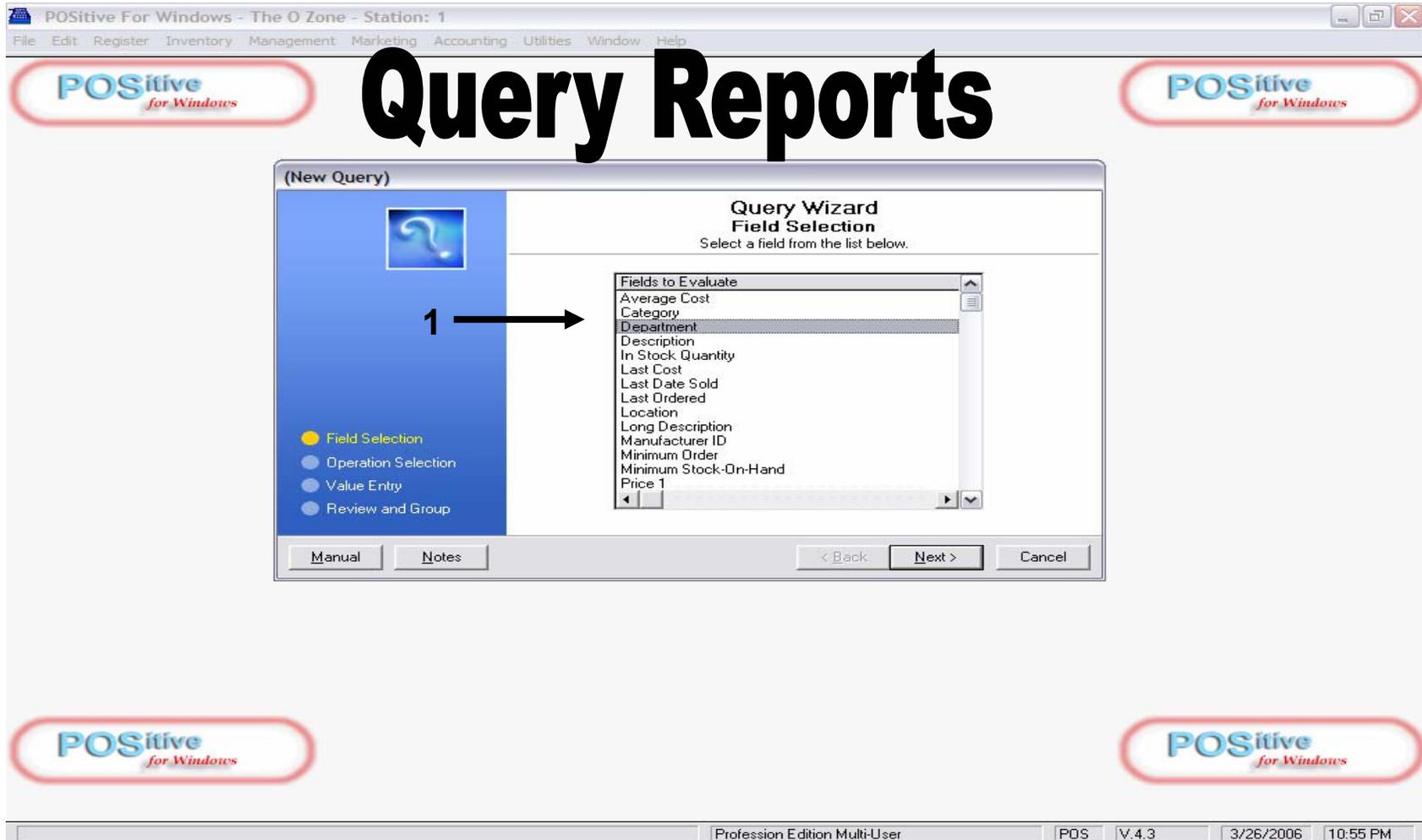
When a new Query is created, you can …….

1. Select a Field you want to report on (Department, Category,….)
   ⇒ We'll choose Department for this example
2. Click Next to go to next Query Wizard Prompt Screen

Query Reports
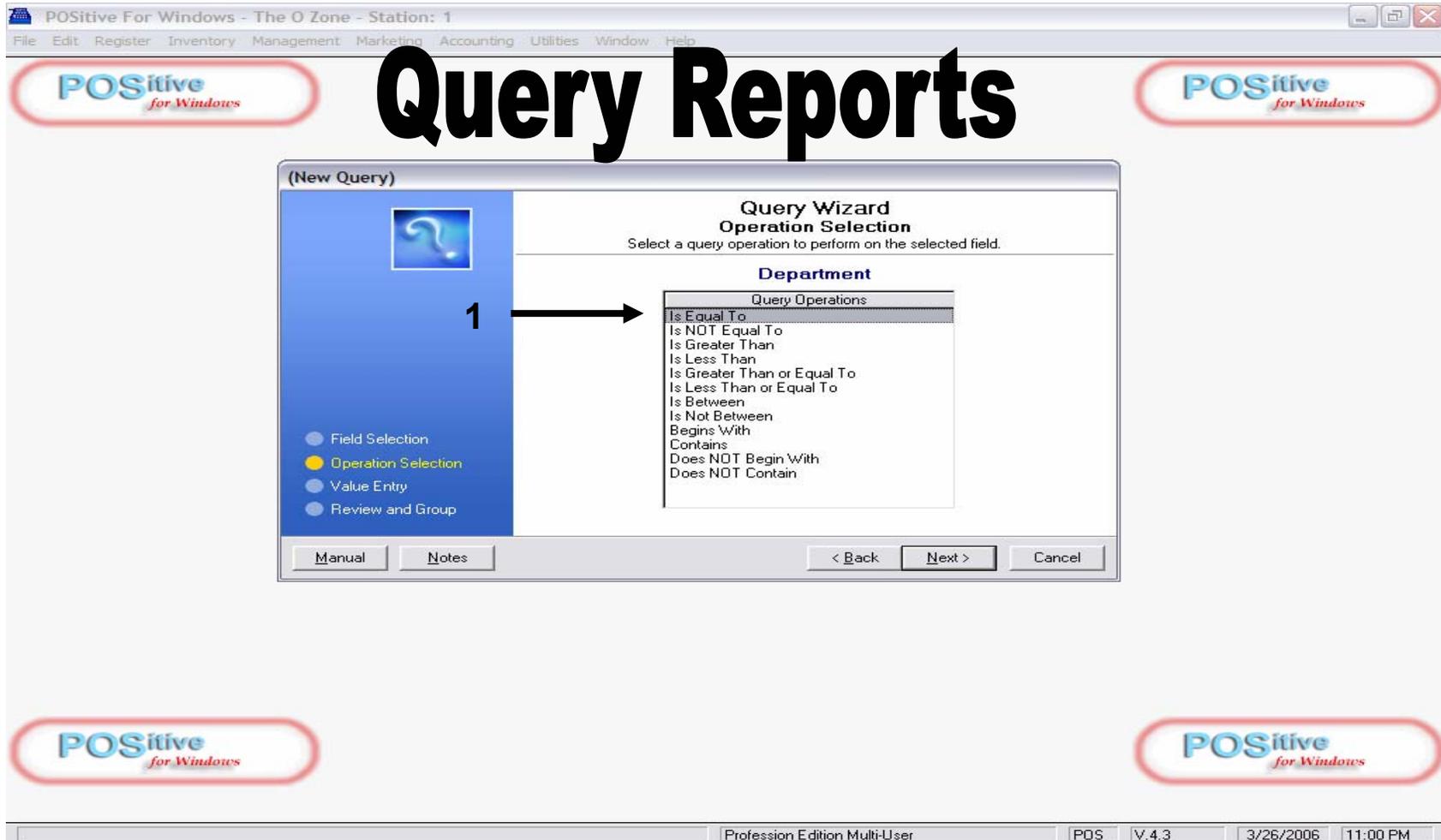
On the Operation Selection you can choose
1. An operator (=, <, >, begins with,…)
   ⇒ We'll choose is EQUAL (=) for this example
2. Click Next to go to next Query Wizard Prompt Screen
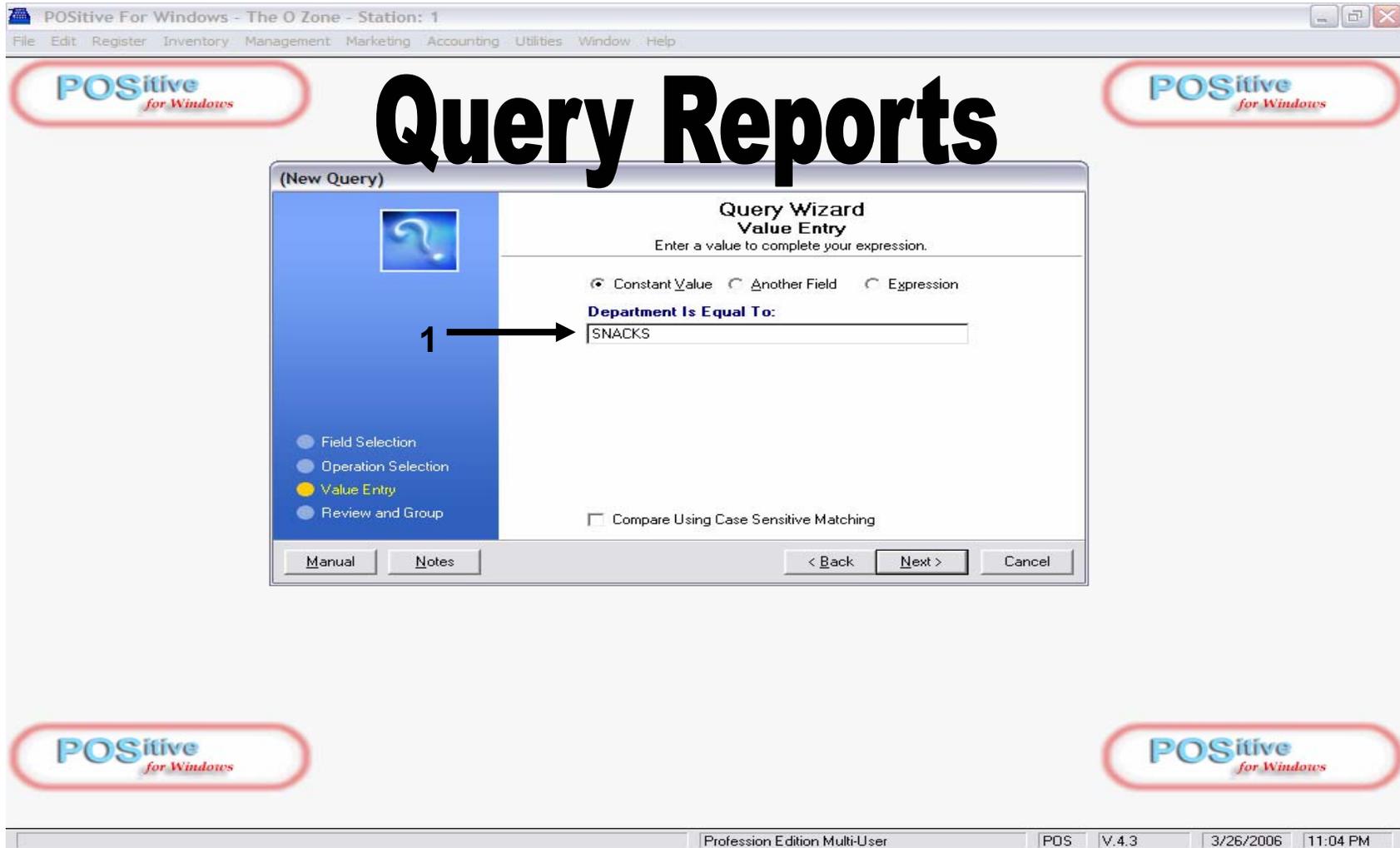
On the VALUE ENTRY Screen you must:

1. Type in the correct name of the field (department = SNACKS) Pay attention to uppercase/lowercase letters here.
   ⇒ We'll choose SNACKS for this example
2. Click Next to go to next Query Wizard Prompt Screen

Query Reports
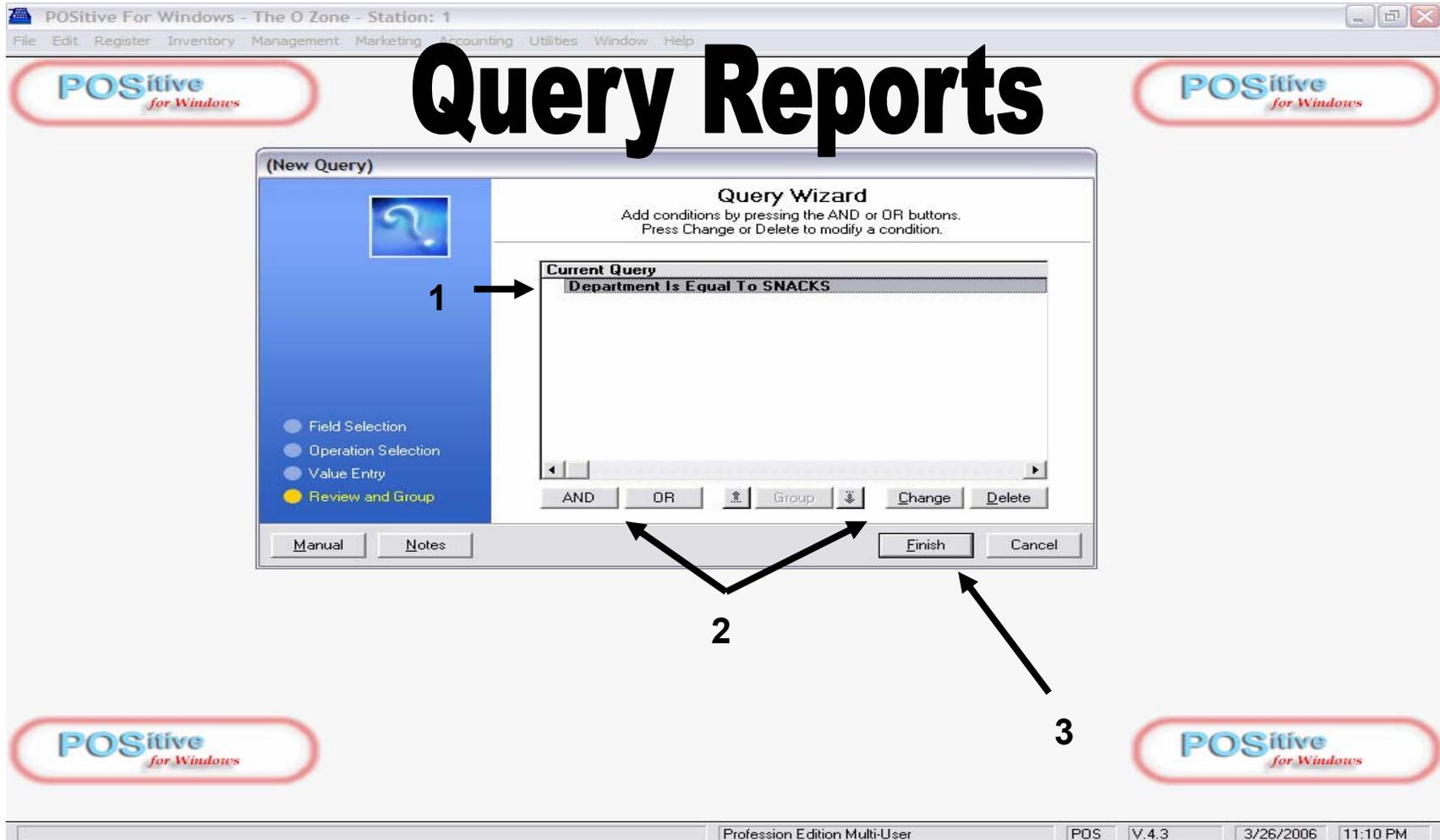
On the ADD CONDITION Screen you can:
1. Review your Query Equation (department = SNACKS)
2. Add another Operator (AND, OR Department is equal to BEVERAGES)
3. Click Finish if you have completed your QUERY.

Query Reports
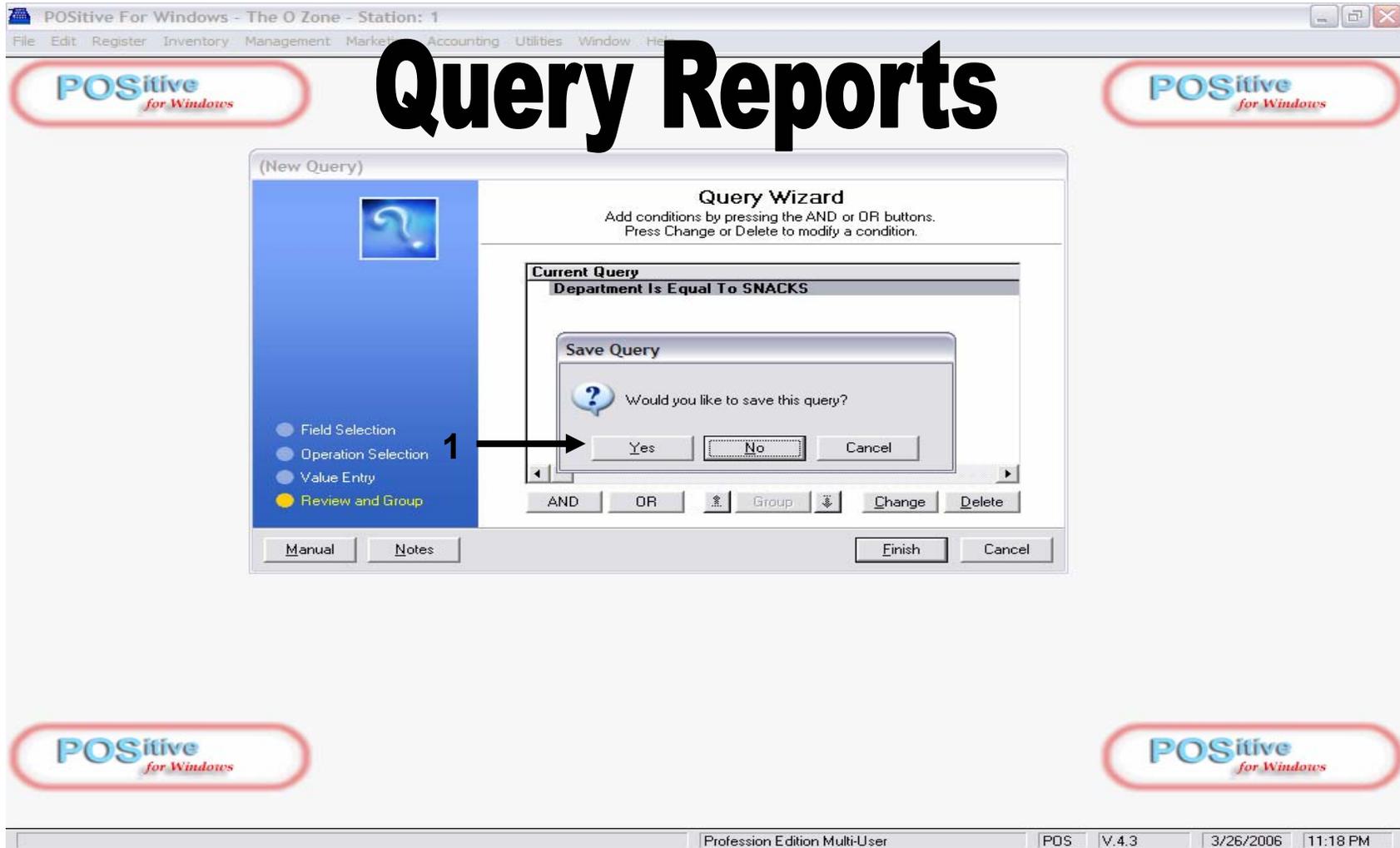
If you want to use your query again, you will need to SAVE IT.

1. Click YES to save Query

To save your query, you will need to …..

1. ## Type in a description of what the QUERY is defining
   ⇒ **Only inventory items that are associated with (=) the SNACKS DEPARTMENT will be in this Report.**
   ⇒ **Create your own Custom Queries for Inventory Lists, Price Lists, Valuation Lists, Labels, ...**