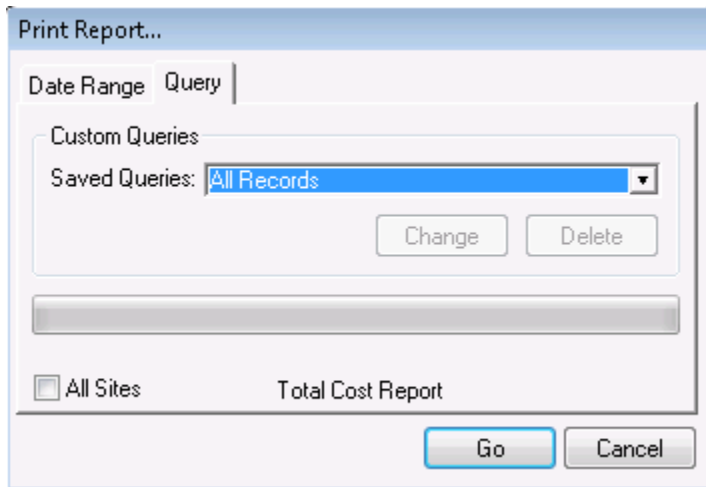
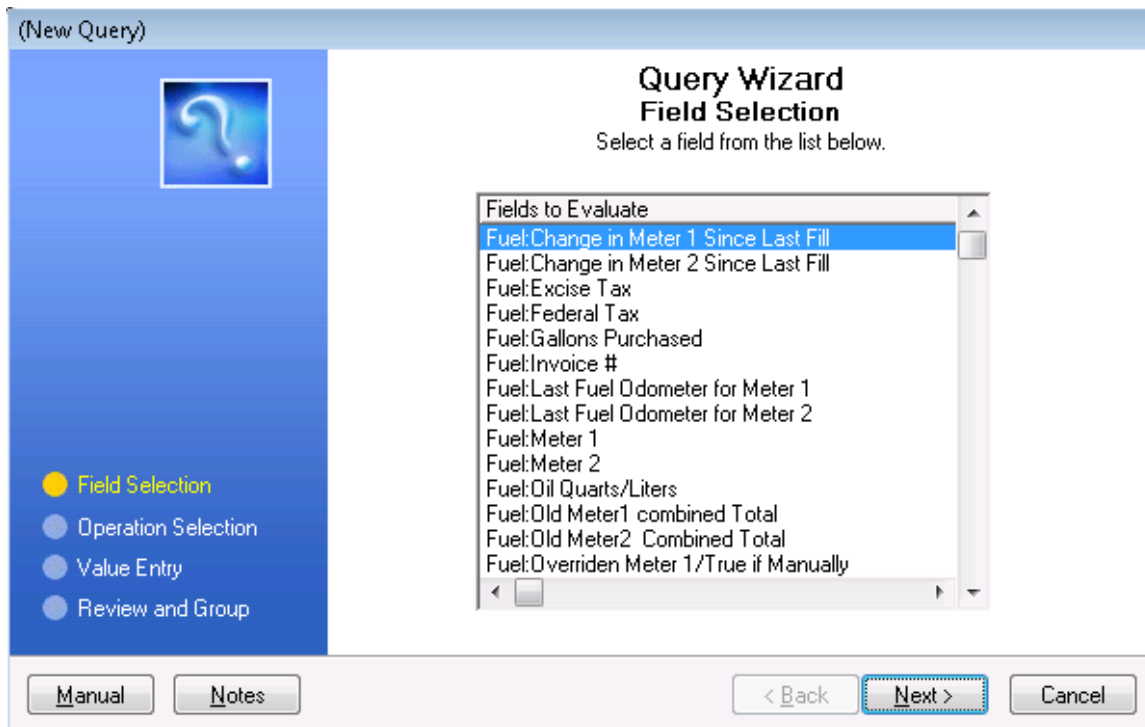


Performing Custom Queries in Reports

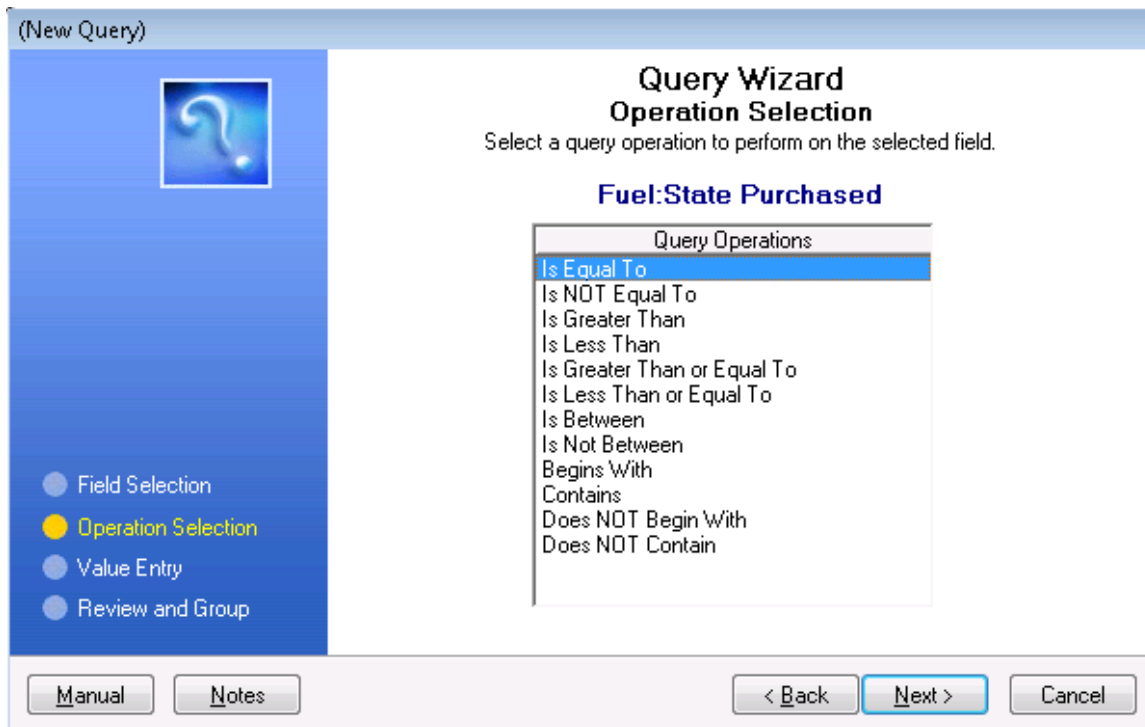
To perform a custom query report, choose the “query” tab. By default, the report will include only the current site’s data. In multi-site installations to include the data from all sites, click the “All Sites” check box.



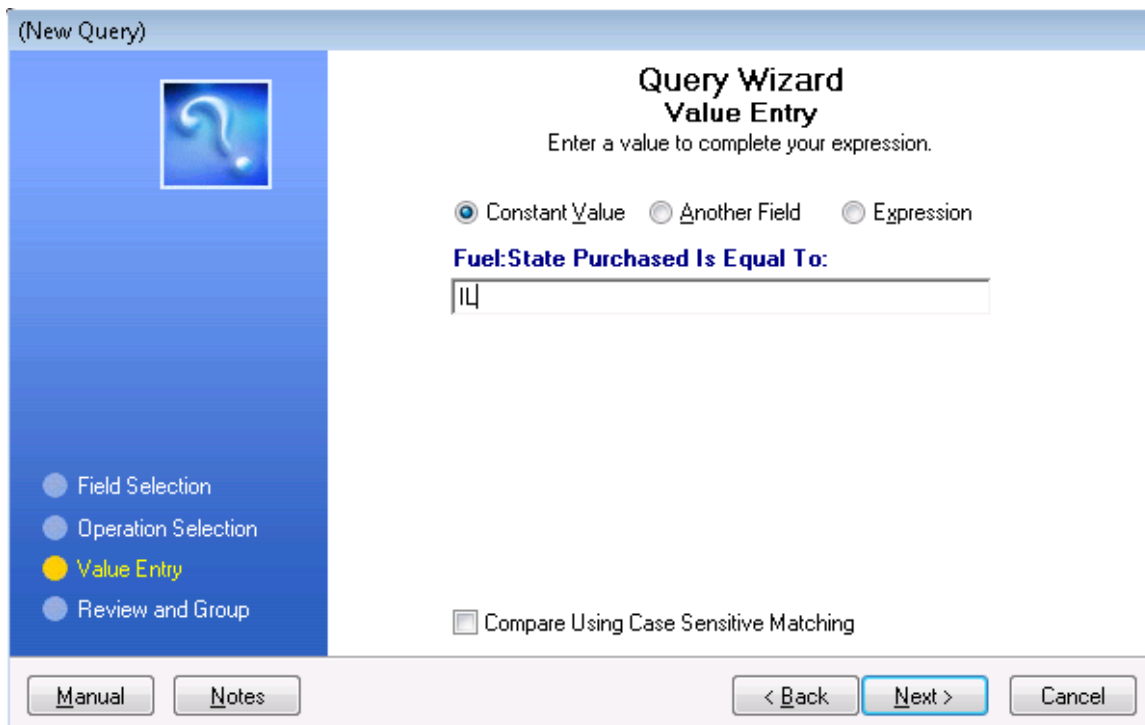
Any saved queries will appear in a drop down list. If you regularly run a custom query, you can save it to easily use it again at a future time. To run a new custom query, choose the “custom query...” choice in the drop down list. Depending on which report you choose, all available fields for that type of record that you might want to query against are available for query. For example, an inventory report will let you choose any fields in inventory records.



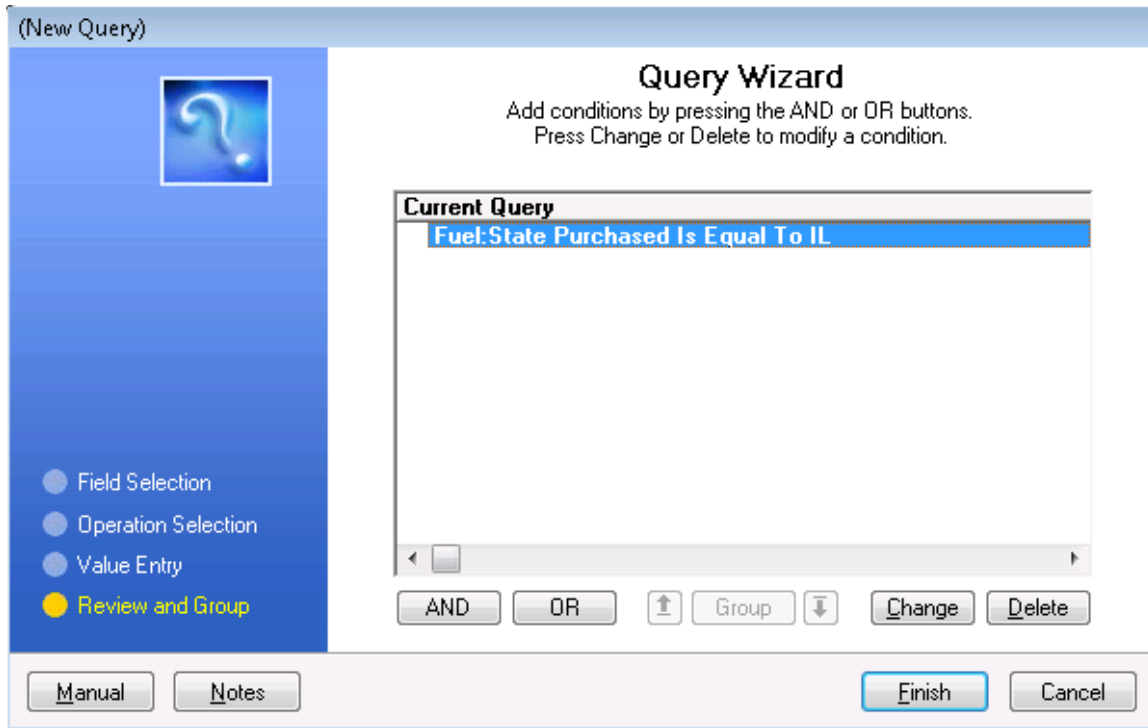
Once you've selected which field you wish to filter by, select how you wish to query this field.



Then select how you wish to filter by this field.

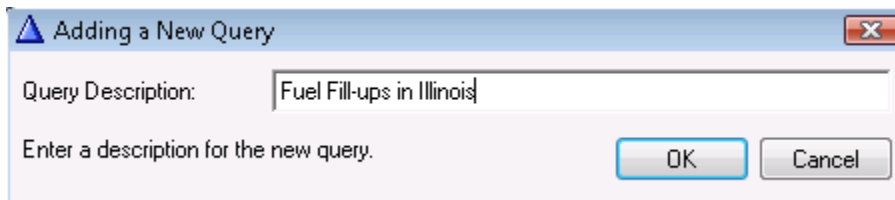
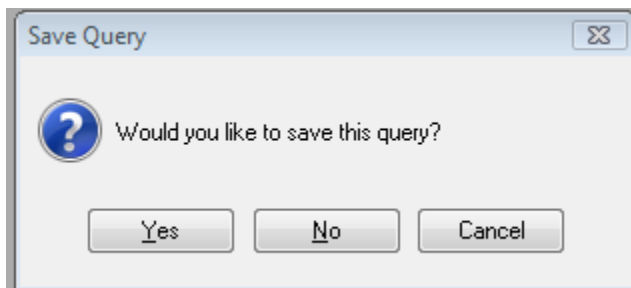


Enter any additional logic to your query to expand or further limit your filter.

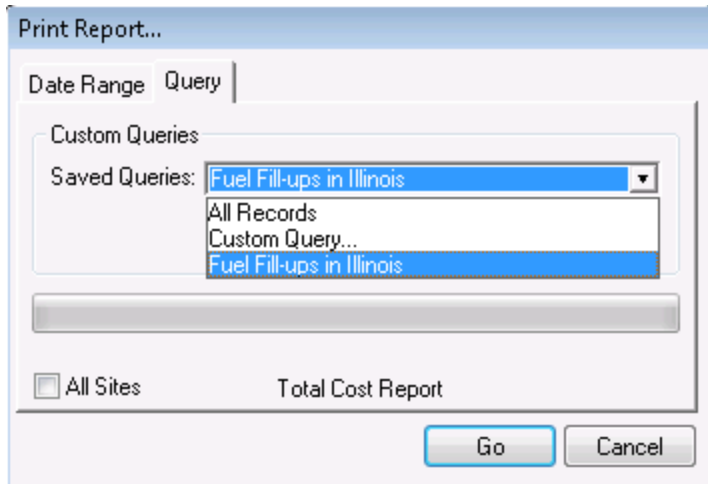


Once you are done, choose, “finish” and the report will be generated.

To allow you to save a custom query for repeat use, the system will prompt you to save a custom query. If you choose “yes,” then you name this query appropriately.



This query will appear in the drop down list in this report section.



The saved query name will also be displayed in the report heading for reference to what type of custom data this report contains. It is recommended that you save all custom queries with a descriptive name.

For Example, the query description will appear under the heading like this:

IFTA Fuel Purchases by State

Fuel Fill-ups in Illinois
6/01/2007 6/27/2007