Running Queries

There are several steps to run a query:

- Data selection.
- Format selection.
- Running and processing the result.

Data selection

After selecting the desired query, the user selects the data by clicking on the drop-down list. The selection can be made in several ways depending on the query to be launched (Single Value-Range Value-Value List-UDC List).

Single Value

Single value returns the result corresponding to the **single value** search.

| SINGLE VALUE | RANGE VALUE | VALUE LIST | UDC LIST | |
|--------------|-------------|------------|----------------|--|
| Value : | | | | |
| | | | | |
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| | | VALIE | DATE SELECTION | |

Range Value

Range value allows you to select a defined data range between the lowest and highest value (Lower value / Upper value).

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| SINGLE VALUE | RANGEVALUE | VALUE LIST | UDC LIST | | |
|---------------|------------|------------|--------------|----|--|
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Value List

Value list allows the user to create his list of values, to do this simply enter the value to be added in the "Value to add" field and click on the + on the right of the field.

| SINGLE VALUE | RANGE VALUE | VALUE UST | UDC LIST | | |
|--------------|-------------|-----------|----------------|---|--|
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| | | VALIE | DATE SELECTION | | |

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UDC List

UDC list displays the list of values available for the query. The user can select one or more values according to his needs. It is also possible to search for a specific value using the search bar. The search is flexible, it is not case sensitive.

The UDC List is only available for JDE databases and on Item, Customer, Cost Center, Company, and fields controlled by a UDC table.

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| | 0 | 1001 | Bike Rack - Trunk Mount | |
| | 0 | 100101 | Bike Rack - Trunk Mount | |
| | | 100102 | Bike Rack - Trunk Mount | |
| | 0 | 100103 | Bike Rack - Trunk Mount | |
| Co | D de Article ? | 100104 | Bike Rack - Trunk Mount | × |
| | SINGLEVALUE | RANGE VALUE VALUE LIST | UDC LIST | |
| | | | VALIDATE SELECTION | |
| | Q bikE | | | |
| | Select | Key | Label | |
| | 0 | 1001 | Bike Rack - Trunk Mount | |
| | • | 100101 | Bike Rack - Trunk Mount | |
| | | 100102 | Bike Rack - Trunk Mount | |
| | 0 | 100103 | Bike Rack - Trunk Mount | |
| | 0 | 100104 | Bike Rack - Trunk Mount | |
| | | 100105 | Bike Rack - Trunk Mount | |

Format selection

The user can select the output format for his query.

List of formats:

- Grid
- Excel

- PDF
- Text
- E-Mail
- Homepage Indicator

The **Homepage Indicator** format allows you to create an indicator with the result of the query. Its creation is simple, just select Homepage Indicator as the format and execute the query.

| S FORMATS | | | | | |
|-----------|---------|-------|--------------|----------|----------------------|
| Grid Grid | X Excel | ▶ PDF | T Text | 🖾 E-Mail | V Homepage Indicator |
| | | | EXECUTE QUER | Y | |

The user will fill in the tab HEADER, the title, description, level of visibility, and the refresh time. The parameters of the tab CONTENT will be displayed according to the type of result desired.

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Running and processing the result

The query is launched by clicking on Execute query. Unlike other formats, **Grid** allows you to choose filters and perform actions on the result.

In Grid Format, the display of the name and description of the columns can be modified.

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Also, the Actions section above the grid is the access point for additional changes.

- Quick filtering: allows a non-case sensitive search and search on all the columns returned.
- Filter: Allows filtering by Field/Operator/Value.
- Only display level breaks
- Automatic line break: Automatic column width adjustment.
- Dynamic charts: see below.
- **Export**: Exports data in formats (excel, text, or homepage indicator).

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