# Running Queries

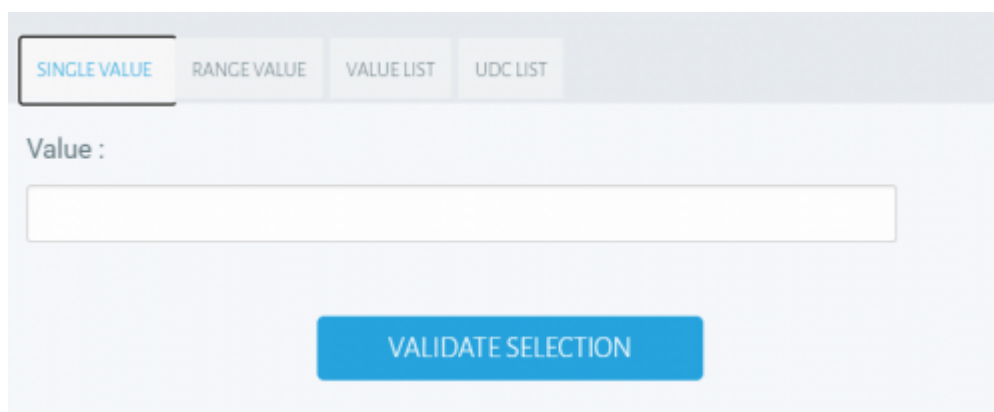There are several steps to run a query:

- 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**

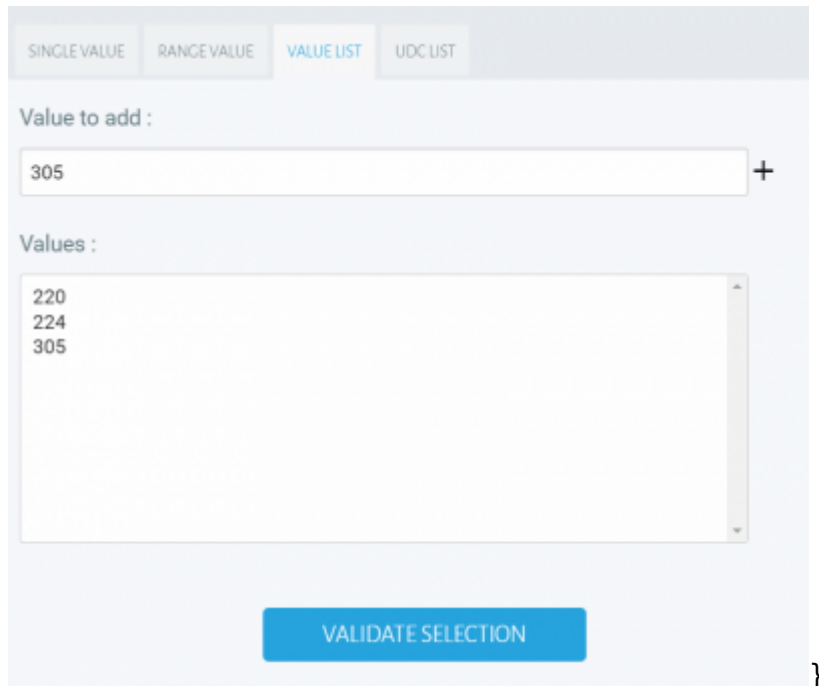Single value returns the result corresponding to the **single value** search.



**Range Value**

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

**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.

}

**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.

Code Article ?                                                                                    ✕

| SINGLE VALUE | RANGE VALUE | VALUE LIST | UDC LIST |

VALIDATE SELECTION

🔍 Search value

| Select | Key | Label |
| --- | --- | --- |
| ☐ | #2 PENCIL | #2 Pencil |
| ☐ | 1 LT SALINE | 1 LT Saline1 |
| ☐ | 1001 | Bike Rack - Trunk Mount |
| ☐ | 100101 | Bike Rack - Trunk Mount |
| ☐ | 100102 | Bike Rack - Trunk Mount |
| ☐ | 100103 | Bike Rack - Trunk Mount |
| ☐ | 100104 | Bike Rack - Trunk Mount |

Code Article ?                                                                                    ✕

| SINGLE VALUE | RANGE VALUE | VALUE LIST | UDC LIST |

VALIDATE SELECTION

🔍 bikE

| Select | Key | Label |
| --- | --- | --- |
| ☐ | 1001 | Bike Rack - Trunk Mount |
| ☐ | 100101 | Bike Rack - Trunk Mount |
| ☐ | 100102 | Bike Rack - Trunk Mount |
| ☐ | 100103 | Bike Rack - Trunk Mount |
| ☐ | 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.



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.

# 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.



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).

## RESULT FOR QUERY : INVENTORY LEDGER M M-1 FINAL

**Actions**

**QUICK FILTER**

| Apply a filter on all columns | OK |

Filters | Only display levelbreaks | Automatic line breaks | Dynamic charts | Export

Execution settings

**GRID HEADER FORMAT :**

☑ Name   ☐ Description   ☐ Invert display of name and description

| | Year | Business Unit | Business Unit - JDESCR1 | G/L | G/L - JDESCR1 | Month | Amount M | Amount M-1 | Qty M | Qty M-1 | Variance M M-1 | Count | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ℹ | 2017 | 20 | Northern Distribution Center | IN30 | Manufactured Finished Goods | 6 | 201 314 | 596 | 10 120 | 64 | 200 718 | | |
| ℹ | 2017 | 20 | Northern Distribution Center | IN30 | Manufactured Finished Goods | 4 | 7 710 | 2 738 | 820 | 240 | 4 952 | | |
| ℹ | 2017 | 20 | Northern Distribution Center | IN30 | Manufactured Finished Goods | 5 | 596 | 7 710 | 64 | 820 | -7 114 | | |
| ℹ | 2017 | 20 | Northern Distribution Center | IN30 | Manufactured Finished Goods | 2 | 2 295 | 2 684 | 220 | 280 | -389 | | |
| ℹ | 2017 | 20 | Northern Distribution Center | IN30 | Manufactured Finished Goods | 3 | 2 758 | 2 295 | 240 | 220 | 463 | | |
| | 2017 | 20 | Northern Distribution Center | | | | | | | | | 5 | 20 |