Slide 1 - Slide 1

ES Client v8.29 : My I Submit Quit Function:	s Commands		
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	Query Builder		
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Description	Ledger Query		
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Data Selector	dept-850 DOWNTOWN	Last Updated Or	
	To build a NEW Query, just choose e Dencir, Data Source and Data Selector, then choose SELECT QUERY Fils.DS:	Query Fields must be selected with the SELECT QUERY FIELDS button, but unwanted fields can be removed from the grid with the DEL key	You may USE another User's Query, but you cannot change it. However, you can use COPY to make your own version which you can then change.

Slide notes

Every query works with a delimiter. This is the value separator for the data when put into the spreadsheet, and the comma is the most used delimiter and therefore the default. Usually, there is nothing we need to do, because the system already installs the comma.

Slide 2 - Slide 2

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		unwanted fields can be removed from	can use COPY to make your own version	
		the grid with the DEL key	which you can then change.	
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Slide notes

Slide 3 - Slide 3

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		Query Fields must be selected with the	You may USE another User's Query,	
		SELECT QUERY FIELDS button, but	but you cannot change it. However, you	
		unwanted fields can be removed from	can use COPY to make your own version	
		the grid with the DEL key	which you can then change.	
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Slide notes

Slide 4 - Slide 4

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			<u>Next</u>
	CURRENT PROCESS = [QRY] QUERY BUILDER	^	
	The default delimiter is 'comma';		
	The receiving object will often require or at least allow you to specify a data delimiter to recognize what you use as a field separator in order that the data may automatically be correctly placed inside a spreadsheet or other data document; common delimiters are ',' ';' ':' etc.		
	Hint: Users sometimes have regional settings on their MS Excel, that indicate ";" as the list separator. In this case, it is recommended that you use this delimiter, and record it also at "My Settings".	III	Make a copy - <u>Text Copy</u>
	Function		
	Data Queries, Data Exports and Reports.		Search Phrase
	Caution		
	Many Users may operate the QueryBuilder simultaneously, but any 1 User may operate only a single instance of it at a time.		Search the IES web on-line documentation by typing a phrase, then choose "search".
	Description		
	Use Query Builder to query Data Files with ease, where you access rights permit.		<u>Search</u>
	Data Queries may be exported seamlessly to text files, spreadsheets	~	
See			
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Slide notes

But as the Help explains, Users sometimes have regional settings on their spreadsheets that indicate a different delimiter, for example the semi-colon.

Slide 5 - Slide 5

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Data Source	ledgermast	Owned By	Terry	
Data Selector	dept-850 DOWNTOWN	Last Updated Or	06/08/2010	
	To build a NEW Query, just choose a Dead'r, Data Source and Data Selector, then choose SELECT QUERY FIELDS.	Query Fields must be selected with the SELECT QUERY FIELDS button, but unwanted fields can be removed from the grid with the DEL key	You may USE another User's Guery, but you cannot change it. However, you can use COPY to make your own version which you can then change.	
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Slide notes

If that be the case, then of course we will indicate the different delimiter, and it is recommended in that case also to update 'My Settings' so that the system knows when we use automatic data queries, to use a different delimiter for us.

Slide 6 - Slide 6

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		Query Fields must be selected with the	You may USE another User's Query,	
		SELECT QUERY FIELDS button, but	but you cannot change it. However, you	
		unwanted fields can be removed from the grid with the DEL key	can use COPY to make your own version which you can then change.	
		uto grid with the DEL Rey	which you can then change.	

Slide notes

Slide 7 - Slide 7



Slide notes

Slide 8 - Slide 8

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Slide notes

Slide 9 - Slide 9

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Slide notes

Slide 10 - Slide 10

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Right Click Preference	 Recent Choices Favorite Options 				<u>Update</u>	

Slide notes