#### Slide 1 - Slide 1

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	Query Builder		
			Save
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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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		Query Fields must be selected with the	You may USE another User's Query,	
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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 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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		Full (Photo, Icon, Name)	• •		Confirm Esc For Screen Exit			
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Sec	Right Click Preference	<ul> <li>Recent Choices</li> <li>Favorite Options</li> </ul>				<u>Update</u>		

# Slide notes

# Slide 10 - Slide 10

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Roll Password every n Days Last Password Date	02/05/2009			SCREEN PREFERENCES		
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	<ul> <li>On Demand Help Only</li> <li>Inhibit Non-Critical Messages</li> </ul>			System Balanced Polling 1: MS Windows	•	
Right Click Preference	<ul> <li>Recent Choices</li> <li>Favorite Options</li> </ul>				<u>Update</u>	

# Slide notes