Slide 1 - Slide 1
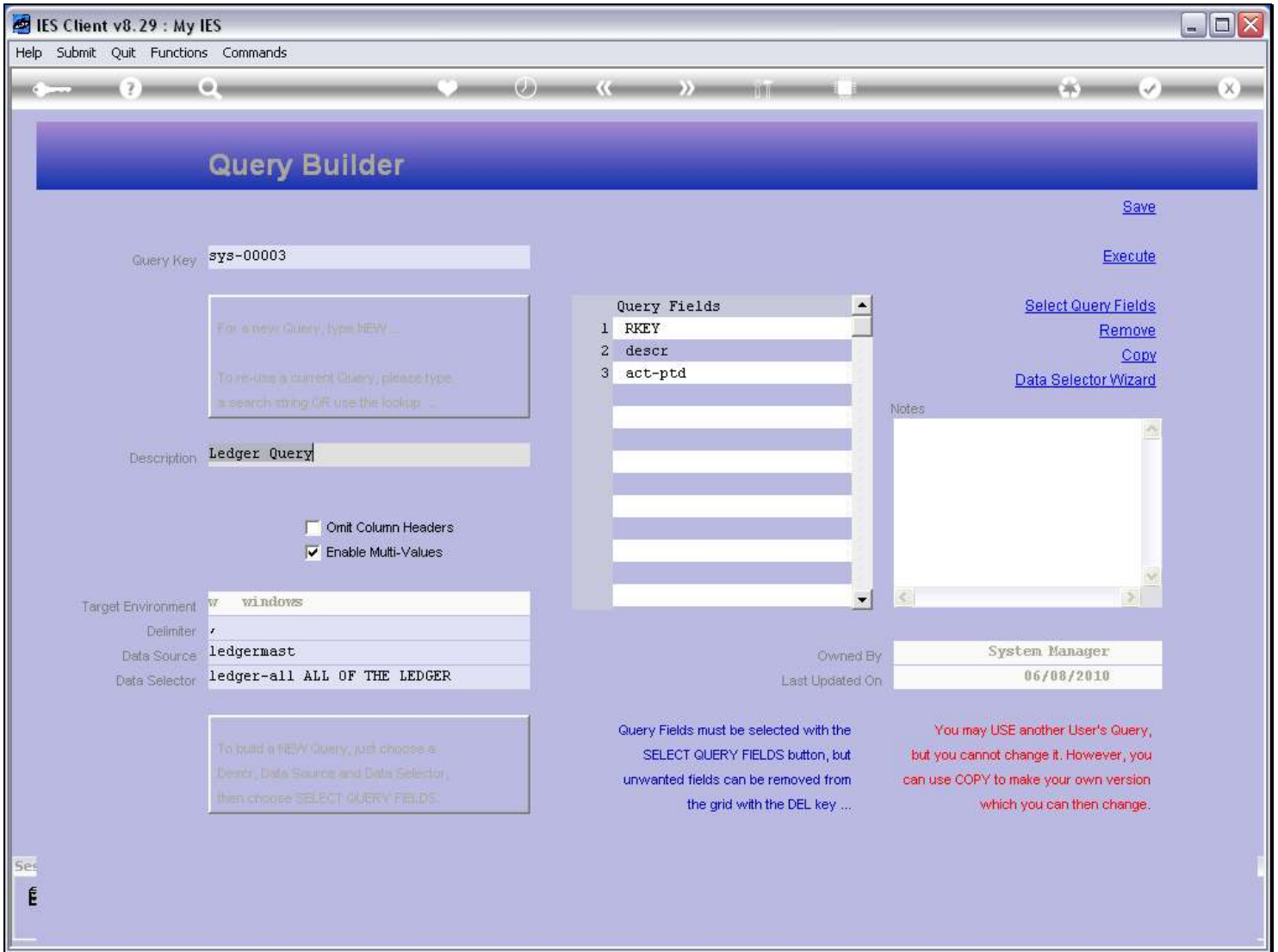

Slide notes

A Query needs Query Fields. That is where the information will come from.

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But how do we get the Query Fields in place? The Query Fields grid does not allow Append, Insert or Edit, only Delete.

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The only way we can select or modify the Query Fields for a Query is by using the 'Select Query Fields' function. This function will allow us to select valid Query Fields for the indicated Data Source.

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For most Data Sources the system will simply show the list of Fields to select from, while for some Files with many Fields, there may be a recommend list. A recommended list includes the popular Fields that Users often use on Queries, and when offered it is usually the best option for this Data Source. But if we cannot find the Field Names we are looking for on the Recommended list, then we can still choose ALL.

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This Data Source is the General Ledger Master and it has a very long list of available Field Names.

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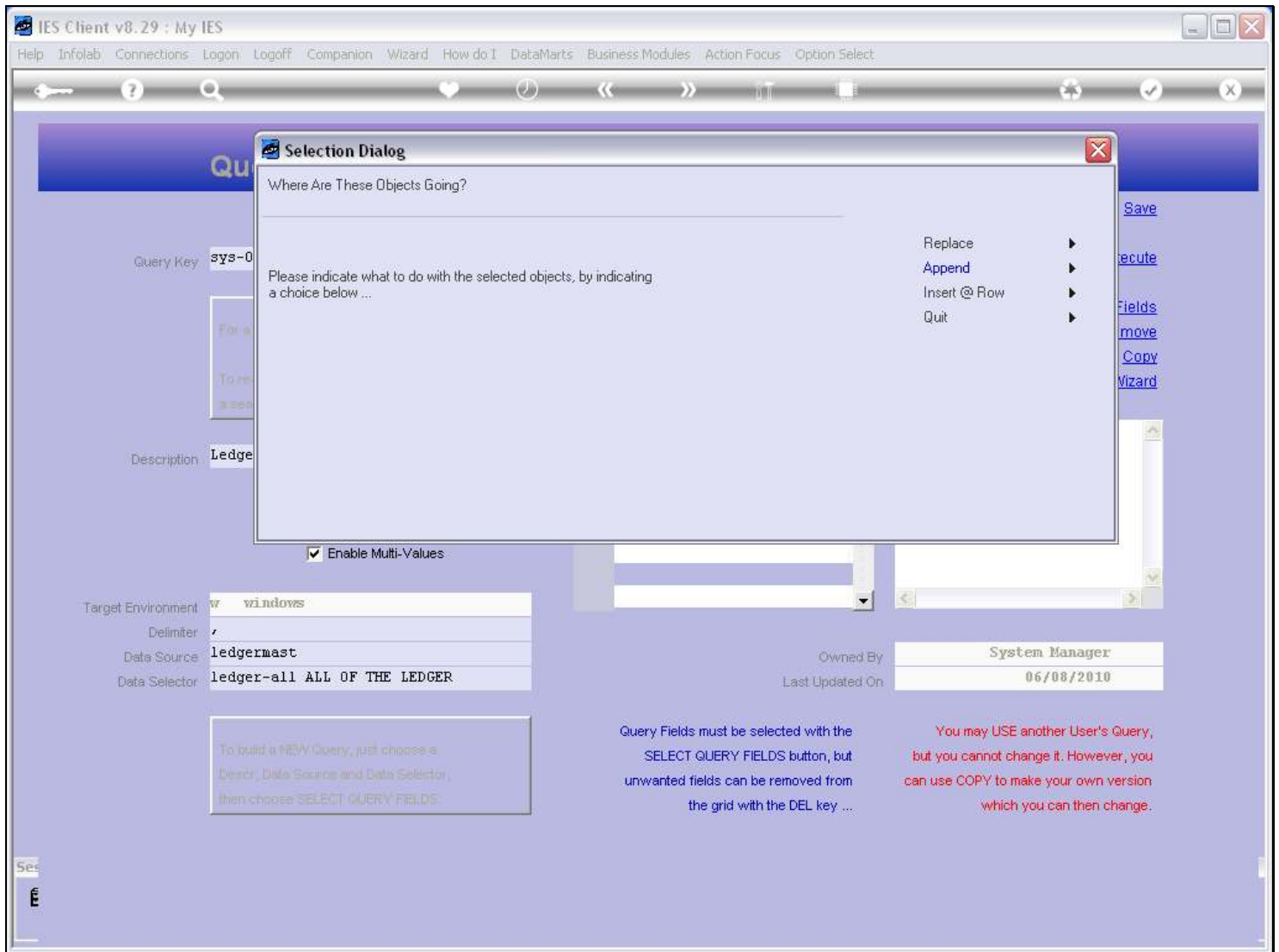
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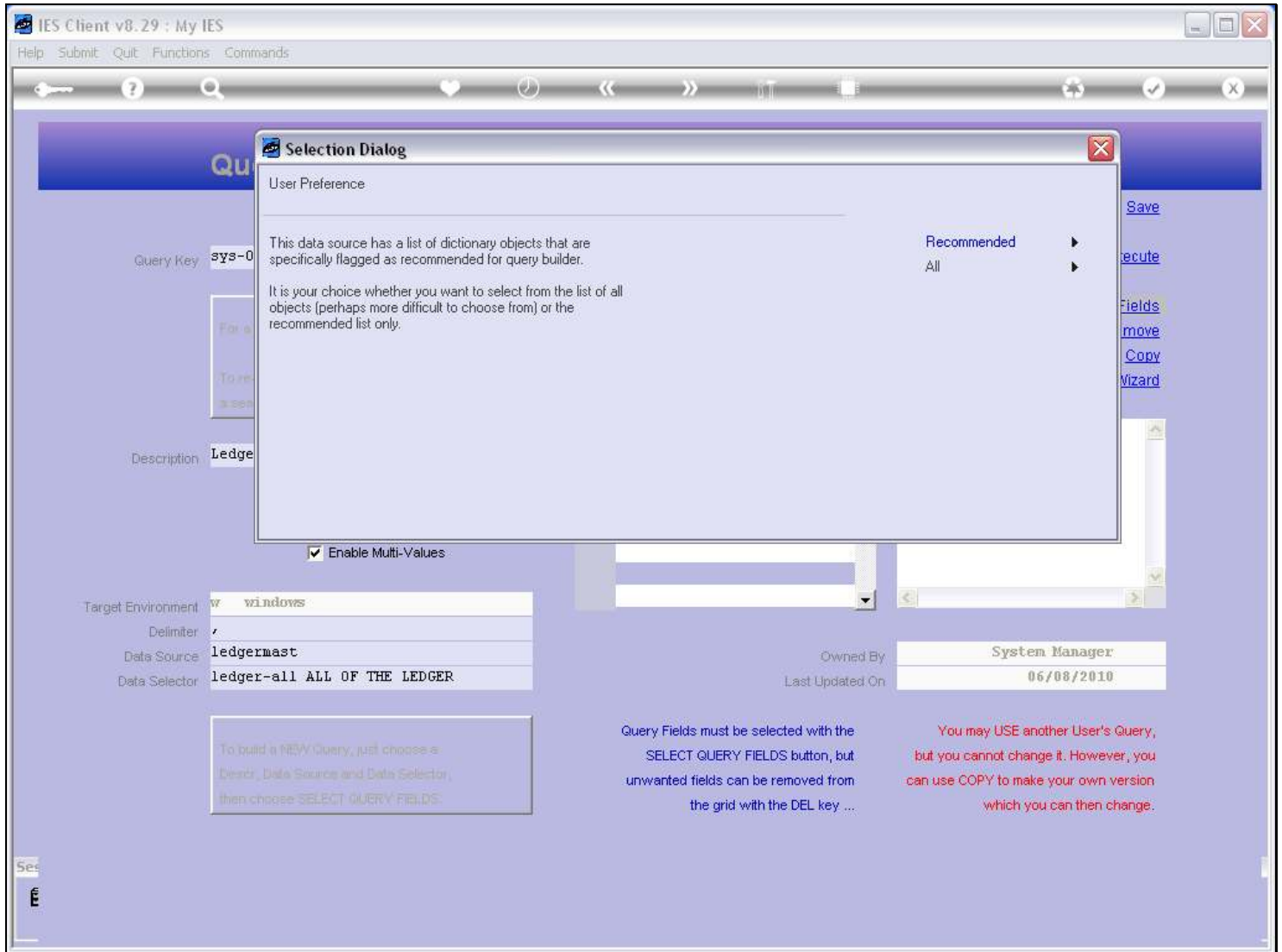
Slide notes

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The Recommended list is more manageable, even though in this case it still has plenty Names.

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We just select all the Names we want to use, and in the Column Order that we want them in the spreadsheet.

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When we have made a selection, we can replace any prior selected Fields, or append, or insert at a designated row.

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So it is easy to find the correct Field Names that we want to include.