



## QUERY NOTES:


**ENABLE MACROS:** when running queries to Excel, if you cannot enable macros, (or prompt window does not appear), open Excel and from the menu choose:

**Tools**  
**Macros**  
**Security**  
Select **Medium**  
**OK**


### **TO MAKE ADJUSTMENTS TO AN EXISTING QUERY (MUST BE IN QUERY MANAGER):**

#### **FIELDS:**

To **Add** a field:

*ON THE QUERY TAB:* click on *Show Fields* button (  ) of desired table to expand the table  
click in *Select box* of desired field  
will appear at bottom of list when you click on the *Field Tab*

To **Delete** a field:

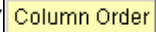
*ON FIELD TAB:* click on *Delete* button (  ) in row of desired field.

**OR**


*ON QUERY TAB:* click in *Select box* of desired field to deselect

#### **REPORT APPEARANCE:**

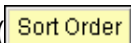
*TO MOVE A ROW (CHANGE ORDER OF COLUMN APPEARANCE):*

*ON FIELD TAB:* click on *Column Order* button (  )  
change order of fields

*TO CHANGE A HEADING:*

*ON FIELDS TAB:* click on *Edit* button (  ) of desired row  
In *Heading box:* choose from existing selections,  
Or, add appropriate text in the *Heading Text* field

*TO CHANGE SORT ORDER:*

*ON FIELDS TAB:* click on *Sort Order* button (  )  
Fill in order on appropriate row

#### **TO CHANGE A PROMPT TO A CONSTANT:**

*ON CRITERIA TAB:* on desired row, click on *Edit* button  
in *Choose Expression 2 Type* box,  
click on *Constant* radio button  
then type in data in the *Expression 2* text box that will appear  
click OK




## QUERY NOTES:

### CRITERIA:


To **Add** a field:

ON *CRITERIA TAB*: click on *Add Criteria* button ()

**OR**

ON *FIELD TAB*: click on *Add Criteria* button ()

To **Delete** a field:

ON *CRITERIA TAB*: click on delete button ()

### DISPLAY THE REPORT:

**Run** query:

Click on *RUN TAB*