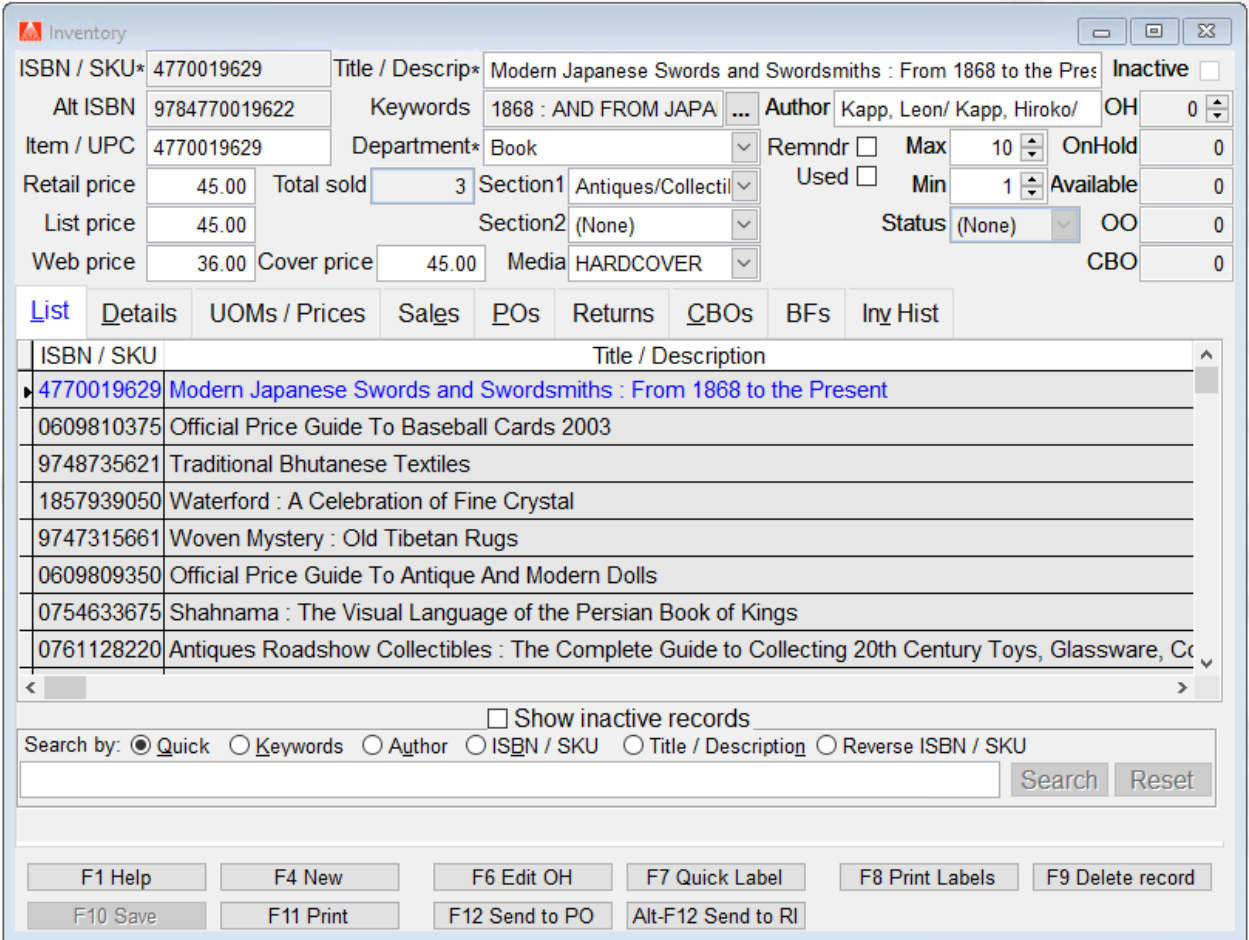


Using Construct a Query

CUSTOMER DOCUMENT
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Construct a query is used to filter your inventory so that only the desired records will be shown. Once the list is filtered you may save this query to use over and over.



The query screen consists of many filtering options. Starting at the left, top of the screen you may select specific Authors, Departments, Sections, etc. or by choosing “all” and not apply a filter at all. The list extends to the center column as well, we’ll discuss the options at the bottom of the page in a moment. So, for example, if you only want to upload a single department, say “Books”, you can filter out all other departments in this way.

Below the center column is a series of check boxes. Let’s look a Web related options first. Anthology has options on Details tab of Departments, Sections, Media, and Inventory that allows you to “Exclude”

those checked from being uploaded. So, to extend the “one or all” options above, you could simply check those areas of Anthology you don’t want included in the query. Example, you could mark a Café and “Self-Published” departments as web exclude and then choose the option “Exclude web excluded”. When the query is run all the items from these departments will be filtered out. You may also filter for Inactive Records or Used and Remaindered books.

On the right side is an extended list of options which allow a bit more detail. For example, I can choose to filter out all the records with zero on hand. I do this by choosing on hand is greater than 0. This is not the same as (= 0) – remember Anthology will allow you negative on hands and -2 does not equal zero.

OnHand >

I can view only those records sold last week, or last month, etc.

Other filters like Published or Created (date of record creation) may be used to query when an item was received. For example, only showing items received “after” 7/1/2017.

Last Received > ...

Query Name:

Author: All One

Department: All One

Media: All One

Section1: All One

Section2: All One

Bin: All One

Publisher: All One

Distributor1: All One

User defined field 1: All One

User defined field 2: All One

User defined field 3: All One

OnHand =

OnOrder =

CBO =

Min =

Max =

Total Sold =

Sold This Week =

Sold Last Week =

Sold This Month =

Sold Last Month =

Sold Last 6 Mos =

Sold This Year =

Sold Last Year =

Retail price =

List price =

Web price =

Published = ...

Created = ...

First Received = ...

Out of Stock = ...

Last Sold = ...

Last Received = ...

Sold Between ... and ...

Save Settings

F1 Help F6 Select Query F10 Save F12 Run F9 Cancel

Once I have applied the filter I can choose to save that filter a recall it by choosing F6 Select Query. To upload the entire inventory, you could simply avoid this tool and proceed directly to the Print option.

Creating the output file

Once you filtered your inventory to the desired records you can choose the fields to export to your upload list. Double click the field on the left and it will move to the right. Select the fields to export in the order they should appear in the upload file, according to the vendor.

Report Format

Format:

Use screen columns

Fields to include

Field	Width
AltSKU	
Author	
Bin	
CBO	
Comment	
CoverPrice	
Created	
Date1stRec	
DatePub	
Department_code	
Department_name	
Distributor1_code	
Distributor1_name	

Field Width: Enter

Font Size

Sort Primary Secondary Tertiary

Total Total Total

Save Settings

F1 Help F6 Load F10 Save F11 Print F9 Cancel

If you need to move a field up or down, click on the square to the left of the name, when the arrows appear, click a second time and drag into position.

AltSKU	<input type="checkbox"/>	ISBN/SKU	19
Author	<input type="checkbox"/>	Bin	4
CBO	<input type="checkbox"/>	Title/Descrip	41
CoverPrice	<input type="checkbox"/>	Department_name	31
Created	<input type="checkbox"/>	Section1_name	31
Date1stRec	<input type="checkbox"/>	RetailRrice	6
Department_code	<input type="checkbox"/>	OnHand	5
Distributor1_code	<input type="checkbox"/>	Publisher_name	31
Distributor1_name	<input type="checkbox"/>	DatePub	11
Item/UPC	<input type="checkbox"/>	Comment	21
LastDisc			
LastRec			
LastSold			

These too can be saved for repeated use.

Now choose print, choose your output option and print to send to file.

Print Report ✕

Report to printer **Number of copies**

Report preview

Output to C:\PROGRAM FILES (X86)\ANTHOL...

File Type
 Text (*.txt) Excel (*.xls)
 Delimited (*.csv) DBF (*.dbf)
 PDF HTML
 Graph

Save Settings