## Using Construct a Query

CUSTOMER DOCUMENT REVISED 10 JUL 2017

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.

Inventory													
ISBN / SKU*	4770019629	Title	/ Descrip*	Modern .	Jananese S	Swords ar	nd Swor	dsmith	s · From	1868 t	o the Pr	es Ina	ctive
Alt ISBN	97847700196				Modern Japanese Swords and 1868 : AND FROM JAPA			_					0 ≑
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477001962	9 Modern Ja	ipanese Sv	vords and	Swordsr	niths : Fro	m 1868	to the F	Prese	nt				
060981037	5 Official Pri	ice Guide T	o Baseba	II Cards 2	2003								
974873562	1 Traditional	Bhutanes	e Textiles										
1857939050 Waterford : A Celebration of Fine Crystal													
974731566	1 Woven My	stery : Old	Tibetan R	ugs									
060980935	0609809350 Official Price Guide To Antigue And Modern Dolls												
075463367	5 Shahnama	a : The Visu	ual Langua	ge of the	Persian I	Book of	Kings						
076112822	0 Antiques R	Roadshow	Collectible	s: The C	Complete	Guide to	Collect	ting 20	Oth Cer	tury To	ovs. Gla	asswar	e. Co
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□ Show inactive records													
Search by:  Quick O Keywords O Author O ISBN / SKU O Title / Description O Reverse ISBN / SKU													
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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 🗹 > 🗸 0 🜩

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	>	$\sim$	7/1/2017		
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🔝 Query		×
Query Name:		
Author	Publisher	OnHand 🗌 = 🖂 0 🌻
All     One	All     One	OnOrder 🗌 = 🗸 0 🗼
Department	Distributor1	СВО 🗆 = 🗸 0 🌩
All     One	All     One	Min 🗆 = 🔍 0 🛓
Media	User defined field 1	Max 🗌 = 🗹 0 🌩
All	<ul> <li>All</li> </ul>	Total Sold 🗌 = 🚽 0 🚔
O One	One User defined field 2	Sold This Week 🗌 = 🚽 0 🚔
● All	All	Sold Last Week 🗌 = 🚽 0 🚔
○ One	○ One	Sold This Month 🗌 = 🖂 0 🌩
Section2	User defined field 3	Sold Last Month 🗌 = 🚽 0 🐳
All	All	
O One	○ One	Sold Last 6 Mos 🗌 = 🚽 0 🚖
Bin	Web exclude only Exclude "Web exclude" Used	Sold This Year 🗌 = 🔤 🛛 🗘
All     One	Include Inactive Records Remain	n Sold Last Year 🗌 = 🔤 🛛 🗧
	Show Only Inactive Records Used book master records only	Retail price 🗌 = 🔤 0.00 🖨
Published = V / /	Created = V / /	List price 🗌 = 🔽 0.00 🜩
First Received = V / /	Out of Stock = V / /	Web price 🗌 = 🔽 0.00 🖨
Last Sold = V / /	Last Received = V / /	
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 an 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 the 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		<pre>     Field Width:         0</pre>							
Font Primary Sort Total	Size Size Secondary Tertia	~							
F1 Help F6 Load	Save Settings 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 Author CBO	^		ISBN/SKU 19 Bin 4 Title/Descrip 41	^
CoverPrice Created Date1stRec Department_code Distributor1_code Distributor1_name Item/UPC LastDisc LastRec LastSold	~	» > (	Department_name31Section1_name31RetailRrice6OnHand5Publisher_name31\$ DatePub11Comment21	~

These too can be saved for repeated use.

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

M Print Report								
<ul> <li>Report to printer</li> <li>Report preview</li> </ul>	•							
<ul> <li>Output to</li> </ul>	Output to C:\PROGRAM FILES (X86)\ANTHOL(							
File Type	⊖ Text (*.txt)	○ Excel (*.xls)	<b>I</b> ⊈• <u>E</u> xit					
(	Delimited (*.csv)	○DBF (*.dbf)						
(	⊖ PDF	OHTML						
	O Graph							
			Save Settings					