

Using Query to create an export file

Overview:

Query is used to filter and sort Anthology “List View” screens according to criteria you define. The filtering (Query) can be saved and recalled over and over by using “Select Query” or used just once and discarded. In the example below we are filtering the Inventory list view to show items sold this week.

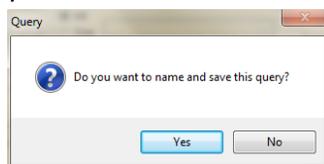
Quick Steps:

1. Open Master Files | Inventory
2. Choose Actions | Construct a Query
3. Choose “Sold this week” > 0 (as shown below)

The screenshot shows the 'Query' dialog box with the following settings:

- Query Name: (empty)
- Author: All
- Publisher: All
- Department: All
- Media: All
- Section1: All
- Section2: All
- Bin: All
- Published: //
- Created: //
- Out of Stock: //
- Last Sold: //
- Last Received: //
- Sold Between: // and //
- OnHand: 0
- OnOrder: 0
- CBO: 0
- Min: 0
- Max: 0
- Total Sold: 0
- Sold This Week: > 0
- Sold Last Week: = 0
- Sold This Month: = 0
- Sold Last Month: = 0
- Sold Last 6 Mos: = 0
- Sold This Year: = 0
- Sold Last Year: = 0
- Retail price: 0.00
- List price: 0.00
- Web price: 0.00
- Save Settings: checked
- F12 Run: highlighted

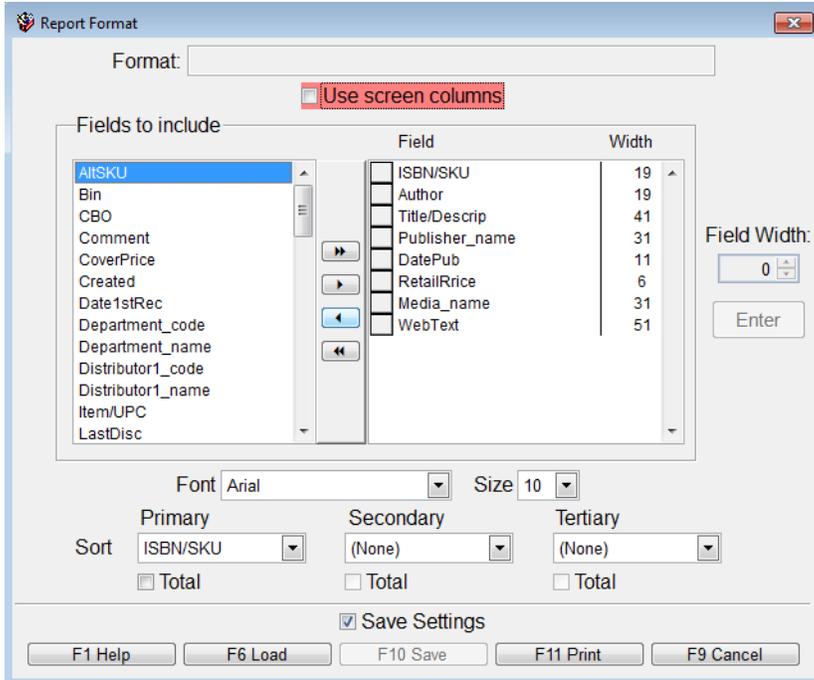
4. Choose F12 Run
 - a. When the Run option is chosen you are prompted to name the query (save it). If you choose yes the query will be available via “Select Query” if not it will be discarded after you use it this time.



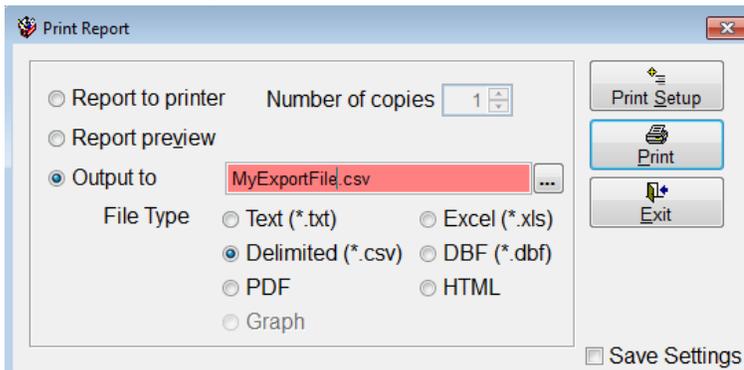
5. This action filters and sorts the list view of the inventory screen according the criteria you selected.

Exporting the filtered list

1. With the Query applied choose F11 Print
2. Select the fields to export (print)



3. Then choose F11 Print on this dialog box.
4. On the next dialog box we choose the format to export (print) , name the file, and choose print.



5. Unless you choose another location the default directory to save these files is you Anthology Directory.