

# **QUERY REPORT MANUAL**

**Version 06.08.05**

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## Query Files Listing

FILE QUERY NAME	DISK NAME
103 549-DUMMY TITLE TBL	MAGDATA/TTLTBLA
135 A/R BATCH FILE	MAGDATA/ARBATCHA
17 A/R DESCRIPTION FILE	MAGDATA/ARDESC
18 A/R TRAN FILE	MAGDATA/ARTRN
80 ACKNOWLEDGEMENT	MAGDATA/ACK
121 ACME IMPORT	MAGDATA/ACMEIMP
114 ACME WKLY SLS	MAGDATA/ACMEWKSLS
29 ALIAS TITLE FILE	MAGDATA/ROUTEREC
107 ALIAS TITLE FILE	MAGDATA/TTLDUMY
81 ALLOTMENT	MAGDATA/ALLOT
90 ALLOTMENT-LOC/QTY UCS	MAGDATA/AQTYUCS
85 ALLOTMENT-SPLITS UCS	MAGDATA/SPLITUCS
83 ALLOTMENT-TTL/QTY UCS	MAGDATA/ALLTUCS
84 ALLOTMENT-VERSION UC	MAGDATA/VRSNUCSA
27 ALT RETAILER FILE	MAGDATA/DLRALT
87 ALT TITLE FILE	MAGDATA/TTLALT
10 AUTHORIZED LIST NAME FILE	MAGDATA/AUTH
12 BASE FILE	MAGDATA/BASEFILE
14 BIN ERROR FILE VIP	MAGDATA/BINERROR
15 BOOK BACK ORDER FILE	MAGDATA/BACKORD
9 BOOK CRITERIA FILE	MAGDATA/CRITERIA
43 BOOK CRITERIA SLS TYP/CATG	MAGDATA/CATPROF
4 BOOK MASTER FILE	MAGDATA/BKMASTER
74 BOOK MASTER-WEST	MAGDATA/WBKMASTER
63 BOOK O/R	MAGDATA/BOOKOR
13 BOOK ON ORDER FILE	MAGDATA/BORD
16 BOOK RETLR BACK ORDER	MAGDATA/CSTBKORD
2 BULK FILE	MAGDATA/BULKFILE
94 CALL IN FILE UCS	MAGDATA/CALLUCS
20 CALL-IN FILE	MAGDATA/CALLINS
78 CANCEL INVOICE	MAGDATA/PICKCHKA
8 CATEGORY FILE	MAGDATA/CATEGORY
48 CBS-WHOESLR PRODUCT	MAGDATA/WHLPROD
49 CBS-CHAIN STORE	MAGDATA/CHNSTR
67 CBS-RETAILER EDI E50	MAGDATA/DLREDIA
51 CBS-WHOESLR AR DESC	MAGDATA/WHLARDESC
50 CBS-WHOESLR DUNS	MAGDATA/WHLDUNS
52 CBS-WHSLR EDI MAILBOX	MAGDATA/EDIBOX
118 CHAIN AUTH LIST	MAGDATA/CHNLIST
120 CHAIN DIV FILE	MAGDATA/CHNDIV

100	CHAIN VENDOR	MAGDATA/CHNVEND
60	CLASS OF TRADE	MAGDATA/CLSTRADE
65	COMMISSION FILE	MAGDATA/COMISS
129	CRDA GROUP FILE	MAGDATA/CRDAGRP
130	CRDA GRP TITLES	MAGDATA/CRDATTL
41	CURRENCY CODES	MAGDATA/CURCODE
134	DELIVERY TYPE FILE	MAGDATA/DLVRYTYP
79	EDI 832 PRICE CHG	MAGDATA/PRCCBM
53	EMS PAYMENTS	MAGDATA/EMSPAY
56	EMSIDX	MAGDATA/EMSIDX
11	FORMULA FILE	MAGDATA/FORMLAA
62	FREIGHT	MAGDATA/FREIGHT
112	GAYLORD FILE	MAGDATA/GAYLORD
125	GROUP FILE	/u/dps/bin/GROUP
111	HHT RETURN FILE	MAGDATA/RTNDRECTB
116	N/D AP-HOLD FILE	MAGDATA/HOLDPYMTA
44	N/D RECON-HOLD FILE	MAGDATA/HOLD
40	IPDA EMS RETURN FILE	MAGDATA/IPDARTN
23	N/D ALT NAMES	MAGDATA/NDALT
59	N/D DEDUCTIONS FILE	MAGDATA/NDDEDS
92	N/D RETURNS	MAGDATA/NDRETNSB
36	N/D STMNT RECON FILE	MAGDATA/STMTFILE
55	N/D BULK TITLE ISSUE NOTE	MAGDATA/BULKNOTE
101	N/D EMAIL ADDRESS	MAGDATA/NDEML
106	ND/PUB PAYMENT TERMS	MAGDATA/PUBTERMS
6	ND/PUBLISHER FILE	MAGDATA/PUBLISHER
70	NEWSPR SUNDAY FILE	MAGDATA/NWSSUN
3	O/R FILE	MAGDATA/ORFILE
97	O/R ISSUE DATA	MAGDATA/ORFILE
26	O/R RETLR ANALYSIS	MAGDATA/ORDLRANL
37	O/R TITLE ANALYSIS	MAGDATA/ORTITANL
109	OVER SEAS	MAGDATA/OVERSEAS
117	PAID PAYMENT FILE	MAGDATA/PAIDPYMTA
77	POS	MAGDATA/POSDATAA
95	POS FLOW UCS	MAGDATA/POSFLOW
110	POS HOLD FILE	MAGDATA/POSHA
91	PREFERRED SHIPPER	MAGDATA/PRFSHIP
99	PROBLEM DISTRIBUTION	MAGDATA/PRBUCSA
7	PRODUCT FILE	MAGDATA/PRDUCT
72	PRODUCT RETAIL (344/5)	MAGDATA/PRDRTL
31	PRODUCT SALES	MAGDATA/NEWSALE
124	PROGRAM FILE	/u/dps/bin/PROGRAM

126	PROGRAM GROUP DATA	MAGDATA/PASSGRP
71	PUB REP PRINTER LOG	MAGDATA/CAPPRT
46	QUERY FILE NAMES	\$MAGLIB/QNAME
47	QUERY REPORT NAMES	MAGDATA/QRPT
34	QUERY SALES	MAGDATA/WKSALE
69	QUERY TITLE AUTH	MAGDATA/TTLAUTH
64	RAMP RETURN FILE	MAGDATA/RETURN
58	RDA CONTRACT	MAGDATA/RDAFLE
39	RDA ISSUE SELEC FILE	MAGDATA/RDAISS
38	RECEIVE/ALLOT FILE	MAGDATA/RECV
28	REORDER FILE UCS	MAGDATA/REORDER
5	RETAILER FILE	MAGDATA/RETAILRA
88	RETAILER RTN REFER	MAGDATA/DLRREF
138	RETAILR UPS/HHT FILE	MAGDATA/DLRHHT
108	RETURN BATCH FILE	MAGDATA/RTNBATCH
61	RETURN CALL-IN FILE	MAGDATA/RTNCALL
119	RETURN CONTROL FILE	MAGDATA/RTNCNTRL
19	RETURN FLOW FILE	MAGDATA/RETNFLOW
66	RETURN PATTERN	MAGDATA/RTNPATN
45	RTLr CATEGORY PROFIL	MAGDATA/PROFILE
24	RTLr RACK LOAD BY WK	MAGDATA/DLRPROF
32	SALES TRANS WK TO DT	MAGDATA/DTLSALE
42	SAVE BASE FILE	MAGDATA/SAVEBASE
54	SAVE BILLING	MAGDATA/SAVBLNG
68	SAVE EDI DATA	MAGDATA/SAVEEDI
113	SCAC CARRIER FILE	MAGDATA/SCAC
133	SCAN STAT FILE	MAGDATA/SCANSTAT
73	SHIP/TRACKING FILE	MAGDATA/TRACK
93	SHIPPER BREAKUP/HUB	MAGDATA/SHIPHUB
89	SHIPPER MASTER	MAGDATA/SHIPMAST
115	SHIPTYPE	MAGDATA/SHIPTYPE
76	SHORTAGE BIN FILE	MAGDATA/SHRTBIN
75	SKU FILE	MAGDATA/SKU
33	SPECIAL PRICING FILE	MAGDATA/OFFPRICA
105	SPECIAL UPC TABLE	MAGDATA/SUPCIDXA
21	SPLIT FILE	MAGDATA/SPLIT
131	STATIC BIN FILE	MAGDATA/STATBIN
22	SUB CHAIN FILE	MAGDATA/SUBCHN
128	TERMS FILE	MAGDATA/TERMSA
96	TIE SHIP	MAGDATA/TIESHIPB
132	TITLE CHANGE FILE	MAGDATA/TTLCHG
1	TITLE FILE	MAGDATA/NTITLE

122	TITLE/UPC INDEX 2	MAGDATA/PUPCIDX
35	UNSIGNED INVOICE FIL	MAGDATA/UNSIGNINA
30	UPC/TITLE INDEX	MAGDATA/TUPCIDXA
127	USER FILE	MAGDATA/USER
102	VENDOR O/R DATA	MAGDATA/ORVEND
123	VIP AR FILE	MAGDATA/VIPAR
25	VIP F9 KEYS PROCESS	MAGDATA/VIPF9
86	WAREHOUSE BULK	MAGDATA/WHSEBULKA
82	WAREHOUSE MASTER FILE	MAGDATA/WAREHOUSE
98	WEEK SALES FILE	MAGDATA/WEKSALEA
136	WEEKLY A/R DESC	MAGDATA/WKLYDESC
137	WHSE REORD STATS	MAGDATA/WHROSTAT
57	WORKOR FILE	MAGDATA/WORKOR

## Query Report Specifications

### Q110 - Create Query Report Definition

Used to create personalized reports or inquiries with information selected from the files you designate. Headings for the report are created by the user. Column titles are supplied but can be changed as you set up the report or after you have completed setting up the fields to print.

When creating a query report you can select information to print from any 3 files. For example, if you were printing information from the Bulk File and wanted title name to print (from the Title File), then the Bulk File is your primary (from) file and the Title File would be the secondary (to) file. As you are selecting the fields to print on the report, you will need backup at 'Field Number' to 'File Number' to select another file. The maximum number of fields that can be selected for any one report is 75. A message displays if that number is exceeded.

Following is an explanation of each prompt in code Q110. It is divided into 2 screens. The first screen is used to number and name the report you are creating and to specify line spacing on the report.

The second screen is where you specify what files to use, what fields to print, and create your headings.

Below is an explanation of each prompt on your first screen:

**Query Report Number** 3 digit numeric (1-999)

This number will identify the report you are creating/updating.

To view existing report numbers, press F4 here. A window will pop up showing you the numbers used and the name of the report. Use F5 to page through the window, use F6 to page backwards. If you find the report you want to change/delete, either arrow to the number and press enter or press F1, then key in the report number.

**Query Report Name** 40 alpha / numeric

This allows you to name your report. If you had entered an existing report number, this name will only display and you will at the next prompt:

Delete (Y/N)

Y/N

If you want to delete the report number you entered, key 'Y' here. The report will be deleted and the cursor will return to 'Query Report Number'. 'N' will continue on.

**Report Spacing (1,2)** 1 digit (1-2)

This determines whether or not the body of this report is single spaced (1) or double spaced (2).

**Total 1 Spacing** 1 digit (1,2,3)

**Total 2 Spacing** 1 digit (1,2,3)

**Total 3 Spacing** 1 digit (1,2,3)

This determines the number of blank lines that are skipped after a total line has printed. Total 1 corresponds to major total, total 2 to the intermediate total, and total 3 to the minor total on your print report request.

Below is an explanation of each prompt on your second screen:

**Query Report Number** 3 digit numeric (displays only)  
Displays the report number and name you are creating.

**Line Number**  
Determines what line (1 or 2) the field you are requesting will print on. You are allowed to print up to 2 lines of information for each record in the file you are reading/printing.

**Column Number**  
This number will automatically advance by one each time you select a field to print.

The only time you would need to key a column number less than what is displayed is if you want to change the characteristics in a previously selected field (i.e., totals on columns, edit pattern, sort, etc.).

**File Number**  
Enter the file number of the file that the data you want to print is in. Press F4 to have the window display the available files and their numbers in alphabetical order. Use F5 and F6 to scroll through the available files. Press enter at the file number to be used or press F1 and key the file number.

**Field Number**  
Enter the field number you want to print in the sequence they will appear on the report from left to right. You can press F4 to have a window display the available fields and their numbers. Once you enter the field number, the field's name will display next to it for sight verification.

Once you enter the field number, the following will display to allow you to specify how you want the field to print, what its column heading is and more.

**Print This Column** Y/N  
Y - indicates you want this field to print  
N - indicates this field is not to print but will be used later for either calculation purposes or sorting and selecting of data.

**Total This Column** Y/N  
If the data that is printing is a numeric field, you can have the accumulated amount print for this column when a total line prints. Enter 'Y' to make a total print.

**Column Heading**

This is what will print on the report identifying the column of data that is to print.

A standard column heading will display. You can use this by pressing enter or simply key over what is displayed.

If the data you have selected to print is 3 characters/digits long, only 3 characters will print for the column regardless of what is entered here.

**Possible Selection****Y/N**

'Y' means that this field will be one of the select options when you print this report.

**Possible Sort****Y/N**

'Y' will allow you to sort your report on this field. This means that this field will be one of the sort options when you print this report.

**Sort Order****A/D**

Indicates whether you want to sort the selected field in ascending or descending sequence.

A - this field will sort/print in ascending sequence

D - this field will sort/print in descending sequence

**Edit Mask**

This displays only if this data field is numeric. A standard edit mask will display. If you want to change it, simply key over it. Example: balance forward is 9 digits long with 2 decimals. The standard edit pattern is zzzzzz0.zz - If you want commas in there, then key z,zzz,zz0.zz - or zzzz,zzz.00-. Another example is national distributor number. National distributor number 4 will print as follows for different edit patterns. Z stands for zero suppress.

zzzzz	4
z0000	0004
zzz00	04
0	0004

**Print Characters**

For data fields that are not totally numeric (example title name), the total number of printable characters displays here. This means this much space will be set aside on the print line to print this field.

If you do not need to print all these characters or you think you will run out of room on your report, you can lower this number to whatever you want (equal to or less than what is displayed). Example, you are printing city, it displays 17, you can change it to 10. Then only the first 10 characters of city will print.

**Starting Print Position**

This displays what print position number this data field will start printing. If you want to leave more than 1 blank space between columns, you can add, for example 5 to this column and key that number here. If it displays starting position 10, key 15.

If this column is numeric and you have keyed 'Y' to total this column (prompt total this column is a 'Y'), you should add at least 2 to the starting print position to allow for the full total number to print.

**Number Of Decimals (displays only) info only****Number Of Print Characters (displays only)****Edit Mask OK? (Y/N)**

Displays only for numeric data fields. Allows for review of the edit mask along with the number of decimals and print characters.

Y - continues on

N - lets you change the edit mask (this is not a permanent change except to this report).

As you complete entering all the data for a field the cursor will return to the prompt 'Enter Field Number'. The heading you specified on the edit pattern for the field displays at the bottom of your screen. This allows you to view the report as it is being created.

If you have completed entering all the fields you want to use on the report, press F9. The cursor will move to the bottom portion of the screen where the layout of your report heading and detail lines are displayed. You have 6 lines available for headings. The first line automatically puts your report name on it. You can change this by simply keying over it. If you do not want anything on any of the lines, press enter to bypass it. If you want a blank line to print, key in the word 'BLANK' in the first 5 digits. The headings that you specified for each field are displayed on line 5. If you want a blank line between your column headings and the first line of data, key the word 'BLANK' on the 6th line.

**Other Options****Constant**

You have the option to print specific data on each line of your report. For example, you may want \*\*\*\* to print before and after a field. To specify a constant, at Field Number enter 998. You will be prompted for :

**Field Format**

Enter the type of data you will be using as a constant

N - numeric field (0-9)

S - signed field (this is a numeric field that will show a (+) or (-) with the numbers (0-9)

- X - alpha field (a-z plus\*, d,-,\$,etc.)
- D - date field (MMDDYY)
- B - date field displayed in reverse (YYDDMM)

### **Constant Data**

Enter up to 36 characters of data. This is the data that will appear as a constant on your report.

The screen will then go to the normal prompts of 'Print This Column', 'Total This Column', etc.

In the example above where you might want to print \*\*\* before and after a field, enter 998 for field number. Do this before you enter the field number that is to be surrounded by \*'s. 'Field Format' would be an X. In 'constant' data, key '\*\*\*\*\*'.

You can also use the constant option for a calculation. If you wanted to multiply some field by 3, then the 'field format' would be 'N', enter 3 in the 'constant data', then continue on. This constant field will display in the calculation window (described below) as one of the fields to be able to use.

### **Calculations**

You can use any of the previously requested numeric fields on your report to perform mathematical calculations and have the result of that calculation print or use for future calculations.

To specify a calculation, enter field #999. Two windows will pop up. One shows the calculation as you key it with the fields that are involved. The other window shows the available numeric fields that can be used in the calculation. Once you request a field to be used, a window will pop up requesting you to enter the arithmetic operation you will be using (+, -, \*, /). When the last field in the calculation has been selected, press F9 at the arithmetic operation window to end the calculation. The standard prompts (i.e., 'Print This Column', 'Total This Column', 'Column Heading', etc.) will display and allow you to designate how to print this column on the report.

### **Using Multiple Files**

To create a report using multiple files, start by selecting the first file number that you need to retrieve data from. Select from that file all of the fields that you want to appear on your report. After the last field has been entered press F1 at Field Number, the cursor will return to File Number. You can then enter the next file number that you would like to retrieve data from.

O/R issue number can be selected to print or export from the Query System. Query file number 97, O/R Issue Data, is a file with issue number that is linked to the query O/R File (#3). When creating a report or a file export from the query O/R File (#3), select at least one field from the O/R file (#3) before linking to the O/R Issue Data file (#97).

**Two Lines Of Data Per Record**

If the amount of information you want to print for each record does not fit on one line, you can specify line number 2 and then request more data to print. This is done by using the F1 key at Field Number to backspace cursor up to the Line Number prompt.

**Q120 - Query Request**

Used to display or print a query report. Code Q120 also lets you temporarily change the range of data that will print/display or the sort order requested originally in code Q110. Below is an explanation of each prompt in code Q120 and the associated response.

**Query Report Number**

Enter the number of the report to print or display as it was created with Q110. F4 for lookup.

**Enter Report Number**

Enter a number 1-99 that you want to assign to the format you are about to key. Once you have entered a number, the system allows you to enter 30 characters of description to give your report format a name.

You can also press F4 at 'Enter Report Number' to display existing report numbers and their 30 character descriptions. You can arrow down to review more than what is in the window, then press enter at the desired number or press F1 to return to 'Enter Report Number' prompt.

Next the available select options that were set up in Q110 will display. For example, a report may have the following selections:

**Select By**

1 - National Distributor	2 - Product
3 - Category	4 - Frequency

Enter your selections. After each selection number, the system will allow you to enter your criteria. For example, if you want to select products 3 through 5, for National Distributor 40, it would show:

		From	To
Selection (1):	2	3	5
Selection (2):	1	40	40
Selection (3):			

You will then be at selection (2). If you have no further selections, press F9.

You will then be given your sort/totals options that were set up in Q110. For example, you may have the following sorts available:

**Sort/Total By:**

1 - National Distributor	2 - Product
3 - Category	4 - Frequency

Each sort selected will allow you to specify whether or not you want totals.

Notice on 'Major Sort' you have four total options:

- N - no totals
- Y - yes, print a total line when group changes
- O - print totals only, no detail
- P - page break and print total line when group changes

The system will then display your select/sort options and ask it is correct. It will look like this:

Enter report number: 88 demo (what you keyed)

Select:      National Distributor      40              40  
 Product:                                      3              5

Sort:              Category                      Totals Requested

Is this correct? Y/N/M: (enter will assume 'Y')

- Y - will continue on,
- N - will go back to report number and start over.
- M - modify will take you back to report description.
- D - will delete the report number (format).

Once you reply 'Y', the printer selection will display.

### **Q115 - List Query Report**

Prints the detail of a specific query report or all query reports on file. The listing includes the report name, report heading, and column title names, the data fields selected and their corresponding range, sort order, and print specifications. The prompts are as follows:

Select By:

- 1 - Report Number                      2 - File Number
- 3 - Sequence Number                  4 - Field Number

Sort/Total By:

- 1 - Report Number                      2 - File Number
- 3 - Sequence Number                  4 - Field Name

### **Q116 - Query File Layout Definition**

For the report number selected, this will print a line for each field you have setup to print. This is a summary type report where Q115 is detail.

Select By:

- 1 - Report Number

Sort/Total By:

1 - Report Number

**Q117 - Query Key From/To Listing**

Prints the files that are "linked" to each other for creating reports. It will show what files you can print in conjunction with each other.

Select By:

1 - Report Number

2 - To File Number

Sort/Total By:

1 - Report Number

2 - To File Number

## Query Export Specifications

### Q210 - Create Query Export Definition

#### Query Export File Number

3 Digit Numeric (1-999)

This number will identify the file you are creating or updating. To view existing file numbers, press F4 here. A window will pop up showing you the numbers used and the name of the file. Use F5 to page forward through the window, use F6 to page backwards. If you find the file you want to change/delete, either arrow to the number and press enter or press F1, then key in the file number.

#### File Name

This allows you to name the file you are creating. If you had entered an existing file number this name will display and you will be at the next prompt.

#### Delete (N/Y)

If you want to delete the file number you entered, key Y here. The file layout will be deleted and the cursor will return to 'Query Report Number.' 'N' will continue on.

#### Delimiter Character

Identifies how to separate the fields for the software this file will be used with on your PC.

#### Column Number

This number will automatically advance by one each time you select a field to download.

The only time you would need to key a column number less than what is displayed is if you want to change the characteristics in a previously selected field (i.e. Possible Selection, Possible Sort, etc.).

#### File Number

Enter the file number of the file that contains the data you want to download. Press F4 to have the window display the available files and their numbers in alphabetical order. Use F5 and F6 to scroll through the available files. Press enter at the file number to be used or press F1 and key the file number.

#### Field Number

Enter the field number you want to download in the sequence you want. You can press F4 to have a window display the available fields and their numbers. Once you enter the 'field' its name will display for verification.

#### Possible Selection Y/N

Y means that this field will be one of the select options when you create this file.

#### Possible Sort Y/N

Y this means that this field will be one of the sort options when you create this file.

**Sort Order**                      **A/D**

Indicates whether you want to sort by this field so it is in ascending or descending sequence (If you select this field to sort on).

A - This field will sort in ascending sequence - lowest to highest.

D - This field will sort in descending sequence - highest to lowest.

When you finish entering all the data for a field, the cursor will return to the prompt 'ENTER FIELD NUMBER'. If you want to enter additional fields, repeat the steps above. The maximum number of fields that can be selected for any one export is 75. A message displays if that number is exceeded.

When you have completed all of the fields for that file and you want to change files, key F1 to move the cursor up to the file number prompt. Repeat the steps above.

If you have completed entering all of the files and fields that you want in the export file, press F9 to process.

**Q220 - Add/Update Export File Request**

This code reads the file created with Code Q210, extracts the data from the data files and creates a new file for your use in other applications. The file will be written into your directory /u/dps/mag/query for export.

**Query Export File Number**

Enter the number of the file you created in Q210.

To view existing export numbers, press F4 here. A window will pop up showing you the numbers used and the name of the export. Use F5 to page forward through the window, use F6 to page backwards. If you find the export you want, either arrow to the number and press enter or press F1, then key in the export number.

**Report Number**

This works like all of our reports. You can save a report and number it 1 - 99 or you can enter 0 to make your selects and sorts. To view existing report numbers, press F4 here.

When you are through making your selects and sorts, you will be prompted, "IS THIS CORRECT?" (Y/N/M). 'N' will take you back to report number, 'M' will allow you to make changes to the selects and sorts, 'Y' will create a new file.

## **Query Screen Writer Specification**

Data entry can be a time consuming and tedious effort. Systems have data entry screen designs that display all the fields on the screen. The operators waste time tabbing through all the fields they don't want to change to get to the one(s) they do want to change.

Query Screen Writer (QSW) changes all that. Data entry screens can be created by you to be used once and then deleted or saved for repeated use. Using the agency defined screen eliminates the confusion of displaying unwanted fields. Setting up of the QSW will speed the entry of data and reduce data entry cost.

In Q310, you name the data entry screen to be created, then define the data entry screen's files and fields that will be changed. You have the option to add password protection for the screen to control access to the entry screen. The data entry process can be set up to require re-key verification and/or print an audit log. The re-key verification process can help you maintain accuracy for data input. The production of an audit log tracks the changes input and the original data prior to the change.

QSW should not be used to add records to a file. There are fields that need to be set to default values when a record is added and QSW does not do that unless those fields are selected for update.

### **Q310 - Create Query Screen Definition**

#### **Screen Number**

This is where you assign a screen number and name as you would a report in Q110. This has F4 capabilities to see what screen numbers have already been assigned.

#### **Enter Password**

You have the ability to password protect individual query screens. The password you enter here will then be required for a user to gain access to this query screen when using Code Q320. If you do not want to password protect a query screen, press return at the password prompt and no password prompt will display in Code Q320.

#### **File Number**

Enter the file number of the file that contains the data you want to add to or change. Press F4 to have the window display the available files and their numbers in alphabetical order. Use F5 and F6 to scroll through the available files. Press enter at the file number to be used or press F1 and key the file number.

#### **Field Number**

At the field prompt again press the F4 for the "pop up window" containing all the data fields available from the selected file. Arrow down to your selection and press enter. The screen will be built with the fields in the order they are selected.

The QSW process permits you to build the screen selecting only the data fields to be changed.

**Display Only (Y/N)**

To be used for record identification only. If you choose Retailer Name, for example, it will display on the screen, but you will not be able to make a change.

**Data (Replace/Add)**

Once you have selected the field you want to update, you have the option to replace (R) its data with what you key or, if the field is numeric, you can have what you key added (A) into the existing field.

**Duplicate (N/Y)**

This field allows you to key your data once and it will automatically be put into each record you enter without rekeying this data each time.

**Verify (N/Y)**

This field allows you to require a duplicate entry of the data you are changing for verification purposes. After the key entry task is complete, the system goes back to start so that the data can be keyed a second time. The second entry is compared to the first entry. If they are different, the Screen displays the message "Data is Not the Same - Rekey Correct Data" and returns to the field so that the data can be rekeyed to match the first entry or to be rekeyed with different data.

**Log (N/Y)**

Print this field's data before and after it was changed for audit trail purposes.

**Total in Log (N/Y)**

Calculate a total of this field both before and after changes for audit trail purposes.

**Q320 - Query Screen Update**

After the agency has completed the selection of fields and has ended the screen definition process (Q310), use Q320 to actually key your update data.

**Screen Number**

At the prompt for screen number you may press F4 to display available screens already defined, or enter the number of the screen you have created.

**Enter Password**

If the screen was set up in Code Q310 to be password protected, enter the required password. The password prompt does not display if the screen is not password protected.

The next screen to appear is the screen that has been created by you. You can now make the changes to your data.

You are provided with a printout, if requested, which shows the original data and what the data is after keying.

### Q490 - Drop and Reorg Query Records

You have the ability to run a reorg on the Query Reports, Exports and Screen Systems to drop records based on the last used date. Each time Q120 - Query Request, Q220 - Add/Update Export File Request and Q320 - Query Screen Update are keyed for a report, export or screen, the system date is put into a date field within the query report/export/screen being used. Code Q490 uses that date to drop queries from the Query System. Any report, export or screen with a date older than the drop date keyed, will be deleted. You can run Q490 in a non-update mode to see what is going to be dropped. The report lists the query number, type (E-export, R-report, S-screen), last used date and the name.

### Q010 - Copy Query From One Data Area To Another

This will allow agencies with multiple data areas to move a query report (Q120), a query export (Q220) or a query screen (Q320) to another data area. If the query number selected already exists in the data area being copied to, the screen will display the message "To File Already Exists, Continue? (Y/N)". If you enter "Y" to continue, the existing query will be deleted and replaced by the query being copied.

Step	Enter	Digits	Comments
	Code Q010		
1	File Type (R/E/S)	1	Select the query to be copied, 'R'(Q120 Report), 'E' (Q220 Export) or 'S' (Q320 Screen). For Client 135, the "S" option is not allowed.
2	From File Number	4	Enter the query number that will be copied from the "copy from" data area. F4 displays the "copy from" data area query numbers..
3	To Data Area	1	Enter the data area the query will be copied to.
4	To File Number	4	Enter the query number to be used for the query being copied. If the query number selected already exists in the data area being copied to, the screen will display the message "To File Already Exists, Continue? (Y/N)". If you enter "Y" to continue, the existing query will be deleted and replaced by the query being copied. F4 displays the "copy to" data area query numbers.
5	Copy The File	1	Y/N