

# BrioQuery 5.5 Quick Reference

Training  
Guide Page

|  |              |
|--|--------------|
| <b>Query Fundamentals</b>  | <b>2-47</b>  |
| Query Tab <ul style="list-style-type: none"> <li>• Bottom of screen</li> <li>• Build and modify query here</li> </ul>  |              |
| <b>Log on</b>  |              |
| 1. Data Model menu<br>2. Table Catalog<br>3. Logon with mainframe userid and password<br>4. Highlight table and drag to workspace<br>5. Fields listed in order that they appear in the table (not alphabetic)                              |              |
| 6. Drag fields to the Request line that are to appear in the report  | <b>2-63</b>  |
| 7. You can reorder fields on the Request line  |              |
| <b>Limits (Query Tab)</b>  | <b>2-71</b>  |
| 1. Double-click the field in the table list (not the Request line) to set a limit  |              |
| 2. Choose Show Values or type in the appropriate value <ul style="list-style-type: none"> <li>• Must be entered correctly</li> <li>• Case sensitive</li> </ul>   | <b>2-74</b>  |
| 3. Make the limit variable <ul style="list-style-type: none"> <li>• Highlight the field on the Request line</li> <li>• Click VAR on the Limit Line</li> </ul>  | <b>2-80</b>  |
| 4. Compound or multiple limits <ul style="list-style-type: none"> <li>• Using AND &amp; OR</li> </ul>  | <b>2-82</b>  |
| <b>Process</b> <ul style="list-style-type: none"> <li>• Click the process button to run the query</li> <li>• Produces Results</li> </ul>   |              |
| <b>Cancelling Queries</b> <ul style="list-style-type: none"> <li>• PC - press and hold ALT-END</li> <li>• Mac - Command-period</li> <li>• Do not turn off your workstation</li> </ul>  | <b>2-65</b>  |
| <b>Results</b> <ul style="list-style-type: none"> <li>• Results displayed in grid format</li> <li>• Number of records shows on status bar</li> </ul>   |              |
| <b>Sort</b><br>1. Select column<br>2. Click the A-Z or Z-A button  | <b>4-111</b> |
| <b>Multiple Sort fields</b><br>1. Turn on Sort Line - View menu/Sort line<br>2. Select first sort column<br>3. Click the A-Z or Z-A button<br>4. Drag secondary sort column from the grid to the Sort line<br>5. Press the Sort Now button | <b>4-114</b> |

|   |               |
|---|---------------|
| <b>Exporting the Results</b>  | <b>4-129</b>  |
| <b>Copy Results to the Clipboard</b>  | <b>4-131</b>  |
| <b>Enhancing the Results display</b><br>1. Click the column to format<br>2. Select Number from the Format menu  | <b>4-132</b>  |
| <b>Adjust column width</b><br>1. One column: Select column, then double-click on column's right border to adjust size<br>2. Select All columns <ul style="list-style-type: none"> <li>• Edit menu/Select All or CTRL-A</li> <li>• Format menu/Auto-size column</li> </ul> | <b>4-133</b>  |
| <b>Suppressing Duplicate Values</b>   | <b>4-135</b>  |
| <b>Row Numbers and Grid Lines</b>   | <b>4-135</b>  |
| <b>Pivot Reports</b>  | <b>10-177</b> |
| 1. After processing the query, click the Pivot tab at the bottom on the screen<br>2. Drag data labels from the Request line to the Top or Left panels of the Outliner<br>3. Drag data values (such as Units or Amount) to the bottom right panel of the Outliner          | <b>10-180</b> |
| <b>Add Pivot Report Totals</b>  | <b>10-186</b> |
| <b>Sorting in Pivot Report</b>  | <b>10-195</b> |
| <b>Exporting a Pivot Report</b>   | <b>10-205</b> |
| <b>Creating Charts</b>  | <b>11-217</b> |
| 1. After processing a query, click the Chart tab at the bottom of the screen<br>2. Choose a chart type on the Outline<br>3. Drag fields to the X, Y or Z panels to build the chart  | <b>11-221</b> |
| <b>Creating Detail Reports</b>  | <b>12-259</b> |
| 1. After processing the query, click the Detail tab at the bottom on the screen<br>2. Drag data labels from the Request line to the Outliner Document or Body Panels<br>3. Drag data values (such as Units or Amount) to the bottom right panel of the Outliner           |               |
| <b>Detail report Page Breaks</b>  | <b>12-277</b> |
| <b>Sorting the Labels in Detail reports</b>   | <b>12-279</b> |
| <b>Document Formatting, setting report preferences</b>  | <b>13-298</b> |
| <b>Adding Reports</b>   | <b>13-302</b> |
| <b>Duplicating Reports</b>  | <b>13-303</b> |

|  |               |
|--|---------------|
| <b>Multiple Tables/Joining Tables</b><br>1. Drag a second table to workspace<br>2. Tables must be joined<br>3. Tables have to have a relationships to joined <ul style="list-style-type: none"><li>• Student ID, FAS Account number, Course ID</li></ul> 4. Only one join between tables<br>5. Delete all extra joins <ul style="list-style-type: none"><li>• See also 15-328 "notes on manually joining items</li></ul> | <b>15-324</b> |
| <b>Creating Computed Columns in Results Section</b>  | <b>18-367</b> |
| <b>Computed Columns in Report Sections (Pivot, Chart, Detail)</b>  | <b>19-379</b> |