

INSTRUCTIONS FOR THE IMPORT OF CUSTOM QUERIES INTO THE QUERY WIZARD

This document will outline the steps necessary to import a custom query into the Query Wizard.

Please note that queries are stored locally, on the client PC. Therefore, if you wish to access the query from other PC's that access the BSDI database then the steps below will have to be repeated on these computers also.

Typically the custom query will be delivered via email; therefore, the procedure below provides instruction based on this assumption.

Procedure

- 1. Open the Email that you received from BSDI Support which contains your custom query.
- 2. When you click on the attached query, you will see the window below displayed, or one very similar depending on the email client that you are using.



- 3. Click on "Save".
- 4. This will open a "Save As" window.

Save As			? 🔀
Save <u>i</u> n:	🗎 My Documents	🕑 🕒 🔁 🔯 🗙	📸 🎫 Too <u>l</u> s 🕶
My Recent Documents	Name 🔺	Size Type	Date Modified 🔺
	BSDI Documents	File Folder	9/30/2005 9:2
	BSDI Web-Windows Architect	File Folder	9/30/2005 9:2
	bsdi_files	File Folder	9/30/2005 9:2
	Bug Sheets	File Folder	9/30/2005 9:2
	Copy of My Music	File Folder	9/30/2005 12:
Desktop	Corel User Files	File Folder	9/30/2005 9:2
My Documents	Creating, modifying, and assi	File Folder	9/30/2005 9:2
	🛅 Fax	File Folder	9/30/2005 9:2
	generating ssl_files	File Folder	9/30/2005 9:2
	How to Configure IPSec Tunn	File Folder	9/30/2005 9:2
My Computer	🔄 My Data Sources	File Folder	9/30/2005 9:2
	My eBooks	File Folder	9/30/2005 9:2
	Hy Pictures	File Folder	11/21/2005 10
	My PSP8 Files	File Folder	11/22/2005 1: 💌
	<	1111	>
My Network	File name: Fitness Test Not in Tin	ne Frame.qry	✓ <u>Save</u>
Places	Save as type: All Files (*.*)		Cancel

PO BOX 357 • CALIFON, NJ • 07830 Phone: (908) 832-2691 Email : support@bsdiweb.com 5. Click on the "My Computer" icon, on the lower left of the window, and navigate to "C:\Program Files\BSDI\UserQueries"

Save As				? 🐱
Save in:	🛅 UserQueries	🔽 🕲 🕶 🚺	💐 🗙 🞽 🎫 •	Too <u>l</u> s •
My Recent Documents	Name 🔺	Size	Туре	Date Modified 📐
	Aerobic Duration.gry	2 KB	QRY File	11/14/2005 11
	All Body Composition for Grou	2 KB	QRY File	2/8/2004 2:03
	All Members at Selected Locat	1 KB	QRY File	9/2/2005 4:15
	🖬 All Members of Group.qry	1 KB	QRY File	9/2/2005 4:16
	🖬 All Men at a Given Location.gry	2 KB	QRY File	9/2/2005 4:14
Desktop	🔟 All Men.qry	2 KB	QRY File	9/2/2005 4:14
>	🔟 All People with Diabetes.qry	2 KB	QRY File	2/8/2004 2:43
	All Tests for Group.qry	2 KB	QRY File	9/2/2005 4:19
	🔟 All Women at a Given Locatio	2 KB	QRY File	9/2/2005 4:19
My Documents	🔟 All Women.qry	2 KB	QRY File	9/2/2005 4:19
My Computer	Attendance Above Threshold	2 KB	QRY File	6/8/2004 11:3
	Attendance Below Threshold	2 KB	QRY File	6/8/2004 11:3
	Attendance by Location.qry	2 KB	QRY File	9/26/2005 1:4
	Attendance Leader Board.qry	1 KB	QRY File	11/4/2005 2:1 🚩
	<	1111		>
My Network	File name: Fitness Test Not in Tin	Fitness Test Not in Time Frame.qry		Save
Places	Save as type: All Files (*.*)	All Files (*.*)		

- 6. Click the "Save" button to save your query. (You do not need to change the file name.)
- 7. Repeat this process if you have received additional custom queries.

Accessing your custom query

- 1. To access your custom query; open your BSDI Client Software (Fitness Analyst, Check-In, or Retention Manager), and access the Query Wizard.
- 2. Navigate through the list of queries until you find your custom query.

No. 10 Solid Stand					
Query <u>R</u> esult <u>H</u> elp					
Current Query: Fitness Test Not in Time Frame	💽 🖸 🖬 🖶 🖉 🧐				
Result Fields ClientID , FirstName , LastName , Date					
 ○ Choose records where <u>all</u> of the following apply ✓ 1 Folder.ClientID Not In SubQuery Sub-query ✓ 2 Folder.Location is equal to Califon < Click here to add new condition > 	Query Description Participants who have not had an Fitness Test in a particular time frame.				
SQL Query result					

PO BOX 357 • CALIFON, NJ • 07830 Phone: (908) 832-2691 Email : support@bsdiweb.com