

# GL Query Builder Function Buttons

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Across the bottom of the GL Query Builder Report Designer form are a series of function buttons. Each function button is described below.

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## SQL Button

Clicking the SQL button will display the SQL code that is generated when designing a report query.

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## Clear Button

The Clear button is used to remove any report query design selections so that the User may begin working on a new report query.

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## Open Button

Clicking the Open button will open the Windows File Explorer to locate and retrieve a previously saved report query design file.

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## Save Button

Clicking the Save button will open the Windows File Explorer to specify a file name and location for saving a report query design file.

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## Export Button

Clicking the Export button will open the Windows File Explorer to specify a file name and location for exporting the results of a report query into a .csv file format. User permissions are required to be able to export the results of a query. If this button is dimmed-out, the user does not have permission to export.

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## Preview Button

Clicking the Preview button will open the report query results in report preview mode. The User is prompted to type in a title for the report and specify whether the report should be displayed in portrait or landscape view. Due to space limitations on a printed report, all data fields specified on the report query design may not be displayed in the report preview. Only the columns that will fit on the page will be displayed. If a report query results is exported to a .csv file, all selected data fields will be exported.

User permissions are required to be able to preview and print the results of a query. If this button is dimmed-out, the user does not have permission to preview or print.

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## Close Button

Clicking the Close button will exit the GL Query Builder. **If the current report query has not yet been saved, all work**

will be lost. The User will not be prompted to save the report query prior to exiting the GL Query Builder. Make certain to save the report query design prior to clicking this button.

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