



InfoQuest Client

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Using InfoQuest Client Manager

Getting Started

When you first execute InfoQuest Client32, you will need to sign on the 2200 host with the InfoQuest Client Manager. There are a few preliminary steps required:

1. Set up a user sign-on profile by selecting **User Profiles** from the **File** menu.
2. Click the **Add New** button, enter a **Profile Name** and press the **OK** button.
3. Next, enter a complete path to the InfoQuest script in the **Select Script Directory** text box or use the **Browse** button to easily locate the directory. Normally, the directory is located at C:\Program Files\KMSystems\InfoQuestClient\5.0\Scripts.
4. In the **Select Sign-on Script** list box, select the **signonscript.xls** file. Note: Normally this script does not need to be altered (see the note under **Select Sign-on Script** on the User Profiles dialog).
5. Select a DEMAND route from the **Host Route** drop-down list box. If no routes appear in this list box, you must configure one with the **UTS Configuration Utility** that accompanies InfoQuest Client. The person responsible for communications at your site should be able to provide you with the values needed by the **UTS Configuration Utility**.
6. Press the **OK** button.
7. Press the **Sign-On** button on the InfoQuest Client Manager.
8. Enter the **User-Id**, **Department** and **Password** in the text boxes provided. Note: These values are those set up by the InfoQuest Administrator when they performed InfoQuest User Registration.
9. Select the user profile created in Steps 1 through 6, above, from the **User Profile** drop-down list box.
10. Press the **OK** button and the sign-on process will begin. The script will prompt you to enter the 2200 User-id/Password you normally use to sign on to the 2200. If a Project-id, Account, etc are required for your sign-on, the script will also prompt you for those.

Note: If your InfoQuest User-id and Password are the same as those used to sign on to the 2200, you may configure InfoQuest Client to utilize them for both and bypass the first prompt mentioned in Step 10 (select **Configure** from the **File** menu and see **Use InfoQuest User-id/Password as System Sign-On** on the InfoQuest Client Manager Configure dialog).

InfoQuest Client Manager Overview

InfoQuest

InfoQuest is a powerful tool that allows you to get to information quickly and see it presented in a fashion that is meaningful to you.

InfoQuest steps you through a series of point-and-click windows that show you what information is available to you. If you see something that you would like on a report, you select it with a simple click of a mouse button or keystroke. In addition, InfoQuest gives you many powerful options that allow you to tailor your reports to your own specifications:

- InfoQuest allows you to be selective. You can instruct InfoQuest to search for information by categories that match certain conditions, values and/or range of values.
- InfoQuest will sort the information selected for you, and present it in the order that you would like to see it.
- InfoQuest will automatically accumulate subtotals and grand totals on any numeric information category that you choose to have totaled.
- InfoQuest gives you the capability of defining your own information categories and then deriving their values from the values of other information categories.
- InfoQuest allows complete control over the arrangement of the report. You may compose your own page headings, decide if page numbers are to be automatically generated, specify where page breaks are to occur, designate where the report is to be delivered, and much, much more.

InfoQuest Client

InfoQuest Client is a powerful set of closely related Microsoft Windows applications that integrate directly with InfoQuest components on the host computer system. InfoQuest Client interactions with the host computer system are transparent to you, the end user.

InfoQuest Client is made up of several Microsoft Windows applications. Each of these applications is closely tied to the others. They actually run as a single application. The following explains each InfoQuest Client application's function.

InfoQuest Client Manager

InfoQuest Client Manager is the main link to the other InfoQuest Client applications and to the host computer, system components of InfoQuest. All user interactions begin with InfoQuest Client Manager. InfoQuest Client Manager performs the following functions:

- Handle all communications with the host computer system.
- Handle user sign-on and security validation.
- Start other InfoQuest Client applications.
- Perform file transfers.

InfoQuest Client Request Development

InfoQuest Client Request Development is what you use to develop a particular InfoQuest request. The InfoQuest Client Request Development application is started by InfoQuest Client Manager.

InfoQuest Client Viewers

There are two report/file viewers available within InfoQuest Client for viewing results of your InfoQuest requests.

InfoQuest Client Quick Browser

The **InfoQuest Client Quick Browser** is designed to rapidly scan relatively large InfoQuest reports. The browser allows you to search for particular strings within the report, allowing very fast access to specific information.

The Quick Browser also provides the ability to save report data in dBASE and compatible formats, TAB delimited format or comma delimited format. This feature makes it very easy to use InfoQuest result data in other PC applications (both Windows and DOS).

The Quick Browser may also be used to print your result report on any printer accessible to you under your Windows environment. The Quick Browser allows you to set printer font and page margins as desired.

InfoQuest Client Viewer/Integrator

The **InfoQuest Client Viewer/Integrator** is a much more sophisticated application designed to be used with smaller InfoQuest result reports. The Viewer/Integrator will handle 10,000 or more lines, but it is recommended that it be used with reports of 1,000 lines or less.

The Viewer/Integrator presents your report in the form of a spreadsheet. The columns on the spreadsheet correspond to the columns on the report you developed. Once your data is loaded into the Viewer/Integrator, you may refine it in several ways.

The Viewer Integrator also provides graphic functionality where any data shown on the spreadsheet view can be easily represented in several different chart types.

Data from the spreadsheet can be easily placed into other Window applications using the Windows Clipboard **Cut**, **Copy** and **Paste** functions. Graphic displays can also be copied to other applications through the clipboard.

InfoQuest Client Procedures

Creating a Report or File

This topic explains the steps required to create a report or file using InfoQuest Client.

Downloading a Report or File to Your PC

This topic explains how to download an InfoQuest Client created report or file to your PC for viewing or for use in other applications.

Viewing a Report or File on Your PC

This topic describes how to view an InfoQuest report or file using the various InfoQuest Client viewing programs.

Sending Reports or Files to Other Users

This topic explains how to send your InfoQuest created reports or files to other users.

Sending Reports to System Printers

This topic explains how to send your InfoQuest created reports to system printers.

Deleting Reports or Files No Longer Needed

This topic explains how to delete InfoQuest result reports or files that you no longer need.

Deleting Requests No Longer Needed

This topic explains how to delete requests that you no longer require. Requests are not the actual InfoQuest result reports or files, but rather the parameters you developed in InfoQuest Client, which specify how the results are to be created.

Deleting Subset Views

This topic explains how to delete subset views and all the reports, requests and results that use that view.

Creating a Subset View

This topic explains how to create a subset view using an InfoQuest Client created file.

Scheduling Requests to Run Automatically

This topic describes the steps required to automatically schedule a request to run unattended at a predetermined time and frequency.

Changing the Automatic Scheduling of a Request

This topic describes the steps required to change the date, time and frequency that a request is being automatically scheduled.

Removing a Request from Automatic Scheduling

This topic describes the steps required to remove a request from auto scheduling.

InfoQuest Client Manager (Main)

The **InfoQuest Client Manager (Main)** control panel directs all interactions between InfoQuest Client components running on your PC and InfoQuest running on your host computer system(s).

The general layout of this panel consists of a tool bar located at the top (just below the menu bar) and a status box located at the bottom.

The status box tells you what InfoQuest Client is doing. Other status indicators will appear as certain actions take place.

Tool Bar Controls

The Tool Bar controls are a series of buttons located at the top of the **InfoQuest Client Manager (Main)** window. The buttons are arranged, left to right, in the logical order of doing work in InfoQuest.

**Create or Run Request**

Use this button to start the InfoQuest request creation process to create a new request from scratch or create a request from an existing request, or to rerun an existing request.

This action is only available after you have signed on.

See [Creating a Report or File](#) for the procedure to create or run a request.

**Download Results**

Use this button to download the results of request processing to your PC for viewing, printing or integrating into another application.

This action is only available after you have signed on.

See [Downloading a Report or File to Your PC](#) for the procedure to download results.

**View Downloaded Result File**

Use this button to view results of InfoQuest processing that you have downloaded to a file on your PC.

See [Viewing a Report or File on Your PC](#) for the available viewing choices.



Route Results to Users/Printers

Use this button to route results to other InfoQuest users or to system printers (printers attached to your InfoQuest host computed system).

This action is only available after you have signed on.

See *Sending Reports to System Printers* or *Sending Reports or Files to Other Users* for the appropriate procedure.



Delete Results or Requests

Use this button to delete obsolete results, requests or subset views that are stored on your InfoQuest host computer system.

This action is only available after you have signed on.

See *Deleting Reports or Files No Longer Needed*, *Deleting Request No Longer Required* or *Deleting a Subset View* for the appropriate procedure.



Subset Views

Use this button to create subset views.

This action is only available after you have signed on.

See *Creating a Subset View* for this procedure.



Auto Scheduling

Use this button to add, change or delete an auto scheduling entry.

This action is only available after you have signed on.

See *Scheduling Requests to Run Automatically*, *Changing the Automatic Scheduling of a Request* or *Removing a Request from Automatic Scheduling* for the appropriate procedure.



or



The caption of this button will change from **Sign On** to **Sign Off** depending on your current state.

Signing off does not close the InfoQuest Client Manager application. You may sign on, sign off and sign on again to a different InfoQuest System, or as a different user.



This button closes the InfoQuest Client Manager. If you have not signed off, you will be signed off automatically.

File Menu

User Profiles

Use this selection to configure user profiles for signing on to a 2200 host. You may configure separate profiles for different hosts or users.

When InfoQuest Client is first installed, you will need to set up at least one user profile before you attempt to sign on.

Configure

The **Configure** selection brings up the InfoQuest Client Manager Configure window where you may configure certain options for your personal requirements.

Exit

Exit has the same function as the **Close** button in the InfoQuest Client Manager panel.

Options

Change Password

Select **Change Password** to enter a new password value. This capability allows you to secure your InfoQuest sign-on from unauthorized access.

Trace to Window

Make this selection to trace InfoQuest Client/Host activity to a window. This option is generally only used for debugging InfoQuest Client problems. When checked, a window is displayed showing all messages sent between the host InfoQuest system and InfoQuest Client Manager.

Trace to File

Make this selection to write trace activity to a file.

Trace to File & Window

Make this selection to activate both trace facilities.

Close Trace

Make this selection to terminate trace activity.

Show Terminal Screen

Use this selection to make the hidden terminal screen visible.

NOTE: The Trace options and the Show Terminal Screen option are only available when InfoQuest Client is run with the "t" option on a command line prompt. You may add the "t" option to the InfoQuest Client icon on the desktop by selecting its Properties and adding "t" at the end of the Target.

Window

Location

Choose one of five possible locations for the **InfoQuest Client Manager** control panel:

- **Top Left** places the panel in the top, left-hand corner of the monitor display.
- **Top Right** places the panel in the top, right-hand corner of the monitor display.
- **Bottom Left** places the panel in the bottom left-hand corner of the of the monitor display,
- **Bottom Right** places the panel in the bottom, right-hand corner of the monitor display.
- **Floating** allows you to drag and drop the panel to any location on the monitor display. Hold down the left mouse button over the panel's caption bar and drag to the desired location and release.

Minimize on Leave

Use this selection to cause the panel to be minimized

Help Menu

Contents

The **Contents** option is used to display the InfoQuest Client Contents tab.

About

The **About** option is used to bring up the **About InfoQuest Client** box which displays information about the current version of InfoQuest Client Manager.

Arrange Selected Items List

All list boxes that contain items that may be rearranged operate in the manner described here. You may change the order of selected items in two ways: **mouse drag and drop** or the **Move Item Up** and **Move Item Down** buttons.

Mouse Drag and Drop Procedure

To use the mouse drag and drop method of moving items do the following:

1. Move the mouse pointer to the item in the **Selected** list you want to move then press and hold the left mouse button. Notice that the mouse pointer turns into a vertical, two-directional arrow, indicating the drag operation is in process.
2. Holding the mouse button down, move the mouse pointer to the item name where you want the selected item moved. Notice that the highlight bar follows the mouse pointer.
3. When the mouse button is released, the originally selected item will be moved to the position just

ahead of the highlighted item. The mouse pointer will turn back into the normal arrow pointer.

Move Item Up and Move Item Down

Items in the selected list may also be moved one position up or down using the **Move Item Up** and **Move Item Down** buttons. To use these buttons, you must first highlight the item in the Selected list that you wish to move, then simply click the appropriate button (the keyboard **<ALT>+U** or **<ALT>+D** keys may also be used).

User Profiles

The **User Profile** window is used to establish one or more user profiles to be used to sign on to a 2200 host with the InfoQuest Client Manager. A profile contains information that identifies the InfoQuest Script to be used to sign on and the route to the host. More than one profile may be developed for different scripts, routes, hosts and/or users.

Available Profiles

This list box contains all user profiles previously developed. Select one with the mouse to be configured.

Add new

Use this button to add a new profile to the list.

Rename

After selecting a profile from the **Available Profiles** list, use this button to rename the profile.

Delete

After selecting a profile from the **Available Profiles** list, use this button to delete the profile.

Select Script Directory

Use the **Browse** button to the right of this text box to change the location of the script directory.

Select Sign-on Script

This list box displays all previously developed scripts in the selected script directory. Select one for the selected profile.

Note: There is a generalized sign-on script (signonscript.xs) developed at KMSYS Worldwide that should meet most sign-on requirements at any site. The script executes the host InfoQuest Client program IQWS once sign-on is complete. The sample script assumes that InfoQuest was installed on the host with COMUS using the default installation mode; therefore, the script issues the processor call as follows:

```
EnterText "@xqt sys$lib$*infoq.iqws"
```

If a mode other than the default was used to install InfoQuest, you will need to change this line with the eXpress Script Editor provided with InfoQuest Client. For example, if InfoQuest was installed using mode A (MODE=INFOQA), you would change the line as follows:

```
EnterText "@xqt sys$lib$*infoqA.iqwsA"
```

As stated earlier, the script should require little or no modification at most sites; however, if your site uses TOMF to make the host connection, you will need to add the necessary script commands to simulate the keystrokes required by TOMF.

Host Route

This drop-down list box contains a list of all previously developed routes. Select one for the selected profile.

OK

Click this button to accept any changes and close the window.

Cancel

Click this button to discard any changes and close the window.

Sign On

The entries in the InfoQuest Sign On dialog are used to connect InfoQuest Client Manager with your InfoQuest host computer system. For most activities, you must be signed on (connected) to your host InfoQuest System. To connect to your host InfoQuest system, you must sign on by entering a valid InfoQuest user-id, department number and password. These values should have been registered in the host InfoQuest system by your InfoQuest Administrator.

User Id

Enter your InfoQuest user-id. This entry may contain up to 12 characters in any combination of letters and numbers.

Department

Enter your InfoQuest department number. The department number may be from one to five digits (all numeric).

Password

Enter your InfoQuest password. Your password may consist of up to 12 alphanumeric characters. As you enter your password, asterisks (*) will be displayed in place of the actual characters that you type. Note: Your password may be changed using the Change Your InfoQuest Password from the **Misc** menu.

Host Connection Path

This is a drop-down list of all the host connection paths available on your PC. Pick the path that connects you to the appropriate host InfoQuest System. Consult your InfoQuest Administrator for the correct connection path name.

InfoQuest Client Manager Configure

The **InfoQuest Client Manager Configure** window allows you to set certain options to meet your individual needs.

Default Download Directory

Use this text box to specify the default directory name to be used in downloading InfoQuest results. By default, this directory name is initially set to the same directory used for InfoQuest Client parameters. You may change to any other directory when selecting the file name in the **Download to File dialog**.

Browse

Use this button to browse for a drive and directory to contain the download files.

View and Parameter Directory

Use this text box to specify the directory name to be used to store InfoQuest Views and Parameters downloaded from the host.

Browse

Use this button to browse for a drive and directory to contain the views and parameters.

Use InfoQuest User-id/Password as System Sign On

Check this box if your host system user-id and password are the same as your InfoQuest user-id and password. If your system user-id and password are not the same, you will automatically be prompted to enter your system user-id and password during the sign-on process.

Force UPPERCASE Data Values

When checked, this item causes InfoQuest Client to automatically convert all data values you enter to UPPERCASE letters, regardless of keyboard shift state. This conversion affects only the letters A through Z. This menu item should be checked in most applications.

Force UPPERCASE Data Item Names

When checked, this menu item causes InfoQuest Client to automatically convert all data item names to UPPERCASE letters, regardless of keyboard Shift State. This conversion affects only the letters A through Z. This option is a matter of personal preference, and does not affect normal operation.

Apply

Click this button to save all configuration options immediately.

OK

Click this button to put current configuration changes into effect and return to the **InfoQuest Client Manager (Main)** window.

Cancel

Click this button to ignore any configuration changes and return to the **InfoQuest Client Manager (Main)** window.

Enter New InfoQuest Password

Enter a one- to six-character alphanumeric InfoQuest password in the **Enter password** text box. Notice that for security reasons, the characters you type are not displayed. Instead, asterisks (*****) will be shown.

Next, enter the password again in the **Re-enter password** text box. Since it is not possible to visually confirm that you entered the password correctly, this text box will assure that inadvertent mistakes are not made.

Note that you may have a different InfoQuest password than the password you use to sign on to the host system. If this is the case, use the Configure option on the **File** menu of the **InfoQuest Client Manager (Main)** menu to cause the sign-on procedure to prompt for the system user-id and password (uncheck the **Use InfoQuest User-id/Password as System Sign On** box).

Procedures

Creating a Report or File

Click **Create or Run a Request** button from the **InfoQuest Client Manager (Main)** window

This is the first of several steps you will go through in creating or running any InfoQuest request. You must be signed on to InfoQuest on the host computer system before beginning.

Select an Application

After you click on **Create or Run a Request**, the **Select InfoQuest Application** window will appear. This window shows a list of all InfoQuest applications for which you have been given access privileges.

Select the desired InfoQuest application by double clicking on the application name, or use a single click and press the **OK** button.

Select a View

Once you select an InfoQuest application, the **Select InfoQuest View** window will appear. This window shows all InfoQuest views within the currently selected applications for which you have been given access.

Select the desired InfoQuest view by double clicking on the view name, or use a single click and press the **OK** button.

Select How to Create the Request and Output Type

Once you have selected an InfoQuest application and view, you will tell InfoQuest Client how you want to create your request and what type of output it should be. This information will be provided on the **Request Activity Selection** window, which comes up once a view is selected.

The **Request Activity Selection** window provides two sets of options: one set allows you to tell InfoQuest how you want to create your request, and the other allows you to specify the type of output you want.

How to Create

InfoQuest allows you four options in how to create a request:

1. Start New Request - With this option, you start creating a request from scratch.
2. Create From Existing - If there are existing requests for the selected view, you may create a new request from the specifications of an existing request. This can save you a lot of time. The existing request will not be modified in any way.
3. Overlay Existing - The overlay option allows you to use an existing request to create a new request; however, the new request will replace the existing request.
4. Rerun Existing - The rerun option allows you to simply run an existing request again, unchanged. You may create a request once, and rerun it periodically.

If you choose the **Rerun** option, InfoQuest will immediately begin request processing according to the selected request specifications (see **Processing the InfoQuest Request** below).

Output Type

InfoQuest allows you to create InfoQuest output in report or display format, or as one of several file formats (see File Creation Options).

1. Report/Display - This type of output produces a columnar list that is intended to be viewed by you or others. These requests will have column headings, and may have optional subtotals, crossfoot totals, etc. There is no real difference between Report and Display, except that features like page numbering, page headers and footers are more appropriate for printed reports than they would be for viewing on a terminal or workstation screen.
2. File - This option creates a data file on the host computer system, that is meant to be used by other computer programs on the host or down-loaded to a PC and used by Windows or DOS applications. A major difference between File Creation and Report or Display Creation is that file output does not contain column headers, subtotals, etc. These Report or Display features are ignored when Files are created.

Developing the InfoQuest Client Request

Once you have completed the **Request Activity Selection** window, the InfoQuest Client Request Development application will be started automatically.

Naming the Request

Upon returning from the InfoQuest Client Development Application, InfoQuest Client Manager will display the **InfoQuest Client Name Request** window (assuming you did not cancel out of InfoQuest Client Request Development).

Your InfoQuest request specifications will be stored in the InfoQuest internal database by the name you enter here. The request name must not be duplicated (InfoQuest will check for duplication for you).

If you want InfoQuest to save the request but not run the request now, click on the **Save Request Only** check box. Since InfoQuest saves your request specifications in its internal database, you may choose to rerun the request at any time.

You can also register your request as private by checking the **Mark as Private Request** check box. Only someone signed on with your user-id may rerun or use the request marked as private by you.

Once you click the **OK** button, InfoQuest Request Processing will begin (see below).

Processing the InfoQuest Request

Once you have given your request a valid name, InfoQuest will process the request.

If you choose **not** to run the request at this time, the request development selections are saved in InfoQuest's internal database for later reference.

If, on the other hand, you wish to run the request now, InfoQuest will save the request development selections and run the request immediately. If off-line processing is selected during Request Development, the run is started and InfoQuest returns control to you.

To access the result report or file of InfoQuest request processing, you must download it to your PC. See Downloading a Report or File to Your PC.

Downloading a Report or File to Your PC

Click on the **Download Results** button from the **InfoQuest Client Manager (Main)** window.

Select the report/file to download. If a report/file has not been previously downloaded, it will be marked with an asterisk (*) to the left of its name.

After clicking the **OK** button, the InfoQuest Client Request Download Options window will optionally allow you to select how many lines/records from beginning and/or end to download (for preview).

Viewing a Report or File on Your PC

Click on the **View Downloaded Results File** button from the **InfoQuest Client Manager (Main)** window.

Select the viewer to use:

Quick Browser can be used to save files in other formats (dBASE, TAB or comma delimited) or simply used as a viewer.

Viewer/Integrator can be used as a spreadsheet and used to graph the results. You can further refine the report/file by deleting column/rows, further sort and summarize, and cut and paste into other Windows applications.

Select the file to be viewed. The file must have been previously downloaded.

Sending Reports or Files to Other Users

Click on the **Route Results to Users/Printers** button from the **InfoQuest Client Manager (Main)** window.

Select the type of routing: click **Send to Other Users** button.

Select the result (report or file) to be sent.

Select one or more users to receive the selected result report or file.

Sending Reports to System Printers

Click on the **Route Results to Users/Printers** button from the **InfoQuest Client Manager (Main)** window.

Select the type of routing: click **Send to a System Printer** button

Select the report to be sent.

Enter system printer's site-id and number of copies to print.

Deleting Reports or Files No Longer Needed

Click on the **Delete Results, Requests or Subset Views** button from the **InfoQuest Client Manager (Main)** window.

Select the type of delete operation: click on **Delete Result Reports/Files**.

Select the results to be deleted (one or more may be selected).

Deleting Request No Longer Required

Click on the **Delete Results, Requests or Subset Views** button from the **InfoQuest Client Manager (Main)** window.

Select the type of delete operation: click on **Delete Requests**.

Select an Application.

Select a View.

Select the requests to be deleted (one or more may be selected).

Subset View Definition and Procedure

An InfoQuest subset view is a view that was developed or extracted from a larger view. An integral part of InfoQuest Client Manager is its ability to create a subset database that may be automatically turned into a new view. This subset database is usually a smaller version (subset) of a much larger database. When a subset view is used during the execution of an InfoQuest request, the amount of time to retrieve the data is much less than the time it would take to retrieve the same data from the larger database.

To create a subset view, use the following procedure:

1. Develop an InfoQuest request that creates a **Disc (PCIOS SDF)** file. You are actually creating the subset database in this step.

Select any of the data items you would like to see in the subset view.

Also, enter the selection values necessary to limit the amount of data to be maintained in the subset database (e.g., only customers from the State of Pennsylvania, or all accounts that are past due, etc.).

Once you have chosen items for the file and entered selection values, you have met the minimum requirements to create the file. Click the **OK** button on the Choose and Arrange Data Items window to name and process the request.

Note: The request may be developed using such features as sorting, derived item calculations, automatic request scheduling, etc.; however, any column calculations, subtotal breaks or headings will be ignored.

2. Use the Subset Views button on the **InfoQuest Client Manager (Main)** window to create the subset view that will define the contents of the subset database created in the previous step. Select the same application and view that you chose when you created the subset database in step 1.

On the **Subset View** window, click the **Create a New Subset View** button. A dialog box will appear allowing you to give your subset view a descriptive name.

Click on the **Generate** button and the subset view will be automatically generated and ready for use. InfoQuest will place the subset view in the same application as the original view used to create the subset database.

3. Use the **Create or Run a Request** button on the **InfoQuest Client Manager (Main)** window, and select the same application as before. You will see the new subset view in the list of views available to you. Select the new subset view and create requests as with any other view.

Note: The subset database may be refreshed as often as necessary by rerunning the request that was developed in step 1.

Creating a Subset View

Click on the **Subset Views** button from the **InfoQuest Client Manager (Main)** window.

Select an application.

Select a view.

Select a Subset View activity: click on **Create a New Subset View**.

Enter a descriptive name for the new subset view.

Select requests from which to create the subset view (must be a PCIOS sequential file).

Deleting a Subset View

Click on the **Delete Results, Requests or Subset Views** button from the **InfoQuest Client Manager (Main)** window.

Select the type of delete operation: click on **Delete Subset Views**.

Select an Application.

Select a View.

Another window will appear allowing you verify that this is the view to delete. If you wish to continue with the deletion process, press the **OK** button. Note: This action will delete the subset view and all related requests and result reports or files.

Scheduling Requests to Run Automatically

Click on the **Auto Scheduling** button from the **InfoQuest Client Manager (Main)** window.

Select the type of scheduling operation: click on **Add Scheduler Entry**.

Select an Application.

Select a View.

Select the request to be automatically run.

Enter the start date and time (24-hour clock) that the request is to run (default is the current date and time). For the Frequency, choose Hourly, Daily, Weekly or Monthly. If Daily is selected, choose the days of the week that the request is to be run (multiple days may be chosen). If Weekly is selected, choose the day (one only) of the week that the request is to be run.

Changing the Automatic Scheduling of a Request

Click on the **Auto Scheduling** button from the **InfoQuest Client Manager (Main)** window.

Select the type of scheduling operation: click on **Change Scheduler Entry**.

Select an Application.

Select a View.

Select the request to be automatically run.

Enter the start date and time (24-hour clock) that the request is to run (default is the current date and time). For the Frequency, choose Hourly, Daily, Weekly or Monthly. If Daily is selected, choose the days of the week that the request is to be run (multiple days may be chosen). If Weekly is selected, choose the day (one only) of the week that the request is to be run.

Removing a Request from Automatic Scheduling

Click on the **Auto Scheduling** button from the **InfoQuest Client Manager (Main)** window.

Select the type of scheduling operation: click on **Delete Scheduler Entry**.

Select an Application.

Select a View.

Select the request to be removed from automatic scheduling.

Selecting Application/View/Request

Select InfoQuest Application

The **Select InfoQuest Application** window is the first step in creating or running an InfoQuest request. You have been pre-authorized in InfoQuest to have access to certain applications. From this window, you select which application you wish to access.

Application selection is also required when accessing the **Subset View** functions or the **Delete Request** function.

Select One Application From List

This is an alphabetical list of all InfoQuest applications for which you have access permission. You may select one from this list.

Refresh

Press this button to refresh the list of available InfoQuest Applications.

Next

Click this button to select the currently highlighted application name and continue to the next step (Select InfoQuest View). Double clicking the application name has the same effect.

Cancel

Click this button to ignore the current selection and abandon the request creation process.

Select InfoQuest View

The **Select InfoQuest View** window allows you to choose which view of the currently selected application you want to use in creating a request. You have been pre-authorized to have access to the InfoQuest Views listed in this window.

View selection is also required when accessing the **Subset View** functions or the **Delete Request** function.

Select One View from List

This is an alphabetical list of all views in the currently selected application for which you have access permission. You may select one from this list.

Refresh

Press this button to refresh the list of available InfoQuest Views.

Back

Click this button to ignore the selection and go back to the previous window (Select InfoQuest Application).

Next

Click this button to select the currently highlighted view name and continue to the next step (Request Activity Selection). Double clicking the view name has the same effect.

Cancel

Click this button to ignore the current selection and abandon the request creation process.

Request Activity Selection

The **Request Activity Selection** window allows you to select how you wish to create a request and choose what type of output your request is to produce.

How to Create

Use options in this frame to choose how you want to create your request.

Start New Request

Use this option if you want to start a new request from scratch.

Create from Existing

Use this option if you want to create a new request based on a current (existing) request. The existing request will not be modified in any way.

Overlay Existing

Use this option if you want to create a new request from a current request and replace the current request.

Rerun Existing

Use this option if you want to simply rerun a currently existing request unchanged.

Output Type

Use options in this frame to select the type of output your request is to produce.

Report/Display

Use this option to create a report to be printed or displayed (viewed on you PC).

File

Use this option to create a file on the InfoQuest host computer system. If this option is selected, the **File Creation Options** window will appear when the **OK** button is clicked.

Next

Use this button to accept your activity options and proceed to the next step.

Back

Use this button to go back to the previous window (Select InfoQuest View).

Cancel

Use this button to abandon the request creation process.

File Creation Options

The **File Creation Options** window allows you to specify what type of file your InfoQuest request is to produce. This window only appears following the **Request Activity Selection** window if the **Output Type File** option is selected.

Select File Type

Use options in this frame to select the desired file type. Options Disc, ANSI Tape and Print File are files that will only be usable on you host computer system. Disc (PCIOS SDF) files can be used in automatic, subset applications generation for InfoQuest. ANSI Tape files can also be read on other mainframe computer systems. The rest of the file types (PC ASCII, PC Delimited, and PC InfoQuest Defined) are designed to be downloaded to a PC for use in PC applications.

Note: When files are created, no headings, footings, subtotal or crossfoot totals are produced.

Disc (PCIOS SDF)

Use this option to create a PCIOS Sequential file. This type of file can be read by OS 2200 programs created with nearly any OS 2200 language compiler (ACOB, UCOB, FTN, etc.). This type of file can also be used for an InfoQuest subset application.

ANSI Tape

Use this option to create an ANSI Tape file. This type of file can be read by OS 2200 programs created with nearly any OS 2200 language compiler (ACOB, UCOB, FTN, etc.). ANSI tape files are also suitable for transporting data to other mainframe computer systems.

PC ASCII Text

Use this option to create a file that can be downloaded to your PC and used as an ASCII text file by other PC applications. The host file can be viewed with a host text editor, if desired.

PC Delimited

Use this option to create a file that can be downloaded to your PC and used as an ASCII text file by other PC applications. In this file type each field is enclosed within double quotes (") and separated by comas.

PC InfoQuest Defined

This file is similar to an ASCII text file, except that there will be field description records (one for each item in the file) placed in front of the data.

Print File

This file is a standard 2200 host symbiont containing print control characters. The file may be subsequently @SYMed to the host system or remote printer.

File Specifications

When creating any type of file, you must supply a file name. If you use the name of an existing file, it will be overwritten by you request.

Qualifier

Enter a valid OS 2200 file qualifier. The length must be from 1 to 12 characters. A qualifier can contain the letters "A" through "Z", digits "1" through "9", a "\$" or a "-".

File Name

Enter a valid OS 2200 file name. The length must be from 1 to 12 characters. A file name can contain the letters "A" through "Z", digits "1" through "9", a "\$" or a "-".

Estimated Size

Enter the expected file size in tracks (Disc spaces allocated on the host computer system). The default is 128 tracks, which should be enough for most requests. You should not set this lower than 128 track.

Next

Click this button to accept the current file options and continue.

Back

Click this button to ignore changes to file options and return to the previous window (Request Activity Selection).

Cancel

Use this button to abandon the request creation process.

Select InfoQuest Request

The **Select Request** window allows you to choose a current InfoQuest request from which to create a request or overlay a request.

Request selection is also required when accessing the **Subset View** functions or the **Delete Request** function.

View Only Your Requests

The caption of the button changes between **View Only Your Requests** and **Show ALL Requests Available**.

Available Requests

This is a list in descending date and time sequence of all requests available to you, or optionally, all requests created by you. The content of the list is dependent upon the state of the following button.

Note: Initially the list of available requests are displayed in descending date/time order. In other words, the most recently created request is at the top of the list and the oldest at the bottom. You may sort the list of requests on other criteria (Request name, Author, etc.). At the right-hand side of each column header is a small gray button that may be used as a shortcut to sort all requests on that column. The button acts as a sorting toggle. If the button face has a carat (^) on it, the data is arranged in ascending sequence. If the button face shows an inverted carat (v), the sequence is descending.

Refresh

Press this button to refresh the list of available InfoQuest Requests.

Back

Click this button to return to the previous step.

Next

Click this button to precede to the next step using the selected request. Double clicking a request name has the same effect.

Cancel

Use this button to abandon this process.

Using InfoQuest Client

General Steps in Building Your Requests

While most request-building functions can be accessed randomly, there is a recommended sequence of events to follow to avoid having to repeat steps. The following is a general sequence in which to proceed:

1. Choose which data items you need to use in developing your request. This step is automatically first because it uses the Choose and Arrange Data Items window. It is best to try to select all the data items you need at the very beginning of the request building process. Also, if you will be using Derived Item Definition for your request, add them at this point.
2. Arrange your selected data items in the order in which they should appear from left to right. This step is also done on the **Choose and Arrange Data Items** window. Keep in mind that if you will be sorting on one or more data items, the result will be more meaningful if the data items you sort on appear first (at the left).
3. While choosing and arranging your data items, it is a good idea to use the View Layout button to see how the result will be formatted.
4. Use selections from the **Optional Features** menu (or use the corresponding button on the button panel) to specify column calculations, crossfoot calculation, derived item calculations or logic, headers and footers, custom column headings and formats, and run options.
5. Use selections from the **Selection Values** menu (or use the corresponding button on the button panel) to specify what data is to be selected.

Choose and Arrange Data Items

The **Choose and Arrange Data Items** window is the main point from which you can create your InfoQuest request. Using this window, you select which data items you wish to use in your request. In addition, you specify the order of appearance of your selected data items from left to right. Items that are needed to build the request but are not to appear on the output may be marked as hidden.

Items Available in View

This list box contains the names of all data items available in the view you selected earlier. To the right of the data item names column is an "A" or "N" and a number enclosed in parenthesis. The letter A designates that the data item is defined and used as alphanumeric, and the letter N designates that the item is defined as numeric. The number specifies the length of the data item as it will appear in display or report output.

If the item is numeric and has decimal positions, the length will be followed by a period and the number of decimal positions. For example, 9.2 means the item is nine characters including the decimal point, with two decimal positions (example, 123456.78).

Select Item

You select items to be used in your request by moving items for the **Items Available in View** list box to the **Items Selected for Request** list box. To move an item from the **Available** list box to the **Selected** list box do the following:

1. Using your mouse or the keyboard, highlight the desired item in the available list box.
2. Either double click the highlighted item, or click the button labeled **Select Item from View**, or press **<ALT>+S** on the keyboard.
3. The item name will be appended to the end of the items listed in the **Selected** list box.
4. You can move items to the **Selected** list in this manner at any time. You need not be concerned about the order of appearance at this point.

Define a Derived Item

A derived item is an item derived from other data items that may include other derived items. The first step in creating derived items is to define them. Derived item definition is accomplished by clicking on the **Define a Derived Data Item** button that will bring up the Define a Derived Item window where you may define one or more derived data items. When you return, any derived items you added will appear at the end of the **Select Items** list.

View Layout

As you create your display or print request, you may preview how it will appear by clicking on the **View Request Layout** button (**<ALT>+V**). The Preview Request Layout window allows you to view, but not change, the request layout.

Items Selected for Request

This list box contains the names of any data items selected for use in your request. Selected items are listed in the order they will be presented in your result.

Arrange Selected Items

You may arrange selected items with the **Move Item Up** and the **Move Item Down** buttons for the desired order of appearance (left to right) in your result. See Arrange Selected Items List for the procedure used to order items.

Remove Item

If you wish to remove items from the selected list, simply highlight the desired item and click the **Remove Item** button, or move the mouse pointer to the desired item and double click.

Note: If you attempt to remove an item that is used in the calculation or derivation of a derived item, a message box showing where the item is used will be displayed. You will not be allowed to remove the item until you remove it from its other uses. In addition, you may not remove a data item that has been set up in the view as a required selection item.

If you attempt to remove an item that is currently used in data selection, you will be given a warning with the option to continue or cancel.

Hidden Item

The Hidden Item (Selected List) check box is used to indicate whether the currently highlighted item in the **Selected** list is to be hidden or not hidden from the user's view (not shown a part of the request output). You change the hidden/not-hidden state simply by clicking the check box, or pressing **<ALT>+H** on the keyboard.

Selected Item Information

Below the **Hidden Item** check box is an information box that displays details about the currently highlighted item in the **Items Selected for Request** list. The contents of this box will change as you add other specifications to items selected for your request.

Accumulated Width

Below the **Selected Item Information** box is a sliding scale display that shows how much of the available output width is available. For display and report requests, the maximum width is 256 characters. For file output requests, the maximum width is 4000 characters. This scale will be updated automatically as you add or remove data items to and from the **Items Selected for Request** list.

OK

The **OK** and **Cancel** buttons will close the InfoQuest Client request specification session. If you choose **OK**, your request will be submitted for processing.

Cancel

If you choose **Cancel**, all your work will be discarded (you will first be given a warning).

Toolbar

On the left side of the **Choose and Arrange Data Items** window is a vertical toolbar containing the InfoQuest commands used to tailor the request to your specific needs. These commands may also be issued from selections on the menu bar at the top of the window or from shortcut keys.



Sort and Subtotal Options

Use this selection to choose request item(s) on which you would like to sort. You may also specify a detail or summary report, control breaks, etc.

See Choose and Arrange Sort and Subtotal Items.



Column Calculations

Use this selection to specify which item(s) are to be totaled, counted, averaged, etc.

See Specify Column Calculations.

**Derived Item Calculations**

Use this selection to enter calculations for previously defined derived items. This type of calculation is limited to simple and compound statements utilizing standard arithmetic operators (+, -, *, /).

See Specify Derived Data Item Calculations (Standard Method).

**Free Format Derived Item Logic**

Use this selection to enter calculations for previously defined derived items that are marked as "Free Format." The Free Format derived item may be used when you need to add more complex conditional logic (IF and SCAN tests) and set data item values or special variables (SET command).

See Free Format Derived Item Logic.

**Headings and Footings**

Use this selection to add headers and footers to your request.

See Request Headers and Footers.

**Crossfoot Calculations**

Use this selection to add calculations that will be determined from existing total calculations at subtotal/total breaks.

See Specify Crossfoot Total Calculations.

**Customized Request Format**

Use this selection to customize column headings, column width, column value editing and column placement.

See Customize Request.

**Run Request Options**

Use this selection to specify special line spacing, line wrapping and column separation options.

See Run Request Options.

**Selection Values**

Use this selection to choose the mechanisms for entering selection values.

The **Item Selection Values and Ranges** mechanism allows selection to be made based on specific values or ranges of values. This is the most efficient mechanism since values are checked directly as each record is read. See Selection Values and Value Ranges.

The **General Selection And/Or Logic** mechanism search criteria may be grouped by AND/OR logic. This method is less efficient since the logic is performed after the normal selection takes place (see **Item Selection Values and Ranges** above) and after any derived items are calculated. See Enter General Data Selection Conditions.

**View Options**

Use this selection to get **Current Request Information**, View Layout of the request or **Restore Window Size**.



Open Recovery File

Use this selection to open a recovery file saved during the last InfoQuest Client session.
See Recovery File.

Choose and Arrange Sort and Subtotal Items

The **Choose and Arrange Sort and Subtotal Items** window allows you to specify how you want your request sorted, on which items you wish to accumulate subtotals, and several other related features.

Items Available in Request

This list box contains a list of all the items you have selected for use in the request from the **Choose and Arrange Data Items** window.

Select Item as Sort Key

You select items to be used in your request by moving items from the **Items Available in Request** list box to the **Selected Sort Key Items (in Sort Order)** list box. To move an item from the **Available** list box to the **Selected** list box, do the following:

1. Using your mouse or the keyboard, highlight the desired item in the **Available** list box.
2. Either double click the highlighted item, or click the button labeled **Select Item as Sort Key**, or press **<ALT>+S** on the keyboard.

The item name will be added to the end of the items listed in the **Selected** list box.

General Request Options

General Request Options pertain to the entire request, not individual items as do the options in the **Selected Sort Key Item Options** (see below).

Detail/Summary

The **Detail** and **Summary** option buttons are mutually exclusive, which means that only one can be pressed at a time. A detail request (the default) produces a line of information for each group of related data items. A summary produces one line for each unique occurrence on the combined sort keys on which subtotals are taken.

Note: If you choose the **Summary** option, you must have at least one column calculation specified on the Specify Column Calculations window.

Group Indicate

If this option is checked, sort key items used for subtotaling are only shown immediately following a change of value, and at the beginning of each new page. **Group Indicate** applies only to display and report requests, and is ignored for file requests,

Show Control Items in Headings

If this option is checked, sort key items used for subtotaling and marked as hidden are displayed above the column heading of the display and report request output. This option is ignored for file requests.

Show Subtotal Identification

If this option is checked, each time a subtotal is printed or displayed, it will be preceded by a line showing the data item and value on which the subtotal was generated.

Selected Sort Key Items (in Sort Order)

This list contains those items chosen for sorting. Data items chosen for sorting are listed in the order of sort precedence, major (top of list) to minor (bottom of list).

Arrange Sort Key Items

You may arrange the **Selected Sort Key Items** list into the desired sort sequence with the **Move Item Up** and **Move Item Down** buttons. See Arrange Selected Items List.

Remove Item

If you wish to remove items from the **Selected** list, simply highlight the desired item and click the **Remove Item** button, or move the mouse pointer to the desired item and double click.

Selected Sort Key Item Options

The **Selected Sort Key Item Options** check boxes show and allow you to alter options for the currently highlighted selected sort key item. The three check boxes have the following functions:

Subtotal Break

When this option is checked, a subtotal is taken each time the value of the highlighted item changes.

Sort Descending

By default, all sorts are done in ascending sequence; however, by checking this box, you can have the currently highlighted item sort in descending sequence.

New Page on Break

When this box is checked, a new page break will be taken when the value of the highlighted item changes. There may be only one sort key item with this option checked. This option only applies to report requests.

OK

Click this button to accept changes made on this window and return to the **Choose and Arrange Data Items** window.

Cancel

Click this button to eliminate any changes made on this window and return to the **Choose and Arrange Data Items** window.

Specify Column Calculations

The **Column Calculations** window allows you to specify several ways of computing column subtotals and totals.

You may only specify one column calculation per available data item. If you need to perform multiple calculations, return to the **Choose and Arrange Data Items** window and select the Item from the **Available** list box again. When selecting the data item the second time, you will be asked to give it a unique name to distinguish it. You may select the same item as many times as necessary and perform different column calculations on each uniquely named version.

Items Available in Request

This list box contains all the data items currently selected for your request.

Cumulative

If the selected operation (**Calculation Type**) is to be cumulative, click the **Cumulative** check box.

Calculation Type

This drop-down list is used to specify one column calculation for a selected data item.

To choose a specific column calculation for a data item, first highlight the data item name in the **Available Item** list box, and then click on the desired operation in the drop-down list. Most operations may be either cumulative or reset at each subtotal break.

The following Column Calculations options are available:

(None)

Perform no column calculation (default).

Count of Occurrences (C)

Produce a count of occurrences of the data item.

Percent of Occurrences (O)

Calculate the percent of occurrences of the data item in relation to all occurrences of the item.

Total Value (T)

Calculate the sum of the values of the data item.

Average Value (A)

Calculate the average of the values of the data item.

Percent of Value (P)

Calculate the percent of the sum of the data item in relation to the grand total of the data item.

Highest Value (H)

Find the highest, or greatest, value of the data item.

Lowest Value (L)

Find the lowest, or smallest, value of the data item.

Note: Count of Occurrences and Percent of Occurrences can be used with any data item, but all other calculation options may only be applied to numeric data items.

Clear All

This button will immediately remove all column calculations currently selected.

OK

Click this button to accept changes made on this window and return to the **Choose and Arrange Data Items** window.

Cancel

Click this button to eliminate any changes made on this window and return to the **Choose and Arrange Data Items** window.

Define a Derived Item

The **Define a Derived Item** window provides you with the mechanism to define derived items. You must specify the derived item's name, output length, data type and method of creation.

Enter Derived Item's Name

In this entry, you enter the derived item's name. The name can be from one to 30 characters in length. It may contain spaces and special characters. It may not contain quote marks.

Total Length

This entry is used to specify the size of the data item, as it will appear in the display or report result. File result sizing is based on this value, but may not match exactly for numeric derived items. The maximum length for a numeric type is 18 positions (industry standard) plus positions for the sign and decimal point. The maximum length for an alphanumeric type is 42 positions.

Decimal Positions

For numeric derived items, this entry specifies the number of decimal positions.

Data Type**Alpha / Numeric / Date**

These option buttons allow you to specify whether the derived item being defined is to be alphanumeric, numeric or a date. When defining a date type derived item, the user specifies the output length and a Date Format.

Method**Standard / Free Format**

These option buttons allow you to specify whether the derived item is to be defined using the standard derived item, fixed format, window, or by free format derived item logic.

Note: Only numeric items can be derived using the standard method.

Date Format

This entry is used to specify the Date Format for Date type derived items. This entry is only enabled when the **Date** option button is selected in the **Data Type** group. See Date Format for valid entries.

Insert Date Format

Use this button to open the Date Format window where you may insert one of the standard date formats into the **Date Format** text box.

Procedure

This window allows you to add one or more derived items. You add a derived item as follows:

1. Type the desired name in the entry labeled **Enter Derived Item's Name**. The name may be up to 30 characters, and must **not** be the same as any other derived item or data item from the view. If it is not unique, you will be informed and given the opportunity to change it.
2. Enter the desired output length in the entry labeled **Total Length**.
3. If the derived item being defined is numeric, enter the desired number of decimal positions in the entry labeled **Decimal Positions**. This entry is ignored if the specified data type is Alphanumeric or Date.
4. Select the Data Type from the Data Type buttons.
5. Select the method of creation from the **Method** buttons.

OK

Click this button to accept changes made on this window and return to the **Choose and Arrange Data Items** window. Any derived items added will now appear at the end of the **Items Selected for Request** list box on the **Choose and Arrange Data Items** window.

Cancel

Click this button to eliminate any changes made on this window and return to the **Choose and Arrange Data Items** window.

Derived Items

Use this dialog to select the derived item name for which you want to enter calculations. If calculations already exist, they will automatically be displayed on the form; otherwise, the form will be blank.

Select

After highlighting an item in the **Select Derived Item** list, click this button to enter, change or review a derived item's calculation.

Close

Click this button to return to the **Choose and Arrange Data Items** window.

Specify Derived Data Item Calculations (Standard Method)

The **Specify Derived Items Calculations (Standard Method)** window allows you a formatted method for entering derived item calculations.

Enter or Change Calculations Procedure

There are six rows divided into four columns in which you specify your calculations. Each row may contain one simple expression that produces a result. Results are named **R1** through **R5** (listed next to the column labeled **Dec.**) depending on which row produced them.

Item Name

The first column (**Item Name**) of each row must contain either a numeric data item name, a numeric derived item name, a previous result (R1-R5) within the current calculation or a valid numeric literal value (only used with the special "!" operator --- see **Arithmetic Operator**, below).

You may insert a numeric item name from the request by placing the cursor in the **Item Name** field and clicking the **Insert Item Name** button (see below). The **Select from Available Items** window will appear where you may select a numeric or derived item from the request. A simpler way to reveal this window is to place the cursor in the **Item Name** field and use a right mouse click over the field.

Arithmetic Operator

The second column (**Arithmetic Operator**) is used to enter a required arithmetic operator. The operators cover addition (+), subtraction (-), multiplication (x) and division (/). There is also a special operator (!). The "!" operator should only be used in the first row and should not have any entries in the rest of the rows. It specifies that the numeric value in the first column is to be assigned to the derived item and no result is to be produced.

Use the drop-down list button to the right of the field to select an operator.

Item Name or Literal

The third column (**Item Name or Literal**) must contain either a numeric data item name, a numeric derived item name, a result name (R1-R5) or a valid numeric literal value.

You may insert a numeric item name from the request by placing the cursor in the **Item Name or Literal** field and clicking the **Insert Item Name** button (see below). The **Select from Available Items** window will appear where you may select a numeric or derived item from the request. A simpler way to reveal this window is to place the cursor in the **Item Name or Literal** field and use a right mouse click over the field.

Dec.

The fourth column (**Dec.**) specifies how many decimal positions to provide in the result. The default number of decimal positions is the number of decimal positions specified for the derived item.

Insert Item Name

All data item names used here must have been selected for use in the request on the **Choose and Arrange Data Items** window. For convenience, whenever the cursor is positioned in the first or third column, you may click the button labeled **Insert Available Item Name**. This action will cause the **Select from Available Items** window to appear from which you may select a valid item name which will be automatically inserted at the current cursor position.

Conditions

If the currently selected derived item is to be calculated conditionally depending on the values of other data items, use the **Conditions** button to bring up the **Enter Conditions** window. If conditions currently exist, a check mark will appear next to the **Conditions** button.

Clear All

The **Clear All** button clears all calculation entries for the window. It does not affect the calculations stored for the item until the **Update** button is pressed.

OK

Click this button to accept changes made on this window and return to the **Derived Items** window.

Cancel

Click this button to eliminate any changes made on this window and return to the **Derived Items** window.

Enter Conditions

The **Enter Conditions** window allows you to specify the conditions under which the currently selected derived data item calculations are to occur. If the conditions specified are met, the calculations are performed; if not, the derived data item is set to zero.

The window consists of six rows divided into four entry areas (columns) each. Each row represents one conditional expression. Each condition can be linked to the next by an **AND** or **OR** relation.

Item Name

The first entry (**Item Name**) may contain the name of any data item currently available in the request.

You may insert an item name from the request by placing the cursor in the **Item Name** field and clicking the **Insert Item Name** button (see below). The **Select from Available Items** window will appear where you may select an item from the request. A simpler way to reveal this window is to place the cursor in the **Item Name** field and use a right mouse click over the field.

Conditional Operator

The second entry (**Cond. Oper.**) may be one of six standard conditional operators. Acceptable operators are equal (=), not equal (<>), greater than (>), less than (<), greater than or equal (>=) and less than or equal (<=).

With the cursor in the **Cond. Oper.** field, use a right mouse click over the field to reveal a pop-up menu of available conditional operators. Select one.

Item Name or Value

The third entry, **Item Name or Value**, may contain the name of any data item currently available in the request, or a numeric literal or an alphanumeric literal. The literal type must agree with the data type of the data item named in the first entry. Alphanumeric literals must be enclosed between single quote marks.

You may insert an item name from the request by placing the cursor in the **Item Name or Value** field and clicking the **Insert Item Name** button (see below). The **Select from Available Items** window will appear where you may select an item from the request. A simpler way to reveal this window is to place the cursor in the **Item Name or Value** field and use a right mouse click over the field.

AND/OR

The AND or OR relational operator to link the current condition to the condition on the next line.

Use the drop-down list button to the right of the field to select an operator.

Insert Available Item Name

This button will cause the **Select from Available Items** window to be displayed. The available names list will contain data item names that are valid for use as item names in this window. See **Select from Available Items** for more information on how to use this feature.

Clear All

The **Clear All** button clears all conditions for the derived item calculation.

OK

Click this button to accept changes made on this window and return to the **Specify Derived Item Calculations** window.

Cancel

Click this button to eliminate any changes made on this window and return to the **Specify Derived Item Calculations** window.

Date Items

Date items and date literals may be used in derived item conditionals.

There are two ways of specifying standard date literals. The first allows you to enter a specific date; the second, the current system date.

Formats:

```
*DATEyyyy-mm-dd
*DATE-TODAY
```

The second format generates the current date at the time the code is generated, not at the time the request is actually run.

The year (yyyy), month (mm) and day (dd) in the first format must be zero filled:

```
*DATE1994-07-01 - correct
*DATE1994-7-1 - incorrect
```

The asterisk (*) preceding the date literal is required to distinguish the date literal from an attempt by the end user to enter a data item name in the view.

Example:

An item, "EXPIRATION DATE", is defined in a DMS 2200 schema as "USAGE IS DATE" (i.e., stored internally as 'Y4M2D2'). To perform the derived item calculation only on those items that have expired before 1993, we would have to conditionally check the date as follows:

```
EXPIRATION DATE < *DATE1993-01-01
```

Free Format Derived Item Logic

The **Free Format Derived Item** window provides a text editing area for writing or modifying InfoQuest free format derived data item logic commands.

To automatically insert an item name or operator at the current, text cursor position, click the right mouse button over the text editing area.

Free Format Commands**Define a variable:**

```
DEF variable name      {N initial-value      }
                       {A [length] initial-value }
```

IF command:

```
IF conditional-expression
   [{AND } conditional-expression ]
   [{OR  }                        ]
   Command(s)
[ELSE]
   Command(s)
ENDIF
```

SCAN Command:

```
SCAN &data-item-name& FOR 'alpha-literal' RESULT numeric-variable
```

Set command (numeric results):

```
[SET]  {&data-item-name& } = {&data-item-name& }
       {variable-name }   {variable-name }
                               {simple-expression }
                               {numeric-literal }
```

Set command (alphanumeric results):

```
[SET]  {&data-item-name& } = [TRIM] {&data-item-name& }
       {variable-name }   {variable-name* }
                               {special-name }
```

```
{'alpha-literal' }
```

Free Format Operators

Conditional

=	Equal
<	Less Than
>	Greater Than
<>	Not Equal
>=	Greater than or Equal
<=	Less Than or Equal

Arithmetic

+	Add
-	Subtract
*	Multiply
/	Divide

Free Format Key Words

TRIM Remove insignificant leading and trailing spaces.

Data Item Names

In order to ensure data item names can be distinguished from other parts of your Free Format commands, it is required that all data item names be enclosed between pairs of ampersand (&) characters. For example: &PART NUMBER& or &UNIT OF ISSUE&.

Partial Data Item Reference

It is possible to reference a part of an alphanumeric data item within your Free Format commands. A partial reference is specified by ending the data item name with the starting position and length of the part you wish to reference, enclosed within parenthesis. For example, to reference the third through fifth positions of an item named INVOICE, you would enter &INVOICE(3,3)&. This feature applies to any alphanumeric data item defined in the view or named as a derived item. It does not apply to Free Format variables.

Free Format Examples

1. Translate an internal code into a meaningful value for output:

```
IF &SEX CODE& = 1
    SET &M/F& = 'Male'
ELSE
    SET &M/F& = 'Female'
ENDIF
```

2. Concatenate several items into a single result:

```
&COMPLETE NAME& = TRIM &FIRST NAME& &INITIAL& '.' TRIM &LAST NAME&
```

3. Split a 9-character part number into three parts, separated by hyphens for output display (example, if PART NO = 123456789, OPART is 12-34-56789):

```
&OPART& = &PART NO(1,2)& '-' &PART NO(3,1)& '-' &PART NO(5,5)&
```

4. Perform different calculations depending on conditions:

```
IF &PAY TYPE& = 1
    OR &PAY TYPE& = 2
    SET &NEW HOURLY RATE& = &HOURLY RATE& * 1.15
    SET &PR TYPE& = 'Hourly'
ELSE
    SET &NEW SALARY& = &SALARY& * 1.12
    SET &PR TYPE& = 'Salary'
ENDIF'
```

5. Find a string within a data item:

```
DEF V1 N 0 . Variable for result of scan
SCAN &CUST NAME& FOR 'POOL' RESULT V1
IF V1 <> 0
    SET &COMP TYPE& = 'Pool Company'
```

ENDIF

Insert Item Name

This button automatically brings up the Select from Available Items window. This window contains a list box from which you may choose a valid data item name from the view or a derived item name to be automatically inserted at the current cursor position within the Free Format logic text.

Clear All

The **Clear All** button causes all text in the Free Format logic to be cleared immediately.

OK

The **OK** button saves all your Free Format logic and exits this window.

Note: All Free Format logic will be edited for correct syntax before returning. If errors are detected, you will be notified and given the opportunity to correct.

Cancel

The **Cancel** button discards all changes made to Free Format logic and exits this window.

File Menu

The **File** menu for Free Format logic provides file options in two categories: open and save your text, and printing your text.

Open

The **Open** option allows you to load text into the Free Format, text entry area from a text file created previously. The file may be created using a different editor, or saved using the **Save** option in a previous session.

Save

The **Save** option allows you to save the text currently in the Free Format, text entry area to a text file. Before saving, your Free Format logic will be syntax checked. If errors are found, the text will not be saved.

Print

The **Print** option causes the entire contents of the Free Format, text entry area to be sent to the current default printer.

Printer Setup

The **Printer Setup** option calls up the standard, printer setup dialog for your environment.

Edit Menu

The **Edit** menu provides options that control the free format grid and the use of the Windows clipboard.

Clear All Text

This option has the same effect as the **Clear All** button. It immediately clears all text from the Free Format, text entry area.

Cut

The **Cut** command copies selected (highlighted) text within the Free Format, text entry area to the clipboard. The selected text is then deleted.

Copy

The **Copy** command copies selected text within the Free Format, text entry area to the clipboard, but does not delete the selected text.

Paste

The **Paste** command pastes text from the clipboard into the Free Format, text entry area at the current location of the text cursor.

Request Headers and Footers

The **Request Headers and Footers** window provides the ability to add up to three heading lines and up to three footing lines to your report request format. Each heading or footer is up to 60 characters long. Headings and footers must be used in order. For example, you can not skip the first heading and use the other headings. Headings and footers will be shown at the beginning of the request and at the end of the request, respectively. If the "Subtotal Page Break" site printing option is used, they will be printed at the beginning and end of each page. Individual heading and footing lines may be centered, left justified or right justified. Additionally, one data item used in your request, or one special variable may be inserted into each heading and/or footing line.

Misc. Heading Options

At the bottom of the window in the **Misc. Heading Options** group box, are located the standard page heading options. The options function as follows:

Show Date and Time in Heading

When checked, this option causes the current (at the time the request is actually run) date and time to be displayed, left justified, above any extra headings.

Show Page Numbers

When checked, this option causes page numbers to be displayed at the upper right side of the page.

Show Headings/Footing on Each Page

When checked, this option causes page breaks to occur based on a configured line count. Each page will contain specified page headings and footings along with the generated column headings.

Print Selection Values on 1st Page

When checked, this option causes the selection values entered to be printed at the top of the first page of the report. This option is not valid for request being written to a file.

Insert Item Name

The **Insert Item Name** button is enabled when the cursor is positioned in any of the header/footer text areas. It causes the display of a window from which you may choose an available data item name, or a special variable name to be inserted at the current cursor positions automatically. The data item or variable name will be shown while you are designing your request, but will be replaced by actual values when your request is run.

You may insert variables into headers and/or footers. These variables can be either reserved words such as \$PAGE, \$TIME, or \$DATE or an item selected for the report. The variable must be delimited by ampersands (&).

The following is an example of the date variable being used in a heading:

As of &\$DATE&

The format of the \$DATE variable is in MM/DD/YR format. The \$TIME variable is in HH:MM:SS.DDD format.

To display the value of a user selected item called "PRODUCT" in a footer, you might enter:

Product is &PRODUCT&

View Layout

Use this button for a preview of how your request will appear.

OK

Use the **OK** button to save your header and footer settings and return to the **Choose and Arrange Data Items** window.

Cancel

The **Cancel** button returns without updating your header and footer setting.

Add, Edit or Arrange Crossfoot Totals

The **Add, Edit or Arrange Crossfoot Totals** window allows you to control the placement of a crossfoot total in relationship to other crossfoot totals at a control break.

Current Crossfoot Items

This list box contains the list of currently configured crossfoot totals. The item name is how each different crossfoot total is identified on the report or display, and internally. To add a new crossfoot item, use the **Add New** button. To edit an existing crossfoot calculation, select an item from the **Current Crossfoot Items** list box with the mouse and press the **Select** button or simply double click on the item name.

Add New

Use this button to add a new crossfoot total item name to the **Current Crossfoot Items** list.

Remove

After selecting an item from the **Current Crossfoot Items** list box, use this button to delete a crossfoot item from the request.

Up

After selecting an item from the **Current Crossfoot Items** list box, use this button to move the item up in the list and above the item in the report.

Down

After selecting an item from the **Current Crossfoot Items** list box, use this button to move the item down in the list and above the item in the report.

Select

After selecting an item from the **Current Crossfoot Items** list box, use this button to edit the calculation for the selected crossfoot item. Double clicking on the item name will also select the item for editing.

Close

Click this button to return to the **Choose and Arrange Data Items** window.

Specify Crossfoot Total Calculations

The **Specify Crossfoot Total Calculations** window allows you to specify calculations based on subtotal and grand total values that are the result of Column Calculations. Crossfoot Total results are displayed following subtotal and grand total values.

Selected Crossfoot Item

In this box is the name of the selected crossfoot item.

Result Decimals

The **Result Decimals** text entry area is used to specify the number of decimal positions you want in the result value obtained by the calculation.

Justification

The selections in the **Justification** drop-down list box are used to specify the positioning of the crossfoot total line on the result report or display. The crossfoot total line includes the label you assigned followed by the value resulting from your calculations. Each different crossfoot total line may be displayed in a different position.

Left

This option specifies that the crossfoot total line is to be displayed starting at the leftmost position of the result.

Center

This option specifies that the crossfoot total line is to be centered in the result.

Right

This option specifies that the crossfoot total is to be displayed at the right most position of the result.

Enter or Change Crossfoot Calculations Procedure

There are six rows divided into four columns in which you specify your calculations. Each row may contain one simple expression that produces a result. Results are named **R1** through **R5** (listed next to the column labeled **Dec.**), depending on which row produced them.

Item Name

The first column, **Item Name**, of each row must contain either a numeric data item name, a numeric derived item name, a previous result (R1-R5) within the current calculation or a valid numeric literal value. If a numeric data item name or derived item name is specified, the item name must have a defined a column calculation. The numeric literal value is only used with the special "!" operator (see **Arithmetic Operator**, below).

You may insert an item by placing the cursor in the **Item Name** field and clicking the **Insert Item Name** button (see below). The **Select from Available Items** window will appear where you may select an item. A simpler way to reveal this window is to place the cursor in the **Item Name** field and use a right mouse click over the field.

Arithmetic Operator

The second column (**Arithmetic Operator**) is used to enter a required arithmetic operator. The operators cover addition (+), subtraction (-), multiplication (x) and division (/). There is also a special operator (!). The "!" operator should only be used in the first row and should not have any entries in

the rest of the rows. It specifies that the numeric value in the first column is to be assigned to the crossfoot total and no result is to be produced.

Use the drop-down list button to the right of the field to select an operator.

Item Name or Literal

The third column (**Item Name or Literal**) must contain either a numeric data item name for which you have defined a Column Calculation, a numeric derived item name for which you have defined a Column Calculation, a result name (R1-R5) or a valid numeric literal value.

You may insert an item by placing the cursor in the **Item Name or Literal** field and clicking the **Insert Item Name** button (see below). The **Select from Available Items** window will appear where you may select an item. A simpler way to reveal this window is to place the cursor in the **Item Name or Literal** field and use a right mouse click over the field.

Dec.

The fourth column (**Dec.**) specifies how many decimal positions to provide in the result. The default number of decimal positions is the number of decimal positions specified for the crossfoot calculation result.

Insert Item Name

All data item names used here must have been selected for use in the request on the **Choose and Arrange Data Items** window. For convenience, whenever the cursor is positioned in the first or third column, you may click the button labeled **Insert Item Name**. This action will cause the Select from Available Items window to appear from which you may select a valid item name which will be automatically inserted at the current cursor position.

Clear All

The **Clear All** button clears all calculation entries for the crossfoot total label so that new calculations may be entered. It does not affect the calculations previously stored for the crossfoot total label until the **Update** button is pressed. The **Clear All** button does not remove the crossfoot total label. To remove the crossfoot total label and its calculations, use the **Remove Item** button (see below).

OK

The **OK** button causes the crossfoot total calculation entered to be verified and saved.

Cancel

Press **Cancel** to discard any updates made on this window.

Customize Request

The **Customize Request** window is used in conjunction with display or report requests. It provides the ability to change the default column headings, and the way the data item is visually represented.

Items Currently in Request (not Hidden)

This list box contains all data items currently selected for your request that will be visible in your result.

Custom Column Heading

This area is used to enter custom column heading text. When the data item is selected, it will display the current custom column heading, if any, or the current default heading.

To modify a column heading, select an item in the **Items Currently in Request** list, place the cursor in the **Custom Column Heading** text box and change the name as required. The item names will be used to construct the column headers when you generate a printed report or a request returned as a result. InfoQuest allows for three lines when constructing these column headers. A space between two words in an item name causes InfoQuest to place the second word on the next line. For example, the item name, "NEW LOAN PAYMENT CODE", would appear on the report as:

```
.NEW      .
.LOAN     .
.PAYMENT .
```

Notice that the word, "CODE", does not appear since InfoQuest only allows for a three-line header.

When constructing column headers, InfoQuest interprets two special characters as follows:

1. An underscore (_) keeps words together on the same line of the header but displays as a space.
2. A slash (/) in the heading causes all remaining characters to be ignored.

For example, the item names, "NEW_LOAN PAYMENT CODE" and "LOAD AMOUNT/OLD" would appear on the report as:


```
.NEW LOAN .LOAN .
.PAYMENT .AMOUNT .
.CODE . .
```

Column Size

This is a numeric value entry where the column output width of the selected data item is displayed or modified.

Edit Mask

This is a text entry where the output Edit Mask or format of the selected data item is displayed or modified.

Insert Date Format

Use this button to open the Date Format window where you may insert one of the standard date formats into the **Edit Mask** text box.

Alternate Output Position

This text box is a 3-position field that may contain any value in the range of 1 to 256. The **Alternate Output Position** will override the column positioning automatically generated by InfoQuest. This allows the user to position columns of data anywhere within the maximum line width.

InfoQuest will not edit for overlapping columns, only the valid range of 1 to 256 will be checked..

Procedure

To change the column heading or data item's appearance, do the following:

1. Select the data item name from the **Items Currently in Request** list box. Note that hidden items are not available here since they do not appear in the final request.
2. To change the column heading, position to the entry labeled **Custom Column Heading** and type the changes to the current column heading.
3. You may change the column size from the default to allow more of the column heading to show or to limit or shorten the display of an item. The value of **Column Size** may be changed by typing in a new size, or by using the spin buttons (left and right arrows) to the right of the entry.
4. The Edit Mask entry is used to change the output formatting of numeric data items, change the justification (positioning) of alphanumeric items within the column or format a date item.

View Layout

Use the **View Layout** button to preview how your custom changes will alter the appearance of your final request output.

*Note: Changes will not appear in the review until you press the **Apply** button.*

Revert to Default

This button will reset all changes for the selected data item to their original default values.

Apply

Use this button to apply changes immediately before using the **View Layout** button.

OK

Use the **OK** button to save your settings and return to the **Choose and Arrange Data Items** window.

Cancel

The **Cancel** button returns without updating your header and footer setting.

Run Request Options

The **Run Request Options** window allows you to specify special spacing, column separator and line wrap options.

Column Separator

This drop-down list allows you to select a character to be used to separate report columns. You may wish to change column separators depending on how you will view your resulting request. This selection does not affect file requests.

Report Line Wrap Width

This text box may be use to specify the column at which the line should be advanced to the next line. Zero (the default) implies that no line wrap is in effect and that all selected items will appear on one line.

Report Line Spacing

This option group allows the selection of line spacing for reports.

Single / Double / Triple

One of three line spacing options may be set: **Single** (the default, no blank lines between report lines), **Double** (one blank line between report lines) and **Triple** (two blank lines between report lines).

Send Report to Printer

Check this box to send the report to a site or remote printer.

Printer Site

In this text box, enter the printer site name to which the report will be sent. Printer site names must be obtained from your system administrator.

Custom Banner

In this text box, enter a one to six-character banner that will appear on the banner page that is printed before the first page of the report. If omitted, your run-id will be used as the banner.

OK

Use the **OK** button to save your settings and return to the **Choose and Arrange Data Items** window.

Cancel

The **Cancel** button returns without updating your header and footer setting.

View Request Layout

The **View Request Layout** window provides you with a preview of how the final display or report request will appear. This window is read only. You may not change anything here.

By selecting **Font** from the **View** menu, you can change display fonts. You may desire to use larger or smaller fonts depending upon the width of the request. A mouse click on the window background will reverse the colors used to display the request layout.

OK

Press **OK** to close this window.

InfoQuest Client - Name Request

The **InfoQuest Client - Name Request** window allows you to give your request a name for future reference. You also specify whether the request should be run now, and whether it should be marked as private.

Enter or Change Request Name

Enter or change the request name in this edit box. Request names must be unique, and InfoQuest Client will verify that the name you enter is unique. You may use the same request name only if you chose the overlay option in the **Request Activity Selection** window.

Run Options

The options in this group are optional.

Save Request Only

If this box is checked, your request will be stored by InfoQuest, but not run. You may run a stored request later by choosing Rerun on the Request Activity Selection window.

Mark as Private Request

If you do not want to allow other users to base a request on your request, check this box.

Notify upon Completion

Check this box to be notified when the request has completed execution and is ready to be viewed/printed/used. This option is only meaningful for off-line requests.

Run Off-line

When this box is checked, your request will be executed off-line. Off-line means that once your request is generated, your terminal/workstation will be freed for other tasks. If you do not check the box, your station will be locked until your request processing is complete.

Start at Time Specified

If you check this box, you must also enter a valid start time in the adjacent text entry. This option is only functional when the **Run Request Off-line** box is also checked. Use this option to delay the start of request execution until a specified time.

Note: Your system administrator may establish block-out times when InfoQuest requests may not be run. Setting a start time here will not override established block-out times.

Selection Limit

This option is generally used to test a request. By entering a value here, InfoQuest will stop accessing the database when the specified number of selections has been reached. This option does not limit the number of records accessed — only the number of records selected. Therefore, if no records are selected, the entire database will still be accessed.

Back

Click this button to return to the Choose and Arrange Data Items window.

OK

Click this button to continue. Your request will be transferred to the InfoQuest host computer system for processing. If your request is being run on-line, processing can take quite some time depending upon the database being accessed, data selection specified and other factors.

Cancel

Click this button to abandon request creation.

How Conditions Work

The following describes and gives examples of various ways that you may use the Enter General Data Selection Conditions window to refine selection data for the request.

Standard Operators

The following is a list of standard relation operators that may be used:

=	Equal to
<	Less Than
>	Greater than
<>	Not Equal to
<=	Less than or equal to
>=	Greater than or equal to

Compound Conditions

Any number of conditions may be combined into a compound condition by using AND/OR connectors. AND/OR logic operates as follows: all conditions connected by ORs are evaluated separately; all conditions connected by ANDs are evaluated together. Consider the following compound condition:

```
A = 1   AND
B = 2   OR
C = 3
```

If A is 1, B is 3, and C is 3, the condition is TRUE and the information will be selected. The condition is TRUE because "C = 3" is true and ORed with "A = 1 AND B=2" which is false.

Grouped Compound Conditions

When the **Group** button is pressed, a text box will appear on the line where you specify a logical operator and optional negative test. Each group must be compounded by the logical operators AND and OR. A group can be tested for a negative condition by the optional NOT operator. The operators are entered in one of four ways:

```
AND
AND NOT
OR
OR NOT
```

Note: You may double-click the left mouse button, with the mouse cursor over the text box, to change the contents of the text box automatically to the next available operator.

Example:

```
AREACODE           = '404'           AND
SHIP FEE           > 0                OR
SHIP VIA           = 'UPS'           AND
```

```

SHIP MO > '05'
AND
NOT
ACCOUNT = '999999999' OR
ACCOUNT = '219999999'
OR
TOT CHARGES > 10000 AND
DISCOUNT = 10

```

The selection generated by this example will be equivalent to the following expression:

```

IF (AREACODE = '404' AND SHIP-FEE > 0 OR SHIP-VIA = 'UPS' AND SHIP-MO = '05')
AND NOT (ACCOUNT = '999999999' OR ACCOUNT = '219999999')
OR (TOT-CHARGES > 10000 AND DISCOUNT = 10)

```

Special Names

The "Item Name or Literal" field may contain one of five special names when used to compare against alphanumeric items (not valid for numeric items). The five special names and their usage are:

Special Name	Usage
\$LOVALS	Checks the user items name for values lower than any printable character. \$LOVALS are interpreted as binary zeroes.
\$HIVALS	Checks the user item name for values higher than any printable character. \$HIVALS are interpreted as all octal 177s (or 377s) for ASCII or all octal 77s for FIELDATA.
\$SPACES	Checks the user item name for all blanks.
\$NUM	Checks the user item name for all numeric. The characters that meet the condition must be in the range 0 through 9.
\$ALPHA	Checks the user item name for all alphabetic characters. The characters that meet the condition must be within the range of "A" through "Z", "a" through "z" (ASCII only), or space.

Date Items

Date items and date literals may be used when added conditions are being applied to the search.

There are two ways of specifying standard date literals. The first allows you to enter a specific date and the second the current system date.

Formats:

```

*DATEyyyy-mm-dd
*DATE-TODAY

```

The second format generates the current date at the time the code is generated, not at the time the request is actually run.

The year (yyyy), month (mm) and day (dd) in the first format must be zero filled:

```

*DATE1994-07-01 - correct
*DATE1994-7-1 - incorrect

```

The asterisk (*) preceding the date literal is required to distinguish the date literal from an attempt by the end user to enter a data item name from the view.

Example:

Two date items, "START DATE" and "END DATE", are stored internally as 'Y2M2D2'. To select only those records whose START DATE is in 1993 and whose end date is 1993 or after, we would have to enter the condition as follows:

```

START DATE >= *DATE1993-01-01 AND
START DATE <= *DATE1993-12-31 AND
END DATE >= *DATE1993-01-01

```

Other Client Manager Functions**Download Results**

The **Download Results** window allows you to choose an InfoQuest request output result file to download to your PC.

Result reports/files available to download (only one)

This list contains all request results available to you for downloading. You may choose only one result at a time for downloading.

Refresh

The **Refresh** button is provided to allow the above list to be updated from the host. Once this window is opened, the list is not automatically updated when another user sends you a result, or when an off-line InfoQuest request of yours finishes running.

Next

Click this button to select the currently highlighted request from the list and continue. Double clicking the desired result in the list has the same effect.

Cancel

Click **Cancel** to abandon the download process.

InfoQuest Client Request Download Options

The **InfoQuest Client Request Download Options** window allows you to choose whether to download the entire report or file, or just a portion of it to be previewed on your PC. This window is reached by pressing the **Download Results** button from the **InfoQuest Client Manager (Main)** window.

Download ALL lines

If this box is checked, the entire report or file will be downloaded to your PC.

Download First/Last lines

If this box is checked, only part of the report or file will be downloaded. The **Specify line/record limits** options will only appear if this box is checked.

Specify line/record limits

Use these entries to specify what portion of a report or file to download.

From beginning

This entry specifies how many lines at the beginning of the report or file are to be included (the first **n** lines). The default value is zero (0).

From end

This entry specifies how many lines at the end of the report or file are to be included (the last **n** lines). The default value is zero (0).

Back

Click this button to return to the Download Results window.

OK

Click **OK** when the above entries are acceptable and the download is to start.

Cancel

Click **Cancel** to cancel the download.

Result to Send to Printer Selection

The **Result to Send to Printer Selection** window allows you to select which InfoQuest report result you wish to send to a system printer.

Reports available to send to printer - only one

This list box contains a list of InfoQuest result reports that may be sent to a printer. You may select only one report from this list.

Refresh

The **Refresh** button is provided to allow the above list to be updated from the host. Once this window is opened, the list is not automatically updated when another user sends you a result, or when an off-line InfoQuest request of yours finishes running.

OK

Click **OK** to accept selection and bring up the **Print Options** window. Double clicking the desired result in the list has the same effect.

Cancel

Click **Cancel** to ignore selections and return to the **InfoQuest Client Manager (Main)** window.

Printer Options

The **Printer Options** window allows you to specify on which printer the InfoQuest report is to be printed, and how many copies are to be printed.

Printer Id

Enter the printer id. The printer id. is defined in your InfoQuest host computer's operating system. If you do not know which printer ids. are available, consult your sites technical support staff.

Number of Copies

Enter or select the number of copies to be printed. The default is one copy.

OK

Click **OK** to accept the above entries and continue.

Cancel

Click **Cancel** to ignore all entries and return to the **InfoQuest Client Manager (Main)** window.

Result to Send to User Selection

The **Result to Send to User Selection** window allows you to select which InfoQuest result report or file you wish to send to other users.

Reports/files available to send to user - only one

This is a list of all InfoQuest result reports or files available for you to be sent to other users. You may choose only one item from this list.

Refresh

The **Refresh** button is provided to allow the above list to be updated from the host. Once this window is opened, the list is not automatically updated when another user sends you a result, or when an off-line InfoQuest request of yours finishes running.

OK

Click **OK** when you have selected the item you wish to send to other users. This action will cause the **Send Results to User(s)** window to appear where you may select one or more users to receive the item.

Cancel

Click **Cancel** to ignore any selections and return to the **InfoQuest Client Manager (Main)** window.

Send Results

The **Send Results to User(s)** window allows you to specify one or more other users to whom you wish to send the currently selected InfoQuest result report or file.

Select one or more Users

This is a list of InfoQuest users allowed to receive the currently selected result report or file. You may select one or more users from this list.

To select multiple users in a continuous range of users, first select a beginning user with the left mouse button. Next, while holding down the **Shift** key, press the left mouse button over the user at the end of the range. All users between the beginning and ending user will be selected.

To select multiple users selectively, hold down the **Ctrl** key and press the left mouse button over each user that you wish to receive the results.

When all users have been selected, press the **OK** button to send the result.

OK

Click **OK** to perform the selected user routings.

Cancel

Click **Cancel** to ignore any selections and return to the **InfoQuest Client Manager (Main)** menu.

Result Deletion Selection

This window allows you to select the InfoQuest result reports or files to be deleted. Deleting results does not delete the request used to create them. Results may be created again by simply rerunning the original request.

Select reports/files to delete - one or more

Select one or more reports or files to be deleted.

Refresh

The **Refresh** button is provided to allow the above list to be updated from the host. Once this window is opened, the list is not automatically updated when another user sends you a result, or when an off-line InfoQuest request of yours finishes running.

OK

Click **OK** once you have selected all items to be deleted. InfoQuest will then process your deletions.

Cancel

Click **Cancel** to ignore any deletion selections and return to the **InfoQuest Client Manager (Main)** window.

Request Deletion Selection

This window allows you to specify which InfoQuest requests are to be deleted. Deleting a request does not delete any result reports or files previously produced by the request.

Available Requests - Select one or more to delete

Select one or more requests to be deleted.

Refresh

The **Refresh** button is provided to allow the above list to be updated from the host. Once this window is opened, the list is not automatically updated when another user sends you a result, or when an off-line InfoQuest request of yours finishes running.

Back

Use this button to go back to the previous window (Select InfoQuest View).

OK

Click **OK** once you have selected all items to be deleted. InfoQuest will then process your deletions.

Cancel

Click **Cancel** to ignore any deletion selections and return to the **InfoQuest Client Manager (Main)** window.

InfoQuest Client Subset View

The **Subset View Activity** window allows you to name the subset view.

Enter a Descriptive View Name

Enter a descriptive view name for your new subset view. This name will be added to the views available to you under the currently selected application after the subset view is successfully created.

Back

Click this button to go back to the **Select InfoQuest View** window.

Next

Click this button to begin the subset view generation process. When this button is clicked, the **Select Request** window will be displayed. Once you choose the disk file request from which to generate your new subset view, InfoQuest will perform the subset view generation process.

Cancel

Click **Cancel** to cancel the Subset View functions and return to the **InfoQuest Client Manager (Main)** window.

Auto Scheduler

The **InfoQuest Client Auto Scheduling** window allows you to specify a date, time and frequency that a request is to be scheduled to run automatically and unattended.

Request Name

This information box displays the name of the request to be scheduled.

Start/Date Time

These controls contain the date (MM/DD/YYYY) and time (HH:MM) that the request is to be run. Note: The hour (HH) must be in the range of 00 through 23.

The default is the current date and time.

Frequency

The mutually exclusive options in this group allow you to specify how frequently the request is to be run. Requests may be run **Hourly** (the default), **Daily**, **Weekly** or **Monthly**. If **Daily** or **Weekly** is specified, an additional option group will be enabled allowing the day(s) of the week to be selected that the request is to be run.

Select Days for Run Execution

This option group provides the means for specifying the day or days that the request is to be run. If the **Daily** option is set, multiple days may be selected. If the **Weekly** option is chosen, only one day may be selected.

Schedule

Once selections have been made for date, time and frequency, click the **Schedule** button to complete the entry.

Back

Click this button to go back to the **Select InfoQuest View** window.

Cancel

Click **Cancel** to cancel the InfoQuest Client Auto Scheduling functions and return to the **InfoQuest Client Manager (Main)** window.

How to Use Data Selection Feature

How and When to Use Data Selection Options

What is the difference between using Item Selection Values and Value Ranges versus General Selection And/Or Logic?

The **Item Selection Values and Value Ranges** menu item allows InfoQuest to search on specific values or a range of values for any given item. The **General Selection and/or Logic** menu item allows you to add conditions and compound conditions (AND/OR) to the information selected that was not excluded by the values entered on the **Item Selection Values and Value Ranges** menu. Any item in the request (including derived) may be used.

Why are **Item Selection Values and Value Ranges** usually faster?

The **General Selection and/or Logic** is performed after the value selection(s) entered on the **Item Selection Values and Value Ranges** menu have been satisfied and any derived items calculated. Therefore, whenever possible, search values should be entered on the **Item Selection Values and Value Ranges** menu which is performed prior to derived item calculations. In this manner, the request will run more efficiently.

Selection Items

Use this dialog to select a data item or derived item on which you wish to perform data selections. The list will contain all derived items defined and data items currently selected for use in your request.

Select

After highlighting an item in the **Select Data or Derived Item** list, click this button to enter, change or review selection values for the item.

Clear Current

Use this button to clear the derived item calculation for the selected derived item.

Clear All

Use this button to clear the calculations for all derived items defined.

Close

Click this button to return to the **Choose and Arrange Data Items** window.

Selection Values and Value Ranges

The **Selection Values and Value Ranges** window allows you to specify how data is to be selected in your request.

Procedure

This window contains six rows of three-column text entries. Data selection values may be entered as follows:

1. Enter the desired **Value** and **Operator**, and optionally the **Thru Range Value**. These entries are described below. You may enter up to 200 lines of selection values for each selected data item. To see more lines, use the scroll bar to the right of the **Thru Range Values** column.
2. When you have finished entering all selection values of the selected item, press the button labeled **OK**.

For more information on how to use Values, Ranges and Operators, see How Selections Work.

Selection Value Entries

The selection value area provides for entry of up to 200 selection value comparisons for each data item selected for use in the request. You may scroll the 6-line view up or down using the scroll bars to the left of the **Value** column.

Value

The entry must contain a literal value to which the currently selected data item will be compared. Literal values used here must agree with the data type of the selected data item.

Operator

The selections in this drop-down list box are comparison operators. You may type the operator directly, or select it from the drop down list.

Thru Range Values

This entry is only used when the **THRU** operator has been selected. It must contain a literal value to which the currently selected data item will be compared for a less than or equal to condition. Literal values used here must agree with the data type of the selected data item.

Clear All

This button immediately clears all selection values for the currently selected item.

Revert to Last

This button re-displays the selection values currently saved for the currently selected data item.

OK

This button saves all selection entries for the currently selected data item and returns to the **Selection Items** window.

Cancel

The **Cancel** button discards any changes made, closes this window and returns to the **Selection Items** window.

File Menu

The **File** menu provides the ability to enter several selection values for a data item once, then save them to a file for use in creating other requests. This feature is especially useful when many selection values are needed to be repeated in several requests.

Load Predefined Values

This option loads a set of selection values from a text file. The selection values must have first been saved using the **Save as Predefined Values** option.

Save as Predefined Values

This option saves all current selection values displayed for the currently selected data item to a text file.

How Selections Work

The following describes and gives examples of various ways that you may use the **Selection Values and Value Ranges** window to select data to be included in your request.

Standard Operators

The following is a list of standard relation operators that may be used:

=	Equal to
<	Less Than
>	Greater than
<>	Not Equal to
<=	Less than or equal to
>=	Greater than or equal to

The THRU Operator

The THRU operator is an inclusive range check. Use the THRU when you want to select data values that fall within specific ranges (i.e., ORDER-DATES 19920101 THRU 19920131 – orders for the month of January 1992).

The SCAN Operator

The SCAN operator searches the entire data item for a matching string of characters. The SCAN operator may only be used on alphanumeric data items.

Wild Card Characters

Wild card characters are used to mask out comparisons on individual characters within a data item (any character position containing a wild card character, compares as equal). The default wild card character is the # symbol, but it may be changed to a different character at your installation (check with your InfoQuest Administrator). Wild card characters may only be used with alphanumeric data items.

Logic Used in Data Selection

Each line of selection specifications for one data item are ORed with others for the same data item. Each group of selection specifications for each data item, for which selections are specified, is ANDED with each other group.

Example giving the following **Selection Values and Value Ranges** windows:

Selection for: CITY

Value:	Operator:	Thru Range Value:
ATLANTA	=	
NEW YORK	=	

Selection for: ACCOUNT

Value:	Operator:	Thru Range Value:
100000000	THRU	120000000
330000000	THRU	339999999

The effective selection logic would be:

```
IF CITY = "ATLANTA"
  OR CITY = "NEW YORK"
  AND (ACCOUNT >= "100000000" AND <= "120000000")
  OR (ACCOUNT >= "330000000" AND <= "339999999")
```

Date Items

Date items and date literals may be used as selection criteria for including or excluding records from the request.

There are two ways of specifying standard date literals. The first allows you to enter a specific date and the second the current system date.

Formats:

```
*DATEyyyy-mm-dd
*DATE-TODAY
```

The second format generates the current date at the time the code is generated, not at the time the request is actually run.

The year (yyyy), month (mm) and day (dd) in the first format must be zero filled:

```
*DATE1994-07-01 - correct
*DATE1994-7-1 - incorrect
```

The asterisk (*) preceding the date literal is required to distinguish the date literal from an attempt by the end user to enter a data item name in the view.

Example:

An item, "DUE DATE", is stored internally as 'Y2D3'. To select only on those dates within 1994, we would have to conditionally check the date as follows:

```
*DATE1994-01-01 THRU *DATE1994-12-31
```

Character Set Considerations

When entering a range of values, you should be aware of how the computer system handles information received from you and how information is subsequently presented to you. Consider how the computer looks at information:

On many computer systems, information is maintained in a form that provides both uppercase (A through Z) and lowercase (a through z) characters. This denomination is sometimes referred to as "the ASCII character set". With any character set, certain characters have a higher value than other characters. On a sorted request using the ASCII character set, "AARON, INC." would appear before "aaron, corp." because the lowercase "a" has a higher value than the uppercase "A". Actually, any uppercase alphabetic character will sort before a lowercase alphabetic character.

If the information on your system does not provide for both upper and lowercase characters, then you may be using a character set called "FIELD DATA".

A space () is the lowest value character for either the ASCII or FIELD DATA character set, which means that an item containing all spaces will always precede any non-blank item if the request is sorted on that item. Also notice that with the ASCII character set, numbers precede alphabetic characters; however, with FIELD DATA, alphabetic characters precede numbers.

You may insert an item by placing the cursor in the **Item Name** field and clicking the **Insert Item Name** button (see below). The **Select from Available Items** window will appear where you may select an item. A simpler way to reveal this window is to place the cursor in the **Item Name** field and use a right mouse click over the field.

Conditional Operator (Cond. Opr.)

The second entry (**Conditional Operator**) may be one of the conditional operators displayed in the frame labeled **Operators**. When the cursor is positioned in the entry, the operator buttons in the **Operators** frame may be clicked to select a conditional operator. The operator buttons are disabled when the cursor is not in this entry.

Item Name or Literal

The third entry (**Item Name or Literal**) may contain the name of any data item or derived item currently available in the request, a numeric literal, an alphanumeric literal or a date literal. The literal type must agree with the data type of the data item named in the first entry. Alphanumeric literals must be enclosed between single quote marks.

You may insert an item by placing the cursor in the **Item Name or Value** field and clicking the **Insert Item Name** button (see below). The **Select from Available Items** window will appear where you may select an item. A simpler way to reveal this window is to place the cursor in the **Item Name or Value** field and use a right mouse click over the field.

AND/OR

The AND or OR relational operator to link the current condition to the condition on the next line.

For more information on how to use conditions, see How Conditions Work.

Insert Line

Use this button to insert a blank line at the current cursor position.

Delete Line

Use this button to delete the line at the current cursor position.

Move Up

Use this button to move the line at the current cursor position up by one line. The line above the current line will be shifted down.

Move Down

Use this button to move the line at the current cursor position down by one line. The line below the current line will be shifted up.

Insert Item Name

This button will cause the **Select from Available Items** window to be displayed. The available name list will contain data item names that are valid for use as Item Names in this window. See Select from Available Items for more information on how to use this feature.

Clear All

The **Clear All** button immediately clears all entries.

OK

Use the **OK** button to save your settings and return to the **Choose and Arrange Data Items** window.

Cancel

The **Cancel** button returns without updating your header and footer setting.

How Conditions Work

The following describes and gives examples of various ways that you may use the Enter General Data Selection Conditions window to refine selection data for the request.

Standard Operators

The following is a list of standard relation operators that may be used:

- = Equal to
- < Less Than
- > Greater than
- <> Not Equal to
- <= Less than or equal to
- >= Greater than or equal to

Compound Conditions

Any number of conditions may be combined into a compound condition by using AND/OR connectors. AND/OR logic operates as follows: all conditions connected by ORs are evaluated separately; all conditions connected by ANDs are evaluated together. Consider the following compound condition:

- A = 1 AND
- B = 2 OR
- C = 3

If A is 1, B is 3, and C is 3, the condition is TRUE and the information will be selected. The condition is TRUE because "C = 3" is true and ORed with "A = 1 AND B=2" which is false.

Grouped Compound Conditions

When the **Group** button is pressed, a text box will appear on the line where you specify a logical operator and optional negative test. Each group must be compounded by the logical operators AND and OR. A group can be tested for a negative condition by the optional NOT operator. The operators are entered in one of four ways:

- AND
- AND NOT
- OR
- OR NOT

Note: You may double-click the left mouse button, with the mouse cursor over the text box, to change the contents of the text box automatically to the next available operator.

Example:

	AREACODE	=	'404'	AND
	SHIP FEE	>	0	OR
	SHIP VIA	=	'UPS'	AND
	SHIP MO	>	'05'	
AND				
NOT				
	ACCOUNT	=	'999999999'	OR
	ACCOUNT	=	'219999999'	
OR				
	TOT CHARGES	>	10000	AND
	DISCOUNT	=	10	

The selection generated by this example will be equivalent to the following expression:

```
IF (AREACODE = '404' AND SHIP-FEE > 0 OR SHIP-VIA = 'UPS' AND SHIP-MO = '05')
AND NOT (ACCOUNT = '999999999' OR ACCOUNT = '219999999')
OR (TOT-CHARGES > 10000 AND DISCOUNT = 10)
```

Special Names

The "Item Name or Literal" field may contain one of five special names when used to compare against alphanumeric items (not valid for numeric items). The five special names and their usage are:

Special Name	Usage
\$LOVALS	Checks the user items name for values lower than any printable character. \$LOVALS are interpreted as binary zeroes.
\$HIVALS	Checks the user item name for values higher than any printable character. \$HIVALS are interpreted as all octal 177s (or 377s) for ASCII or all octal 77s for FIELDATA.

\$SPACES	Checks the user item name for all blanks.
\$NUM	Checks the user item name for all numeric. The characters that meet the condition must be in the range 0 through 9.
\$ALPHA	Checks the user item name for all alphabetic characters. The characters that meet the condition must be within the range of "A" through "Z", "a" through "z" (ASCII only), or space.

Date Items

Date items and date literals may be used when added conditions are being applied to the search.

There are two ways of specifying standard date literals. The first allows you to enter a specific date and the second the current system date.

Formats:

*DATEyyyy-mm-dd
*DATE-TODAY

The second format generates the current date at the time the code is generated, not at the time the request is actually run.

The year (yyyy), month (mm) and day (dd) in the first format must be zero filled:

*DATE1994-07-01 - correct
*DATE1994-7-1 - incorrect

The asterisk (*) preceding the date literal is required to distinguish the date literal from an attempt by the end user to enter a data item name from the view.

Example:

Two date items, "START DATE" and "END DATE", are stored internally as 'Y2M2D2'. To select only those records whose START DATE is in 1993 and whose end date is 1993 or after, we would have to enter the condition as follows:

```
START DATE >= *DATE1993-01-01 AND  
START DATE <= *DATE1993-12-31 AND  
END DATE >= *DATE1993-01-01
```


How to Use the InfoQuest Viewer

Request Viewer/Integrator

The **Request Viewer/Integrator** window provides you with the ability to view and manipulate InfoQuest Client request result data in several ways. Your result data is displayed automatically in a spread sheet format. You may scroll through the data view both horizontally and vertically. You may select a range of columns and rows to be copied to the clipboard, which may be pasted into any application that accepts data in Microsoft Excel Clip format. You may also mark columns as labels and values for display as several graph types. In addition, you may use the refine menu to further manipulate your result data for a more refined graph.

Data in the spread sheet view may be modified using the **Refine** menu options.

File menu

Refresh from Current File

This option reloads your result data into the spread sheet display and resets all graph actions.

Open New File

This option allows you to select a different file for viewing.

Print

This option causes the entire spreadsheet to be printed using the current default printer.

Print Setup

This option brings up the standard, windows **Print Setup** dialog.

Print Font Selection

This option brings up the standard **Font** selection dialog.

Exit

This option closes and exits the **InfoQuest Viewer/Integrator**.

Edit menu

Delete Selected

This option allows you to delete the selected rows, columns or cells from the current spread sheet view.

Copy Selected

This option will copy the selected rows, columns or cells to the Windows clipboard.

Select None

This option will deselect any selected rows, columns or cells.

Select All

This option will select all rows and columns in the viewer.

Refine menu

Sort Rows

This feature allows you to sort rows based on a column's data value. Choose one column from the pop-up menu that appears as a result of making this menu selection.

Sort and Summarize

This feature allows you to sort and summarize rows based on a value of a column. Rows containing duplicate values are automatically combined.

Scale Numeric Values

This feature allows you to scale down the numeric data content of column by tens (10), hundreds (100), thousands (1000), etc.

Using the Request Viewer/Integrator grid

To select an entire column, click on the column header. To select a row, click anywhere on a row. To select/deselect multiples (rows or columns), use the Windows-standard control keys: **Ctrl** and **Shift**. For example, holding down the **Shift** key while clicking on multiple rows will select or deselect a range of rows. Holding down the **Ctrl** key while clicking on multiple rows will select or deselect each individual row upon which you click.

Selected rows/columns may be deleted or copied to the Windows clipboard with the **Edit** menu or one of the buttons on the toolbar. Selected numeric columns may be scaled using the **Refine** menu.

At the right-hand side of each column header is a small gray button that may be used as a shortcut to sort all rows on that column. The button acts as a sorting toggle. If the button face has a carat (^) on it, the data is arranged in ascending sequence. If the button face shows an inverted carat (v), the sequence is descending.

Sort and Summarize

The **Sort and Summarize Rows** window allows you to sort and summarize rows of data in the spread sheet display based on column contents.

Procedure

Follow this procedure to sort and summarize rows:

1. Select the column to sort on using the **Sort on Column** drop-down list.
2. Select which data columns are to be combined using the **Summarize Column(s)** list box.
3. Set either the **Ascending** or **Descending** option button to choose the sort sequence.
4. Press the **OK** button to perform the sort and summarization.

Sort on Column

Use this drop-down list to select the column on which to sort.

Summarize Column(s)

This list box allows you to choose which columns are to be numerically combined during the summarization operation. To select, highlight one or more column names in the **Summarize Column(s)** list box with the mouse and press the button with the right arrow on the button face. The column names will appear in the **Selected Column(s)** list box. To select a single column name, simply double-click on the column name.

Selected Column(s)

This list box contains the selected column(s) list. To remove from the list, highlight one or more column names with the mouse and press the button with the left arrow on the button face. To remove a single column name, simply double click on the column name.

Sort Sequence

These options specify which sort order is to be used.

Ascending

When this option is selected, data will be sorted from lowest value to highest value.

Descending

When this option is selected, data will be sorted from highest value to lowest value.

OK

Use the **OK** button to execute the summarization operation.

Cancel

Use **Cancel** to close this window with no further actions.

Graph Options

The **Graph Options** window is used to select which column values are to be graphed and the single column values that will serve as the labels for the graph.

Select Column(s) to Graph

This list box allows you to choose which columns are to be graphed. To select, highlight one or more column names in the **Select Column(s) to Graph** list box with the mouse and press the button with the right arrow on the button face. The column names will appear in the **Selected Column(s)** list box. To select a single column name, simply double-click on the column name.

Selected Column(s)

This list box contains the selected column(s) list. To remove from the list, highlight one or more column names with the mouse and press the button with the left arrow on the button face. To remove a single column name, simply double click on the column name.

Select Column to be used as a Label

Use this drop-down list to select the column whose values will be used as labels.

Graph

Pass values and control to the Express Chart graphics program.

Cancel

Click this button to cancel the graphing function.

Quick Browser

The **Quick Browser** provides a fast and easy way to browse larger reports. It has the ability to perform text searches, print the report, or export the report as a dBASE IV compatible file.

When the Quick Browser starts, it automatically loads your report and displays a dialog box telling you how many lines were loaded. Click **OK** to continue.

The Quick Browser window allows you to scroll through your report both vertically and horizontally. The tool bar at the top provides quick access to many menu options.

File menu**Open New Report File**

Open a new report file. The report file must be in standard InfoQuest Client report format.

Save as dBASE file

Save current report data in dBASE IV file format. This format can be used as input to many database and spreadsheet programs.

Save as TAB delimited file

Save current report data into a file with a single TAB character between each field.

Save as Comma delimited file

Save current report data into a standard delimited file. Each field will be separated by a comma, and fields defined as alphanumeric will be enclosed in double quotes (").

Print

Print the report on the current default printer.

Printer setup

Bring up the standard, Windows printer setup dialog.

Options menu**Find**

Use this selection to locate text within the request displayed by the Quick Report Browser.

Window Font

To change the font of the Quick Report Browser display, click the **Window Font** button to bring up the standard, Windows font selection dialog. Note that only non-proportional printer fonts are available.

dBASE Format Specification

The **dBASE Format Specification** window allows you to change the default, dBASE field definitions for fields found in your report. The default data type of **Character** is assumed for all alphanumeric fields. Numeric fields automatically default to **Numeric**. You may also set fields to a **Date** type.

Database Fields Found

This list box contains the names of the database fields found by examination of the standard report headers. These names are limited to the dBASE maximum field name size of 10 characters. Duplicated names will have to be changed before creating the dBASE file.

To change a field's specifications, click on its name in this list, and then use the controls listed below to change individual specifications.

Edit Database Field Name

Use this box to change a database field name of the field currently selected in the **Database Fields Found** list. The field name must meet dBASE field naming conventions.

Select Data Type

Use this drop-down list to change the data type of the currently selected field.

Length

Use this entry to change to dBASE field length. Note that numeric fields are limited to 19 characters and date fields are fixed at eight (8) characters.

Decimal Positions

This entry is only visible when a numeric data type has been selected. Enter the number of decimal positions desired for the dBASE field.

OK

Press **OK** after setting all dBASE field specifications to create the dBASE file. You will be prompted for a file name before the file is actually created.

Cancel

Press **Cancel** to return to the main window without creating a dBASE file. Any options set in this window will be discarded.

Glossary

Alphanumeric

An alphanumeric, or alphabetic, item is one defined to consist of any combination of letters, digits or other special characters. Alphanumeric items cannot be used in calculations, even if they are made up entirely of numeric digits. How a data item is defined is determined by your application.

Alphanumeric Literal

An alphanumeric literal is a string of data composed of any alphabetic letters, numbers or special characters. An alphanumeric data string is normally enclosed between single quote marks ('), the one exception being when used in the **Selection Values and Value Ranges** window. The following are examples of alphanumeric literals:

- 'Sam Jones'
- '123.56'
- 'A100'
- '-945.66'
- '12345' (An alphanumeric literal may consist entirely of numeric digits.)

Application Definition

An InfoQuest Application is a category of data that may be accessed as a group. In a traditional sense, it might be the database of a particular section or department within your company or organization (e.g., Accounts Receivable, Engineering, Shipping, etc.). However, the definition of an InfoQuest application is not restricted to this interpretation. It could be broad enough to encompass several different files and/or databases, or almost any combination of the supported OS 2200 file structures. An InfoQuest application could be as simple as a subset of a traditional application such as a single, order entry file or one area of a general ledger database.

The InfoQuest application names are set up by your data processing personnel to fit your organizational structure. If you have any questions regarding the correct choice of an application, contact the person(s) responsible for assigning and creating the InfoQuest applications at your site.

Data Type

Data Type refers to a data item's content or usage. Items may have a Numeric or Alphanumeric data type. Only numeric data items can be used in calculations.

Date Format

The date format may be specified by using one of the KMSYS Worldwide supplied \$DATEn formats (without quotes), or by using any combination of date descriptors bound in single quotes. The \$DATEn formats and date descriptors are shown below. Examples:

```
$DATE6
'Y4-M2-D2'
```

The output length must be large enough to encompass the entire date format; otherwise, the output will be truncated from the right. In the above example, the length must be => 10.

The valid predefined \$DATEn formats are:

\$DATEn	Format	Example
\$DATE0	YMMDD (Y1M2D2)	20327
\$DATE1	YYMMDD (Y2M2D2)	920327
\$DATE2	DD MMM YY (D2BM3BY2)	27 MAR 92
\$DATE3	YDDD (Y1D3)	2087
\$DATE4	YYDDD (Y2D3)	92087
\$DATE5	DDMMYY (D2M2Y2)	270392
\$DATE6	MM/DD/YY (M2/D2/Y2)	03/27/92
\$DATE7	MMMMMMMM DD,YYYY (M9BD2,Y4)	MARCH 27,1992
\$DATE8	MMDDYY (M2D2Y2)	032792
\$DATE20	YYYYMMDD (Y4M2D2)	19920327
\$DATE21	YYYYDDD (Y4D3)	1992087
\$DATE22	DDMMYYYY (D2M2Y4)	27031992
\$DATE23	MMDDYYYY (M2D2Y4)	03271992

The valid date descriptors are:

Date Descriptors	Explanation
I	Internal Julian Date: This format is the default when the FORMAT clause is omitted. This descriptor may not be used in combination with any other date descriptor. In this format, all dates are relative to the turn of the twentieth century.
D2	Day of the Month: Valid values are in the range of 01-31; however, the value must not exceed the maximum number of days allowed for the specified month.
D3	Day of the Year: Valid values are in the range of 001-366; however, 366 is only valid for a leap year.
M2	Month of the Year: Valid values are in the range of 01-12.
M3	Month of the Year Abbreviation: This format will always be 3 alphabetic characters (e.g., JAN, FEB, etc.).
M9	Alphabetic Month of the Year: The longest month name is 9 characters. Shorter month names will be space filled to the right.
Yn	Year: n is the number of positions (1-4) required to represent the year. Valid values are in the range of 1900-2100. If n is less than 4, the high order positions of the year are truncated (e.g., if Y2 is specified, 1994 would be formatted as 94).
W1	Day of the Week: Valid values are in the range of 1-7 where 1 is Sunday, 2 is Monday, etc.
W3	Day of the Week Abbreviation: This format will always be 3 alphabetic characters (e.g., SUN, MON, etc.).
W9	Alphabetic Day of the Week: The longest weekday name is 9 characters. Shorter names will be space filled to the right.
/	Slash: Allows a slash in the input field, or inserts a slash in the output field.
-	Dash: Allows a dash in the input field, or inserts a dash in the output field.
.	Period: Allows a period in the input field, or inserts a period in the output field. The period is used in European date formats, which are normally formatted as D2.M2.Y2 (e.g., 31.01.94).
,	Comma: Allows a comma in the input field, or inserts a comma in the output field.
B	Blank: Allows a blank in the input field, or inserts a blank in the output field. An actual blank or space character can also be used as the descriptor (e.g., M9D2,Y4 will produce the same result as M9BD2,BY4).

Derived Item Definition

A derived item is an item derived from other data items, which may include other derived items. You define the name and form of derived data items using the **Add Derived Item and Description** window that is called from the **Choose and Arrange Data Item** window. You must specify how the derived item is to be derived. There are two methods available: Standard and Free Format. The Standard method of defining derived items is done using standard window forms, which provide the capability of entering simple calculations and, optionally simple conditions under which they are to occur. The Free Format method allows you to enter very complex logic commands. Alphanumeric derived data items can only be created using the Free Format method.

Download Definition

In InfoQuest Client Manager, Download means to move data, a report or file, from the host computer system to your PC.

Edit Mask

An Edit Mask is a string of characters that defines how a numeric data item is to be visually represented, a alphanumeric data item is to be justified or a date format is to be applied to a date item.

When editing numeric data items, edit masks must always be bound in two single quotes (e.g., '\$Z,ZZZ.99'). The following edit mask characters may be used:

1. Insertion characters:

Any character may be used as an insertion character (except the single quote); however, there are two special insertion characters which are:

- B inserts a blank
- H inserts a hyphen (-)

2. Zero suppression control characters are:

- Z suppresses leading zeros
- 9 displays leading zeros

3. Sign control characters are:

- + prints plus or minus sign depending on the value of the number
- prints minus sign only if the number is negative

4. Floating characters are:

- \$ prints dollar sign to the left of the most significant digit when the dollar sign is the first character of the mask and followed by the character(s) "Z"
- for negative numbers, prints minus sign to the left of the most significant digit when the minus sign is the first character of the mask and is followed by the character(s) "Z"

The following are examples of valid edit masks:

'9999'	if value is 12, the result is "0012".
'-ZZZ,ZZZ.99'	if value is 92301.2, the result is " 92,301,20"
'99:99'	if value is 1123, the result is "11:23"
'99/99/99'	if value is 72192, the result is "07/21/92"
'999B99B999 9'	if the values is 261789345, the result is "261 78 9345"

Truncation changes the default mode of InfoQuest when loss of decimal precision occurs due to output editing. Normally, InfoQuest automatically rounds the output up or down when decimal precision is lost. If truncation is desired, precision is lost but no rounding occurs. Truncation can only be specified on this window by entering the letter "T" immediately in front of the edit mask.

Example:

Normally, the number 12.50, edited with a mask of "'ZZZ'" would be displayed as 13 (rounded); however, if the mask were entered as "'T'ZZZ'", the output would be 12 (truncated).

The following keywords may be used in the Edit Mask for aligning alpha items:

- LEFT Item is left justified in the column
- CENTER Item is centered in the column
- RIGHT Item is right justified in the column

The Edit Mask may also be used to edit items (derived or from the view) defined as a date:

When formatting a date type item for output, the user may override the output length and the date format as specified in the view.

For more on formatting dates, see Date Format.

Hidden Items

A hidden item is one that is available for use in your request, but will not be present in your final output. Hidden items may be used in calculations of derived items (standard and free format), column calculations and in data selection.

Mouse Configuration

Left and right mouse button actions may be reversed. To reverse, run the Mouse icon/program in the Windows **Control Panel** (press the **Start** button on the Windows Taskbar and select **Settings** and **Control Panel**).

Numeric

A numeric data item is one that is defined to consist entirely of numeric digits 0-9. Numeric data items may be used in calculations. How a data item is defined is determined by your application.

Numeric Literal

A numeric literal is a data string made up of the digits 0 through 9 and, optionally, a leading plus (+) or minus (-) sign and/or decimal point (.). A numeric literal is never enclosed in quote marks. The following are examples of numeric literals:

1000
235.50
-2
+905.66

Output Length

The output length of an item pertains to the number of characters used to show the item on the display or report. The length of a numeric item includes characters such as leading sign, embedded commas, embedded decimal points or other editing characters. See Edit Mask for edit characters.

Recovery File

InfoQuest automatically saves your work after each session. If, for some reason, the connection to your host computer was lost, or your request was lost in some other way, you can use the information in the recovery file to restore your work.

To recover your work, you must choose the same Application category and View with which you were working when the session was lost. Simply choose **Open Recovery File** from the **Misc** menu.

Request Definition

An InfoQuest Request is a unit of work that the InfoQuest software will perform to deliver a report or file to you. The contents of the file or report are determined by you as you proceed through InfoQuest Request Development where data items are selected, sort order chosen, totals/subtotals specified, selection criteria entered, etc. You develop your InfoQuest Request by making choices from a series of selection lists, menu selections and option buttons.

Once the InfoQuest Request Development phase has been completed by you, InfoQuest sends your request specifications to the host computer for processing. In other words, this is the execution phase where InfoQuest actually retrieves the data. Data is retrieved based on the selection criteria that you entered. InfoQuest sorts, calculates totals and formats the retrieved data, again, based on the choices that you made during the InfoQuest Request Development phase.

When the InfoQuest Request Execution phase has completed, InfoQuest saves the report or file in the form of a result. This result is then made available for you to download to your PC in its entirety, or partially for previewing.

If you choose to rerun or overlay, and subsequently run, a previously developed request, InfoQuest will not overlay any results previously created by that same request. Instead, InfoQuest places a unique date and time stamp on each result returned.

Select from Available Items

The **Select from Available Items** window provides an easy way to insert available data item names or special names into appropriate text entries. The names shown in the list box will depend on the context from which this window was called.

Procedure

To select an item, highlight the desired item and double click with the mouse, or select the **OK** button. The keyboard, up/down arrow keys may be used to highlight the selection, and the **Enter** key may be used to select it. **Cancel** returns to the original window with no actions.

User Prompt

A User Prompt is a special data value that is to be provided by the end user when a request is created. The values returned by User Prompts are used in custom logic associated with the current InfoQuest View. The use and content of User Prompts are dependent upon the application.

View Definition

An **InfoQuest View** is a collection of data items, their lengths and attributes that are available to you, the InfoQuest user, when developing and running an InfoQuest request. The data items may be from a single file or area of a database, or from almost any combination of the supported OS 2200 file structures.

The InfoQuest views are set up by your data processing personnel to fit your processing needs. If you have any questions regarding the correct choice of a view, contact the person(s) responsible for creating and maintaining the InfoQuest views at your site.

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