informer

Designing Queries

Course Syllabus

Participants learn to design queries, add fields, criteria and flow steps to create Datasets or Ad hoc Query reports.

Contact hours: 4

By the end of this course, participants will be able to:

- Design new Queries
- Add criteria
- Add fields
- Add flow steps
- Organize content
- Add groups
- Add aggregates
- Edit column options
- Refresh Queries
- Create and save Pivot Tables
- Create and save Visuals
- Create and save Filters
- Edit existing Queries
- Copy existing Queries
- Export results
- Manage filters
- Grant access to other users
- Create Jobs to schedule tasks