

Query Variables

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Path: Setup > Query Variables

Query Variables are used throughout reporting.

Toolbar:

- New: add a new query variable
- Edit: edit an existing query variable
- Delete: Delete the query variable
- Reports: this prints the grid below the toolbar

Adding and editing a query variable:

- Variable Name: This is the variable It MUST begin and end with the % symbol
 - Description: This is for informational purposes and is only a text box
 - Value Type: This can be the result of a query or a fixed value
 - Connection: This tells the variable where to pull data from. Most often it is the same as the query that the report is using.
 - Select Command: This is where the query for the variable or the fixed value is stored
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