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Query Variables

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