Advanced Query Design

Query settings offer several tools for customizing your query results. These tools can be used for organizing the columns, highlighting a particular data set, and even changing the format of your query results display.

**Filters**
Use the filter settings to determine how many rows are visible in your set of results after the query has been run.

**Results View**
To see your results in a different format, select one of the four options available. In order to use Calendar, Map, or URL Preview, be sure that your results contain relevant data types.

**Column Options**
The Column Options offer a variety of display formats to change how a field behaves within your set of query results.

**Override Display**
If you need to rename a particular field (i.e. "Full Name" to "Name"), use the Override Display to give the field a new description.

**Background Color**
Want to highlight a particular column in your results? Use the Background Color setting to change the shade of the field in the results.

**Visibility Options**
These options represent shortcuts to change which columns are visible in your query results.

**Subtotal**
To add a sum to a subset of results, toggle this flag to "Yes." Sorting must be applied in order for subtotaling to function properly.

**Summarize**
Formerly known as "grouping" in ES2, the Summarize flag can be set to roll up the query results to display a summed record count.

**Comments**
If you’ve saved a query and want to write notes or instructions for yourself or for others, the Comments box is the best location.

**Columns Group**
If you want to visually group your columns together, use the column group function. Marking columns as part of the same group can help organize your results.