



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.

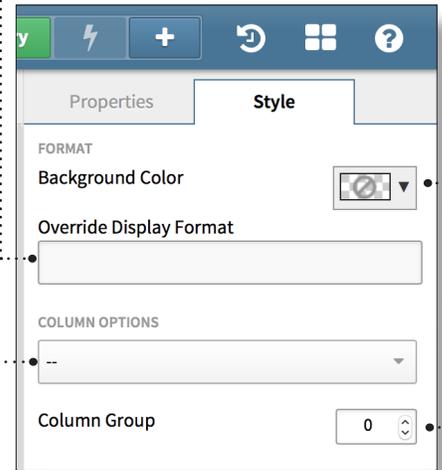
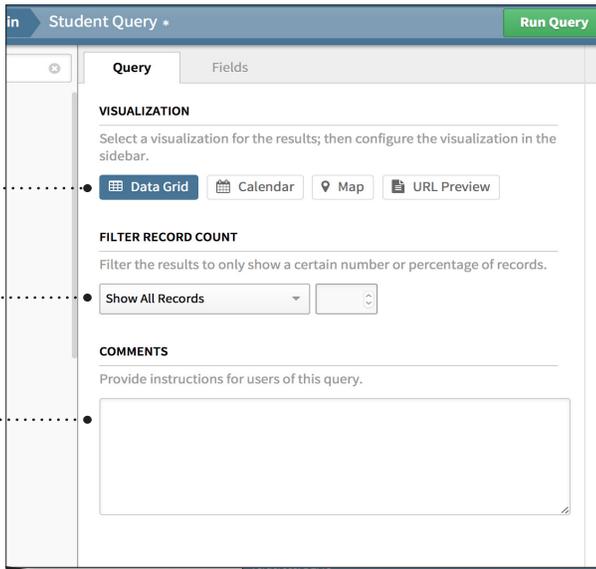
Background Color

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.

- Show all fields
- Hide all fields
- Rearrange all fields by display status

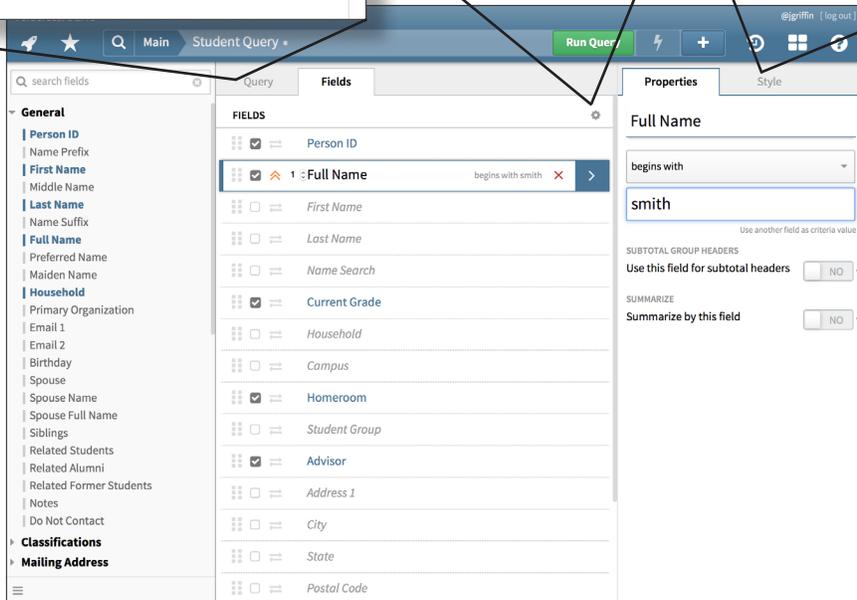


Comments

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.

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.



Column 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.

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.