

# Query Builder Tips & Standards

- ★ Click on the SAVE... button to save your unquery statement to the pc. Statements are saved to the default directory c:\winteg\query\querysav\filename.wis. Do NOT change the .wis extension. The statement is saved to your pc.
- ★ Click on the OPEN... button to run a saved unquery statement.
- ★ To save time, type as much as you know on the main Query Builder screen.
- ★ In display boxes (ex. file names, fields), enter the first letter to go to the start of items beginning with that letter.
- ★ Use the tab key or mouse to move between selection boxes.
- ★ Enter 'Q' to quit at "Enter <new line> to continue".
- ★ Use the blue arrows on the icon bar at the top of the screen to scroll the screen.



- Scroll up through previous screens one line at a time.



- Scroll down through previous screens one line at a time.



- Scroll up through previous screens one screen at a time.



- Scroll down through previous screens one screen at a time.



- Scroll to the top of the screens available.



- Scroll to the bottom of the screens available, back to the prompt.

- ★ To save a list, type SAVE.LIST *listname* in the AFTER box.
- ★ To use a savedlist, type GET.LIST *listname* in the BEFORE box.
- ★ Name standard for savedlists: *listname* = your initials.your description. Always include your initials in the listname.
- ★ To list savedlists created by you:
  - Verb: SORT
  - File: SAVEDLISTS
  - Items: WITH @ID LIKE your initials...
- ★ It is important to delete **your** savedlists that are no longer needed.
  - Verb: DELETE.LIST
  - FILE: your initials.your description