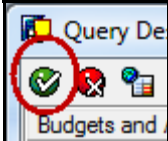
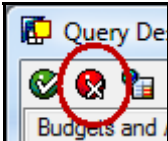
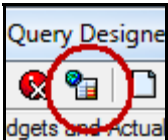
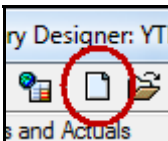
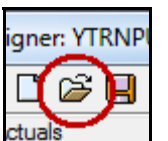
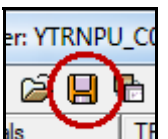
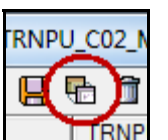
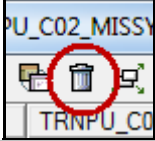
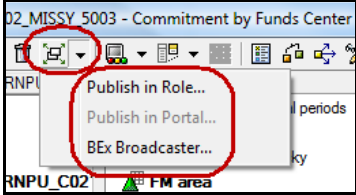
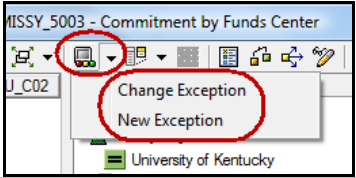
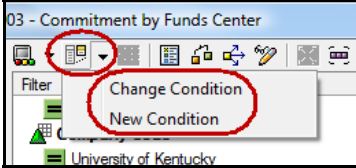

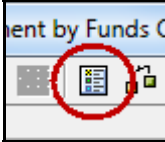
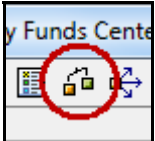


## Query Designer Toolbar Icons






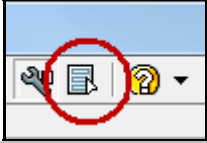

Icons	Description
<p><b>Exit and Use Query</b></p> 	<ul style="list-style-type: none"> <li>Exits Query Designer and produces the report within Excel</li> <li>If changes have been made, <b>Save Query</b> window will be displayed</li> </ul>
<p><b>Exit Query</b></p> 	<ul style="list-style-type: none"> <li>Exits Query Designer without running a report</li> <li>Checks query for changes and, if changes exists, opens up a window so query can be saved</li> </ul>
<p><b>Display Query in Web</b></p> 	<ul style="list-style-type: none"> <li>Runs query in a browser</li> <li>Most efficient way to run query</li> <li>Note: Suggested way to view a report, especially for a Report Developer</li> </ul>
<p><b>New Query</b></p> 	<ul style="list-style-type: none"> <li><b>New Query Select Provider</b> window displays</li> <li>If within a query and changes have been made, will be asked to save any changes</li> </ul>
<p><b>Open Query</b></p> 	<ul style="list-style-type: none"> <li><b>SAP BEX: Select Query</b> windows displays</li> <li>Provides access to all existing queries available for your role</li> </ul>
<p><b>Save Query</b></p> 	<ul style="list-style-type: none"> <li>Use to save query under its current name</li> <li>If query does not yet have a technical name, the <b>Save Query As</b> displays</li> </ul>
<p><b>Save Query As</b></p> 	<ul style="list-style-type: none"> <li>Use to duplicate the open query</li> <li>Use to duplicate and change a <b>Q</b> query and make changes in your own name space</li> <li>Allows entry of both the description and technical for the query</li> </ul>

# Query Designer Toolbar Icons



Icons	Description
<p><b>Delete Query</b></p> 	<ul style="list-style-type: none"> <li>Deletes the existing query that is open</li> <li>Power Users cannot delete <b>Q</b> queries</li> <li>Caution! Double-check technical name to ensure you are deleting the correct one!</li> </ul>
<p><b>Publish</b></p> 	<ul style="list-style-type: none"> <li>Used by Developers</li> <li>Not available to Power Users</li> </ul>
<p><b>Exception</b></p> 	<ul style="list-style-type: none"> <li>Creating exception allows color-coding on cells that meet specific criteria</li> <li>If one or more exceptions have been defined for a query, the <b>Exception</b> symbol displays on the Query Designer status bar</li> </ul>
<p><b>Condition</b></p> 	<ul style="list-style-type: none"> <li>Creating condition allows only data that meets certain criteria, defined by you, to display</li> <li>Example: top ten GL Account amounts</li> <li>If one or more conditions have been defined for a query, the <b>Condition</b> symbol displays on the Query Designer status bar</li> </ul>
<p><b>Define Cells</b></p> 	<ul style="list-style-type: none"> <li>Allows you to design more detailed queries</li> <li>Can define formulas and selection conditions explicitly for cells in queries with two structures                         <ul style="list-style-type: none"> <li>Used to override the cell values that are created implicitly from the intersection of the structure components</li> </ul> </li> </ul>
<p><b>Query Properties</b></p> 	<ul style="list-style-type: none"> <li>Set the properties of the query to meet the query guidelines</li> <li>Can use to change the description of the query</li> </ul>
<p><b>Check Query</b></p> 	<ul style="list-style-type: none"> <li>Checks the syntax of your query</li> <li>Automatically runs when you use the <b>Exit and Use Query</b> function</li> </ul>

# Query Designer Toolbar Icons

Icons	Description
<p><b>Use Query in Workbooks</b></p> 	<ul style="list-style-type: none"> <li>• Used only by KMSF</li> </ul>
<p><b>Display ↔ Change</b></p> 	<ul style="list-style-type: none"> <li>• Toggles from display mode to change mode</li> <li>• Does not work on Q queries</li> </ul>
<p><b>Change Query (Global Definition)</b></p> 	<ul style="list-style-type: none"> <li>• If in a local view, use to go to the global view</li> <li>• Does not work to go from global to local</li> </ul>
<p><b>Tabular Display</b></p> 	<ul style="list-style-type: none"> <li>• Toggle that results in the report displaying in tabular format</li> </ul>
<p><b>Technical Name</b></p> 	<ul style="list-style-type: none"> <li>• Toggles on/off the technical names</li> <li>• Recommended to turn technical names on after opening the query</li> <li>• Technical name will be needed to save query</li> <li>• Technical names useful when contacting BW team with question or problem</li> </ul>
<p><b>Context Menu</b></p> 	<ul style="list-style-type: none"> <li>• Shows the <b>Context Menu</b> for what is selected</li> <li>• Right-click to display the context menu quickly</li> </ul>
<p><b>Help</b></p> 	<ul style="list-style-type: none"> <li>• Opens the <b>SAP Library</b> which can provide more in-depth information about the Query Designer</li> </ul>