Basic Use

- All 'AskFor…' tokens are a single word with no spaces or other punctuation. They are not case sensitive, but it is highly recommended that they are entered using the capitalization as shown in this document as it makes the queries much easier to read and understand.
- Manual Query: Click on the 'Manual' button and just use the "AskFor…" string where desired. Examples:
    - RcpTIN = AskForText
    - DateLastEdit > AskForDate
    - DateCreated BETWEEN AskForDateRange
        TIP: Date and Time ranges must be entered manually as shown above.
- Using the Query Wizard, there is really only one thing that *must* be done! On the 3rd step ("Value Entry"), you must use the 'Expression' option as shown below, or else the 'AskFor…' token will be treated as if it is the actual value to use. The bottom line is that your query will never find anything or even trigger an invalid query response/error from the database (see below for tips on fixing invalid queries.) If the 'Expression' option is disabled, then you must create the query manually.

Once the query is create/saved, every time it is run it will ask the end user for the value to use (substitute) where the 'AskFor…' expression was in the query. To resubmit the query with a different value, just click on the   'Redo' button under the "Current Query:" prompt and it will ask for a new value (or set of values) to use before resubmitting the query. You can also press F5 (refresh) to redo a query.

This makes it very simple to repeat a query with new values to browse, update or report.

Removing a Query

To view all records again, you can either select 'All records' on the query list or click on the 'Undo' button to the left of the 'Redo' button.

Restrictions

Currently, you can have multiple *different* 'AskFor…' expressions in the same query, but not the same one multiple times. For example, you can have a query like this:

DatePrinted = AskForDate AND RcpLName = AskForText

But not one like this:

RcpLName = AskForText AND RcpFName = AskForText

At some point in the future, these restrictions will probably be lifted.

Workaround: For text and numbers you can use the from/thru variants of the same type as additional tokens. For example:

RcpLName = AskForText OR RcpLName = AskForFromText OR RcpLName = AskForThruText

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TIP: Each 'AskFor…' token will cause its own window to pop up, so multiple tokens can result in a succession of prompt windows before the query is completed and applied.

Available "AskFor…" Tokens

AskForText	Requests any type of text/string value. For example, anything dealing with names, addresses, TIN, account numbers or alphanumeric codes. Basically, anything that is not explicitly a number or date. Prompt is "Text to use".
AskForFromText	Same as "AskForText" except the prompt is "1st/From value"
AskForThruText	Same as "AskForText" except the prompt is "2nd/Thru value"
AskForDate	Requests a single date, with the popup calendar option. Defaults to current date. Offers a number of presets such as
AskForFromDate	Same as "AskForDate" except the prompt is "1st/From date"
AskForThruDate	Same as "AskForDate" except the prompt is "2nd/Thru date"
AskForDateRange	Pops up the full date range query window, with calendars and quick-select options for all of the common ranges (this year, this month, a particular month, a quarter, etc.) or you can select any random range.
AskForNumber	Requests a single number and provides for decimals. Prompt is "Number/Amount".
AskForLowNumber	Same as "AskForNumber" except the prompt is "1st/Low number"
AskForHighNumber	Same as "AskForNumber" except the prompt is "2nd/High number". These two tokens can be combined to create a numeric range.
AskForTimeRange	Asks for starting and ending times within a single day. Offers a number of quick-select options such as 'Last 30 minutes', 'Midnight to 6AM', 'Before Noon' and so on.

NOTE: We are still enhancing the token process the make it even more intuitive. More tokens are planned, as well. Check the online help or ask Pro for an updated list when you receive program updates.