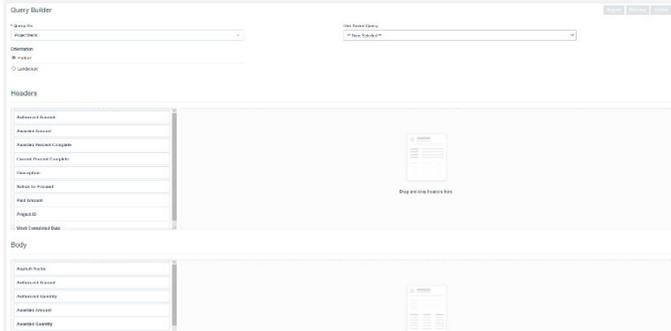


Appia® Query



You can build reports based on your requirements using the Query Builder process in the Appia® service. You can set filter report parameters to find more information about project items than a standard Appia report. Each query can be saved for future use.

The project overview fields are available for the header of the report. Fields for the body change depending on which element was selected for the query.

Query Builder

Once you decide what element to query on, the header fields and the body display. The list of body fields change depending on the element selected. You can also use a saved query.

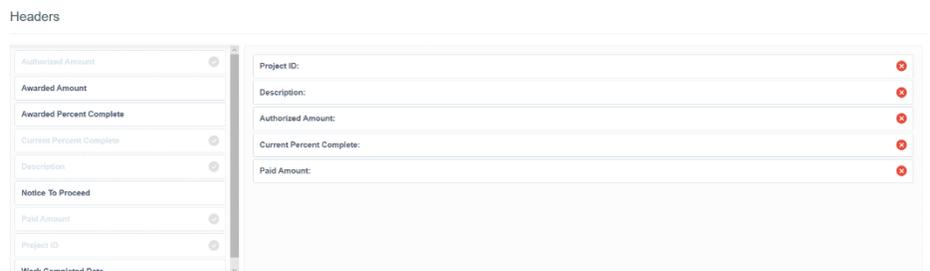
1. Select the element to query on in the Query On drop down list or select a saved query from the Use Saved Query field.
2. Decide the orientation for the final report.

If you select a saved query and want to create a new query instead, click the **X** in the Use Save Query field.

Build the header

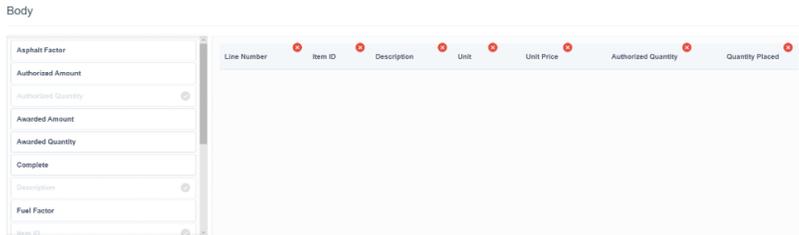
The Header lists the fields available in the report overview. The header is built vertically.

1. Click the field you want in the header.
2. Repeat the process until you have all the header information you want for the report.
3. Rearrange the fields by dragging the field to the order where you want it displayed.



Delete the field by clicking the **X**.

Build the body



The body lists the column headers available for the selected element. The body is built horizontally.

Text fields are left justified. Number fields are right justified.

1. Click the field you want in the body.
2. Repeat the process until you have all the body information you want for your report.
3. Rearrange the fields by dragging the field to the order where you want it displayed.

Delete the field by clicking the **X**.

Save and delete

You can save the report for future use or delete it if you're not using it anymore. Users who have access to the Under Construction project can use and change the query.

- Click **Actions** and click **Save** to save the query. Enter a query name and click **Yes, save query**.
- Click **Actions** and click **Delete** to delete the query.

Run the report

When you have the header created and the body contains all necessary information, run the report.

- Click **Report** to run the report in your internet browser.
- Click **Preview** to see what the report will look like.
- Click **Actions** and click **Export** to create a .csv file of the report.

Appia City Agency Custom Report
99250-DG019

Project ID: 99250-DG019
 Description:
 Authorized Amount: \$2,056,732.12
 Current Percent Complete: 19.808%
 Paid Amount: \$407,494.85

Project Items

Line Number	Item ID	Description	Unit	Unit Price	Authorized Quantity	Quantity Placed
0010	010-2201	SPECIAL DETOUR (DETOUR 1) 2692781301	LS	\$1,475,000	1,000	1,000
0050	028-6265	TURNOUT CONSTRUCTION (ASPHALT) SUDORPANE ASPHALTIC CONCRETE	TN	\$302,330	45,000	45,000