

Appia® Query

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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.

- 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.

Headers

Delete the field by clicking the X.

	0		Project ID:	0
warded Amount		L	Description:	6
warded Percent Complete		L	Authorized Amount:	6
	0	L	Current Percent Complete:	
	0	L	Paid Amount:	
lotice To Proceed		L		
	0	L		



2

Build the body

1	Body										
	Asphalt Factor		Cline Number	0	Item ID	Description	Onit Unit	8 Unit Pric	e Authori:	ed Quantity	Quantity Placed
	Authorized Amount										
		0									
	Awarded Amount										
	Awarded Quantity										
	Complete										
		0									
	Fuel Factor										
		0	~								

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 ${\bf X}.$

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.

Ар	pia	City Agency Custom Report 99250-DG019				
Project ID		99250-DG019				
Description	1					
Authorized	Amount	\$2,056,732.12				
Current Pe	ercent Complete	19.808%				
Paid Amou	int	\$407.404.85				
Project It	lems					
Project It Line Number	lems Item ID	Description	Unit	Unit Price	Authorized Quantity	Quantity Places
Project In Line Number 0010	Item ID 010-2201	Description SPECIAL DETOUR (DETOUR 1) 2092/815201	Unit LS	Unit Price \$1,475.000	Authorized Quantity 1.000	Quantity Places

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.