

## Quick Start Guide to Instant Productivity with dQuery

Use the many dQuery Wizards to become productive immediately with dQuery. This guide enables you to become productive with your data immediately. For more detailed instruction, please see the *Introduction to dQuery – A Tutorial*. (The Chapter numbers follow each of the steps below.)



### **Step 1. Save a DataModule.**

(Chapter 2)

*dQuery* opens with a blank DataModule, the container that houses your database, query, reports and their properties.

When you first open dQuery you will see the 'dQuery Easy Start' dialogue. This is to help you go where you want quickly. Once you become more familiar with dQuery's menu options you may want to close the Easy Start dialogue. (Note: If the Easy Start dialogue is 'off' before closing dQuery it will not come up the next time you start dQuery. If Easy Start dialogue is 'on' before closing dQuery it will come up the next time you start dQuery). Also, you can get to the 'Easy Start' dialogue any time by clicking the 'Open EasyStart Window' button on the toolbar.

Name your DataModule a single word or use an underscore where you would have a blank space as *dQuery* does not recognize filenames with spaces. Filenames *Untitled1.dmd* and *Untitled2.dmd* are reserved.



### **Step 2. Connect to a database. Select:**

(Chapter 4)

- Create a new connection** if you are first starting out or want to connect to a new database. You will be guided to create a database. If you are unsure about the type of databases you have, select the default dBase.
- Add an existing connection** if you already have a database connection. The next page of the Database Wizard will return a drop down list of the databases available.



### **Step 3. Create or Add Tables to the Database Select:**

(Chapter 4)

- Create a new database table** if you want to add a new table or if you want to create a table. The Wizard will step you through its creation and launch the Table Designer.
  1. Enter the field names
  2. Indicate the type of field it is: character, numeric, incremental, date, memo.
  3. Set the width if different from the default.
  4. Set the decimal digits. For currency, select 2 decimals.
  5. If the field is to be sorted on, select an Index type.
- Add an existing table** if you already have a table or tables you want to use in this database.



### **Step 4. Populate the Table with data**

(Chapter 4)

- Enter data live.** Enter data directly onto the live data area of the main screen.
- Import data** from another database program, comma separated values, Excel or more sources.



### **Step 5. Establish Parent/Child Relationship**

(Chapter 5)

- ❑ Combine information from two or more Tables or Databases into one report by linking the fields.
  1. Highlight the Table you want to be the master.
  2. With mouse or pointing device, select a field that has a corresponding field in another table.
  3. Drag-and-drop the field to the second table.
  4. An arrow shows the connection between the two tables.



### **Step 6. Build a Multi-Table View**

(Chapter 6)

To visualize the way in which your information is presented, build a view by clicking on the View icon or use the drag-and-drop method.

1. Click on Multi-Table View Tab.
2. Drag-and-drop fields from your tables to the data entry area on the bottom portion of your work surface.
3. Resize the fields. With pointing device, grab the column lines and move left to decrease column size or right to increase column size.
4. Rearrange the fields in the order you want them to appear.
5. Click on the Reports Tab to see an automatic report generated from the Multi-Table View.
6. Save the DataModule by using the File | Save menu.

### **Step 7. Edit Report**

(Chapter 6)

1. Save the Automatic Report using the File menu. File | Save Current Report As. . .
2. First you can use the 'format' wizard to make initial format changes to your report. Just click the 'format' button next to the 'Report View' tab.
3. Edit the report further using the Report menu. Report | Edit Report. This brings up the Report in Edit mode with the Component Palette.
4. You can change all settings for any component using the inspector. First select a component (e.g. a field) then right click and choose inspector to toggle the inspector dialogue on/off. Here you can set font properties - views - alignments etc...



### **Step 8. Export to Excel**

(Chapter 4)

Use the Export Wizard to export to your data to an Excel spreadsheet to conduct in-depth analytics.

1. Select the Multi-Table View on the first page of the Export Wizard.
2. Select Excel Spreadsheet on page two.
3. Name the file and path.
4. Check the box to *Open spreadsheet when export is complete*.
5. Click Finish.

As you see, you have created a fully-functional Excel spreadsheet.

***Congratulations!*** You are now ready to delve into more *dQuery* features, such as Filtering, Search, Windows and Web applications