VIEWING YOUR QUERY DETAILS

VLO offers 3 Options

Breakout - Pivot Table - Analysis Report

BREAKOUT

- To View Counts in selected fields by values using the BREAKOUT option is often the easiest way to have visibility into your selected query.
- Once you have built your query select BREAKOUT on the left side Menu
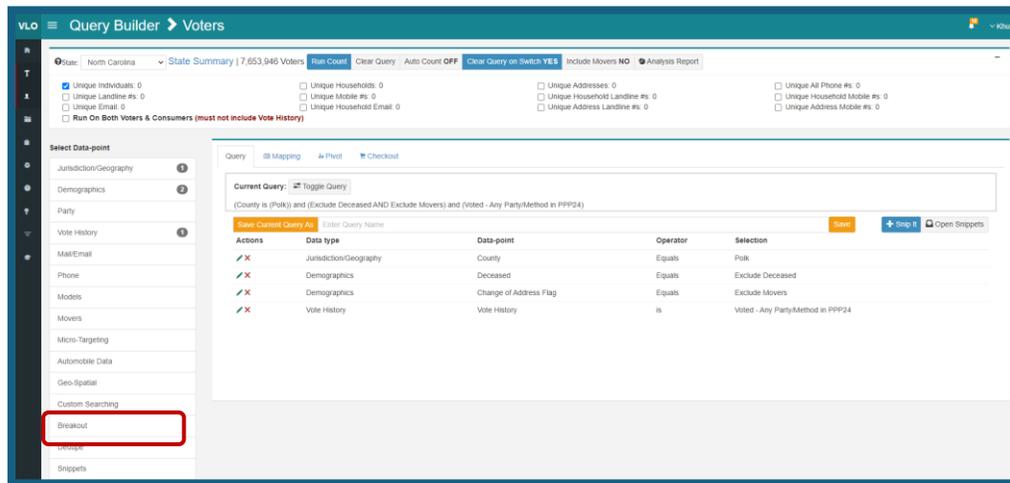
- Select the Count Type you would like to view – using the dropdown menu found under the search box. The options are the same as the Count Types at the top of the Query Builder screen.
- Use the Search Text Box to enter the field name you want to use or scroll down through the available list of fields. The fields are alpha order within Category. Once the field you need is displayed place a checkmark in the box, if you want to use another field you can repeat the process. Once your field(s) is selected click the GENERATE BREAKOUT button.
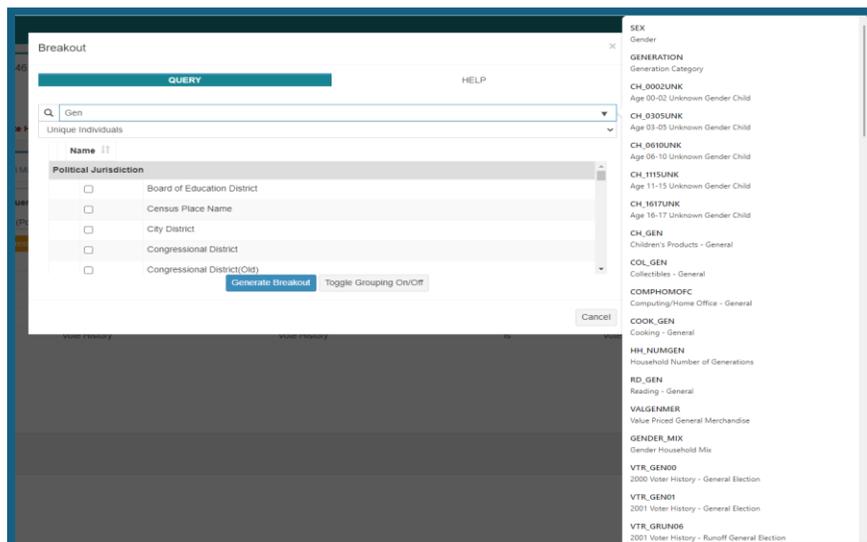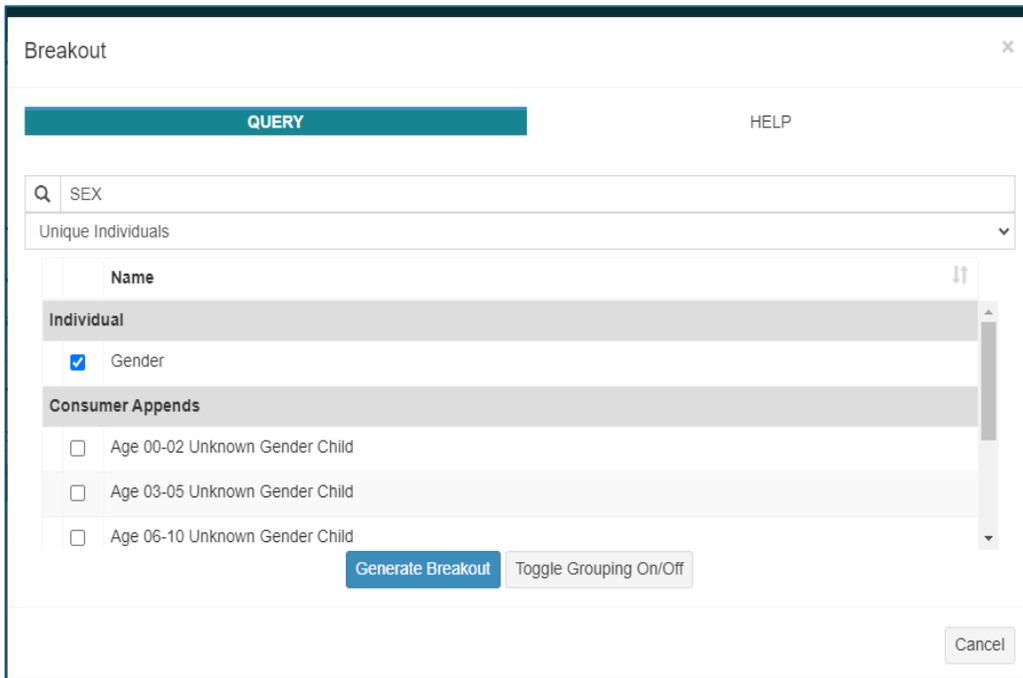
- Your Breakout by values will appear in the middle of the page.
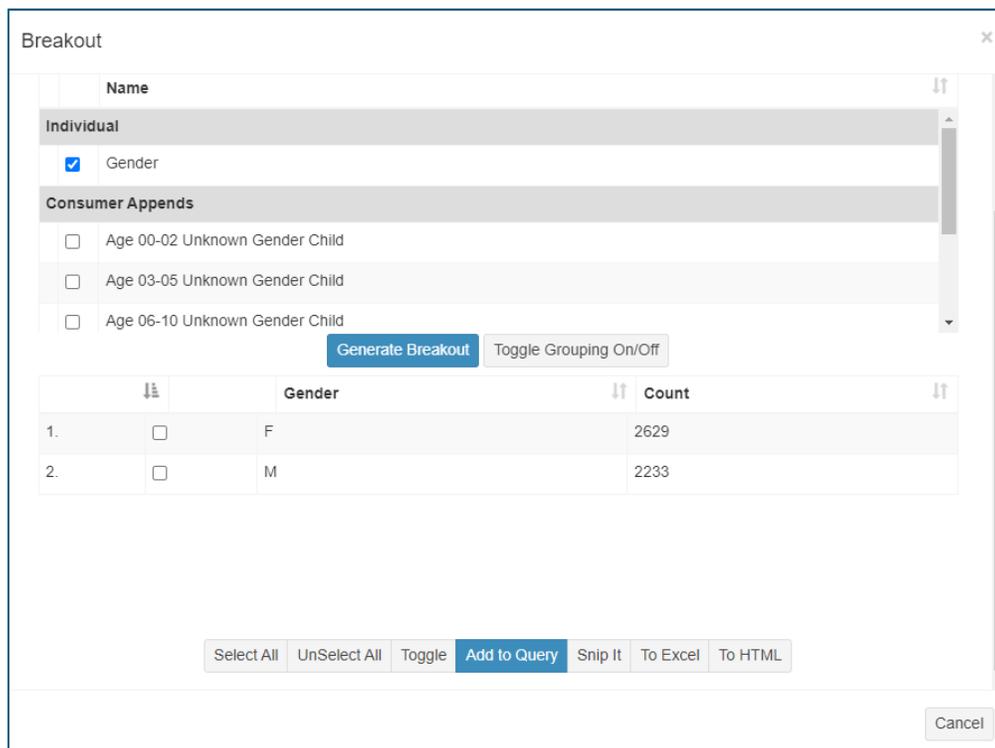
- At this point you have the option to select one or more of the displayed values and add them to your Query or Snip them. You can also export to an excel file or to HTML. Be aware that when outputting data to excel any leading zeros in a field will be stripped off by excel. To maintain leading zeros, use the To HTML option and then copy/paste into an excel sheet formatted as Text.