Getting Started Guide

Viewpoint

201703294149

Getting Started

■ Introduction

ViewPoint provides a powerful and easy-to-use Windows interface to most Sequel functions. With it, you use an Explorer-like window to manage your view, report, table, and script objects. Run views (static, prompted, and tabling) and display results in a PC window, store them as local files or System i files, or send as an e-mail attachment using ESEND. You can also submit report and script execution requests to the System i for batch execution.

The View creation module provides a graphical interface that makes view design and modification a snap. Search for files and fields anywhere in the database, visually link tables, click and drag fields for display, and so much more.

Viewpoint also provides drill-down, dashboards and graph drawing facilities for advanced EIS or data warehousing/mining applications.

Using the Viewpoint Report Designer you can create virtually any type of report. All the power and functionality of our renowned Sequel Report Writer is available in Viewpoint, along with added features you would expect from a PC-based product.

Create dynamic spreadsheets quickly and easily with the Table Designer. Summarize and tabulate large amounts of data into a few rows and columns of useful information. Display, print or download to numerous PC formats including XLS, XML, WKS, and HTML.

Create scripts to automate multi-step processes without writing or compiling a program. With the more powerful script view, you can combine the multi-step processing of standard scripts with the multiple output options of a view.

■ Purpose of the Getting Started Guide

The purpose of this Getting Started Guide is to show how quickly you can create your first Viewpoint View (query) to access your System i data.

Use this Getting Started Guide as an overview for Viewpoint. See just how fast you can go from starting the product to building your first query to creating an EIS dashboard.

This guide highlights the most commonly used features of Viewpoint and allows you to get started with the product. Every section of this Getting Started Guide is expanded on in detail in the *Viewpoint User Guide*.

Note: *If Viewpoint is not installed on your PC, refer to the Install Instructions included with the product download.*

Concepts

- Before You Begin
- Elements of the Database
- Database Structure
- The Sample Database

■ Before You Begin

This section of the Viewpoint Getting Started guide explains some basic concepts of database structure so that you can understand some of the "lingo" of the computer world. Obviously, if you are a programmer, you will already know this information and you can skip over this section.

Information Management Concepts

Before you begin using Sequel, it is important that you understand some of the concepts of computerized information management. The following topics introduce those elements and tell you a little about them.

If you feel that you already know these concepts, scan through this section. If few of the definitions surprise you, skip to the next section and continue learning about Sequel.

■ Elements of the Database

To use the information stored in your computer, you need to understand several terms. When you make an information request from the computer, you need to make it clear WHAT you want, and WHERE it can be found. Since your computer keeps track of so many things you must be very specific in making your request. Otherwise, you might not get what you want!

Library

A library is a place on the system that stores computer objects. Libraries help organize your system by keeping related information together. Depending on organization of your system, customer and product information could be in the same library, or they may be in different libraries.

When you are using Sequel Viewpoint, you need to specify library names when you indicate which information you want to use. You also need to tell Sequel which library to place your views and reports into when you create them.

Consult with the appropriate member of your IT Department to find out the library name(s) you will be using.

File

Information, sometimes called data, is kept in a database file or table. To keep things organized, all the information within a file is related. For instance, the information for all of the customers is kept in one file and the information for all the products is kept in another.

As with libraries, every file has a name. To refer to information within a computer file, you simply need to know its name and the library it is located in.

Record

Within a file, a collection of related information is known as a record (row). All the information pertaining to a specific customer is grouped into a single customer record. A product record contains facts about a specific product. All of the records taken as a whole comprise the file.

Field

A single piece of information within a record is known as a field (column). A customer's name, or a part number could be individual fields within a record. Each field within the record has a name. The field containing a customer's name might be called CNAME. Your reference to CNAME will cause Sequel to return the customer's name from one or more records in the customer file.

A field allows either numeric or character information. It also has a predefined maximum size that specifies a highest value (if numeric) or a maximum length (if character).

Record format

It is important to distinguish between the definition of a record or field and its values. The definition of a record, known as its record format, indicates which fields make up the record and their order in it. All records within a file usually have the same definition and thus are composed of the same set of fields.

Although the records within a file have the same definition, the values in each record are not the same. The field values actually make up the records. Naturally, the values in these fields are usually different for each record, and reflect the differences between them. The records in the customer file, for instance, have different values for name, address, and so on, even though the format (definition) of the records is the same for each one.

■ Database Structure

It is easiest to think of files as two dimensional tables; similar to a spreadsheet. Individual rows in the table correspond to records in the file, columns correspond to fields.

The table below shows a sample customer file.

CUSNO	NAME	CITY	STATE	LIMIT
1020	NBCO Corp.	Chicago	IL	300
1010	ABC Brick	Des Plaines	IL	100
1040	Designs Etc.	New York	NY	300
2100	Bells & Whistles	Troy	MI	700

This file contains 4 rows. Each of these is a record.

Each record in the file is composed of 5 columns. These columns are the fields in the records. Their names are: CUSNO, NAME, CITY, STATE, and LIMIT.

Some fields allow only numbers (CUSNO, LIMIT) while others allow alphabetic characters (NAME, CITY, STATE). This is known as the data type of the field. It is important to know a field's data type so that you know what can and cannot be done with the information in it. For instance, we can add numeric fields together but not character fields.

The amount of information that can be stored in an individual field is determined by its field size. When the file was defined to the system, the person who created it indicated both the type and length of the information each field could hold.

The length of a character field specifies the number of characters it can accept. If there are fewer characters in the field, the rightmost part of the field is blank.

The length of a numeric field is given in two parts: total number of digits and number of digits right of the decimal point. For example a field that is defined as (7,2) has 7 total digits: 5 to the left of the decimal and 2 to the right. The largest value that a (7,2) field can hold is thus 99,999.99

Fitting it all together

Each time you want information from the computer, you must tell it:

- which *library* contains the
- *files* you will be accessing,
- which *records* you are looking for,
- and the *fields* you want to see

Obviously, you will need to know the answers to these questions before you can instruct the computer to perform queries of your own. The Sequel-Showcase user interface can assist you if you forget or are unsure of some of the specifics, but you will find it easier if you have a basic understanding of your own system.

Before you begin working in earnest with Sequel, you should get an overview of the libraries, files, records, and fields that contain the information you need to work with. The people in your IT department are best suited to acquaint you with the database structure on your system. Once you know the basic arrangement of information within your system, you will be able to use Sequel to find anything that you need to know!

The Sample Database

The Sequel software comes with a series of files that will be used in this guide. You can use them on your own after working through the demonstration exercises. They will assist you in becoming familiar with the features and functions of the product. The database is rather simple, and a very common one such as may exist in your company.

All the files in the sample database are contained in the SEQUELEX library. This library is not needed to use any Sequel functions. It only contains sample files, views, and reports that help you learn about Sequel.

There are four files in our example database. They are listed below. The file name for each file is shown in parentheses.

- **Customer Master (CUSTMAST)** - A generic customer file containing names, addresses, and so on, for a number of customers. There is one record per customer in the customer master file.
- **Part Master (PARTMAST)** - This file contains information on the products available from our sample company, and some status information regarding activity for them. There is one record per product in the part master file.
- **Order Header (ORDHEAD)** - The order header record indicates which customer has placed the order and contains pertinent information about the order as a whole. There is one record in the order header file for each order in process.
- **Order Line Item (ORDLINE)** - These records are the substance of the orders. Each order line record corresponds to an individual item on the order. The records indicate the product, quantity, and price of each item on the order. There are usually several records for a given order, but sometimes there may be only one.

Notes:

Design a View

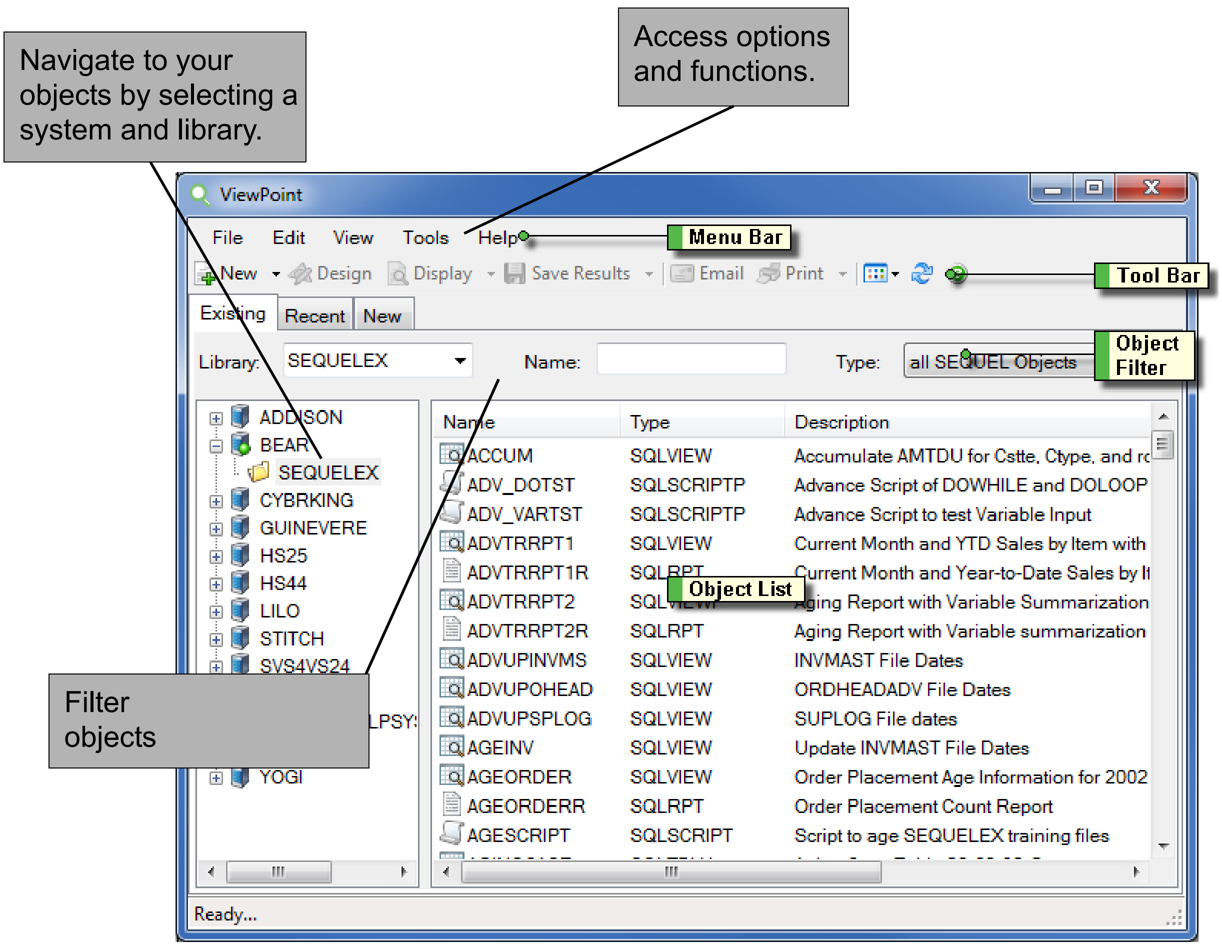
- The Viewpoint Explorer Display
- Create Your Custom Library List
- Create a New Viewpoint View
- Step 1: Select a Data Source
- Step 2: Add Files
- Step 3: Join Files
- Step 4: Add Fields
- Step 5: Create Filters
- Step 6: Sort Records
- Step 7: Variables
- The Actions Tab
- Save the View

The Viewpoint Explorer Display

Start Viewpoint using the Windows Start Menu (**Start\All Programs\SEQUEL ViewPoint\ViewPoint Explorer**).

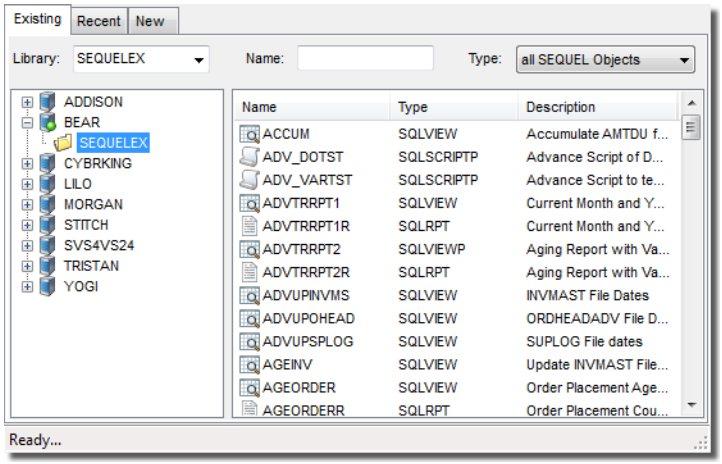
The Viewpoint Explorer window is the starting point for Viewpoint. From this window you can select a host (System i) to connect to, make changes to your library list, and obtain a list of Viewpoint objects (Views, Reports, Tables, Scripts, Applications). Use this display to run and edit existing objects, or create new objects.

The Viewpoint Explorer consists of a Menu and Tool bar section, an Object List section, and an Object Filter section.



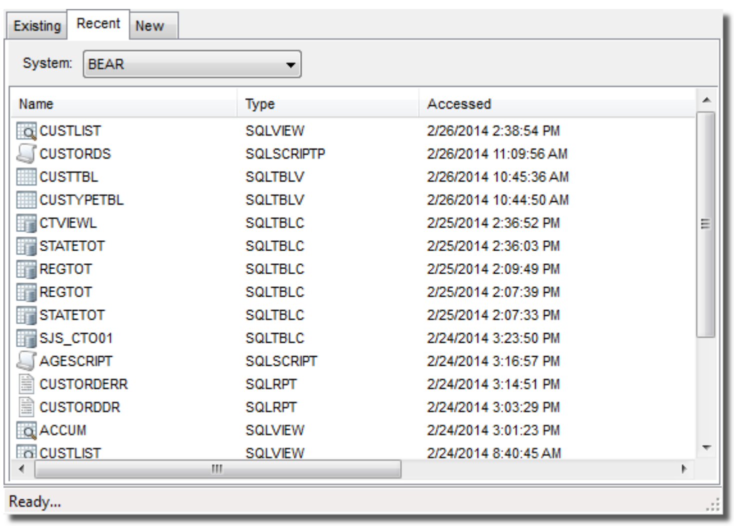
The Viewpoint Explorer Display

The three tabs of the Explorer window provide quick access to your Sequel objects.

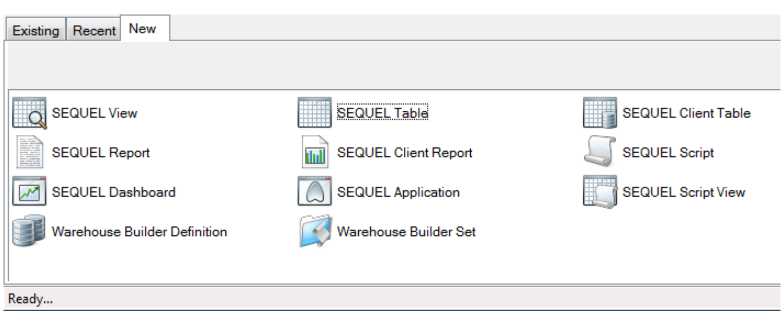


The **Existing** objects pane displays Viewpoint Objects for a given library and system.

Click a column to sort the data displayed.

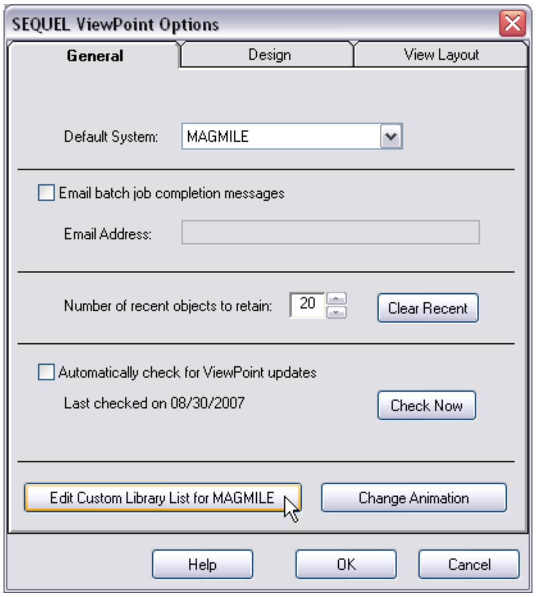


The **Recent** objects pane displays recently created or modified objects—the most recent object is the first in the list. You can also select to display summary or detail information.



The **New** object pane displays icons that start a design process for the selected object.

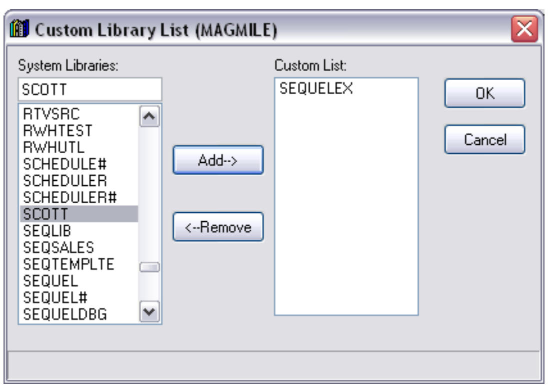
Create Your Custom Library List



To make it easier and faster to find the files you use most often, you can create a custom list of libraries. This will show up in different library selection areas of Viewpoint as ***CUSTOM**. When selected, you see a much shorter list of libraries. Creating this list and adding to it over time can make you more efficient when using Viewpoint.

Once you start Viewpoint, choose **Options\ViewPoint Options,** to display the Sequel Viewpoint Options window.

Press the **Edit Custom Library List for...** button.

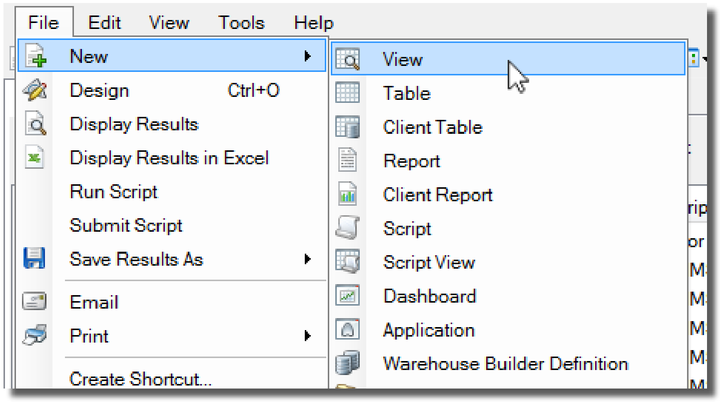


On the Custom Library List window, select your libraries from the list of System Libraries and press the **Add** button to place them in your Custom List.

For the example that follows, add the SEQUELEX library. You can also add your own library to use for saving your views. Eventually you will add the libraries that hold your data files.

When you have all the libraries in your Custom List, press **OK** to accept. Then, press **OK** again on the Sequel Viewpoint Options window to return to the Explorer window.

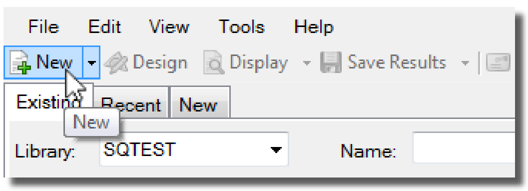
Create a New Viewpoint View



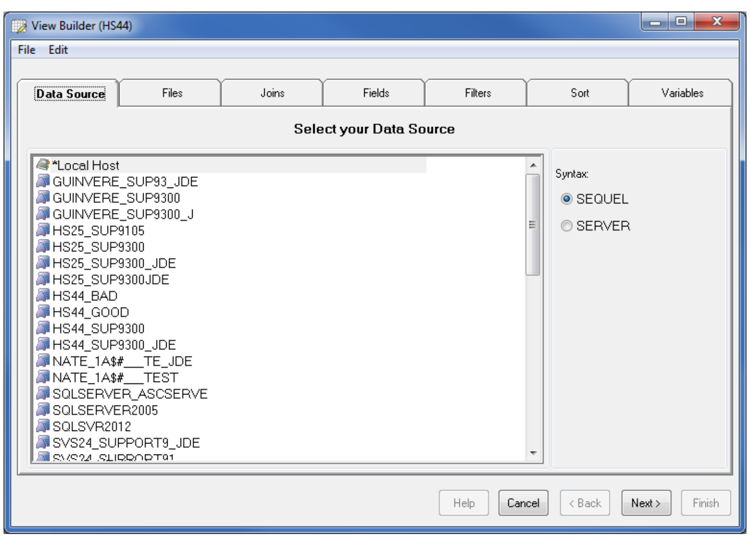
Start your new view with either of the following methods:

Select **File \ New \ View** from the Explorer menu.

-or-



Press the **New** button on the tool bar.



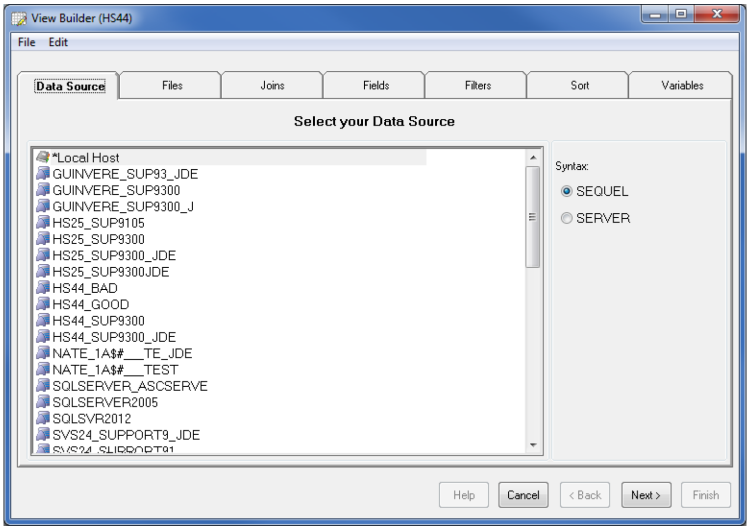
The View Builder launches (if your assistance level is set to *BASIC or *INTERMEDIATE) to assist you with the creation of your query.

The View Builder display is divided by seven tabs—each representing the steps or elements that can make-up a view. You will work through the seven steps to create views that should satisfy the majority of your needs. As you become more comfortable with the process, the concepts, and the elements, your assistance level can be changed to provide greater access to some of the more advanced features and options.

You can skip all but the required elements: Data Source, Files (you need at least one), and Fields (you need at least one of these too).

Each is described in the pages that follow.

Step 1: Select a Data Source

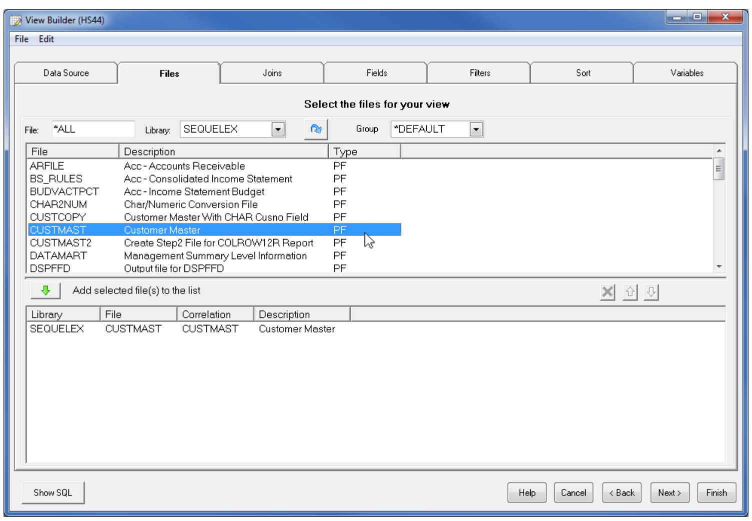


Use the Data Source tab to select where the data is coming from—the IBM i you are connected to (in one of three server variations), or a supported remote database server (SQL Server, Oracle, MySQL, or JD Edwards).

By default, *LOCALSYS is selected for the data source and *SEQUEL for the syntax.

Press **Next** to continue.

Step 2: Add Files



Use the Files tab (you will see 'Tables' for non-IBM i data sources) to choose files (or tables) for your query.

You will notice the remaining screens starting with the Files display have a similar layout: Available items or objects appear in the top-half of the display, and selected items or objects display in the bottom-half of the screen (these will appear in the final query).

By default the View Builder will select the first member of a multi-member file.

The controls located between the available objects (top half) and the selected objects (bottom) are common to most of the displays and allow you to modify (or create) the items in the list.

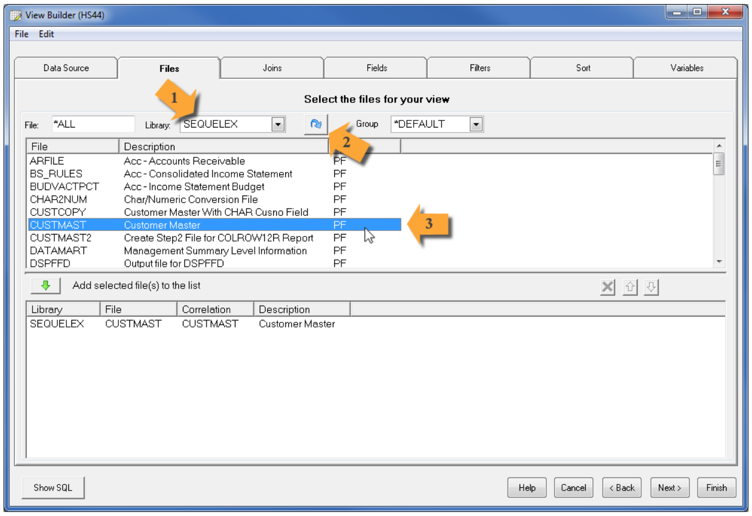
 Delete the selected item from the list.

 Move (re sequence) the selected item up in the list.

 Move (re sequence) the selected item down in the list.

 Add (create) a new item to the list.

 Edit the selected item.

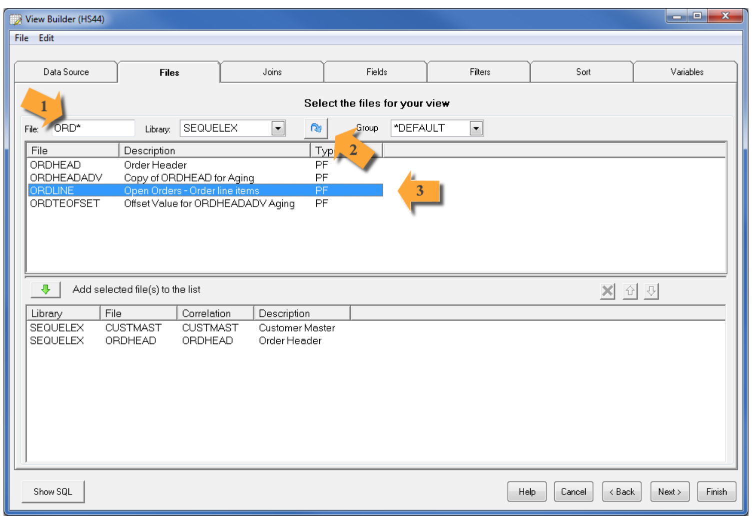


Leave the File value as *ALL and enter the Library value SEQUELEX (1).

Press the **Refresh** button (2) to generate a list of all files in the SEQUELEX example library.

Double-click the CUSTMAST file (3) to add it to the bottom section of the display.

Next, we will use another method to find and add a second file to the view.



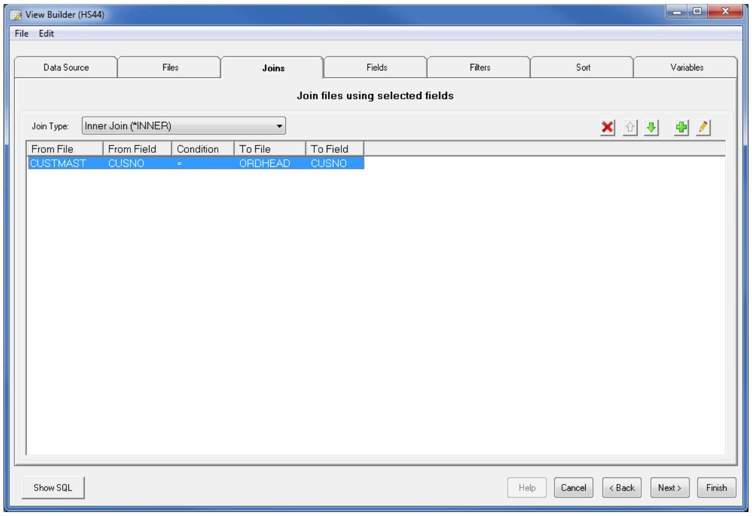
Leave the Library as SEQUELEX and enter a file value of ‘ORD*’ (1). This wild-card filter will display all files that start with ORD in the specified library.

Press the **Refresh** button (2).

Double-click the ORDHEAD file (3) to add it to the bottom section of the display.

With these two files selected press **Next** to continue.

Step 3: Join Files



If you select more than one file or table, they must be joined (linked). The View Builder will automatically join the files for you if common field names exist between the file pairs.

You can use the Join Type drop-down to control how the files are joined.:

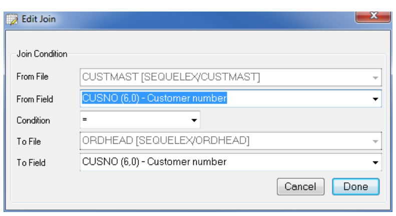
Inner Join(*INNER) - Only records which have a match in all files.

Partial Outer Join(*PARTOUT) - All records from the primary file with default values from other files if no match exists.

Only Default Join(*ONLYDFT) - Only those records from the primary file which do not have a match in all files.

We will use the default value *INNER.

Optionally, you can alter the join statements for each file pair using the **Edit** button, or create a new join statement with the **Add** button.



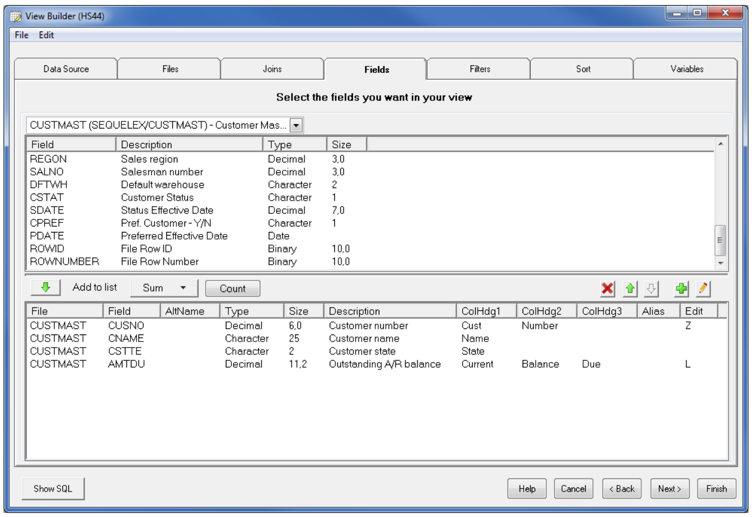
This Join Edit display shows the current join.

We are done with the join statement and can press **Next** to continue.

Step 4: Add Fields

The Fields display lists all the fields from all the files selected—one file at a time. Use the file selector to choose the file you want to work with.

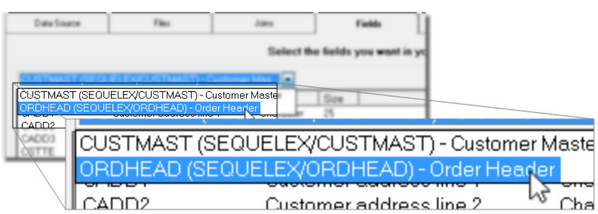
This tab name also changes depending on the selected data source. For an IBM i host, you will see 'Fields'. For everything else you will see 'Columns'.



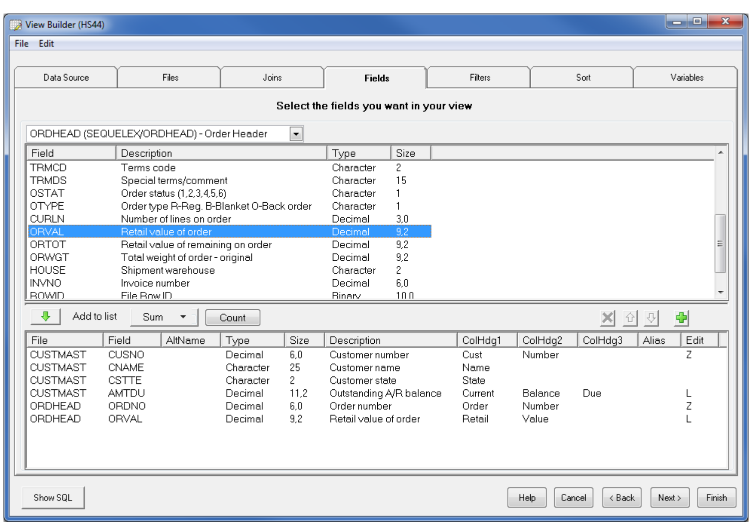
Double-click fields to add them to the bottom-half of the display, or highlight and press the **Add to List** button (the green down-arrow in the center of the screen.

For our view, select the following fields from the two files:

From the CUSTMAST file, select CUSNO, CNAME, CSTTE, and AMTDU.



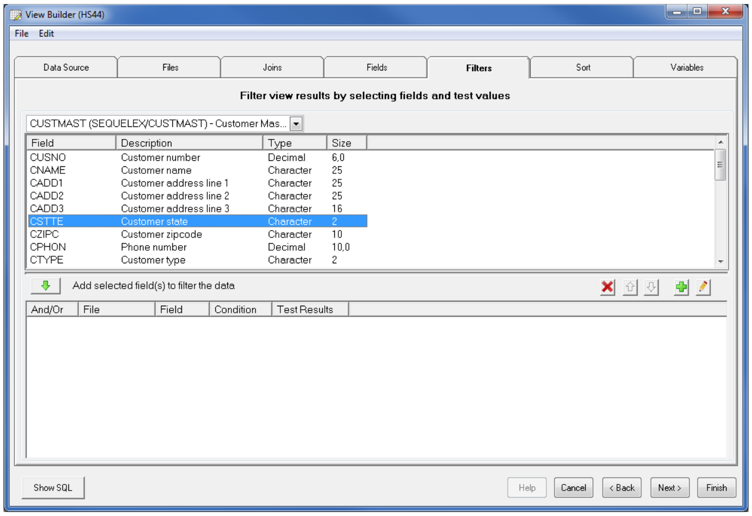
Use the file selector to select the ORDHEAD file,



and add the ORDNO and ORVAL fields to the definition.

Press **Next** to continue.

Step 5: Create Filters

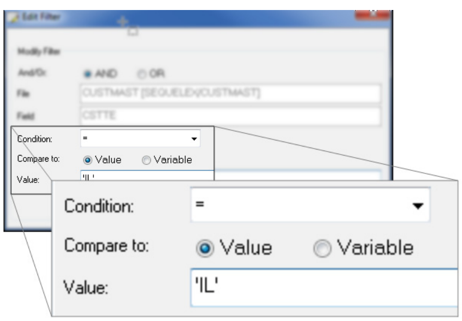


Use the Filters screen to create expressions that limits the number of record or rows that are displayed in the final query.

For this view you will add a filter to return a single state value.

Start by highlighting the CSTTE field in the display and press the **Add** button, or double-click.

This opens the Edit Filter panel.

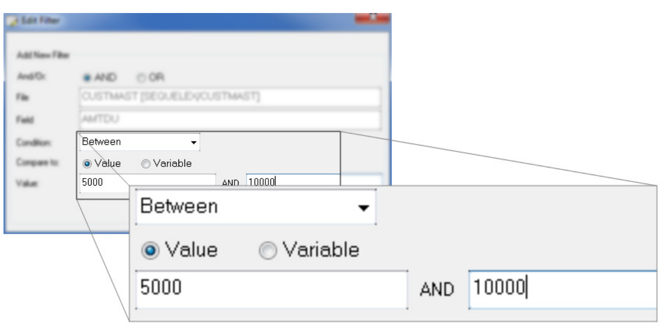


In the Edit Filter panel, the File and Field values are filled in for you.

Choose the equals (=) condition from the drop-down list.

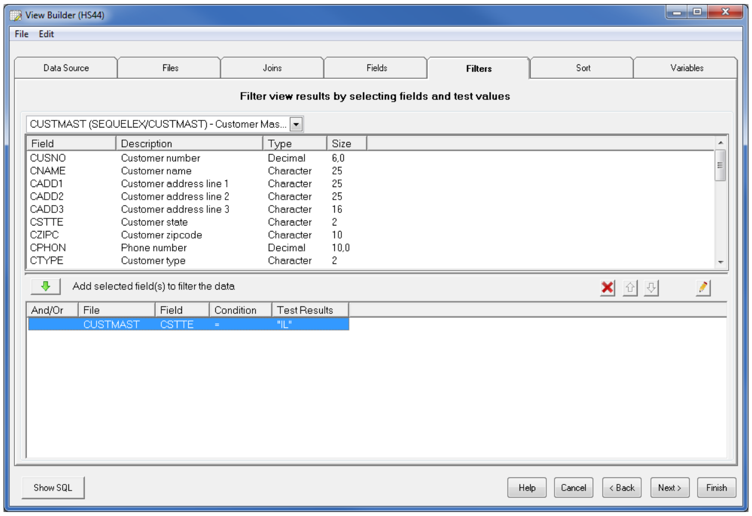
Enter a value of ‘IL’. *For character fields, be sure to use single quotes around the value as shown*.

Press **Done**.



If you want to try the BETWEEN condition instead, highlight the AMTDU filed and press the **Add** button.

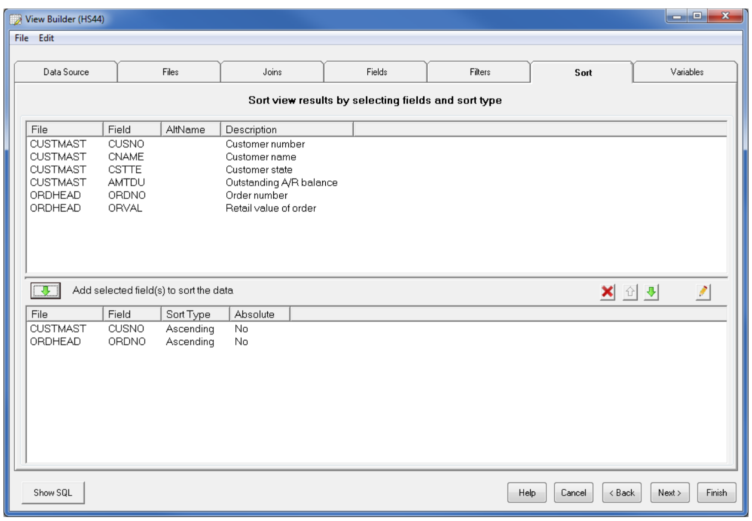
Enter low and high values as shown and press **Done** when finished.



The new filter statement is added to the botom-half of the display.

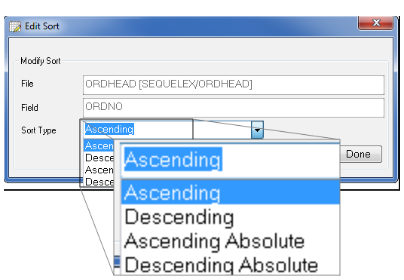
Press **Next** to continue.

Step 6: Sort Records



Double-click the CUSNO and ORDNO fields to add them to the view for record sorting.

Notice Ascending is the default.

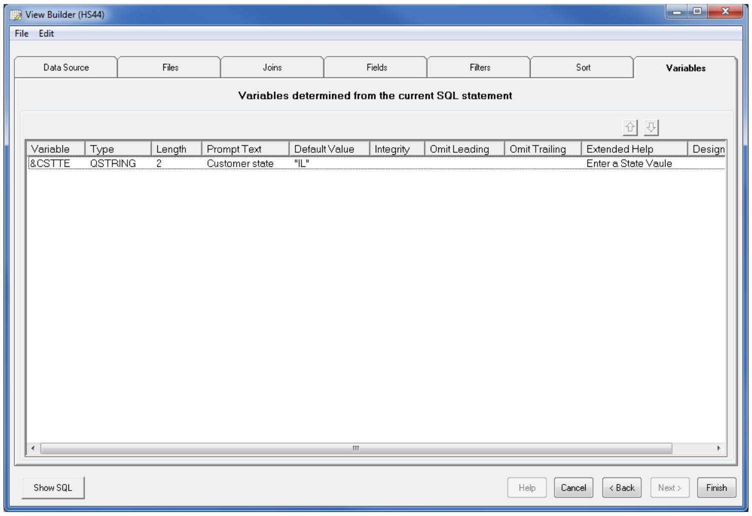


You can double-click a selected sort field, or press the **Edit** button to alter the sort option.

Press **Done** to return to the Sort tab.

Press **Next** to continue.

Step 7: Variables



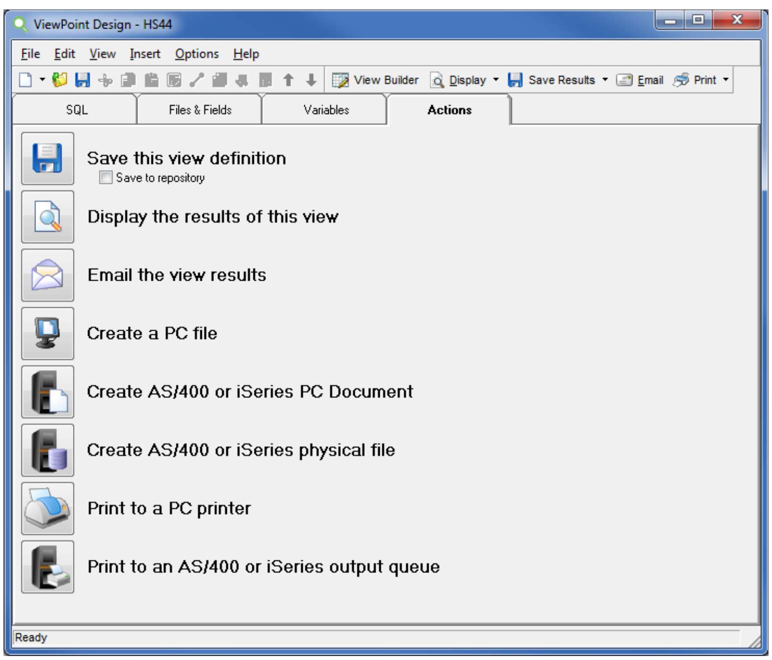
This is the last step of the View Builder. Since you did not specify a variable in the Filter tab, this screen should be blank.

If you want to add a variable, you can press the Filter tab to change or add a variable to any of the filter statements.

If you have variables listed, you can review or modify them here.

You are almost done with the View Builder. To continue press the **Finish** button.

The Actions Tab



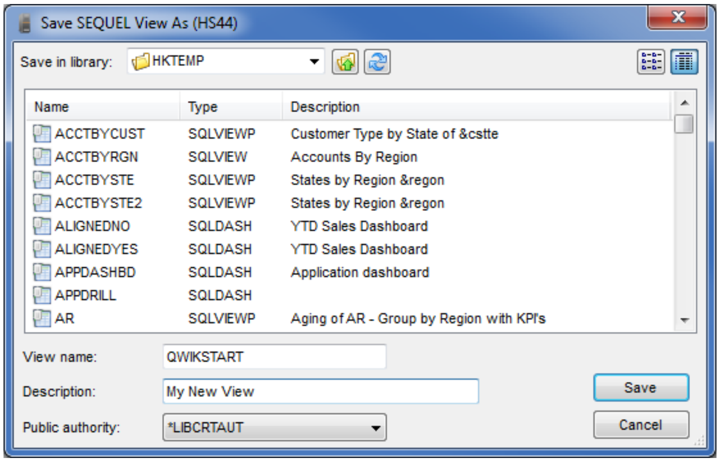
At the completion of the View Builder process you are presented with Actions Tab.

With this screen you can save your view, go back and edit the view, and direct the view results to different output options.

Let's save the view before reviewing the different output options in the next chapter of this guide.

Press the **Save this View Definition** button to open a save dialog.

Save the View



Use the Save in Library drop-down to select a library for saving your view (do not use the libraries SEQUEL, SEQUELEX or QTEMP).

Specify a View Name and Description for your view, and press the **Save** button. You will see a message confirming your view was saved successfully.

The next section describes how you can use this new view to try out the most popular and powerful Sequel Viewpoint results options.

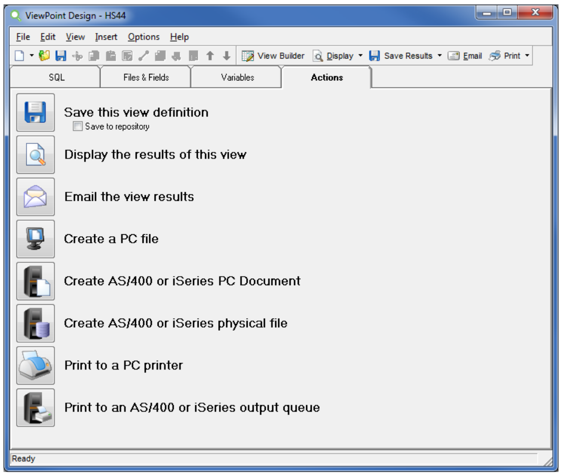
Notes:

Working with Results

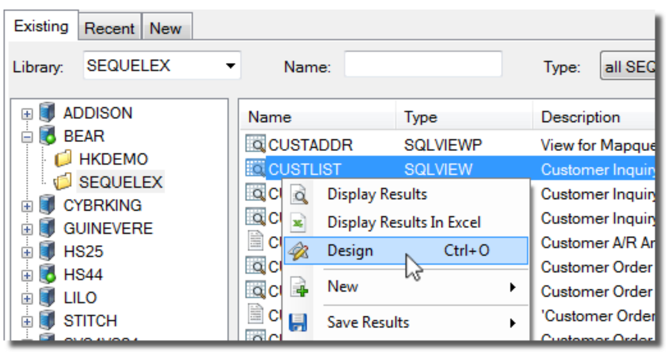
- Display your View
- Save Results as a PC File
- Save Results to the Viewpoint Repository
- Email View Results
- Print to PC Printer
- Print to System i Printer
- Graph Results

Display your View

The results from your view can be easily displayed, printed, sent via e-mail, and converted to host data files or PC files. All of these options are available using the Actions tab.



This section describes a couple of the most common output choices. All of the examples use the view saved in the previous section.



If you closed the Actions Tab, you can get back to it easily.

In the Viewpoint Explorer, navigate to the library, right-click on your view, and select **Design**.

When the View Builder opens, press the **Finish** button (you have already designed the view, and aren't making changes) to open the Actions Tab.

Press the **Display Results** button on the Actions display to see the results of your view.

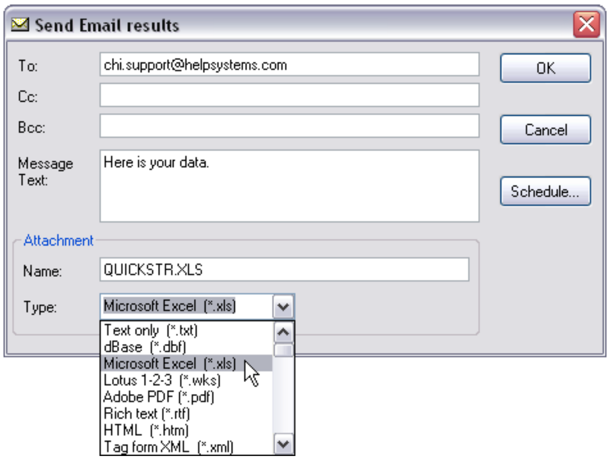
The first 50 records of your request are returned to the results window.

The results window has several display-related features, including saving, printing, sorting and graphing.

Close the results window to return to the Actions Tab.

Email View Results

You can email the results from your view (with an ESEND license) as a PC file attachment.



Press the **Email view results** button on the Actions display.

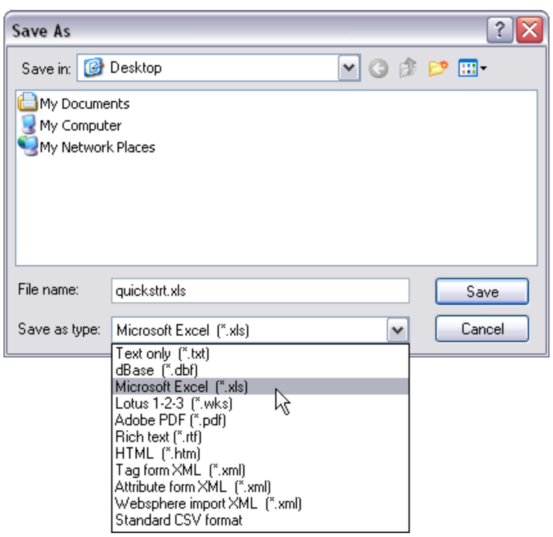
Specify an email address and message text.

Give the attachment a name and use the Type drop-down to select the file type for the results.

Press the **Send** button to send your message along with an attachment containing your view results.

Save Results as a PC File

You can easily create one of many PC file types from your results and save them locally or on a shared drive.



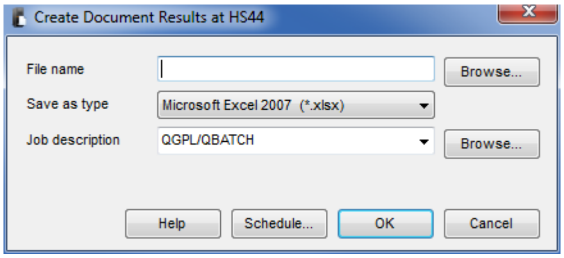
Press the **Create a PC File** button on the Actions display.

In the Save In window, specify a location and enter a file name. Use the drop-down menu to select a file type.

Press the **Save** button to create your file.

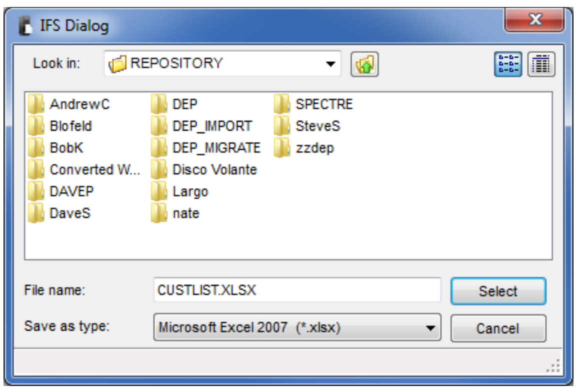
Save Results to the Viewpoint Repository

The Viewpoint Repository is a new feature in Sequel 11 that provides a centralized location to manage objects, automate processes and share results using a web browser. The Repository is available via the Sequel Web Interface (provided a Sequel Web Server is installed and configured) and is mapped to the Integrated File System (IFS) on the IBM i in a PC-like structure where objects reside in folders or sub folders.



To save to the repository, press the **Create AS/400 or iSeries PC Document** on the Actions Tab.

In the Create Document Results at screen, press the **Browse** button to access the repository in the IFS.



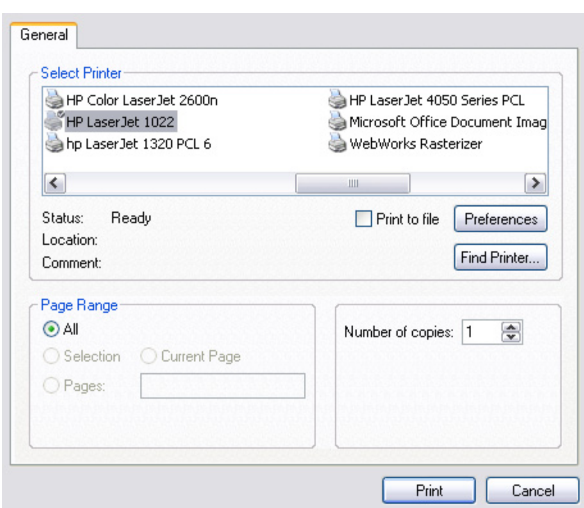
Navigate to the to the repository 'root' located at: \\IBM_i_name\root\sequel\swi\repository.

Select the root, or a folder listed under the root for your result files. Enter a file name and press **Select** to continue.

Back at the Create Document screen press **OK** to submit the request.

Print to PC Printer

You can print the results from your view to a PC printer.



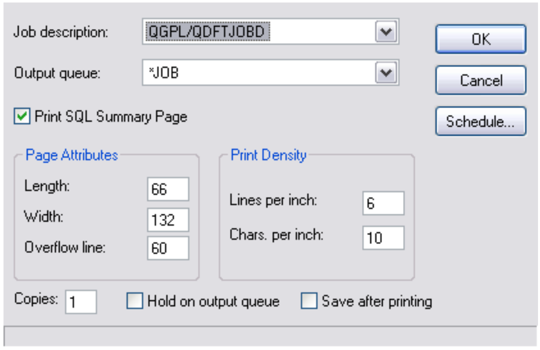
Press the **Print to a PC printer** button on the tool bar.

A standard Windows print dialog allows you to select a printer from the list or change properties of a selected printer.

Press the **Print** button to print your view results.

Print to System i Printer

You can also print your view results to a System i printer.



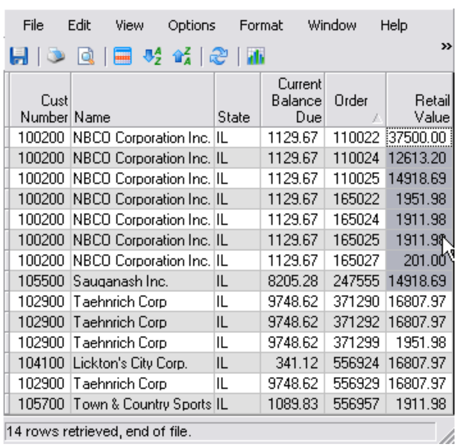
To print to a System i host printer, press the **Print to AS400 output Queue** button.

The print dialog allows you to specify a Job Description and Output Queue. If you are uncertain the different choices, simply use the default values.

Press the **OK** button to print your results. The printout will be sent to the printer associated with the selected output queue.

Graph Results

Creating graphs is very simple with Viewpoint.

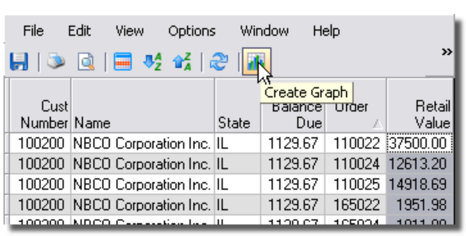


Cust Number	Name	State	Current Balance Due	Order	Retail Value
100200	NBCO Corporation Inc.	IL	1129.67	110022	37500.00
100200	NBCO Corporation Inc.	IL	1129.67	110024	12613.20
100200	NBCO Corporation Inc.	IL	1129.67	110025	14918.69
100200	NBCO Corporation Inc.	IL	1129.67	165022	1951.98
100200	NBCO Corporation Inc.	IL	1129.67	165024	1911.98
100200	NBCO Corporation Inc.	IL	1129.67	165025	1911.98
100200	NBCO Corporation Inc.	IL	1129.67	165027	201.00
105500	Sauganash Inc.	IL	8205.28	247555	14918.69
102900	Taehnrich Corp	IL	9748.62	371290	16807.97
102900	Taehnrich Corp	IL	9748.62	371292	16807.97
102900	Taehnrich Corp	IL	9748.62	371299	1951.98
104100	Lickton's City Corp.	IL	341.12	556924	16807.97
102900	Taehnrich Corp	IL	9748.62	556929	16807.97
105700	Town & Country Sports	IL	1089.83	556957	1911.98

14 rows retrieved, end of file.

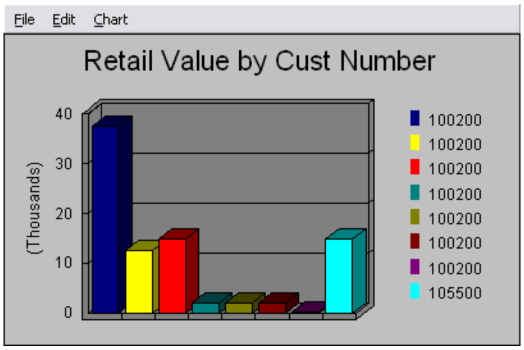
Press the **Display Results** button on the view designer tool bar.

Highlight the data you want to graph.



Cust Number	Name	State	Balance Due	Order	Retail Value
100200	NBCO Corporation Inc.	IL	1129.67	110022	37500.00
100200	NBCO Corporation Inc.	IL	1129.67	110024	12613.20
100200	NBCO Corporation Inc.	IL	1129.67	110025	14918.69
100200	NBCO Corporation Inc.	IL	1129.67	165022	1951.98

Press the **Create Graph** button in the Results tool bar.



The graph opens in a new window.

Extra Topics

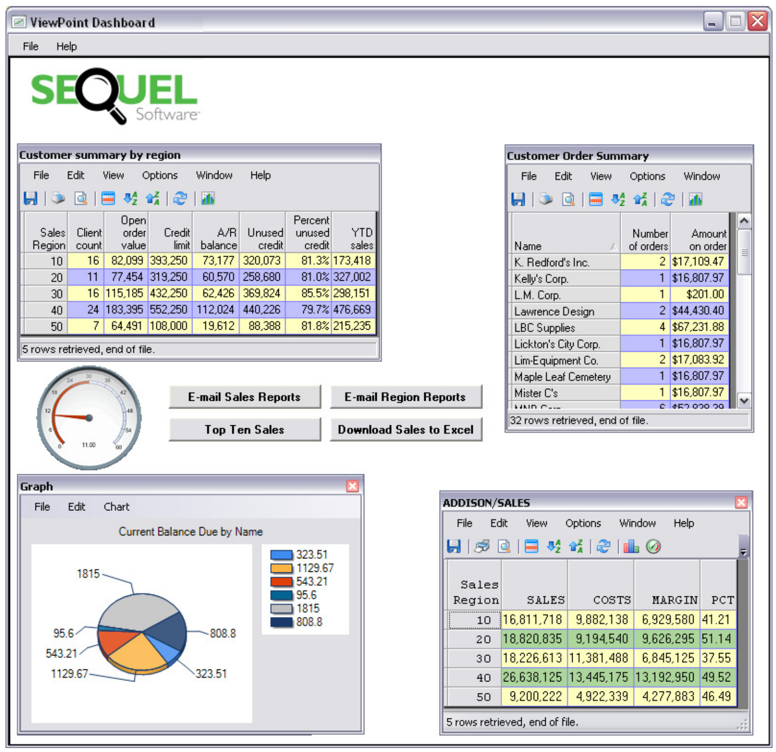
- Create a Dashboard
- Import a Query Object into Viewpoint
- In Review

■ Sequel Executive Dashboards

A Sequel dashboard provides a quick access window to Sequel objects, Web pages, and other Windows programs. You can use a dashboard to group common, or often-used, views and reports.

Dashboards are saved as a .VPT shortcut file. Once saved (usually on your desktop), simply double-click the shortcut icon to run the dashboard.

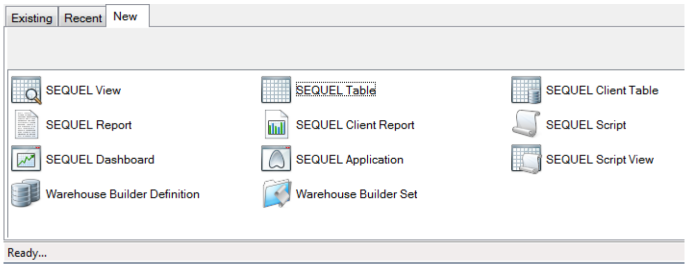
The dashboard below contains View Results, Text Boxes, Action Buttons, and a Graphic.



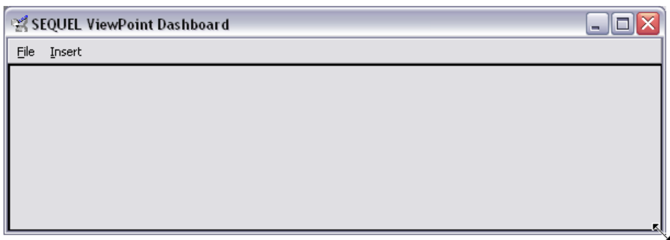
The following pages describe how you can create a simple dashboard.

Create a Dashboard

To start creating a dashboard, start Viewpoint and display the Explorer window.

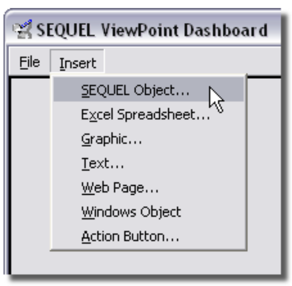


Press the **New** tab on the Explorer window, and then double-click the Sequel Dashboard icon.



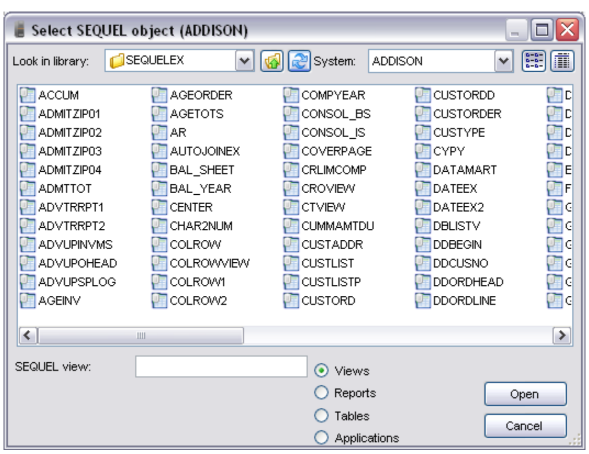
A blank Dashboard window displays.

To resize the window, grab the edge or lower-right corner of the window. Make your dashboard large enough to hold all the elements you want to add.



Add a View

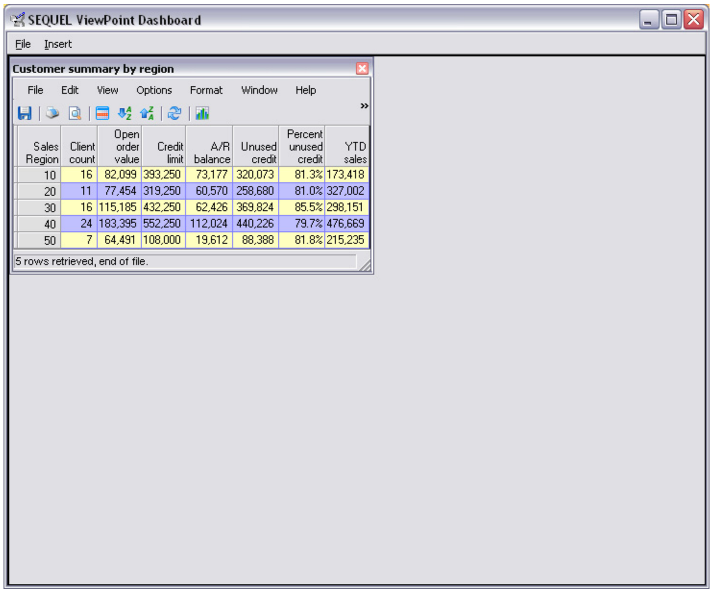
To add a view to your dashboard, select **File\Insert\SEQUEL Object** from the menu.



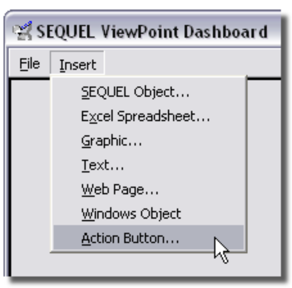
Navigate to your library and select the view you created for this exercise.

Press the **Open** button to add the results of the view to your dashboard.

Create a Dashboard



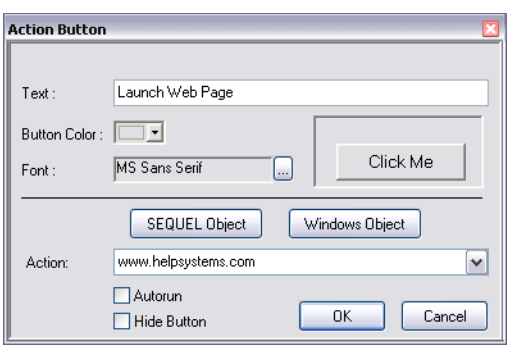
You can move and resize the results window within the dashboard. The location and size of the items added are saved as part of the dashboard definition.



Add an Action Button

Because the results of an action button generate a separate window outside the dashboard window, this is a good method to use when you want to launch a Web page or run a Sequel script.

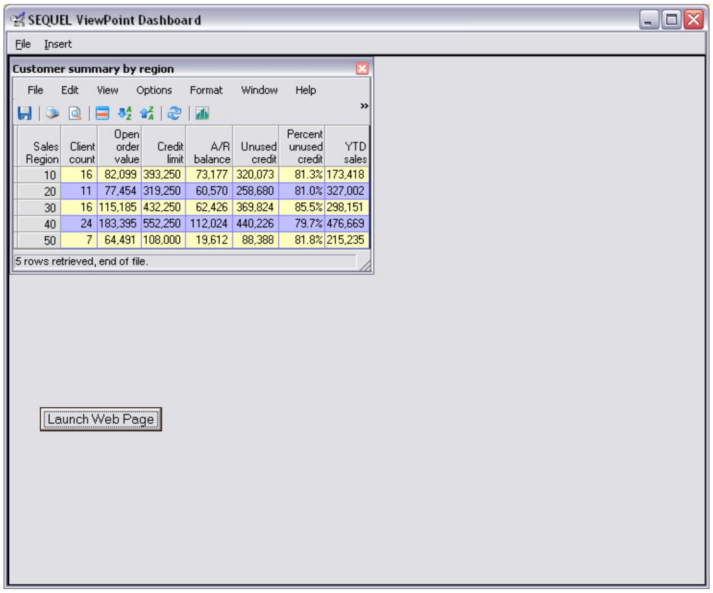
To add an action button to your dashboard, select **File\Insert\Action Button** from the menu.



The action button in this example opens a Web page. In the Action Button dialog, add some text to the button and type the address for a Web page in the Action field.

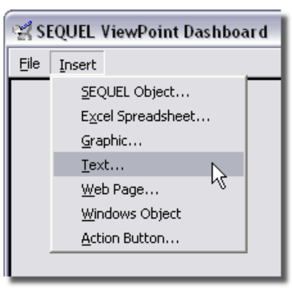
Press the **OK** button to add the action button to your dashboard.

Create a Dashboard



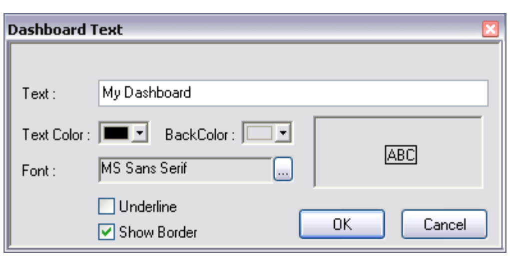
The dashboard now contains two objects.

You can move and resize your objects however you like. You also can resize the dashboard itself anytime during the design process.



Add a Text Box
You can add as many text boxes as you like and place them anywhere. You can control font, font color and size, as well as background color.

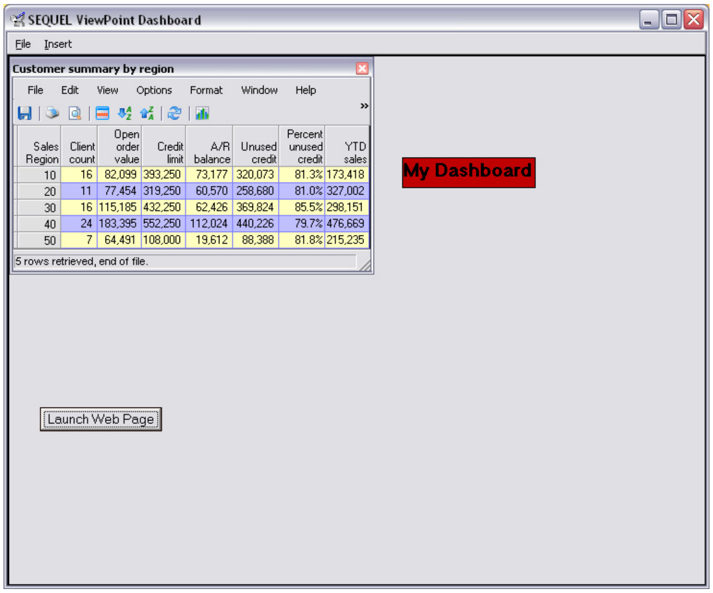
To add a text box, select **File\Insert\Text** from the menu.



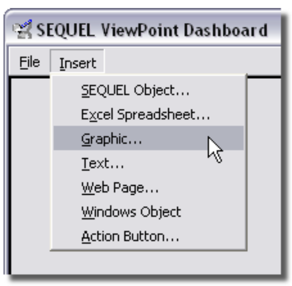
Enter your text in the Text box. Click Text Color and BackColor to select colors for your text and background. Use the Font drop-down to select a font style and size.

Press the **OK** button to add your text to the dashboard.

Create a Dashboard

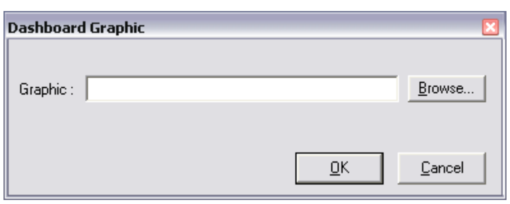


You can place the text box anywhere in the dashboard. Simply click and drag to the desired location.

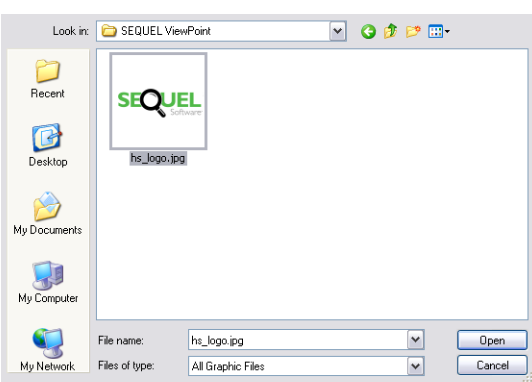


Add a Graphic
You can add a graphic or logo and place it anywhere in the dashboard.

To add a graphic to your dashboard, select **File\Insert\Graphic** from the menu.

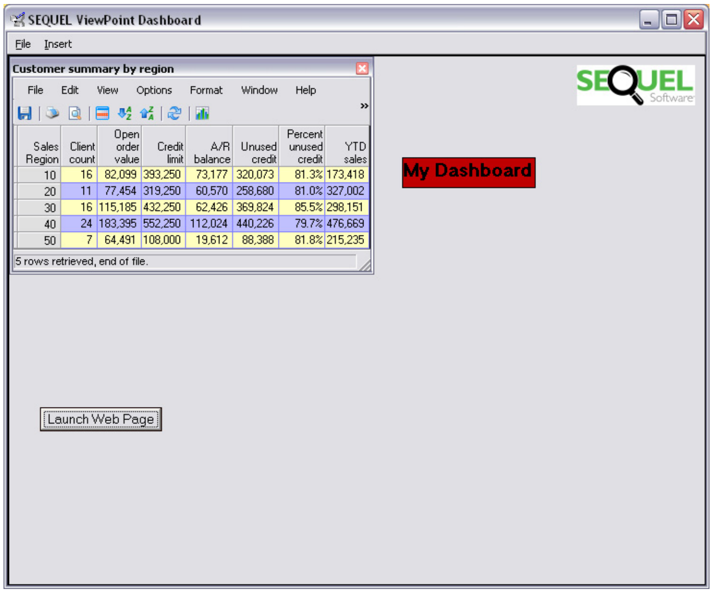


Use the **Browse** button to navigate to a folder (for example, c:\Program Files\ SEQUEL ViewPoint).

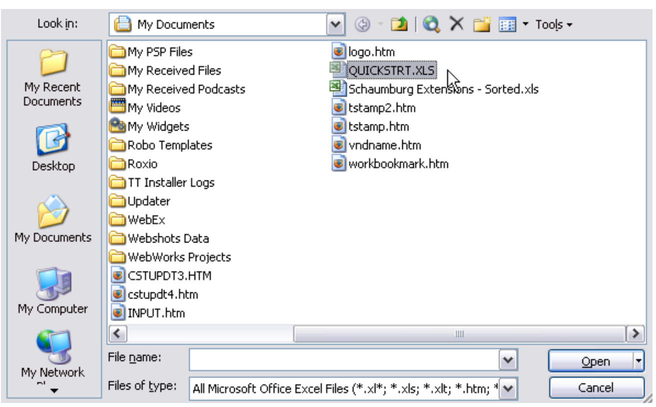


Choose a graphic file and press the **Open** button. Then press **OK** in the Dashboard Graphic window.

Create a Dashboard



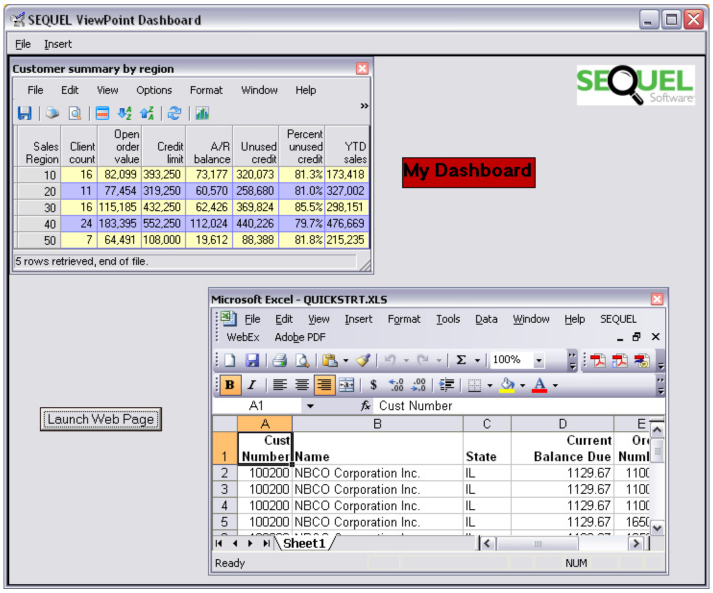
Your picture opens inside the dashboard. Resize it to fit, and move it wherever you like.



Navigate to any Excel file on your PC.

Choose your file and press the **Open** button.

Create a Dashboard



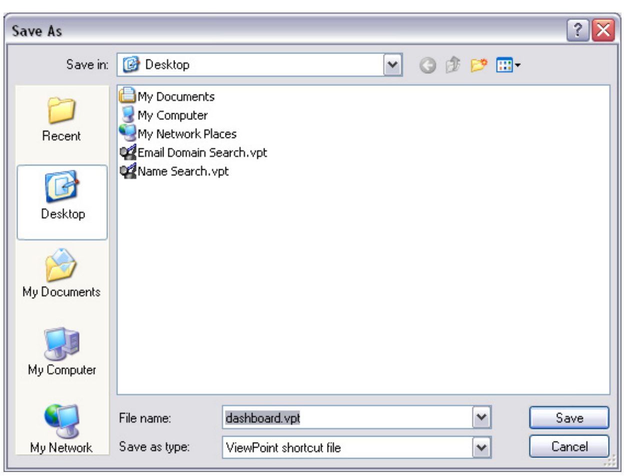
Place and resize the Excel window in your dashboard.

Save the Dashboard

Dashboards can be saved in two formats (and locations): locally on your PC as a Viewpoint shortcut file, or as a user space object (USRSPC) on the System i.

A shortcut file can be displayed only on a PC that has Viewpoint installed. It is most often saved to the desktop for easy access and execution.

A user space object is the format of all the other Viewpoint objects (such as views, reports, tables, and applications), and is saved on the System i.



To save as a shortcut file, select **File\Save** from the menu. Use the Save As dialog to navigate to a location for your dashboard and enter a name.

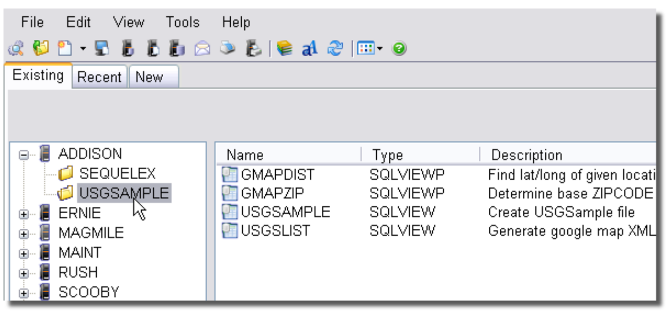
Press the **Save** button to save the definition.

Run the Dashboard
To run your dashboard, simply double-click the file name icon.

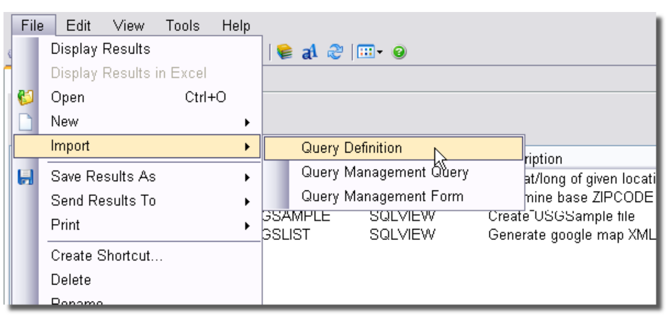
When opened, all items in the dashboard are turned on and run.

Import a Query Object into Viewpoint

Your investment of time and effort on query objects is not wasted with Viewpoint. You can quickly and easily import and convert your System i query objects into Sequel views and reports.

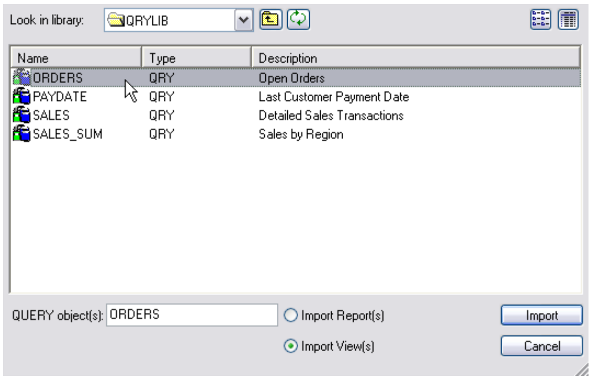


Start the process with the Viewpoint Explorer window. Locate the library where you want the final converted view to reside.



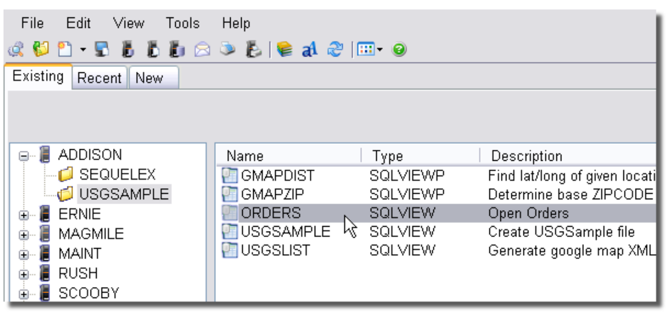
Select **File\Import\AS/400 Query Definition** from the Explorer menu.

Import a Query Object into Viewpoint



Use the Select Query Object display, and navigate to the library containing your query objects.

Choose one or more queries from the list and press the **Import** button. In this example, the Orders query is selected.



When you finish, a new view(s) is created with same name as the query object, and placed in the same library you started with at the beginning of the process.

In this example, a new Orders view has been added to the library.

As with any view, you can open it to modify, or double-click the view name to display the results.

■ In Review

Congratulations on completing your first tour of Sequel Viewpoint! We hope you have found this guide to be a beneficial introduction to a very powerful and useful Business Intelligence tool.

In a very short time you have seen how easy it is to start Viewpoint and create your first query. You were able to display results, print, and create PC files. To tie all the items together you created an Executive Dashboard that you can run anytime.

To further your knowledge, full on-line help is available anytime. Simply press F1 or the Help button found on nearly every window and dialog.

Notes: