

Query Reporting in the Key

The **Reports > Queries** function is designed to provide flexible reporting over and above the standard reports available within the **New Business** and **Commissions** section and without the need to design reports within **Ad-hoc**.

This guide is split into a number of areas:

- User Permissions
- Running a Query
- Customising Query Results

User Permissions

Access to the **Reports > Queries** area is controlled through the user permission **User can use reports / queries** within the **Setup > Users** area which is generally restricted to the System Administrator within a firm. Select the relevant adviser and click **Open**.

Click on the **Roles** tab and then tick the **User can use reports / queries** option within the **Restrictions** area. Click **OK** to save.

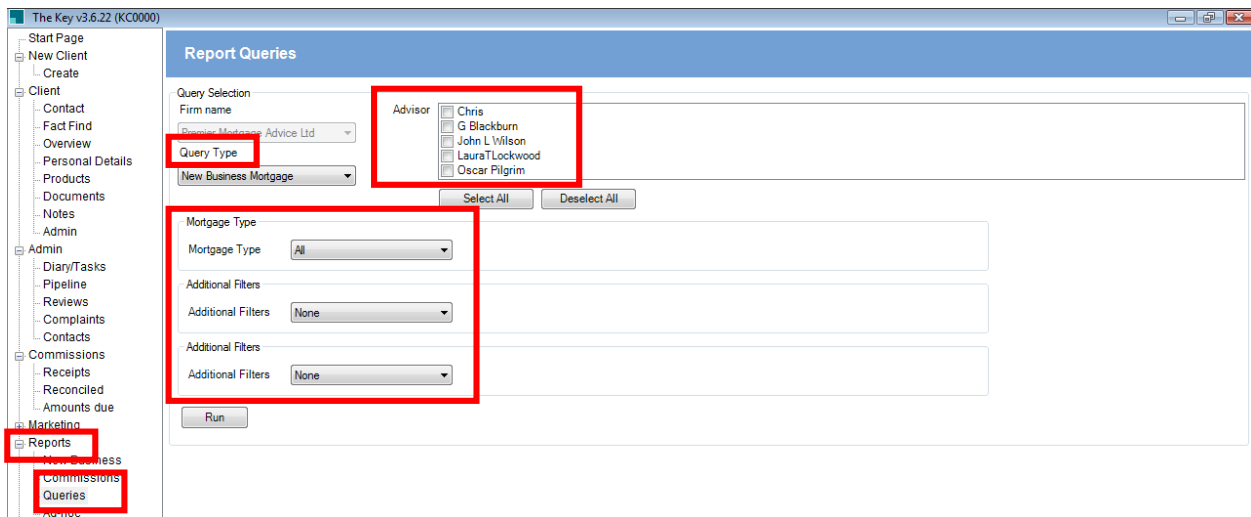
The screenshot shows the 'Users' management interface. On the left, a navigation tree has 'Setup > Users' highlighted. The main window displays a list of users with columns for Firstname and Surname. A 'User Details' dialog box is open, showing the 'Roles' tab. The 'Primary Role' is set to 'Advisor' and 'Secondary Role' includes 'Compliance Officer/Supervisor' and 'System Administrator'. The 'Restrictions' section contains several checkboxes, with 'User can use reports / queries' checked and highlighted by a red box.

Firstname	Surname
George	Blackburn
Laura	Lockwood
Sales	Manager 1
Oscar	Pilgrim
C	Small
T3	Test
John	Wilson

Where the user is restricted to **View their own Work** in the **Permissions** tab any Queries that are run will be restricted to their own clients only.

Running a Query

The Queries function is located within the Reports menu by clicking on **Reports** then **Queries**.



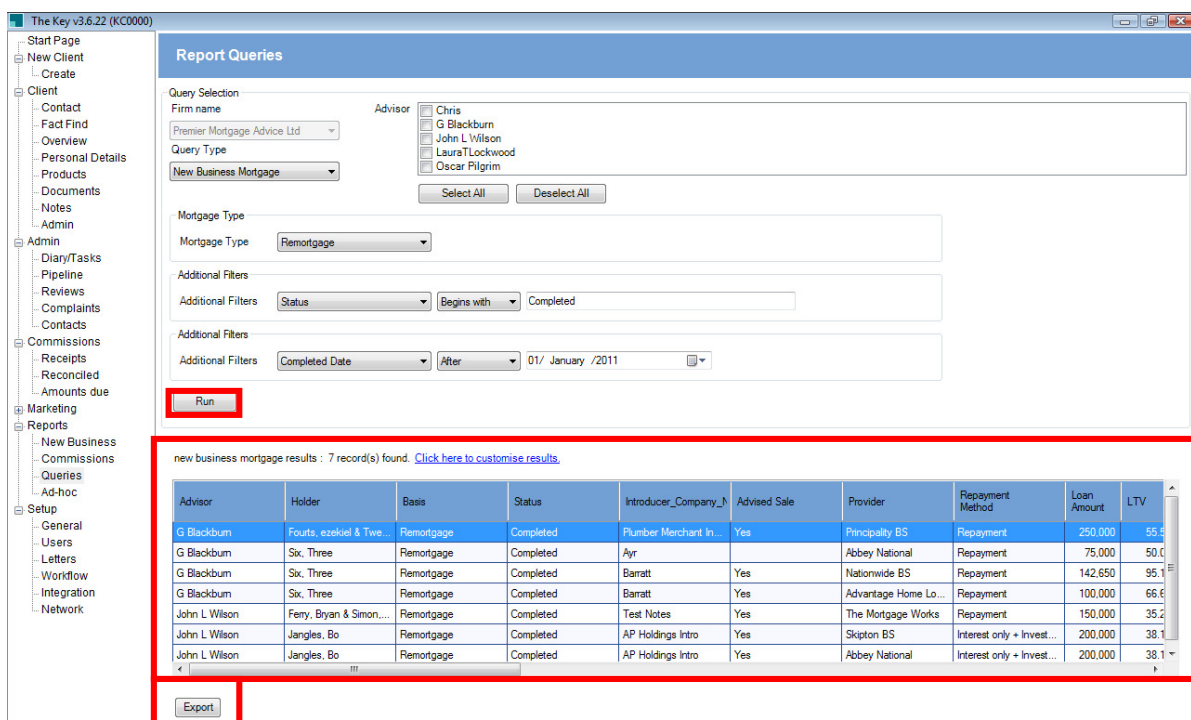
Query Type – a number of queries are available:

- **New Business Mortgage** – provides a new business list of all mortgage products held in the Key. Where information is accurately recorded this query can be used as a firm's Compliance New Business Register
- **New Business Insurance** – as above but for Insurance products
- **New Business Other** – provides a new business list of other contract types held in the Key, including Investments, Conveyancing and Valuations
- **Users** – provides a list of all Users within a firm including their personal details and status
- **Contacts** – provides a list of Contacts and their details from the **Admin > Contacts** area. This will include details of any Introducers recorded against Client and Lead records
- **Clients** – provides a list of clients and their personal details from the **Client > Contact** area
- **Leads** – provides a list of leads and their personal details including any leads that have been converted to clients

Filters – a number of filters are available in order to narrow down the amount of data to be displayed in the Query Results. The actual filters will change according to the **Query Type** selected

Advisor – if left blank the queries will report on all advisors, however can be filtered by placing a tick in the specific advisor or advisors required

Click on the **Run** button to produce a set of Query results, which will appear at the bottom of the screen.



Click on the **Export** button to export the data into Excel

	A	B	C	D	E	F	G	H	I
	Advisor	Holder	Basis	Status	Introducer_Company Name	Advised Sale	Provider	Repayment Method	Loan Amount
2	G Blackburn	Fourts ezekiel & Twents	Remortgage	Completed	Plumber Merchant Inco	Yes	Principality BS	Repayment	250,000
3	G Blackburn	Six Three	Remortgage	Completed	Ayr		Abbey National	Repayment	75,000
4	G Blackburn	Six Three	Remortgage	Completed	Barratt	Yes	Nationwide BS	Repayment	142,650
5	G Blackburn	Six Three	Remortgage	Completed	Barratt	Yes	Advantage Home Loans	Repayment	100,000
6	John L Wilson	Ferry Bryan & Simon Ca	Remortgage	Completed	Test Notes	Yes	The Mortgage Works	Repayment	150,000
7	John L Wilson	Jangles Bo	Remortgage	Completed	AP Holdings Intro	Yes	Skipton BS	Interest only + Investmer	200,000
8	John L Wilson	Jangles Bo	Remortgage	Completed	AP Holdings Intro	Yes	Abbey National	Interest only + Investmer	200,000
9									1,117,650
10	Report created 06/05/2011 16:21:05								

Once in Excel the data can be filtered further, if required, by using the drop-down arrows under each column heading. The file can also be saved using the **File > Save As** function.

Customising Query Results

The default setting is for all available columns to be displayed within each Query Type to provide maximum flexibility to users. However, due to the number of columns available it is possible for these columns to be reduced to make the query results more manageable.

To amend the columns to be displayed click on the **Click here to customise results** once the query has been run.

new business mortgage results : 7 record(s) found

Advisor	Holder	Basis	Status	Introducer_Company_N	Advised Sale	Provider	Repayment Method	Loan Amount	LTV
G Blackburn	Fourts, ezekiel & Twe...	Remortgage	Completed	Plumber Merchant In...	Yes	Principality BS	Repayment	250,000	55.9
G Blackburn	Six, Three	Remortgage	Completed	Ayr		Abbey National	Repayment	75,000	50.0
G Blackburn	Six, Three	Remortgage	Completed	Barratt	Yes	Nationwide BS	Repayment	142,650	95.1
G Blackburn	Six, Three	Remortgage	Completed	Barratt	Yes	Advantage Home Lo...	Repayment	100,000	66.6
John L Wilson	Ferry, Bryan & Simon...	Remortgage	Completed	Test Notes	Yes	The Mortgage Works	Repayment	150,000	35.2
John L Wilson	Jangles, Bo	Remortgage	Completed	AP Holdings Intro	Yes	Skipton BS	Interest only + Invest...	200,000	38.1
John L Wilson	Jangles, Bo	Remortgage	Completed	AP Holdings Intro	Yes	Abbey National	Interest only + Invest...	200,000	38.1

This will display a Grid Configuration table as shown below:

- The **Selected Column** lists fields that will be displayed in the query results
- The **Available Column** lists fields that are not displayed in the query results
- Use the green left and right arrows to move fields between the Selected and Available columns. The double arrows will move all fields
- Use the green up and down arrows to move the display order of the selected columns
- Click **Save** to return to the query results
- Any changes made will be saved automatically and will be retained for future access

The Grid Configuration below shows the default grid for the **New Business Mortgage** query and a customised grid following movement of a number of fields:

Default Grid

Grid Configuration

Available columns (Heading <column name>)

Selected columns (Heading <column name>)

- Advisor <Advisor>
- Holder <Holder>
- Basis <Basis>
- Status <Status>
- Introducer_Company_Name <Introducer_Company_Na
- Advised Sale <Advised Sale>
- Provider <Provider>
- Repayment Method <Repayment Method>
- Loan Amount <Loan Amount>
- LTV <LTV>
- Term <Term>
- Rate Type <Rate Type>
- Current Rate <Current Rate>
- Payment <Payment>
- Application Date <Application Date>

Selected column details

Heading	Type	Format	Alignment	Width	Sorting
Advisor	String	None	Left	120	None
Holder	String	None	Left	120	None
Basis	String	None	Left	120	None
Status	String	None	Left	120	None
Introducer_Company_Name	String	None	Left	120	None
Advised Sale	String	None	Left	120	None
Provider	String	None	Left	120	None
Repayment Method	String	None	Left	120	None
Loan Amount	Number	99.999	Right	60	None
LTV	Number	99.999.99	Right	60	None
Term	Number	99.999	Right	60	None

Save

Cancel

Customised Grid

Grid Configuration

Available columns (Heading <column name>)

- Branch <Branch>
- Case Reference <Case Reference>
- Contract Number <Contract Number>
- Created Date <Created Date>
- Gross Commission <Gross Commission>
- Introducer_Branch_Name <Introducer_Branch_Name>
- Introducer_Contact_Name <Introducer_Contact_Name>
- Introducer_Contact_Reference <Introducer_Contact_Refe
- Mortgage Property Address Line 1 <Mortgage Property Ad
- Mortgage Property PostCode <Mortgage Property PostCod
- Sales Value <Sales Value>
- Type <Type>

Selected columns (Heading <column name>)

- Provider <Provider>
- Repayment Method <Repayment Method>
- Loan Amount <Loan Amount>
- LTV <LTV>
- Term <Term>
- Rate Type <Rate Type>
- Current Rate <Current Rate>
- Payment <Payment>
- Application Date <Application Date>
- Offered Date <Offered Date>
- Exchange Date <Exchange Date>
- Completed Date <Completed Date>
- Benefit End Date <Benefit End Date>
- BTL <BTL>
- SelfCert <SelfCert>

Selected column details

Heading	Type	Format	Alignment	Width	Sorting
Rate Type	String	None	Left	120	None
Current Rate	Number	99.999.99	Right	60	None
Payment	Number	99.999.99	Right	60	None
Application Date	Date Time	Date Only	Left	71	None
Offered Date	Date Time	Date Only	Left	71	None
Exchange Date	Date Time	Date Only	Left	71	None
Completed Date	Date Time	Date Only	Left	71	None
Benefit End Date	Date Time	Date Only	Left	71	None
BTL	Boolean	Check Box	Center	30	None
SelfCert	Boolean	Check Box	Center	30	None

Save

Cancel