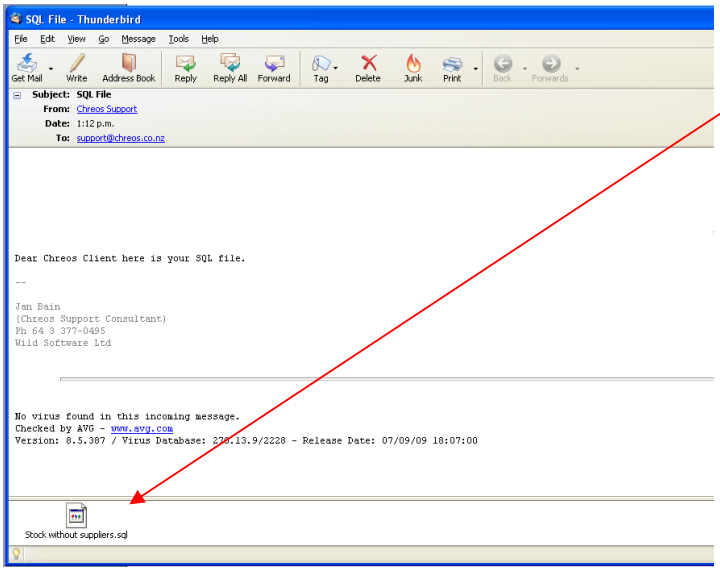
Chreos SQL Entry Help & Information Sheet

From time to time Chreos support may send you an email with an attachment of a small file with an extension of .sql. This information sheet is about how to install and run them.
When you receive the email the SQL will show as an attachment *(Fig1.)*. An easy way to install this is by dragging and dropping into Chreos *(Fig2.)*.



Open your email from Chreos Support and find the attached sql file.

Fig 1. Email with attached SQL file

To install the SQL file go to Maintenance | Advanced | SQL Entry. See *(Fig 2.)*.

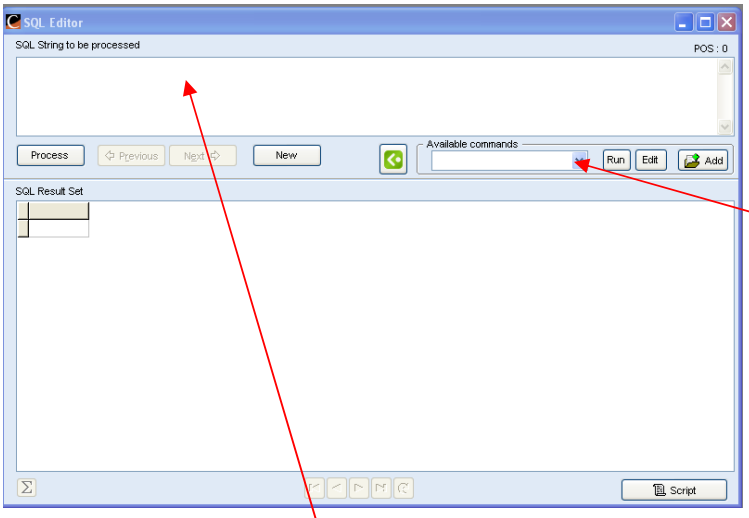


Fig 2. SQL Editor Screen

Click on the email attachment *(Fig 3.)* and drag to the top part of the SQL Editor screen.

This will place the SQL into Chreos for further use.

To see the SQL click on the drop down in Available commands. See *(Fig 4.)*

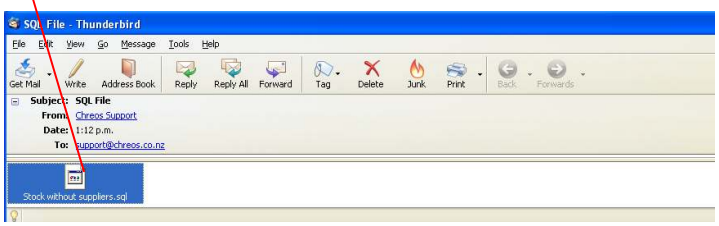


Fig 3. Emailed SQL attachment

SQL Entry cont.

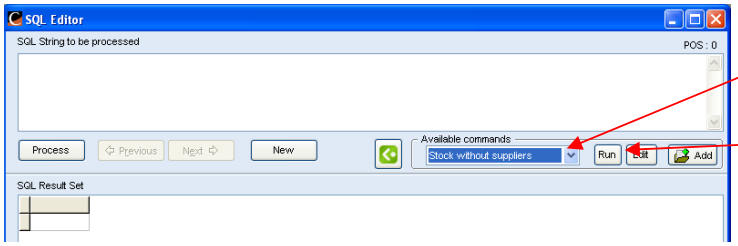


Fig 4. Entered SQL into Available Commands

The SQL will appear in the Available commands drop down menu box.

Click [Run] to enter the SQL. See *(Fig 5.)*

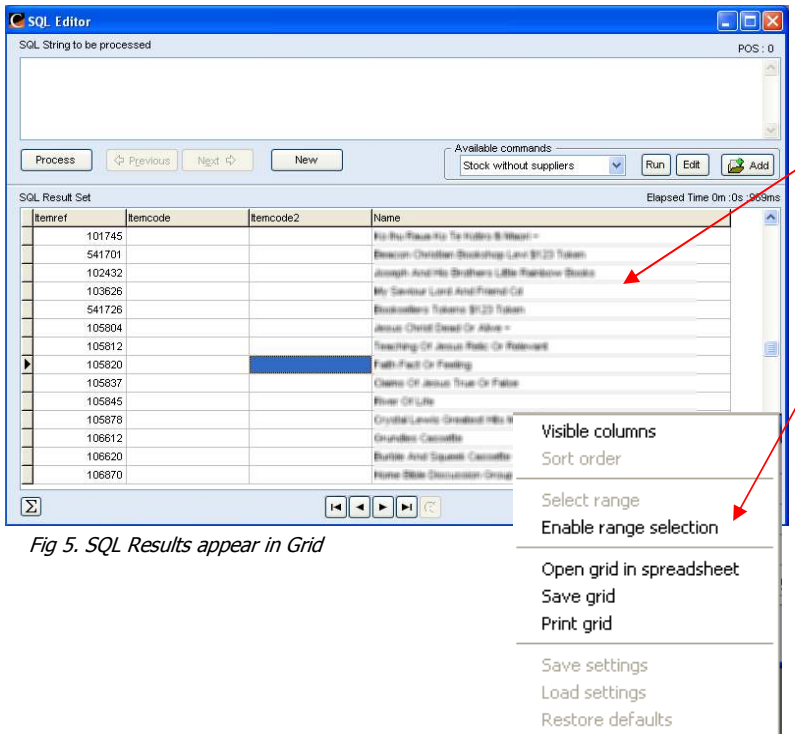


Fig 5. SQL Results appear in Grid

By clicking [Run] for an SQL that offers information, you will see the information appear in the grid below and right click will offer the option to open the information into a spreadsheet or save and print.
If the SQL is to deal with an update or a deletion or other information within the database, then no information will appear in the grid.

SQL Entry cont.

Another way to enter an SQL from an email is if the SQL has been sent to you not as an attachment but as the text part of an email. See *(Fig 6.).*

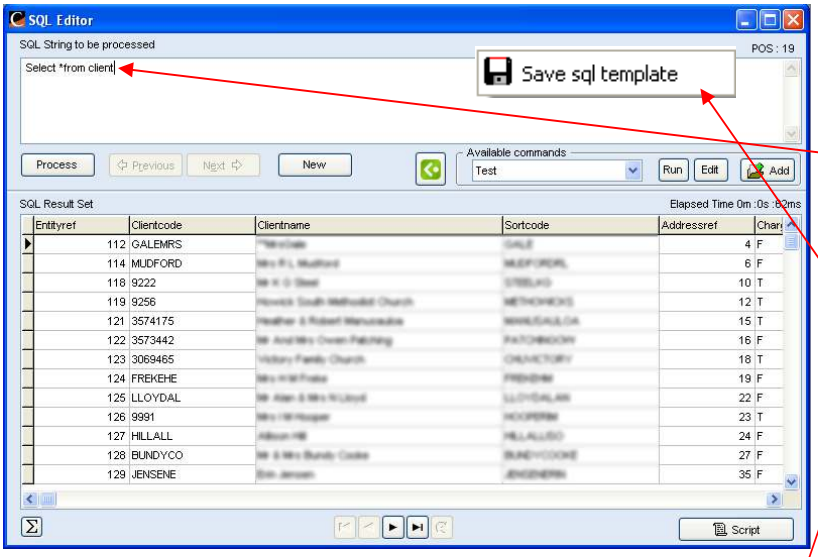


Fig 6. SQL Entry Copy & Pasted from Email

To enter the SQL into Chreos you will need to copy and paste using Ctrl V, the required information from the email into the top part of the SQL Editor screen.

Click [Process] and the information will appear in the grid.

To save the SQL for future use right click on the SQL in the top screen to "Save sql template".
A message box will appear asking you to name the Script file *(Fig 7.).*

Name the file and click [OK].

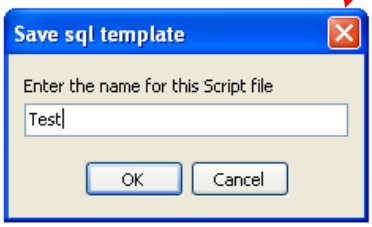


Fig 7. Save SQL Template