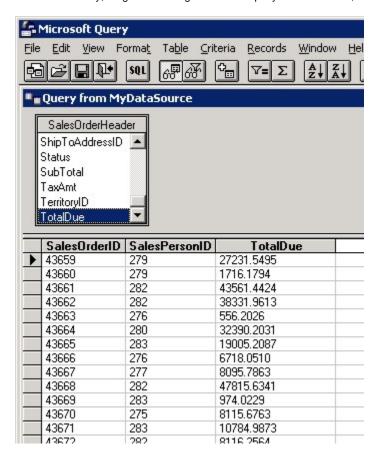# Defining Parameters with MS Query in Excel

OfficeWriter and Reporting Services allow you to use parameters to filter the data returned by your database query, and display a subset of the data in your report. This will cover how to define parameters in a report using MS Query in the OfficeWriter Designer. For more on parameters in OfficeWriter reports, please refer to Excel Reports with Parameters

> ⚠ If Microsoft Query cannot display a query graphically, it will not allow you to define a parameter for the query. For example, if a query contains the TOP keyword, which cannot be represented graphically, Microsoft Query will warn you that the query cannot be shown graphically and will not allow you to add parameters to the query.

Let's add a parameter to a sample query. The sample will use the AdventureWorks sample database, which ships with Reporting Services.
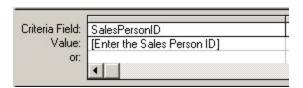
1. Open Microsoft Excel.

2. Click **Add DataSet** on the OfficeWriter toolbar.

3. Follow steps to **Creating a Data Source** and **Building a Query** in Creating a New Template.

4. In the **Add Tables** dialog box, find the **SalesOrderHeader** table in the list and select **Add**. Click **Close**.

5. In Microsoft Query, drag the following fields to the query: **SalesOrderID**, **SalesPersonID**, and **TotalDue**.
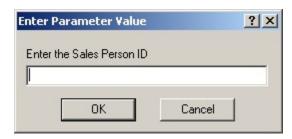

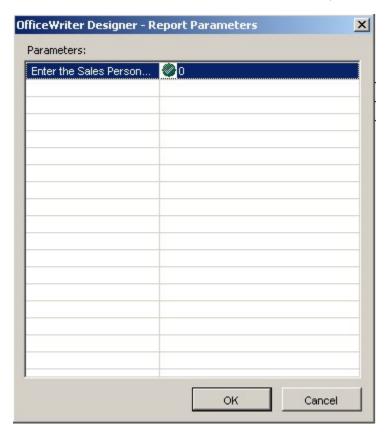6. Click the **Hide/Show Criteria** button on the Microsoft Query toolbar to open the criteria table.

7. Click within the top left cell in the criteria table and select * SalesPersonID* from the drop-down list.

8. In **Value** cell beneath **SalesPersonID**, type **[Enter the Sales Person ID]**. This is the text that will be used to prompt the user.

9. Microsoft Query will prompt you to enter the default value for the parameter. Enter a sales person ID value.

10. From the **File** menu, select *Return to OfficeWriter Designer*.

11. Using OfficeWriter Designer's **Data Marker** button, add the fields to your report.

12. Deploy the report.

13. Click **View** on the OfficeWriter toolbar. You will be asked to enter a parameter value.

14. Replace the 0 with 280. Every row displayed in the report will have SalesPersonID number 280.

	A	B	C
1	Sales Order ID	Sales Person ID	Total Due
2	43664	280	32390.2031
3	43860	280	14603.7393
4	43866	280	5403.8208
5	43867	280	43499.583
6	43877	280	27308.9192
7	43894	280	43077.1098
8	43895	280	43115.5616
9	43911	280	26197.5398
10	44109	280	18364.2006
11	44285	280	76802.3808
12	44483	280	4000.9786
13	44501	280	26128.8674
14	44511	280	13471.6989
15	44513	280	57801.3112
16	44523	280	98696.056
17	44540	280	51315.1022
18	44541	280	67393.9099
19	44554	280	984.7764
20	44563	280	63320.1589
21	44771	280	92392.1106
22	45041	280	556.2026
23	45042	280	53896.0778
24	45267	280	4592.3356
25	45283	280	37643.1378
26	45295	280	21607.8799
27	45296	280	32240.4897
28	45303	280	27041.7149
29	45318	280	39861.5048
30	45320	280	13512.6737
31	45328	280	75771.5411

Samples

- Download an .rdl file created with Microsoft Query and OfficeWriter.