## **Defining Parameters with MS Query in Word**

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 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 Word and create a new document.
- 2. Click Add Query on the OfficeWriter toolbar.
- 3. Follow the steps to Create 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 TotaIDue.

🚰 Microsoft Query					
File	Edit View Fo	orma <u>t</u> Ta <u>b</u> le <u>C</u> ril	teria <u>R</u> ecords <u>y</u>	<u>W</u> indow <u>H</u> elp	
Ē		SQL 👦 🐺	ΦΣ		2
•	Query from Ad	ventureWorks			
SalesOrderHeader ShipToAddress Status SubTotal TaxAmt TerritoryID TotalDue					
-	SalesOrderID	SalesPersonID	TotalDue		
	43659	279	27231.5495		_
	43660	279	1716.1794		
1000	43661	282	43561.4424		
	43662	282	38331.9613		
	43663	276	556.2026		
	43664	280	32390.2031		
1000	43665	283	19005.2087		
	43666	276	6718.0510		
	43667	277	8095,7863		
	43668	282	47815.6341		
1000	43669	283	974.0229		
	43670	275	8115,6763		
	43671	283	10784 9873		
-	43672	282	8116 2564		
100	43673	275	4944 3422		
	43674	282	3479,9306		_
-	43675	277	7553 7239		_
-	40070	275	10000 1110		

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.

		Γ
Criteria Field:	SalesPersonID	
Value:	[Enter the Sales Person ID]	
OI:		
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9. Microsoft Query will prompt you to enter the default value for the parameter. Enter a sales person ID value.

inter Parameter Value		>
Enter the Sales Person ID		
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ОК	Cancel	

- 10. From the File menu, select Return to OfficeWriter Designer.
- 11. Using OfficeWriter Designer's Merge Fields button, add the fields to your report and set the import behavior for your dataset.
- 12. Deploy the report.
- 13. Click View on the OfficeWriter toolbar. You will be asked to enter a parameter value.

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Enter the Sales Person	0						
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							_
							_
			OK			Canad	
		_	UK		_	Cancel	_

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

Sales Order ID	Sales Person ID	Total Due
43664	280	32300 2031
43860	200	14603 7303
43866	200	5403.8208
43867	200	43400 5830
43877	280	27308 9192
43894	280	43077 1098
43895	280	43115 5616
43011	280	26197 5398
44109	280	18364 2006
44285	280	76802.3808
44483	280	4000.9786
44501	280	26128.8674
44511	280	13471.6989
44513	280	57801.3112
44523	280	98696.0560
44540	280	51315.1022
44541	280	67393.9099
44554	280	984.7764
44563	280	63320.1589
44771	280	92392.1106
45041	280	556.2026
45042	280	53896.0778
45267	280	4592.3356
45283	280	37643.1378
45295	280	21607.8799
45296	280	32240.4897
45303	280	27041.7149
45318	280	39861.5048
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## Samples

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