Query Builder

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Quick Steps: Members > Query Builder

The query builder can be used in many ways by your organisation to run reports on your members. It enables you to sort your members based upon specialised criteria, defined by you. Examples of how this can be used include: Unfinancial Members from the previous year, members that live in a certain postcode range or suburb, members that have participated in a certain event run by your organisation.

1. Within the Management Console, select **Members** from the top menu, then **Query Builder** from the left menu.

2. From the Query Builder screen you can perform a number of actions as shown below:

- Create a new Query
- Add results of a query to a Member Group or Distribution List
- Test a Query
- Edit an existing Query
- Build a Query

Note: Queries can be built to find any number of combinations of your members. They run like Access queries, so if you've got a basic knowledge of Access, you'll find it easy to pick up.

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