BSDI

**ADVANCED FITNESS &
WELLNESS SOFTWARE**

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## INSTRUCTIONS FOR THE IMPORT OF CUSTOM QUERIES INTO THE QUERY WIZARD

This document will outline the steps necessary to import a custom query into the Query Wizard.

Please note that queries are stored locally, on the client PC. Therefore, if you wish to access the query from other PC's that access the BSDI database then the steps below will have to be repeated on these computers also.

Typically the custom query will be delivered via email; therefore, the procedure below provides instruction based on this assumption.

Procedure

1. Open the Email that you received from BSDI Support which contains your custom query.

2. When you click on the attached query, you will see the window below displayed, or one very similar depending on the email client that you are using.
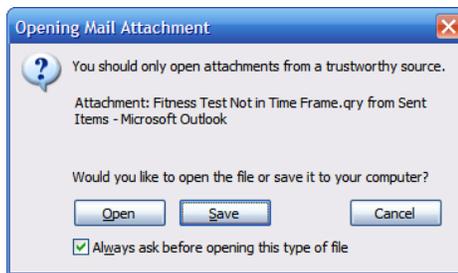
3. Click on "Save".

4. This will open a "Save As" window.
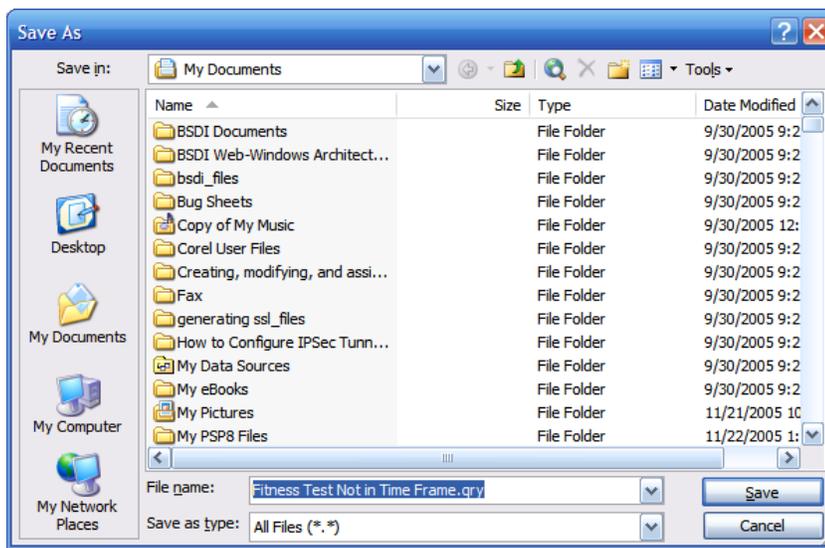
5. Click on the "My Computer" icon, on the lower left of the window, and navigate to "C:\Program Files\BSDI\UserQueries"
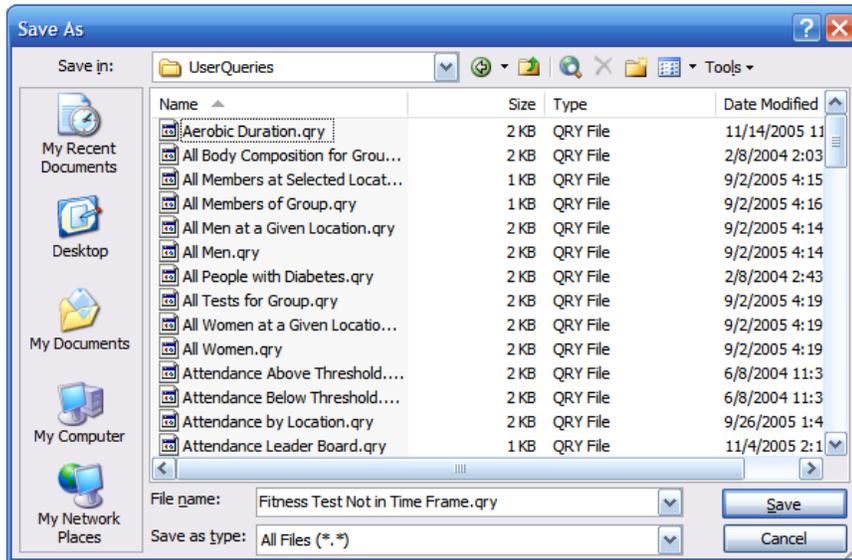
6. Click the "Save" button to save your query. (You do not need to change the file name.)

7. Repeat this process if you have received additional custom queries.

Accessing your custom query

1. To access your custom query; open your BSDI Client Software (Fitness Analyst, Check-In, or Retention Manager), and access the Query Wizard.

2. Navigate through the list of queries until you find your custom query.

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