BCTS
BC Timber Sales
Chinook

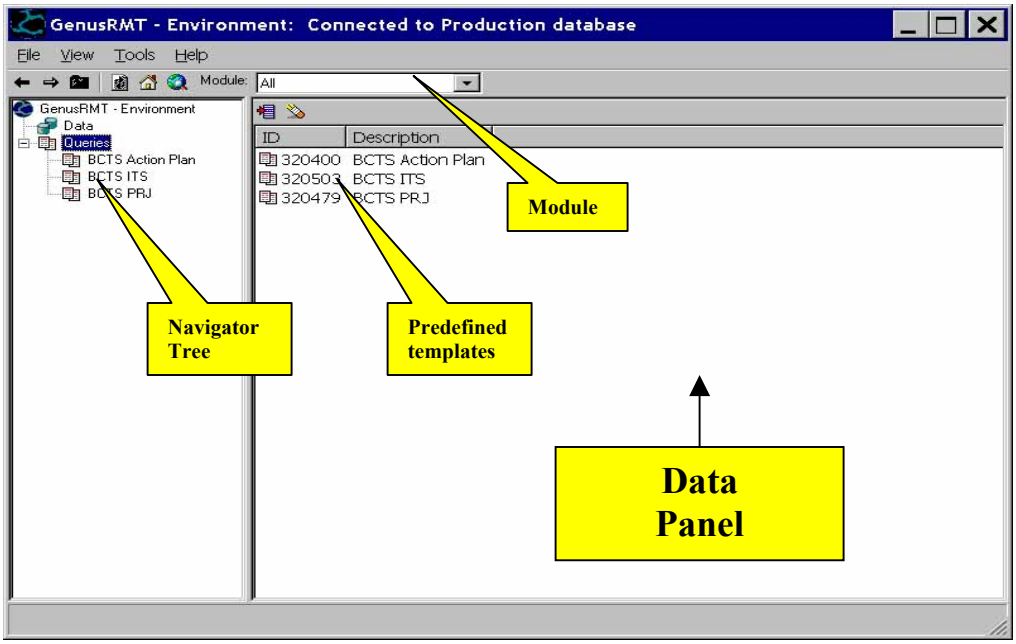
‘GENUS’ Standard Operating Procedure
06/02/04

Genus RMT
(Queries and Reports)

Note: Depending on users authority, the query templates may not be editable.

QUERIES

1. In Genus Environment Window
   - Select **All** from **Module** drop-down list
   - In Navigator Tree, *click* on **Queries** to display a list of predefined templates (*i.e. Action Plan, ITS...)*



   - *Double-click* on a template to bring up **Query Window**

2. Query Window
   Scroll through the following tabs to define columns:

   Heading
   - User can modify by entering new details

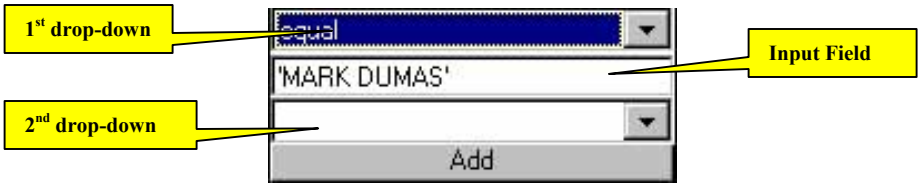
   Visible
   - Deselect any columns not required (*i.e. Source Type)*

   Sort
   - Select **ascending** or **descending** to particular column *(i.e. Target Date, Display Name…)*

Genus RMT (EMS)

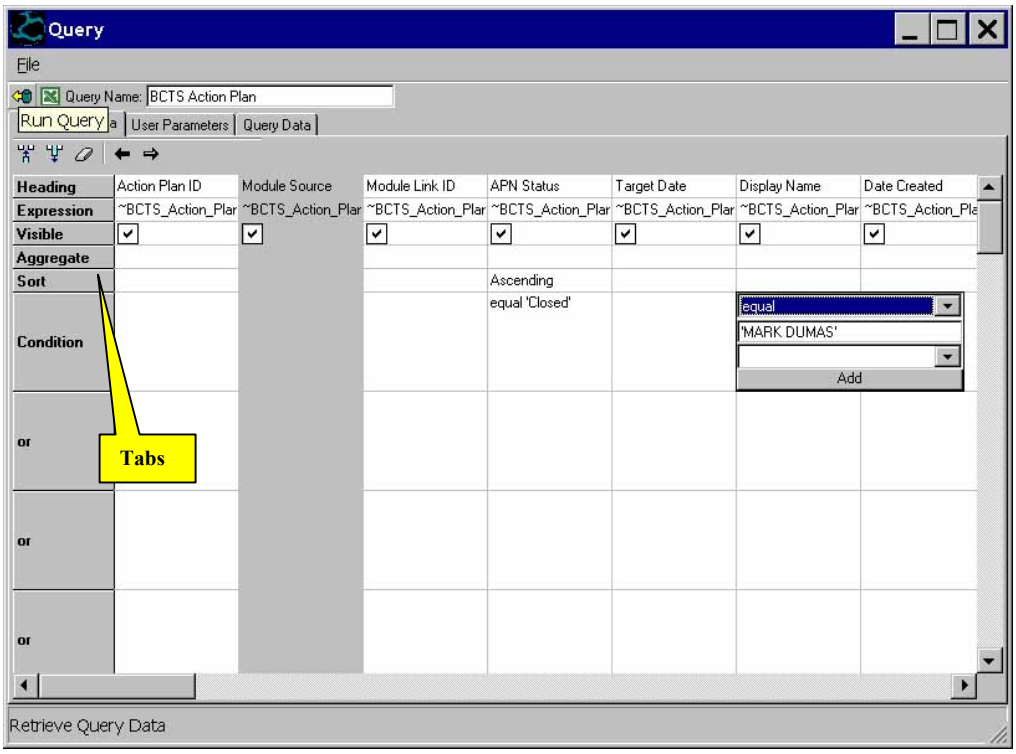
Condition

- *Double-click* on desired column to bring up condition field
- Next, set criteria in first drop-down field *(i.e. equal, greater, greater or equal…)*
- Then select specification in second drop-down field and *click* **Add**
  or



- If certain of specification details *(i.e. Display Name = **JOHN JOE**)*, the user can simply enter with single quotes into the middle input field *(i.e. 'JOHN JOE')*

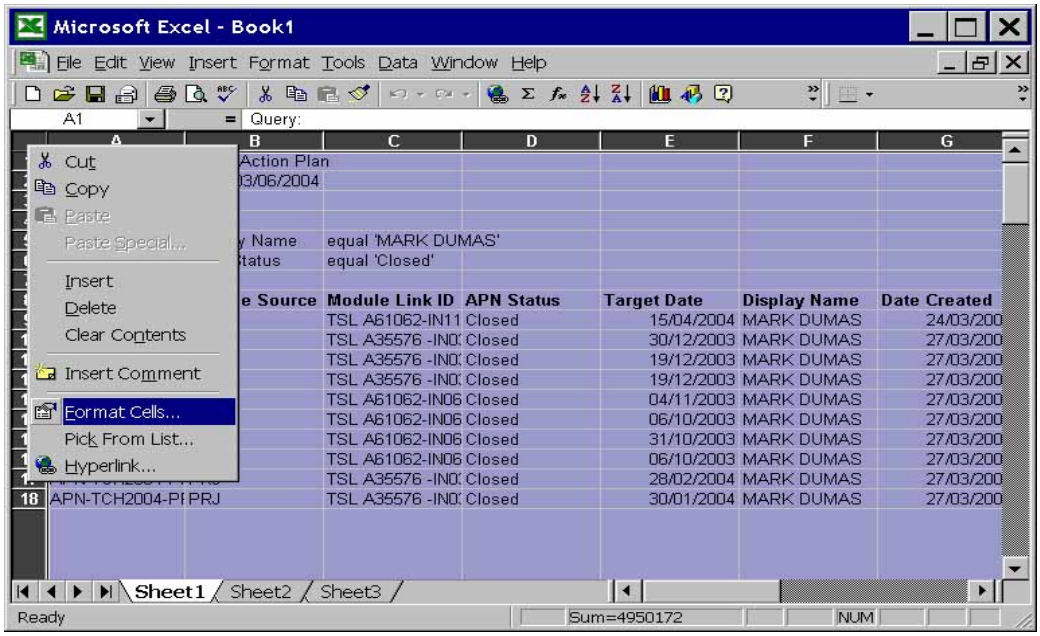
Note: To manually enter into the input field, the user must ensure detail is precise
(i.e. Format, Spelling, Case Sensitive)



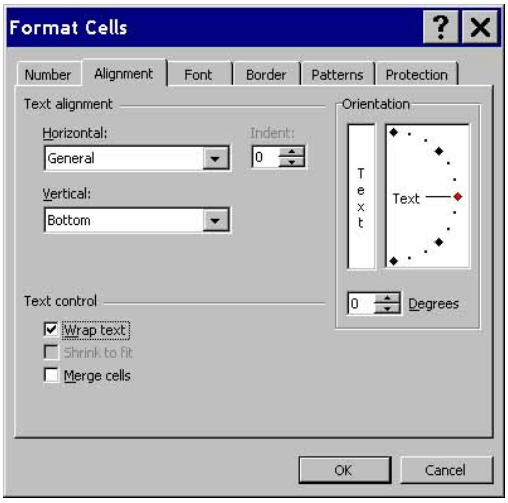
- Once columns are defined, *click* on **Run Query** icon to display data
- If data is correct, *click* on **Excel** icon to export into spreadsheet to format and print.

FORMATTING EXCEL SPREADSHEET

1. *Click* on top left corner cell to select all data
2. *Right-click* to bring up menu and select **Format Cells...**



3. Alignment Tab:
- select **Wrap text** and *click* **OK**



4. *Double-click* on rows/columns to align width/height
5. Select **Print Preview>Setup…**and set **Page** tab> Landscape, Paper size (Legal)
6. **Add** borders if desired and **Print**