

# How to use QueryBuilder to see User Edits

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The Customer Query Builder can be used to get a list of actions a user has done on a customer account.

## Overview

The data that is pulled will come from the Sedona Event Log that is shown on the Customer – Sedona Event Log. Follow the steps below to pull the data.

## Steps:

1. The example account that is being used in this document: Customer #48685-2 and there are 27 different event log lines highlighted in Red.
2. To get started, click on Query – Customer Query
3. When the Query Builder opens – click on Edit\_Log and select the fields shown in example by double clicking them to add to the selection fields (1st box to right)
4. Drag and Drop what specific data you want to select by (2nd box to right) / (my example shows only the customer number)
5. Drag and Drop how you want to order the data (3rd box to right)
6. Once all fields are completed, click on the green arrow button at the bottom
7. The Results will show in the Results area

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8. The data can now be Exported by clicking on the Export button and saving to add to Excel Spreadsheet or other application

9. Save the query by clicking on the Save button to use later, just make sure to save to an area that SedonaOffice has access to retrieve the sqf file. □

10. To retrieve the file that is saved, click on the Open button and find the directory where the file was saved to reopen to use.

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