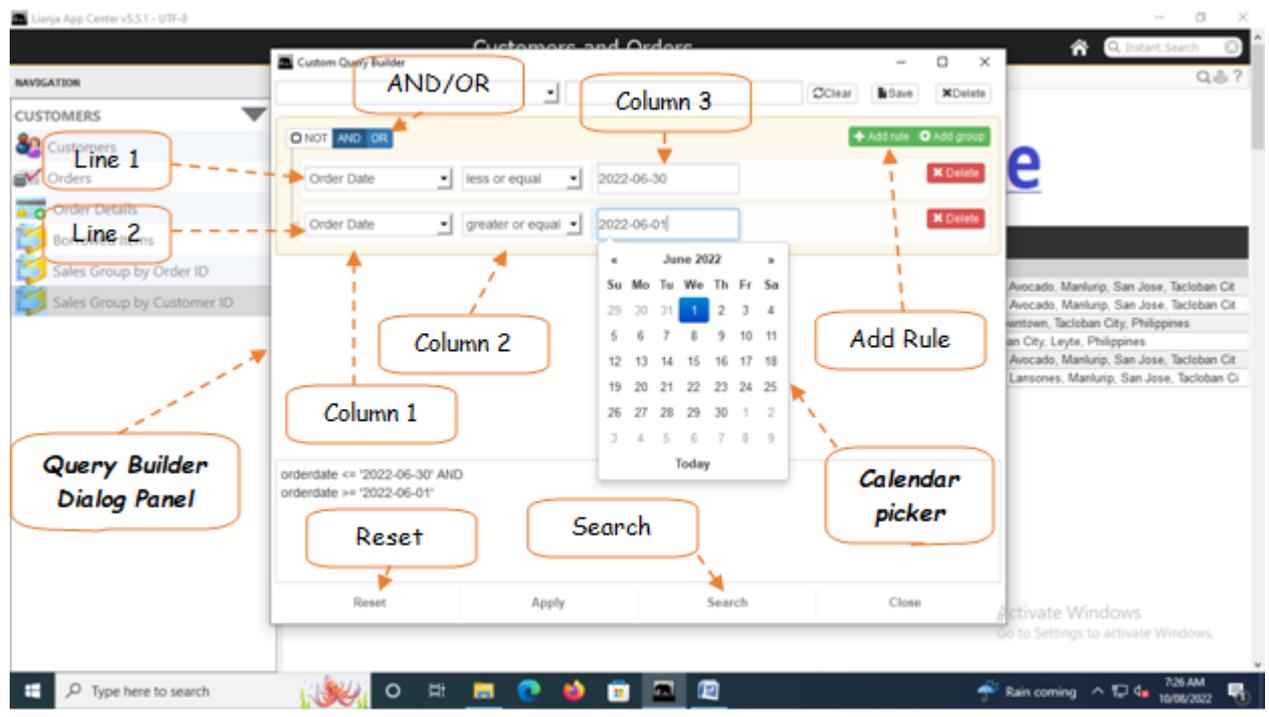


Sales Order by Customer ID

Here, in this *Sales Report*, the grouping is according to **Customer ID** by default. However, thanks to **Query Builder Dialog Panel**, you can customize how you filter the data limited only by the fields of the table referenced in the report.



Once you have the report displayed on screen, you can filter it using the *Query Builder Dialog Panel* accessible thru the *search icon* shown in the screen shot above.



For example you want to display only the sales made for a particular period, say, **June 1, 2022 to June 30, 2022**. In this example, let's create a report grouped into *Customer ID* and filtered according to **Order Date**. Here, we will be filtering a period, meaning there is **'date from'** and **'date to'**. First, let us define our variables:
 date from = June 1, 2022
 date to = June 30, 2022

Now, let's write down the argument:

From the App table, we have the field called '**Order Date**'

Order Date <= DATE TO AND Order Date >= DATE FROM (in plain terms, "**Order Date** is *less or equal* to **Date To** and **Order Date** is *greater or equal* **Date To**")

Then, using the **Custom-Query Builder** from the app, let us input what we have written, as follows:

1. Open the **Custom-Query Builder dialog panel** by clicking the '**Magnifying Glass**' or the **Search icon** located at the upper right-hand side of the section header;
2. At **line 1, column1**, click the combobox and look for the field '**Order Date**', select it by clicking;
3. Go to **line1, column2**, look for '**less or equal**';
4. Go to **line1, column3**, use the **calendar picker**, select the date '**June 30, 2022**';
5. Create the **second line** by first clicking **AND**, then click + **Add Rule**;
6. At **line2, column1**, look for the field '**Order Date**', select it by clicking;
7. Go to **line2, column2**, look for '**greater or equal**';
8. Go to **line2, column3**, use the **calendar picker**, select the date '**June 1, 2022**';
9. Click the '**Search**' button.
10. The list will only display the period you have selected.
11. Do not forget to click the '**Reset**' button to reset the filter.