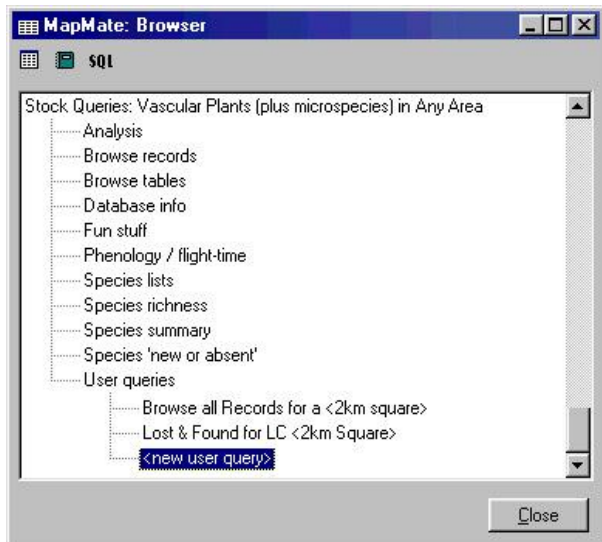


Procedure for copying a new user query

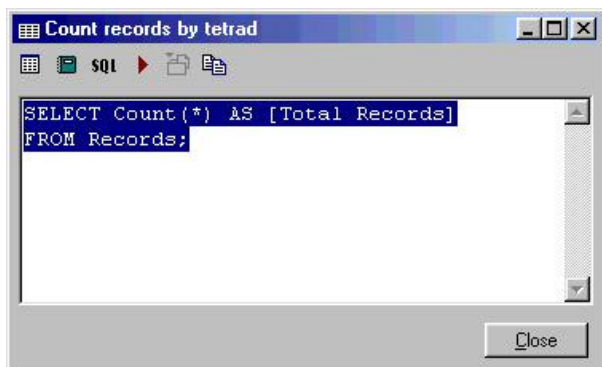
1. From the main screen toolbar, select 'Analysis'
2. From the 'Stock Queries' tree, find <new user query> and double-click on it.



3. Enter a suitable name for the query (in this example "Count records by tetrad" will do) then click OK.



4. The SQL edit window will appear displaying a basic query. Highlight all the text. One way of doing this is to click somewhere on the text with the right mouse button and select 'Select All' from the pop-up menu. Hit the [Delete] key to clear the SQL window.

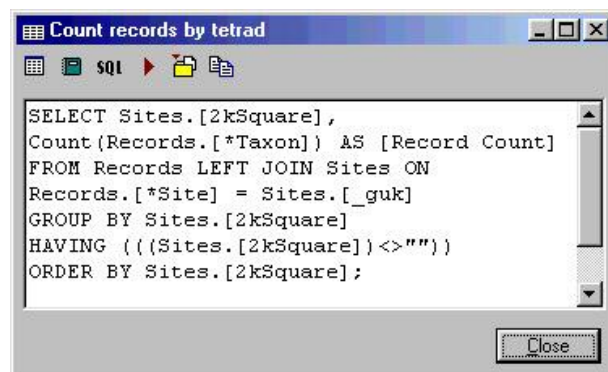



5. Copy the supplied SQL text. In this example, select and copy the text from the box below:

```
SELECT Sites.[2kSquare],
Count(Records.[*Taxon]) AS [Record
Count]
FROM Records LEFT JOIN Sites ON
Records.[*Site] = Sites.[guk]
GROUP BY Sites.[2kSquare]
HAVING (Sites.[2kSquare] <> "")
ORDER BY Sites.[2kSquare];
```


Make sure you select and copy all the text as SQL is very particular about syntax and punctuation.

6. Paste the text into the SQL window, i.e. click on the right mouse button and select 'Paste' from the pop-up menu.



7. Click on the 'Save Query' button  and click 'OK' on the confirmation dialog box.



8. Click on the 'Re Run Query' button  and you should see a simple list of tetrads tabulated with the number of records entered for them.

The query will have been added to your user queries list so you can run it again at any time. If you wish to remove it, highlight the name in the tree, click on it with the right mouse button and select 'Delete Query' from the pop-up menu.