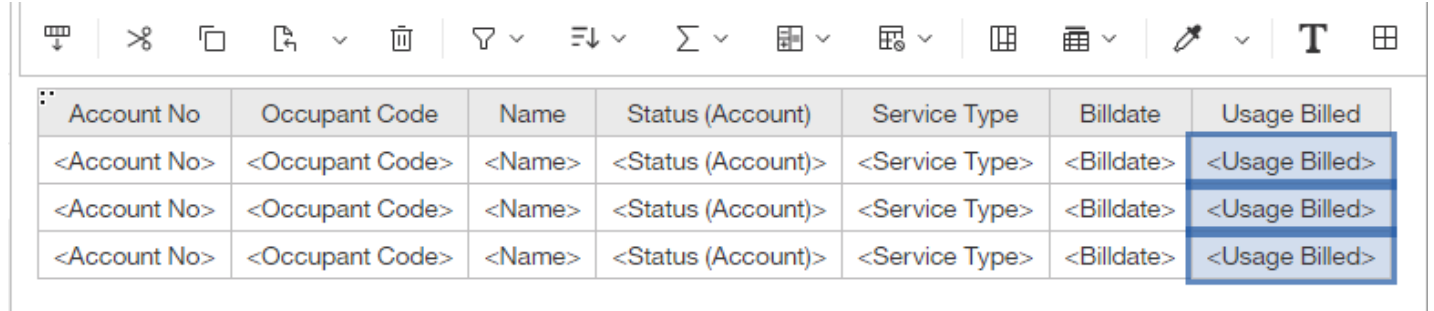


Moving Columns

To move a column, select the single column to be moved.

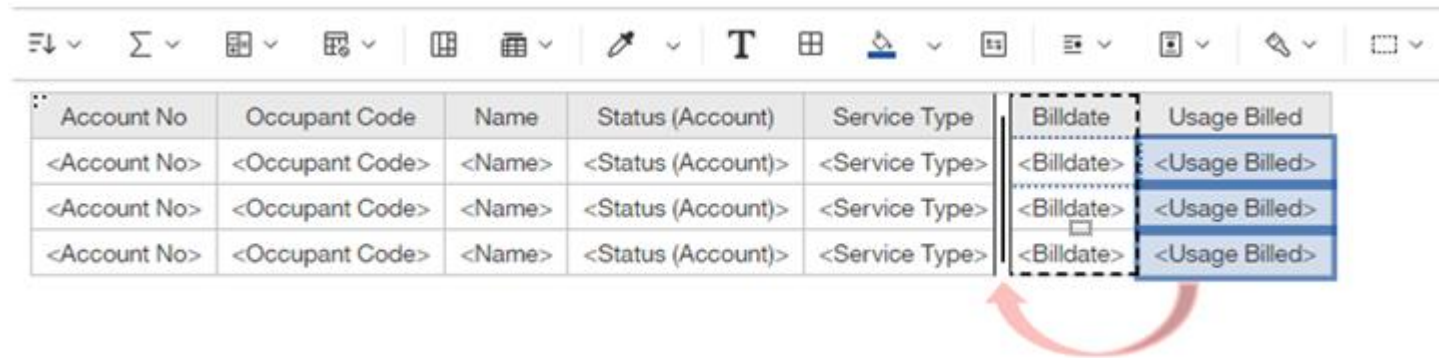
Then, **click-and-hold** to move the column left or right.



Account No	Occupant Code	Name	Status (Account)	Service Type	Billdate	Usage Billed
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Billdate>	<Usage Billed>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Billdate>	<Usage Billed>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Billdate>	<Usage Billed>

A pulsing vertical black line appears where the column may be 'dropped'.

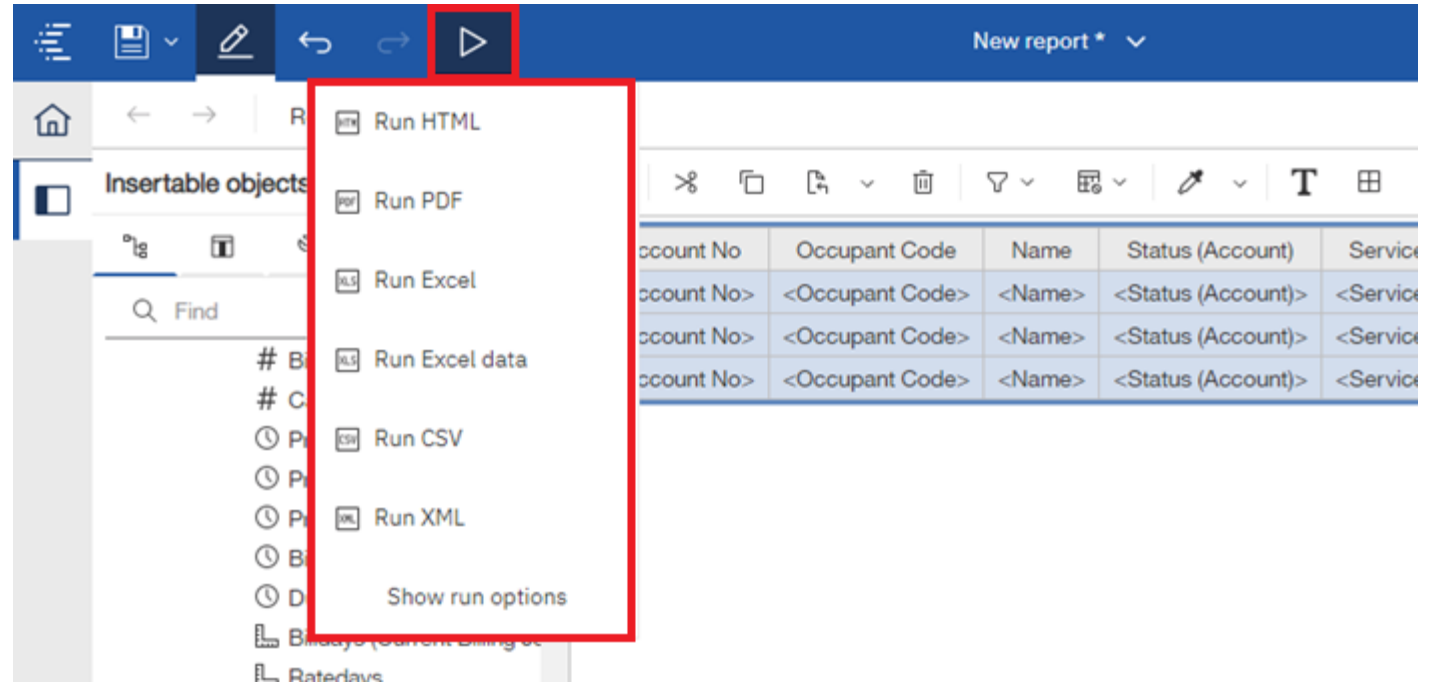
Note: Like Query Studio, the mouse movement is sensitive and may be tricky at times.



Account No	Occupant Code	Name	Status (Account)	Service Type	Billdate	Usage Billed
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Billdate>	<Usage Billed>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Billdate>	<Usage Billed>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Billdate>	<Usage Billed>

Run the report using the **Play/Run** icon in the top blue banner.

Select the preferred report format.



Upon viewing the report, determine if filters are required.

Account No	Occupant Code	Name	Status (Account)	Service Type	Usage Billed	Billdate
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	1,830	Jan 31, 2001 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	1,254	Aug 31, 2001 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	709	Oct 31, 2001 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	887	Dec 31, 2001 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	1,056	Mar 31, 2002 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	746	May 31, 2002 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	1,043	Jul 31, 2002 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	1,026	Sep 30, 2002 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	693	Nov 30, 2002 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	1,072	Feb 28, 2003 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	902	Apr 30, 2003 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	628	Jun 30, 2003 12:00:00 AM
10010	20	MR & MRS GERALD SALZWEDEL	FINAL	E	1,149	Jan 31, 2004 12:00:00 AM