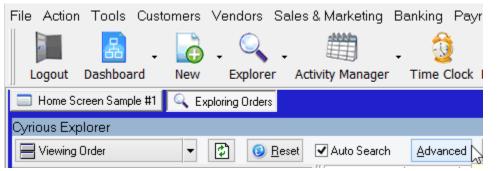
## **Cyrious Control: Listen 360 Manual Export**

In order to export information in the specific format that Listen 360 recommends you must perform an advanced order explorer query. The steps below will walk you through running this query so that you can then run this export On-Demand as often as you desire.

## Exporting Orders Marked Sale between x and x date range

- 1. Within Control click on Explore > Explore Orders File Action Tools Customers Vendors Sales & Marketing Banking Payroll R Explore Orders Logout Dashboard New Explorer Explore Estimates Dean - HOME Explore Service Tickets 🔁 Add Column 📗 😑 Remove Column 丨 Add In
- 2. With the Exploring Orders window open, click on the **Advanced** button if you are on Control 4.6 or earlier.

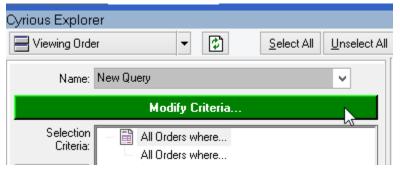


If you are on Control 5.1 or later, click on the **Options** button then click **Show Advanced Criteria Selection**.

Cyrious Explorer				
Viewing Order				
Order	Search Criteria	<b>∧</b> □ Dr	ag a c 🔽	Auto-Search
Order <u>N</u> o.:			· ·	Show Group Header
<u>C</u> ompany			N 🖌	Show Totals Bar
<u>F</u> irst Name:				Show Advanced Criteria Selection
Last Name:				Show Detail Screen
				a attai



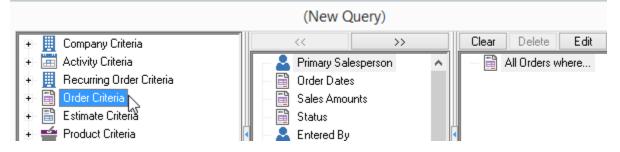
3. Now that you have enabled Advanced Explorer, click on the **Modify Criteria** button.



4. Click the **Clear** button on the Modify Criteria (New Query) window. This will remove any prior filtering criteria that may have been applied.

(New Query)			
🛨 🏢 Company Criteria	<		
🛨 🛅 Activity Criteria	🚽 — 🏯 Primary Salesperson 🛛 🔺 🚽 🗃 🖄 Orders where		
🔹 🕂 🧮 Recurring Order Criteria	ANY of the following is TRUE		

5. On the Modify Criteria (New Query) screen you will have 3 columns present. The leftmost column is all the categories of criteria. The middle column is all the available filtering criteria for a given category and the rightmost column is the criteria that you have actually applied to filter and select your search results. In the leftmost column, click on **Order Criteria**.

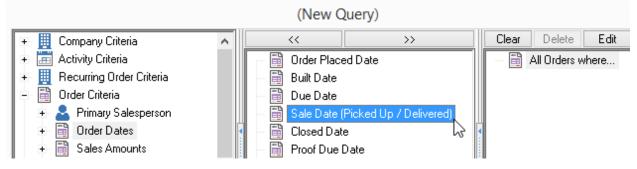


6. In the middle column double-click on **Order Dates** which will expand to reveal additional options.

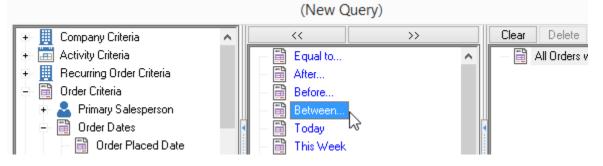
		(New Query)
🖅 🧮 Company Criteria	^	<< >>> Clear Delete
🕂 🕂 🧮 Activity Criteria		🕂 📥 Primary Salesperson 🛛 🔺 📄 🖓 All Orders w
🛛 🕀 🧮 Recurring Order Criteria		- 🗎 Order Dates
😑 🗒 Order Criteria		Sales Amounts



7. In the middle column double-click on Sale Date (Picked Up / Delivered).



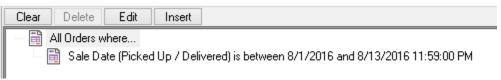
8. In the middle column double-click on **Between...** to select your date range.



9. You will be prompted to specify your date range, choose your start and end dates and ensure the option for **Shift dates if run in the future** is selected. Click **OK** once you have selected the date range.

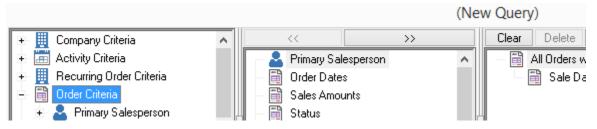
Modify the	criteria value	es	x
Sale Date (Picked Up / Delivered) is between	8/1/2016	¥	or 18 🛓 days ago.
and	8/13/2016	*	or 6 🚖 days ago.
✓ Shift dates if run in the future.			
		•	/ OK 📐 🗙 Cancel

10. The rightmost column should not resemble the screenshot below.

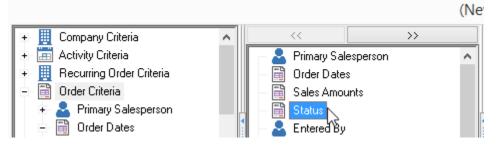




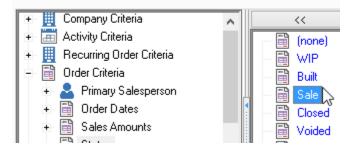
11. In the leftmost column click on **Order Criteria** again, this will reset the list of available filtering criteria in the middle column.



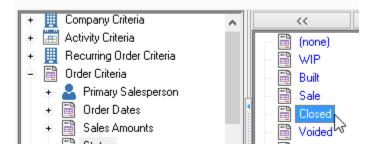
12. In the middle column double-click on Status.



13. In the middle column double-click on Sale to add it to the rightmost column.

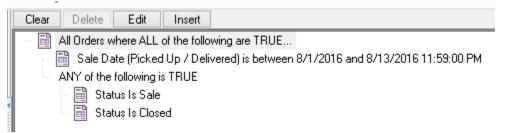


14. In the middle column double-click on **Closed** to add it to the rightmost column.





15. The rightmost column should now resemble the screenshot below.



16. Locate the **Show** option and change the option to **All**. Click the **OK** button on the New Query window to apply the criteria you selected.

Clear Delete Edit Insert
All Orders where ALL of the following are TRUE
Sale Date (Picked Up / Delivered) is between 8/1/2016 and 8/13/2016 11:59:00 PM
ANY of the following is TRUE
— 🗃 Status Is Sale
📑 Status Is Closed
Show: All 🗸 1 🖨 Records
Sort By: All
Filst Lag



17. The left column on the Order Explorer should now resemble this screenshot. Click the **Execute** button to run the query to select your filtered orders.

Cyrious Explor	er			
📕 Viewing Orde	er 🗸 Select All Unselect All Options 🗸			
Name:	New Query			
Modify Criteria				
Selection Criteria: Execute Save Delete	<ul> <li>All Orders where ALL of the following are TRUE</li> <li>Sale Date (Picked Up / Delivered) is between 8/1/2016 and 8/13/2016 11:59:00 PM</li> <li>ANY of the following is TRUE</li> <li>Status Is Sale</li> <li>Status Is Closed</li> </ul>			

18. Right-click anywhere in the Order Explorer results grid and choose **Column Chooser**.

۵.	Open
÷	Print •
ē	Clone
	Adjust Usage
5	Run Macro 🕨
3	Change Station
3	Change Sales Station
/	Change Division
	Order Options
	Change Due Date
	Change Proof Options
	Activities •
Q	Explore •
ĩ.	Export Grid
÷	Column Chooser 🛛 😓
Q	Explorer Options



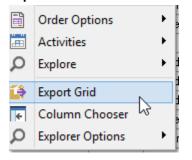
19. If you are on Control 4.6 or earlier, check off any columns that you want included in the results grid.



If you are on Control 5.1 or later, drag any columns that you want included onto the results grid.

Customization		
	ers from the grid to here to hide rid from here to restore them.	e thei
Standard Column	S User Defined Columns	
2nd Salesperson		^
3rd Salesperson		
Adjust Usage		
Approver		
Artwork Status		
Built Date		
Calculated		
City		

20. After you are done adjusting the columns you wish to use, right-click the results grid and choose **Export Grid**.





21. If you are on Control 4.6 or earlier you will be prompted to select the type of export to do. Select Comma-Delimited Text (CSV). Choose Export to File then click OK to initiate the save of the export. You will be prompted to specify where you want to save the file.

Export 2 Ite	ms	×
Please choose an Export Format		Ok
Comma-Delimited Text (CSV)	~	
◯ View on Screen		Cancel
Export to File	×a,	

If you are on Control 5.1 or later you will be prompted to select the type of export to do. Select **Excel.** Choose **View** then click **Export** to initiate the export. Excel will automatically open and display the results of the export.

С	Export Options	- □ ×
File Type Excel	Export Type View Save	Export

For people viewing in Excel format, you may be required by Listen 360 to save the file as a Comma-Delimited Text (CSV) file prior to using it within Listen 360. If that is required, within Excel click on **File > Save As** then choose **CSV (Comma delimited) (\*.csv)** and save the file to the desired location on your computer.

22. You can now upload your file to Listen 360.

## **Optional Steps to Save Time**

These steps are completely optional but can save you some time in the long run. If you would like, you can save the query that we created for the export so that you can re-use it every time you want to do an export.

Saving Your Listen 360 Query



1. When you still have the query open within Control, click the Save button as shown below.

Cyrious Explor	er				
🗏 Viewing Ord	er 🖌 Select All Unselect All Options 🗸				
Name:	New Query 🗸				
	Modify Criteria				
Selection Criteria: All Orders where ALL of the following are TRUE Sale Date (Picked Up / Delivered) is between 8/1/2016 and 8/13/2016 11:59:00 PM					
Execute ANY of the following is TRUE Save Save Status Is Closed					
Delete					

2. You will be prompted to specify the name of your query that you are saving, type in Listen 360 Export and click OK.

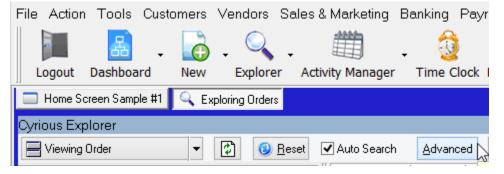
	Save Query As	
Query Name:	Listen 360 Export	¥
	🖌 ОК	🗙 Cancel

3. This query has now be saved and can be re-used in the future.

## Re-using your Saved Query

In the future when you wish to export your results for Listen 360 instead of having to create the query from scratch we merely have to adjust the date range of the query.

- 1. Within Control, open the Order Explorer.
- 2. Click the Advanced button or the Options button then select Show Advanced Criteria Selection.





3. Locate the Name section just above the Modify Criteria button.

Cyrious Explorer			
Viewing Order	<b>▼</b>	Select All Unselect All Options	
Name: New Query			~
Modify Criteria			

4. Click the drop-down and choose Listen 360 Export.

Cyrious Explor	er	
Viewing Orde	er	
Name:	New Query	~
	Billboard Orders	
	Listen 360 Export	
	Voided Payments	3

5. Click the **Modify Criteria** button.

Cyrious Explore	er
🗏 Viewing Orde	r ▼ 🔁 Select All Unselect All Options ▼
Name:	Listen 360 Export
	Modify Criteria
Selection Criteria: Execute Save Delete	<ul> <li>All Orders where ALL of the following are TRUE</li> <li>Sale Date (Picked Up / Delivered) is between 8/1/2016 and 8/13/2016 11:59:00 PM</li> <li>ANY of the following is TRUE</li> <li>Status Is Sale</li> <li>Status Is Closed</li> </ul>

6. In rightmost column double-click on the Sales Date (Picked Up / Delivered) filtering criteria.

	(New Query)				
🕞 🧮 Company Criteria	<<	>>	Clear	Delete	Edit Insert
🕂 🧮 Activity Criteria	🚽 📥 Primary Sal	lesperson 🔨	- 🗎 Al	Orders w	here ALL of the following ar
∓ 🧮 Recurring Order Criteria	🔜 🧱 Company Name		📑 📓 Sale Date (Picked Up / Delivered) i		
🛨 📑 Order Criteria	– 🦉 Company Number		ANY of the following is TRUE		
🕂 🖶 🖺 Estimate Criteria	🛛 — 🧮 Stage		_	📄 Stati	us Is Sale
+ 🚔 Product Criteria	🔄 – 🧮 Location			🗎 Stati	us Is Closed

7. When doing so you will be given the opportunity to modify your date range. Make any changes necessary then click **OK**.



Modify the crit	veria values ×
Sale Date (Picked Up / Delivered) is between 8/1/	2016 ∨ or 18 → days ago.
and 8/19	/2016 vs or 0 € days ago.
$\checkmark$ Shift dates if run in the future.	
	V OK X Cancel

8. Click the **Execute** button to run your query and continue with the export and save of the results.

Cyrious Explore	er
📕 Viewing Orde	r Select All Unselect All Options -
Name:	New Query 🗸
	Modify Criteria
Selection Criteria: Execute Save Delete	All Orders where ALL of the following are TRUE Sale Date (Picked Up / Delivered) is between 8/1/2016 and 8/13/2016 11:59:00 PM ANY of the following is TRUE Status Is Sale Status Is Closed

