



## Query Manager

Achieve's Custom Query Manager allows you to report vital information from anywhere in the database. Data entered into the system can be pulled at your convenience. Each unique query result can be saved, printed, or exported to Microsoft Word or Excel for further manipulation. Once in spreadsheets or text documents, you can arrange the data for letters, mail mergers, or any formatting specific to your purpose. Additionally, you will have the option to share queries with other users on the system or via email. You can also easily transfer queries from one user to another, so that custom queries created by one person may be used throughout the school.