



Query Tools

Session # 260

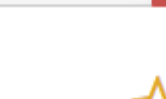


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Query Tools Overview

- Accessing Query on the Aeries Web Navigation Tree
- Access the Database Table Information Report
- Creating Reports from Query Results
- Saving & Loading Queries
- Creating & Customizing Query Labels
- Creating & Customizing Envelopes
- Creating Letters Using Query Letter Editor
- Using Query Letter Option to Merge Fields into Letter


- 

Student Information System






Pages



Reports



Favorites

2022-2023

Flex Soaring Eagle High School

Query

LIST STU

☐ Include Inactive Students

COMMANDS

LIST

Display Output

TOTAL

Display Totals

SKIP

Bypass Records

KEEP

Select Records

CHANGE

Change Data

SORT

BY

Sort By

^

Reverse Sort

FILTER

IF

OR

AND

(

)

COMPARISON

=

Equals

#

Not Equal

>

Greater Than

>=

Greater or Equal

<

Less Than

<=

Less or Equal

:

Contains

;

Not Contains

TABLES

STU	Student Data
ACR	Alternate Course Requests
ACT	Activities and Awards
ADH	Address History
ADS	Assertive Discipline
AED	Adult Education
AEF	Adult Education Fields
AHD	Attendance History Detail
AHS	Attendance History Summary
ANL	Attendance Notification Log
ANL	Attendance Notification Log
APC	Academic Plan Course Requests
APL	Academic Plan Log
ARD	ARD
ARH	ARH
ARI	Student At-Risk Indicators
ARR	ARR
ARS	ARS
ATA	Supp Att Assignments
ATD	Supp Att Data
ATN	Attendance Notes
ATT	Attendance Data
AUT	Authorizations, Prohibitions, and Waivers
BER	Behavioral Emergency Report

FIELDS

SC	School
SN	Student#
LN	Last Name
FN	First Name
MN	Middle Name
ID	Student ID
SX	Sex
GN	Gender
GR	Grade
BD	Birthdate
PG	Parent/guardian
AD	Mailing Address
CY	City
ST	State
ZC	Zip code
ZX	Extn

EXTENDED FIELDS

5PERCPROJECTS	5% Projects
504_PRG	Accommodation Plan
504_PLAN	504 Students
AG_READINESS	A/G Readiness (12th Graders)
ACT_COMPOSITE	ACT Composite
FAMILY_LIFE	Adolescent Family

SPECIAL

?	Description
STU.NM	Full Name
STU.MI	Middle Initial
\	New Line
BARCODE	Barcode
.DAY	Day Value
.MONTH	Month Value
.YEAR	Year Value
.YEARS	# Years Ago (Age)
.VALUE	of an Extended Field
.LEVEL	of an Extended Field

MATH

((Start Math
))	Stop Math
(Open Parenth
)	Close Parenth
+	Add
-	Sub
*	Mult
/	Div

New

Run

Excel

Report

Labels

Letters

Letter Editor

Envelope

Change

Save

Load

Reset

Excel (old)

Show SQL

Db Defs

Recipe for a Query: COMMAND + TABLE(s) + FIELD(s) + SORT + FILTER/ COMPARISON = STATEMENT

List Stu NM GR GN LF PG TL BY GR IF GR = 10

Recipe for a Query

COMMAND + TABLE(s) + FIELD(s) + SORT + FILTER/COMPARISON = STATEMENT

LIST STU NM GR HL LF PG TL BY GR IF GR < 12

What are the Functions

New

Run

Excel

Report

Labels

Letters

Letter Editor

Envelope

Change

Save

Load

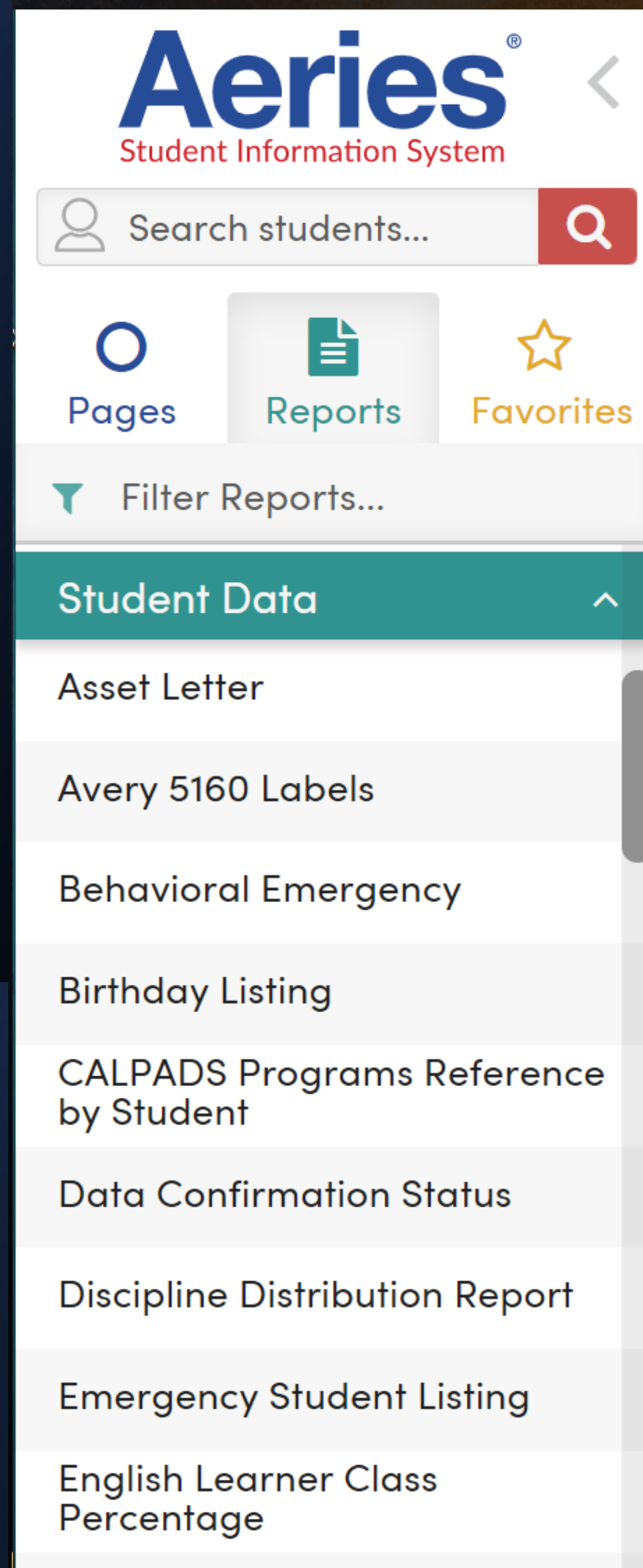
Reset

Excel (old)

Show SQL

Db Defs

Reports



Check First

Query for a Report

```
LIST STU NM GR HL? LF? PG TL BY GR
```


Things to Consider When Creating a Report

Formatting

Line Spacing and Orientation

Page Break

Save and Load

(helpful little shortcut)

May use Queries Others have created
(only from your school site)

Helpful when creating difficult Queries
Or for storing Queries for Letters

A Query must be *RUN* before *SAVING*

May filter list by Query Name or Author

Query for an Excel Spreadsheet

LIST STU ID NM GN GR BD PG AD CY ST ZC

TOTAL STU GR GN RC1 BY GR GN RC1

Secret Weapon to Create LABELS

SPECIAL	
?	Description
STU.NM	Full Name
STU.MI	Middle Initial
\	New Line
BARCODE	Barcode
.DAY	Day Value
.MONTH	Month Value
.YEAR	Year Value
.YEARS	# Years Ago (Age)
.VALUE	of an Extended Field
.LEVEL	of an Extended Field

Query for Label

Address labels to parents of Seniors

LIST STU "TO THE PARENTS/GUARDIANS OF:" \ FN \ AD \ CY ST ZC IF GR = 12

Address labels to parents for students missing 2nd MMR or any Hepatitis vaccinations

**LIST STU IMM STU.PG \ "RE:" STU.NM \ STU.AD \ STU.CY STU.ST STU.ZC IF IMM.A2 =
NULL OR IMM.I1 = NULL OR IMM.I2 = NULL OR IMM.I3 = NULL**

What to Watch Out for on Labels



Report Viewer

Print Query Labels

Report Options

Report Format:


PDF

▼

Report Delivery:

None

▼



In order to properly print onto Avery 5160 Labels, when you have this report viewable in Adobe Acrobat Reader, before printing, you must set the "Print Scaling" property to "None".

You can do this in Adobe Acrobat Reader by adjusting the "Scaling" setting on the Print Dialog or if you are using a different version of Acrobat, by clicking on File --> Document Properties --> Advanced Tab --> Print Scaling --> "None"

Run Report

Query for Envelopes

Address labels to parents of Seniors

LIST STU "TO THE PARENTS/GUARDIANS OF:" \ FN \ AD \ CY ST ZC IF GR = 12

Address labels to parents for students missing 2nd MMR or any Hepatitis vaccinations

**LIST STU IMM STU.PG \ "RE:" STU.NM \ STU.AD \ STU.CY STU.ST STU.ZC IF IMM.A2 =
NULL OR IMM.I1 = NULL OR IMM.I2 = NULL OR IMM.I3 = NULL**

Envelopes

Printer Location

Address Margins

Run Report

Report Viewer

Print Student/Parent Envelope Report Options

Report Format: PDF ▼

Report Delivery: None ▼

Envelope Printer Location

- ☒ Envelope Feeder on Left Side of Tray
☐ Envelope Feeder on Center of Tray
☐ Envelope Feeder on Right Side of Tray

Address Location

Left Margin: 410 Top Margin: 100 Reset

ALLAN ABBOTT
C/O: M/M A ABBOTT
1118 GLENVIEW LANE
EAGLE ROCK, CA 99999

Run Report

Letter Editor

Free Form Text!

Merge in Data

Only from STU and must use brackets []

Can Use KEEP and SKIP

Query must contain all merge data

Query for a Letter

Gate Letter

LIST STU BD PG AD CY ST ZC U6 IF U6 = "G"

Letter for students with "A's.

A KEEP query will select only students that have a grade in the M1 field

KEEP STU GRD IF GRD.M1 # " "

A SKIP query will remove any students from the selection that received a grade other than an "A for M1

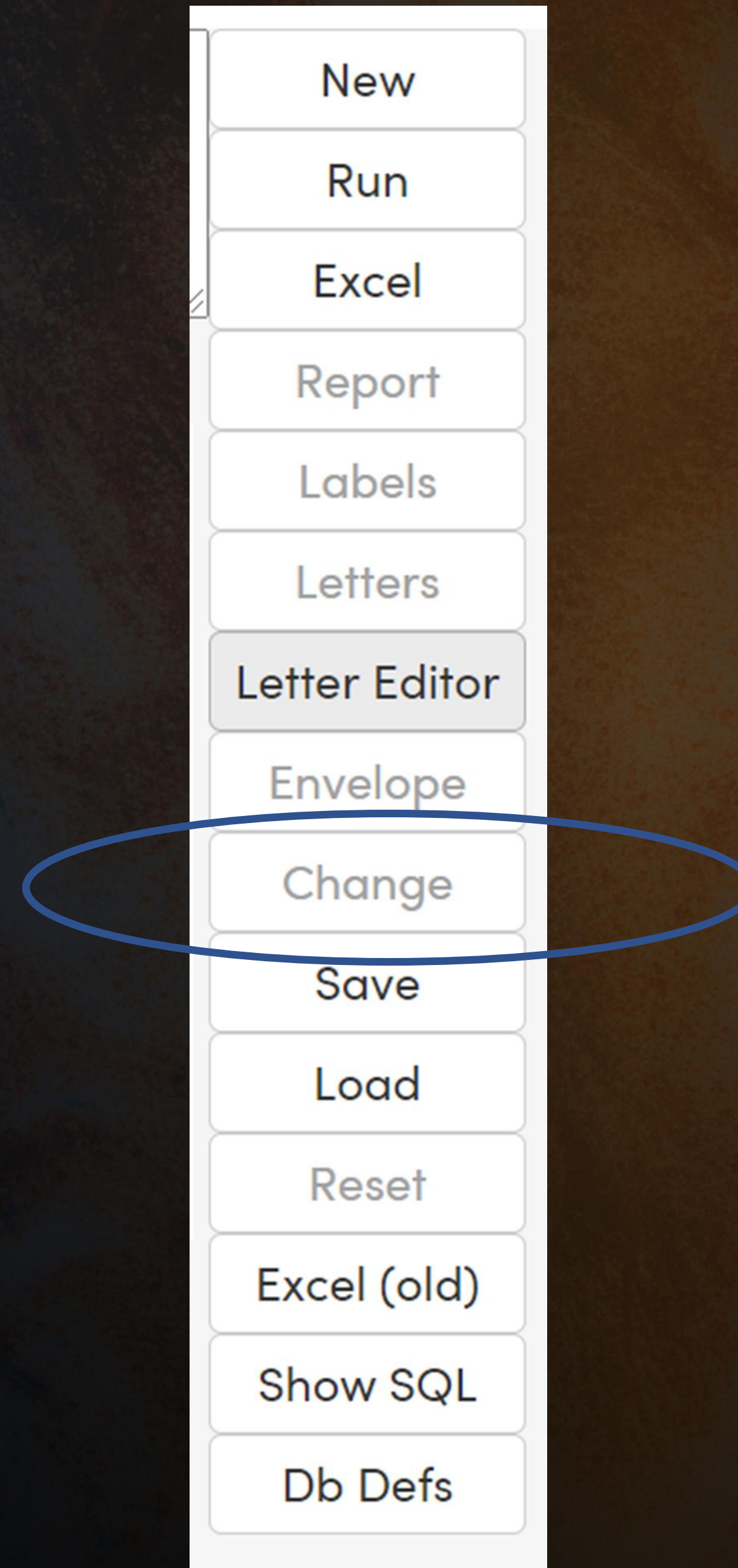
SKIP STU GRD IF GRD.M1 : "A"

The query must then include any fields defined in the letter

LIST STU FN LN PG AD CY ST ZC

Change Functions

Now You See It



Change Functions

Now You Don't....



New

Run

Excel

Report

Labels

Letters

Letter Editor

Envelope

Save

Load

Reset

Excel (old)

If You Do...

CHANGE Function is very convenient to change the same data in lots of students

**BUT BE AFRAID,
BE VERY AFRAID**

Query for Change

LIST STU ID NM GR PG TL PED

DB DEF

Database Definitions

Must have security permissions to use

Find Field Names

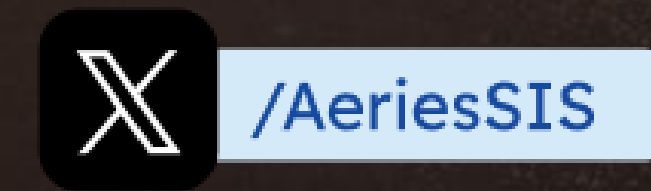
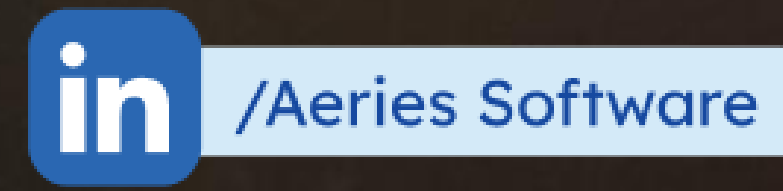
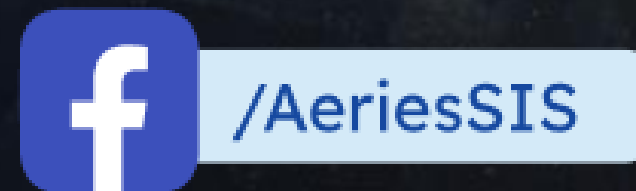
Find Related Tables

Other ways to find field names

THANK YOU!

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