

**SeniorSystems**

Senior Academic Products Release Bulletin

It is our pleasure to introduce you to the new **Export** function in REGISTRAR, SCHEDULING, PLACEMENT, and DEAN'S OFFICE, and the new query system it utilizes.

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Exports

With the Export feature, you can:

- ❑ Create files for any purpose that contain only the fields you want
- ❑ Export course requests, course recommendations, schedules, grades, academic history, and any other data you specify
- ❑ Using queries, determine what items for students are exported and who will be included in the report

Query System

With Export's query system, you can:

- ❑ Select available queries from a tree structure
- ❑ Edit queries using intuitive and consistent table and field names

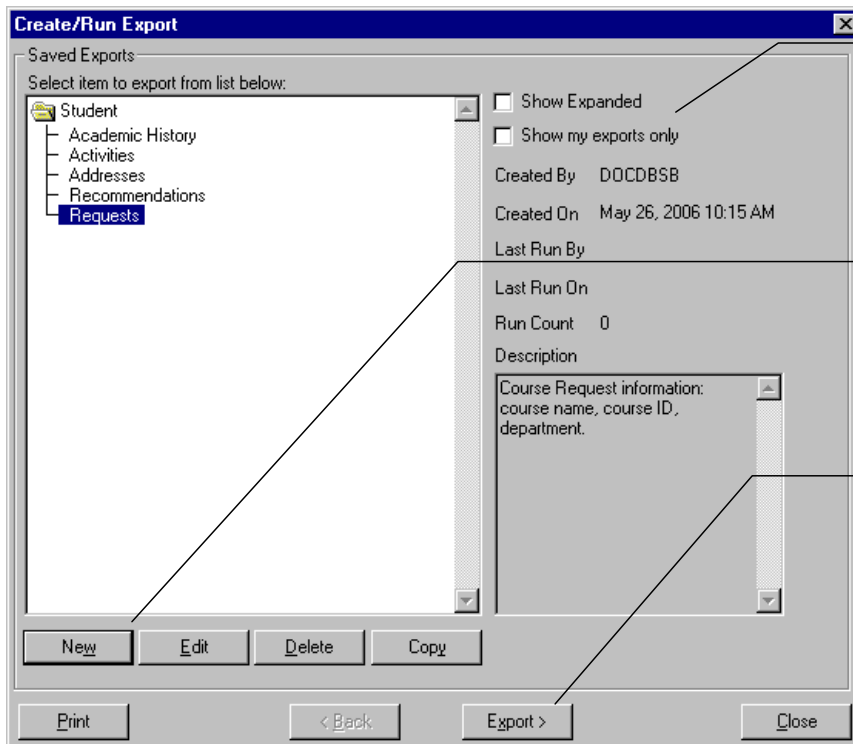
Exports

The Export function, which is accessed through the new Exports menu, allows you to create and modify data exports.

On page 6 you will find a procedure that walks you through the export process; the following section contains a general overview of the export screens you will encounter.

Create/Run Export

When you select Create/Run Export from the Exports menu, the Export List, described below, opens. This window lists the exports in your school's database. You can also use the window to create and modify existing exports.



Use the Show Expanded checkbox to show the list expanded or condensed, or use Show my Exports Only checkbox to see the exports you have created.

Click the New and Edit buttons to open the Export Editor where you can create or modify existing exports.

Highlight an export on the list, then click the Export button to run an export. See page 5 for more information.

Export Editor

When you click the New or Edit buttons in the Export List, the Export editor, described below, opens. You can use the editor window to select the fields, clusters, and counts you want to include in the export.

There are several trees in the Fields area on the left-hand side of the screen: Student, Student (Next Year), Addresses, *etc.* To choose a particular field, cluster, or count to include in the export, double-click on the folders to expand or collapse them. When you have located the item that you want to add, highlight it and then click the right arrow button: the item will be added to the export.

Fields are single values that you can choose to export (e.g., Full Name, Birth Date, Graduation Year). You can add these directly, with no additional parameters needed.

Clusters are indicated by a cylinder icon and the word "Cluster." They allow you to group related items in the export (e.g., Course ID, Section ID, Course Name), and require additional parameters before they can be added to the export.

Counts are indicated by a count icon and the word "Count." They allow you to count the number of items each student has for a value (e.g., number of classes), and require additional parameters before they can be added to the export.

The Fields to Export area shows the order in which the information will be exported. You can change the order of the items at any time using the Up and Down buttons.

Fields can be added to an export list simply by clicking the right arrow button, with no additional parameters needed. Clusters and counts, however, will require additional parameters before they can be added to the export. When you highlight those items and then click the left arrow button, a Cluster or Count Parameters dialog will open and the system will prompt you to enter those parameters. Once they have you have added them, you can click the Edit button in the Export editor to make any changes.

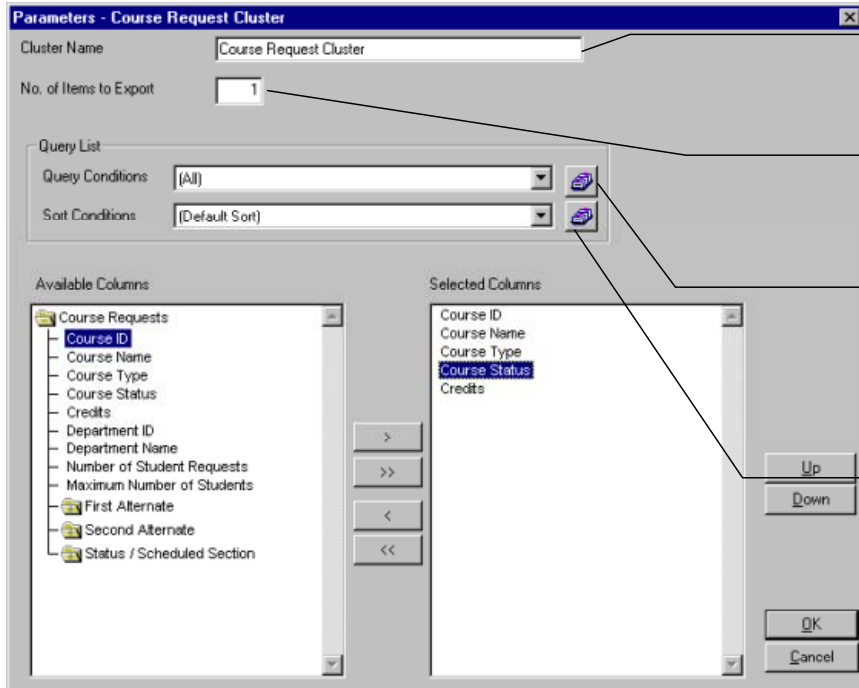
Setting Parameters for Clusters and Counts

Parameters are required for all clusters and counts. These parameters determine the number of columns included in the export for each record and what information will be exported to those columns.

Cluster Parameters

Clusters allow you to group similar fields together and apply the same parameters to those fields in one easy step. You determine the column order for the clusters. In addition, using clusters rather than exporting each field individually improves system performance.

When you add a cluster to the export list in the Export editor, the Cluster Parameters dialog, described below, opens.



This is the the name of the cluster. The default is determined by the system, but you can change it if you want.

Enter the number of columns you want in your export for this cluster in this field.

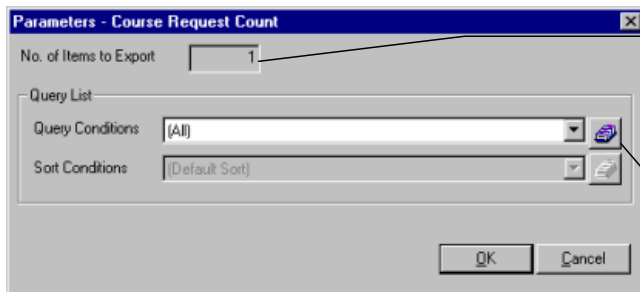
To set query conditions for this cluster, select a query from the drop-down list, or click the Search button and then select or create a query. (See page 7 for a detailed description of the new query system).

To set sort conditions for this cluster, select a sort from the drop-down list, or click the Search button and then select or create a sort condition. (See page 9 for a detailed description of how to create sort conditions using the new query system).

The fields that are available for you to use in the cluster are listed on the left in the Available Columns area; the fields you have selected to include in the cluster are listed on the right in the Selected Columns area. You can use the Up and Down buttons to change the order of the fields as needed.

Count Parameters

A count will take the field and count the number of occurrences of that item for each record. The output for any count is a number. When you add a count, the Count Parameters dialog, described below, opens.



This field shows the number of columns in your export for this item. Because the output will be one number (a count of the items) you cannot change the contents of this field.

To set query conditions for this cluster, select a query from the drop-down list, or click the Search button and then select or create a query. (See page 7 for a detailed description of the new query system).

Run Export

To run an export, select it from the Export list and then click the Export > button. The Create/Run Export screen, described below, opens.

Records to include in Export

Query

Select Students to Export [All]

Sorting Conditions [Default Sort]

Print Export Control Report

Print < Back Run Close


Use the query and sorting conditions to determine what student records will be included in the export and in what order.

Place a checkmark in the Print Export Control Report checkbox if you want to preview the report. You can also click the Print button to print the report.

When you have selected the query and sort that you want, click the Run button. The system will prompt you to save the export file, and then build the export file.

Procedure

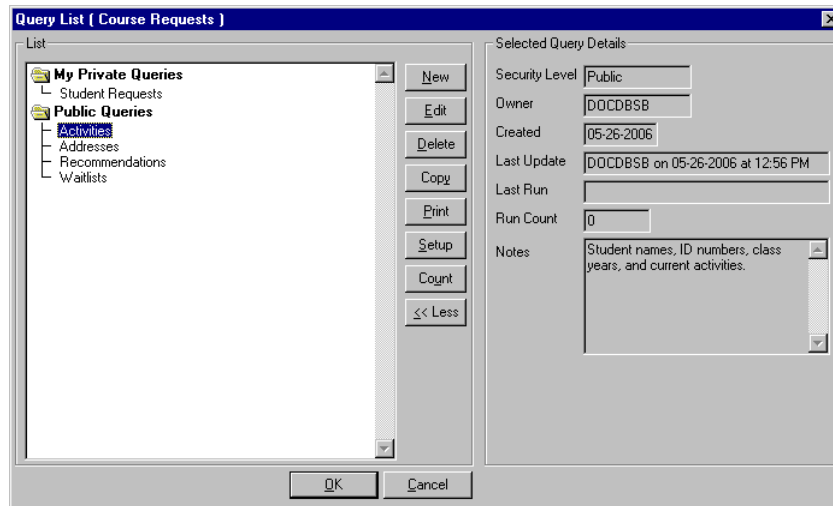
The following procedure is intended to guide you through the process of exporting a file.

Procedure	Remarks
1. Open the Exports menu and then select Create/Run Export .	<i>The Create/Run Export list will open.</i>
2. Highlight the export that you want to use and then click the Export > button, or click the New button to create new exports.	
3. In the Records to include in Export screen, select a query to retrieve the records you want.	
4. Select the sorting conditions that you want to use.	
5. Use the checkbox to determine whether or not the Export Control Report will print.	
6. Click the Run button.	
7. In the Export As dialog, navigate to the location where you want to save the export file and enter a <i>File Name</i> .	
8. Select the type of file that you want to create from the <i>Save as type</i> drop-down list.	
9. Click the Save button.	<i>The selected records will be exported. This process may take several minutes, depending on the number of records retrieved by the query and the number of fields per record in the export file.</i>
10. In the view file message, click the Yes button to see the file that you exported or No if you do not want to see it right now.	
11. If there was a ✓ in the <i>Print Export Control Report</i> checkbox, a preview of that report will be visible. Click the Print button  to print the report.	<i>If you do not want to print the report, simply close the preview window. Please note that you cannot change your mind after the window is closed.</i>

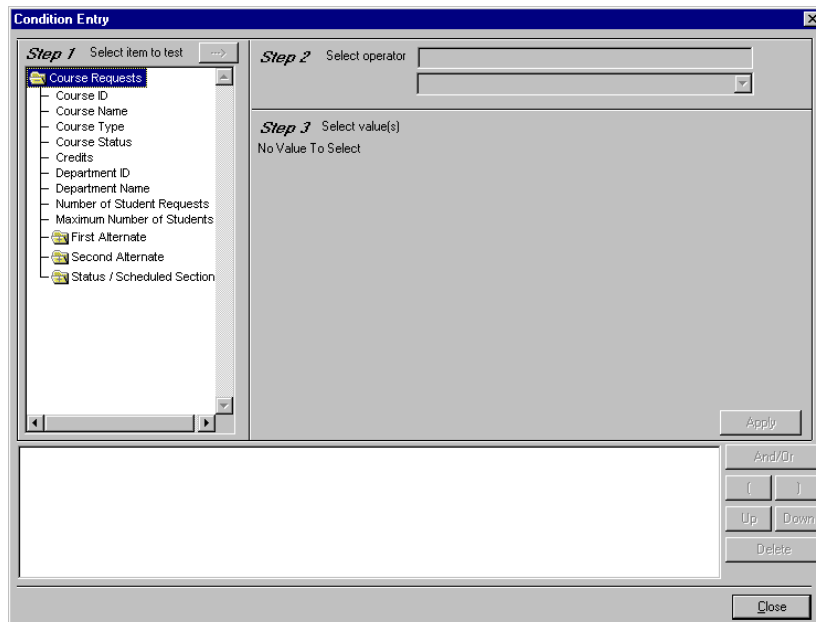
Query System

When you access the Query List from the Export function, you will see a screen like the one shown in the following illustration. This screen performs the same functions as in the query system used elsewhere in SCHEDULING and more!

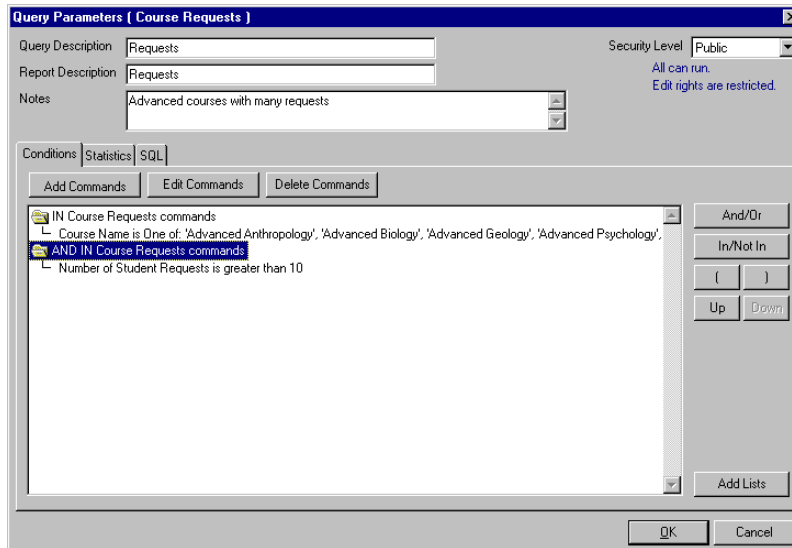
Existing queries are listed in a tree structure. Queries that you have created and marked as "private" will appear under the My Private Queries folder, while queries that have been created for all users will appear under Public Queries. To expand or collapse either folder, simply double-click on it. Using the Count button, you can preview the number of records that will be retrieved by the query.



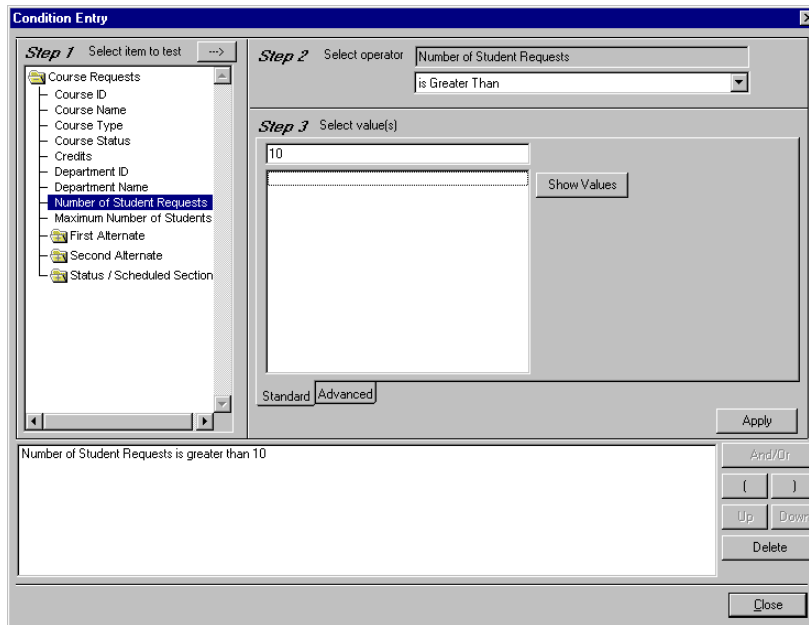
When you use the New or Edit button to maintain a query, the query editor will open so that you can define the parameters. For example, you will use the Add commands button to add query parameters from tables in your database. Clicking the Add Commands button opens the Condition Entry screen, shown below.



You can also use the Add Lists button in the query editor to combine a query with existing queries, eliminating the need to duplicate parameters that you have already created. Click the And/Or and In/Not In buttons to change the expressions used in the query. Use the Up and Down buttons to change the priorities of the conditions.

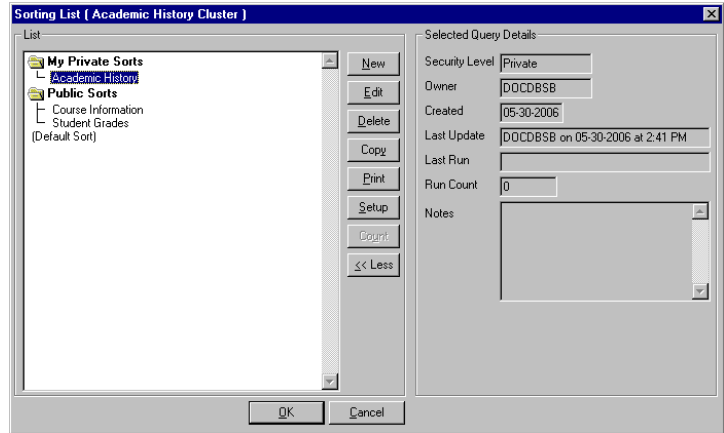


A numbered Condition Entry screen will walk you through the steps of writing query conditions. When you click the Apply button, the completed condition will show in the bottom part of the screen and be added to the query.



Sorting

Existing sorting conditions are listed in a tree structure in the Sorting List screen, shown below. Sorting conditions you have created and marked as "private" will appear under the My Private Sorts folder, while sorting conditions that have been created for all users will appear under Public Sorts. To expand or collapse either folder, simply double-click on it. Use the buttons to add, edit, copy and delete sorts.



When you click the New or Edit button, the Sorting Parameters editor, shown below, opens. Use the fields and buttons in the editor to create and prioritize the conditions for your sort. The fields that you can use to sort the records are listed on the left-hand side of the Sorting Tab in the Available Sorting Columns area. The fields that are currently used in the sort are listed on the right-hand side of the tab in the Selected Sorting Conditions area.

