

Basic Query

Presented by Jason Packer

I.T. Specialist

Brighton School District 27J



Query Basics

- What is Query?
- What can it do?
- Where do I find it?
- The Query Window

What is Query?

Query is a tool used for extracting information from SASI in a useful format for display, printing, exporting or merging into mass-mailings

Query can be used to limit the scope of your data, serving as a filter

Query can be used to print custom labels

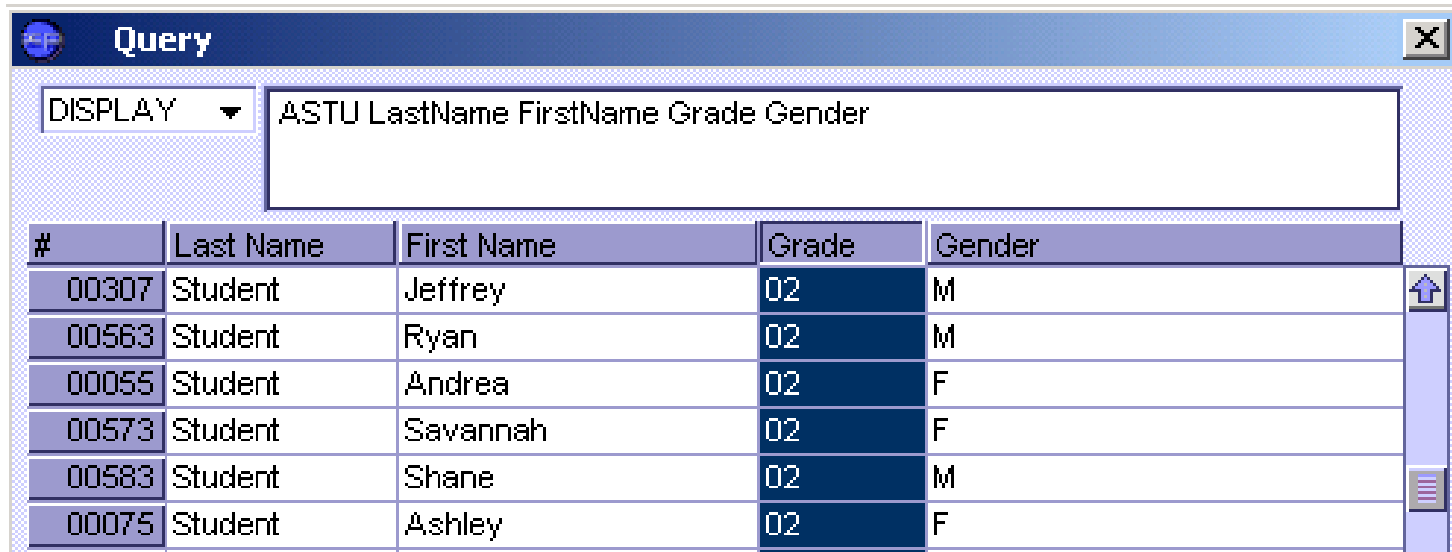
What is Query?

Query can be used to make mass-changes to your data (covered in Advanced Query)

Query takes over where the built-in reports leave off, giving you a flexible data-extraction and aggregation option

What can it do?

Display information for a quick data check

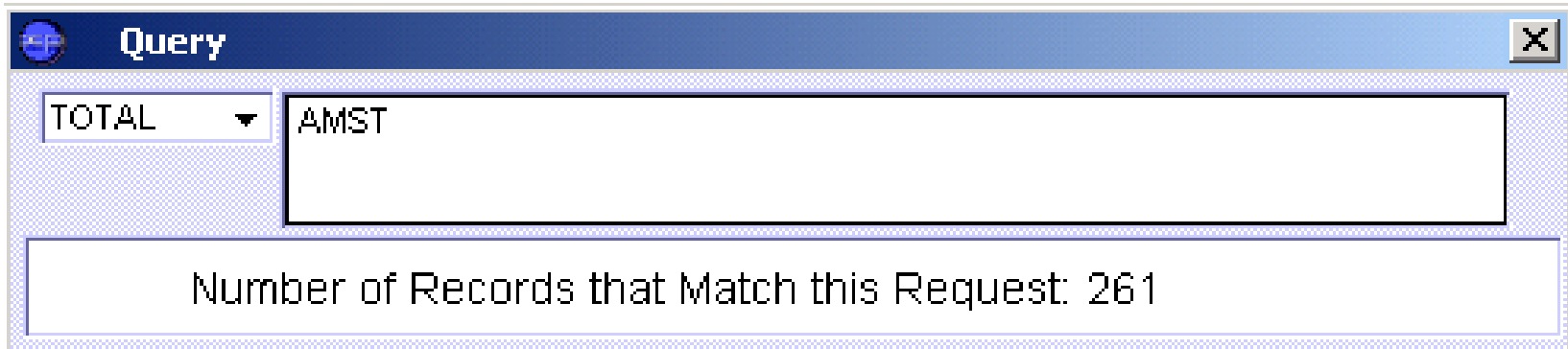


The screenshot shows a window titled "Query" with a close button in the top right corner. Below the title bar is a dropdown menu set to "DISPLAY" and a text input field containing the query: "ASTU LastName FirstName Grade Gender". Below the input field is a table with five columns: "#", "Last Name", "First Name", "Grade", and "Gender". The table contains six rows of student data. On the right side of the table, there is a vertical toolbar with an upward-pointing arrow icon and a list icon.

#	Last Name	First Name	Grade	Gender
00307	Student	Jeffrey	02	M
00563	Student	Ryan	02	M
00055	Student	Andrea	02	F
00573	Student	Savannah	02	F
00583	Student	Shane	02	M
00075	Student	Ashley	02	F

What can it do?

Quickly provide a record count



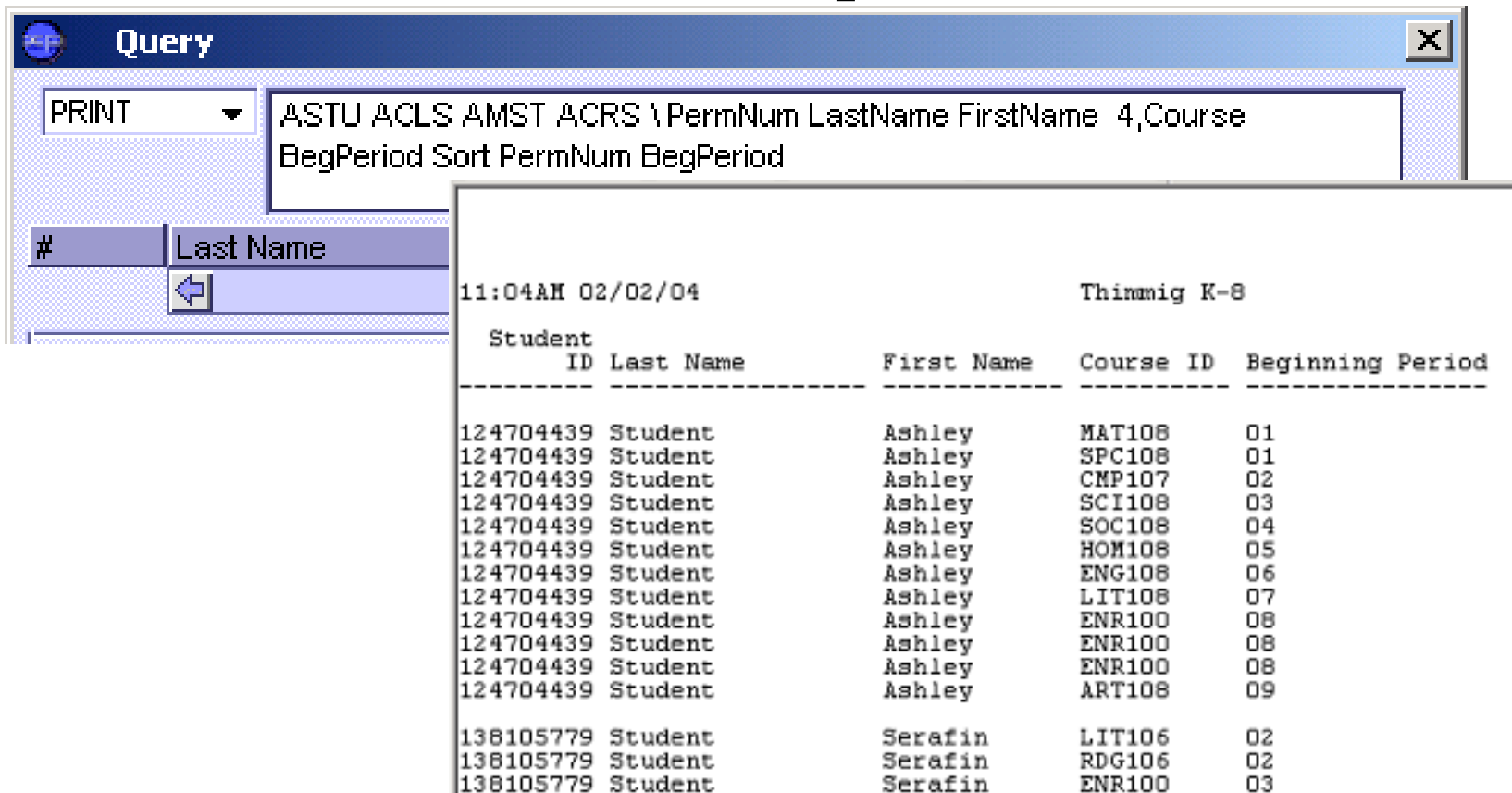
What can it do?

Include or exclude information, based on filters



What can it do?

Print formatted, custom reports and labels



The screenshot shows a window titled "Query" with a "PRINT" button and a text area containing the following SQL query:

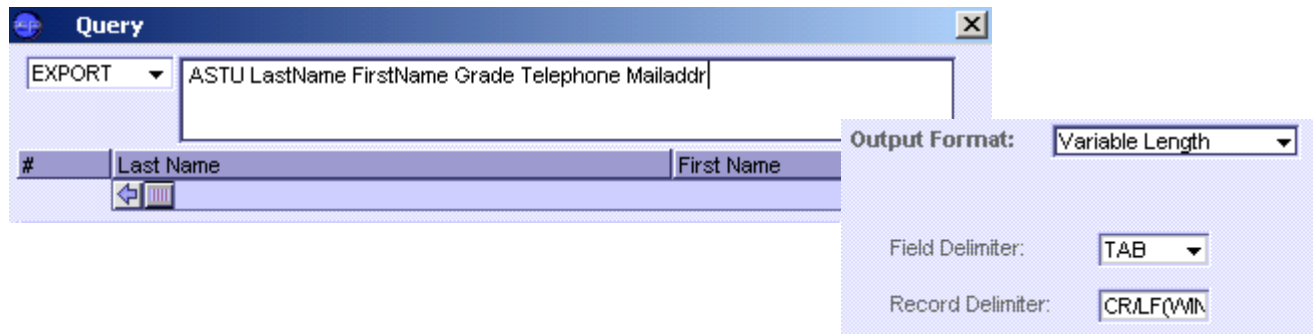
```
ASTU ACLS AMST ACRS \PermNum LastName FirstName 4, Course  
BegPeriod Sort PermNum BegPeriod
```

Below the query, a table of results is displayed. The table has the following columns: Student ID, Last Name, First Name, Course ID, and Beginning Period. The data is sorted by Student ID.

Student ID	Last Name	First Name	Course ID	Beginning Period
124704439	Student	Ashley	MAT108	01
124704439	Student	Ashley	SPC108	01
124704439	Student	Ashley	CMP107	02
124704439	Student	Ashley	SCI108	03
124704439	Student	Ashley	SOC108	04
124704439	Student	Ashley	HOM108	05
124704439	Student	Ashley	ENG108	06
124704439	Student	Ashley	LIT108	07
124704439	Student	Ashley	ENR100	08
124704439	Student	Ashley	ENR100	08
124704439	Student	Ashley	ENR100	08
124704439	Student	Ashley	ART108	09
138105779	Student	Serafin	LIT106	02
138105779	Student	Serafin	RDG106	02
138105779	Student	Serafin	ENR100	03

What can it do?

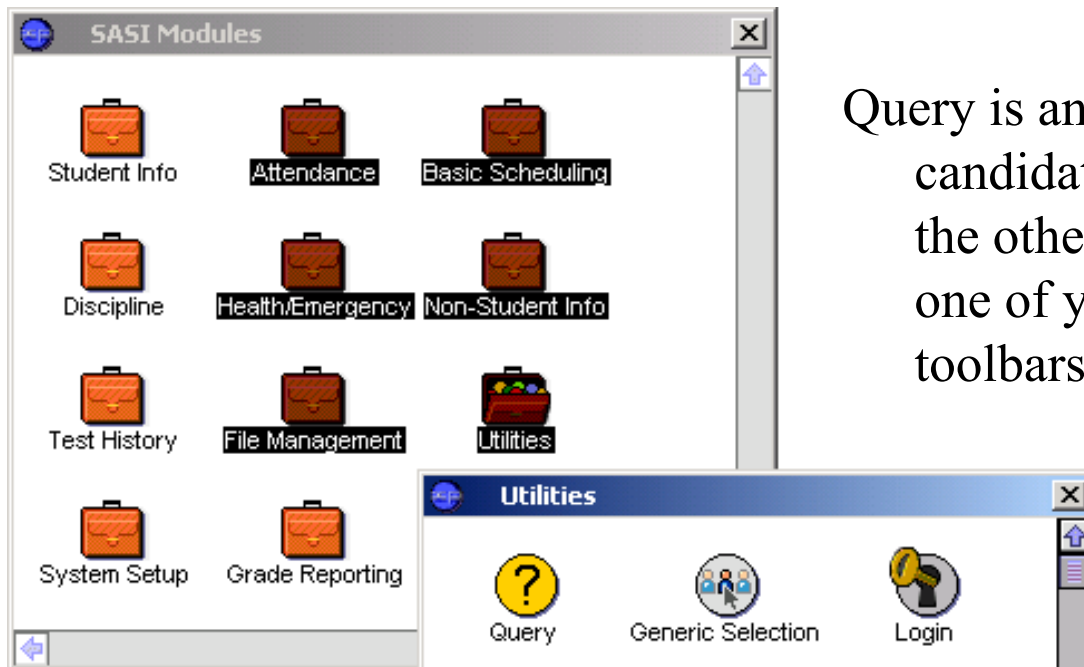
Export data to other applications



```
"Student","Giovanni","00","3031234567","123 Main Street"  
"Student","Owen","02","3031234567","123 Main Street"  
"Student","Cristo","02","3031234567","123 Main Street"  
"Student","Gonzalo","08","3031234567","123 Main Street"  
"Student","Kristine","07","3031234567","123 Main Street"  
"Student","Sweta","05","3031234567","123 Main Street"  
"Student","Andrew","05","3031234567","123 Main Street"  
"Student","Helenah","02","3031234567","123 Main Street"  
"Student","Geronimo","06","3031234567","123 Main Street"  
"Student","Maria","03","3031234567","123 Main Street"  
"Student","Andres","06","3031234567","123 Main Street"  
"Student","Maria","08","3031234567","123 Main Street"  
"Student","Courtney","02","3031234567","123 Main Street"  
"Student","Blake","00","3031234567","123 Main Street"
```

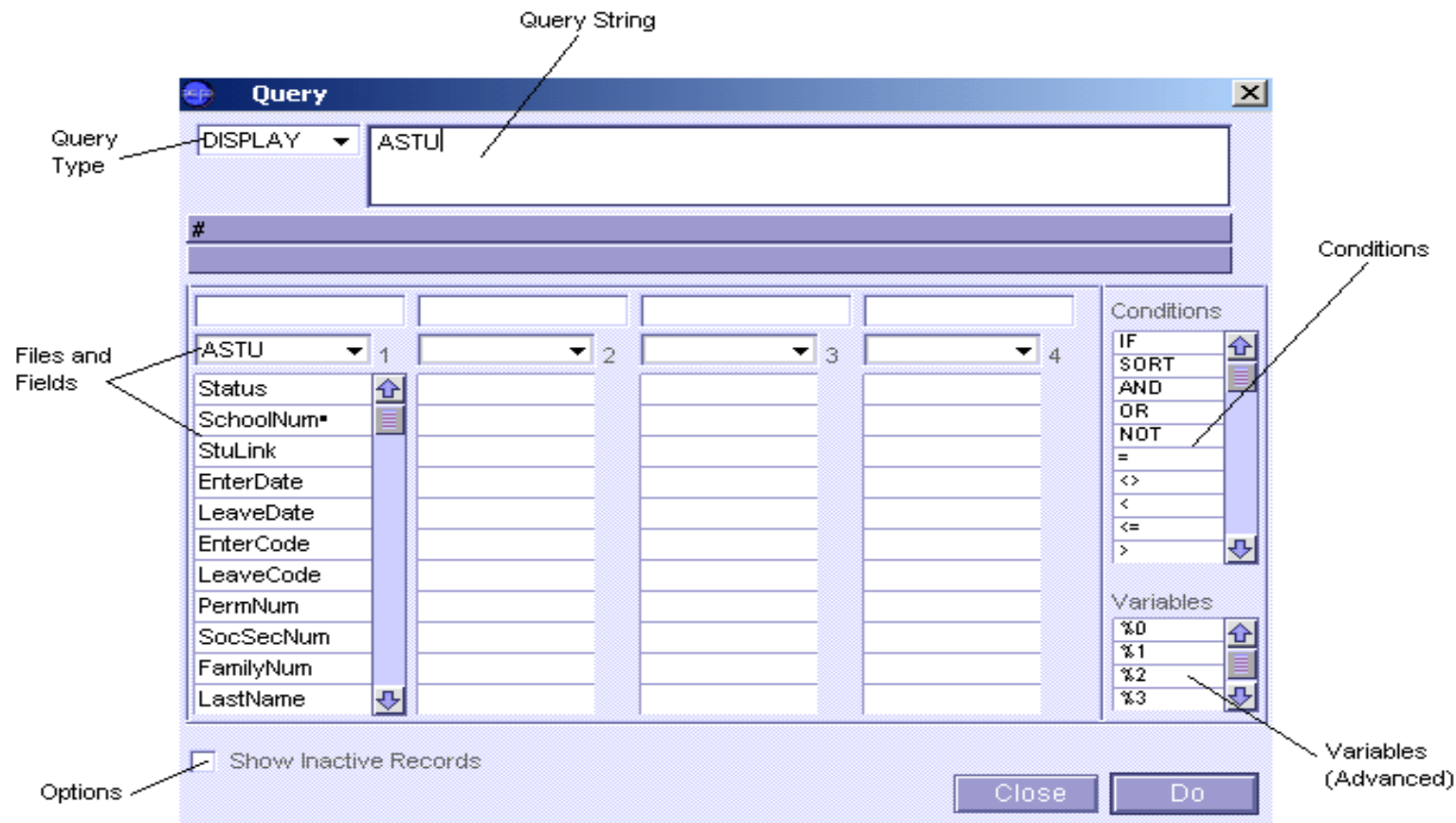
Where do I find it?

The Query atom lives in the Utilities folder,
under SASI Modules



Query is an ideal
candidate to join
the other atoms in
one of your
toolbars!

The Query Window



Commonly Used Files

- ASTU – The single most commonly used file, contains student information
- ACLS, AMST, ACRS – Classes, Master Schedule (including Section info) and Course Definitions
- AENR, APRN – enrollment and parent information
- AGRD, AGRL, ACHS – grading and course history information
- AATD, AATP – daily and period attendance
- ATCH – teacher and advisor information
- AMED, AIMM – medical and immunization information

Creating a Simple Query

NOTE: When you first open Query, ASTU will be selected by default

Select the fields you want to include by double-clicking on them

Once you're done, click on DO

The screenshot shows the 'Query' dialog box with the following components:

- Table:** ASTU
- Fields:** FamilyNum, LastName, FirstName, MiddleName, OtherName, NickName, Birthdate, Gender, Grade, Track, EthnicCode
- Selected Fields:** LastName, FirstName, Gender
- Conditions:** IF, SORT, AND, OR, NOT, =, <>, <, <=, >
- Variables:** %0, %1, %2, %3
- Buttons:** Close, Do
- Checkbox:** Show Inactive Records

The dialog box also features a 'DISPLAY' dropdown menu and a text input field containing the query: 'ASTU LastName FirstName Gender Grade'.

Creating a Simple Query (cont'd)

The Query String stays the same, but the DO button turns into a REVISE button

Here's our Last Name and First Name, but where are Gender and Grade?

The screenshot shows a window titled "Query" with a dropdown menu set to "DISPLAY" and a text box containing the query string "ASTU LastName FirstName Gender Grade". Below the text box is a table with the following data:

#	Last Name	First Name
00001	Student	Aarika
00002	Student	Aaron
00003	Student	Abel
00004	Student	Abigail
00005	Student	Abriana
00006	Student	Acacia
00007	Student	Adam
00008	Student	Adam
00009	Student	Adasia
00010	Student	Adrian
00011	Student	Adrian
00012	Student	Alan
00013	Student	Alaura
00014	Student	Alec
00015	Student	Alec

At the bottom of the window, there are two buttons: "Close" and "Revise".