

## Intermediate Query – Aeries Web

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### QUERY TIPS

1. Get a clear picture of what data is needed and the order that it should be sorted. If this data is a request, getting it in writing can be helpful.
2. Identify the tables needed.
3. Contemplate whether the query will be easier preceded with a **KEEP or SKIP** statement.
4. What is the most logical order in which to place the fields?
5. How should the data be sorted?
6. Do I want to pass the data on to another application?
7. Do I need to teach someone else how to do this query? Share the load and make life easier for yourself and more rewarding for others.

The **Aeries™ Query** option enables you to create queries from the data stored within the tables. This process will generate a query statement to allow you to create a report or to update specific data.

## **FUNCTIONS**

There are buttons in a column on the right side of the **QUERY** form. These buttons are used to perform functions to generate reports, labels, files, etc. **after** the query statement has been generated. The **FUNCTIONS** available to perform different tasks are:

New
Run
Excel
Report
Labels
Letters
Letter Editor
Envelope
Save
Load
Reset
Excel (old)

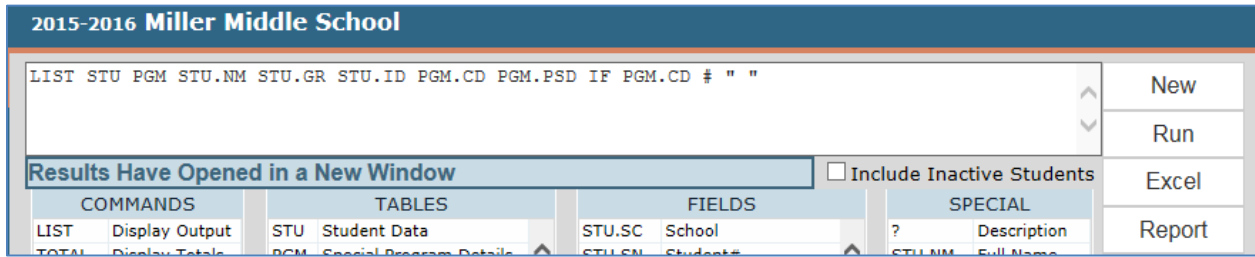
- **NEW** will clear the text box area of any query displayed.
- **RUN** will generate the query statement and display in a new window.
- **EXCEL** will automatically generate the report in an **Excel** spreadsheet.
- **REPORT** will generate a formatted report from the query statement.
- **LABELS** will generate formatted labels from the query statement.
- **LETTERS** will generate a formatted letter previously created in the **Query Text Editor** program from the query statement.
- **LETTER EDITOR** will store formatted letters created in the **Query Text Editor** program.
- **ENVELOPE** will generate envelopes based off of a query
- **SAVE** allows you to save the query for later use.
- **LOAD** will allow you to re-load any saved query (district-wide).
- **RESET** will reset the **KEEP** and **SKIP** statements.
- **EXCEL (old)** will generate the report in older version of Excel.

## **WHY IS THERE MORE THAN ONE TABLE?**

All Student data is too large to be housed under the STU table alone, which is why smaller tables are created to house additional student info i.e. Contacts (CON), Attendance (ATT), Course Attendance (CAR), Special Programs (PGM), etc.

## **USING MULTIPLE TABLE QUERIES**

A multiple table query uses more than one table to access different information. For example, the query below will create a list of students with an open program by accessing data from both the STU and PGM tables.



Notice that when more than one table is used in a query the query name comes before the field name, for example, **PGM.CD**. This is due to the possibility of two tables having a field with the same name but containing different data.

The following is the definition for the last query:

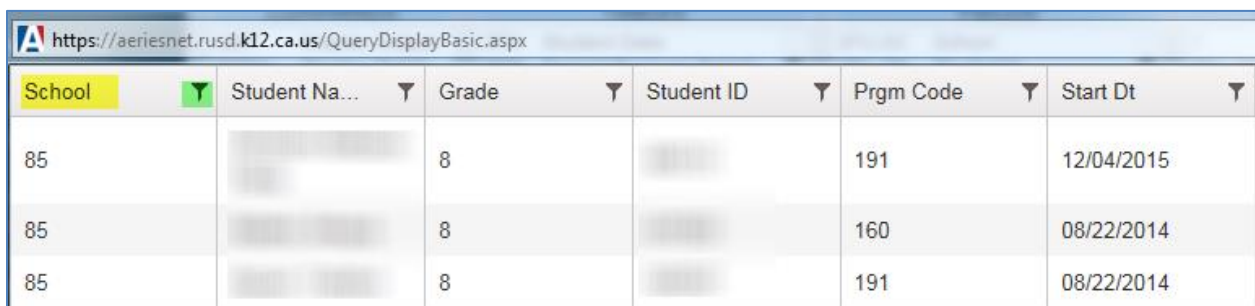
**LIST STU PGM STU.NM STU.GR STU.ID PGM.CD PGM.PSD IF PGM.CD # " "**

This query will display in this order: Student Name, Student Grade, Student ID, Program Code, and Program Participation Start Date (the IF statement narrows the search down to those students who have a Program).

### **FILTER AND SORT OPTION**

To change the sort order of the data click the mouse on the column heading and the entire column will be sorted in ascending order. Click the column heading again and it will be sorted in descending order.

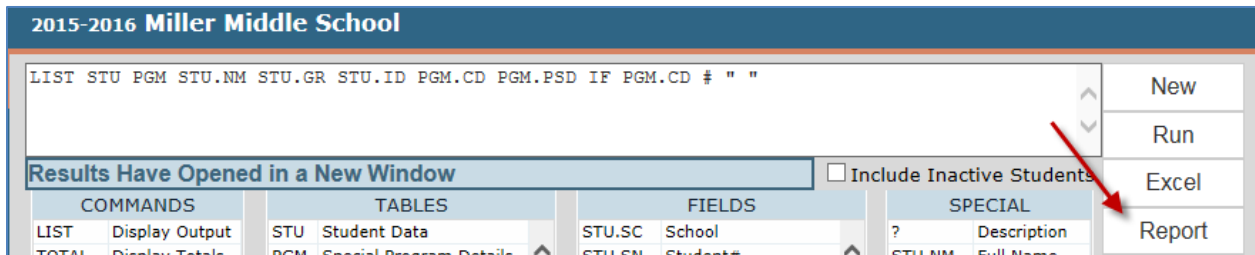
The Filter option allows you to filter down the results by entering specific information.



School	Student Na...	Grade	Student ID	Prgm Code	Start Dt
85	[blurred]	8	[blurred]	191	12/04/2015
85	[blurred]	8	[blurred]	160	08/22/2014
85	[blurred]	8	[blurred]	191	08/22/2014

## CREATING A REPORT

After running the query statement a formal report can be generated by clicking on the **REPORT** button.



The following box will display:

**Print Query Report  
Report Options**

Report Format: PDF

Report Delivery: None

Report Title:

Line Spacing:

Single Spacing

Double Spacing

Triple Spacing

Report Orientation:

Automatic

Portrait

Landscape

Page Break On Each STU.NM Value?

Select the report options you want and enter a name in the Report Title (the name entered will appear as a heading on the report). Select Run Report and the results will open up in a new window.

## LABELS BUTTON

After running a query statement, the **LABELS** button can be utilized to create different types of labels, such as, mailing labels, student folder labels, etc. Listed below is an example of a query to print address labels to the parents of Gate students.

**2015-2016 Miller Middle School**

LIST STU "TO THE PARENTS/GUARDIANS OF:" \ NM \ AD \ CY ST ZC IF U4 = G

Enter AND or OR to start another condition, or RUN query  Include Inactive Students

COMMANDS      TABLES      FIELDS      SPECIAL

To create address labels or any label containing more than one line, the ‘\’ must be used in the query statement. This will force the query to drop down a line when printing the labels. To have a text expression print, double-quotes must be placed around the text expression. For Example: **“To the Parents/Guardians of:”**

To create the query, click the mouse on the **RUN** button. The results will open in a new window. The text expression and the ‘\’ entered create their own field for each student record. The ‘\’ field is read by query and forces the program to drop down a line when printing.

Column1	Column2	Column3	Column4	Stude...	Column5	Mailin...	Column6
"To	the	Parents"	\		\	19734 Krameria Ave	\
"To	the	Parents"	\		\	9331 Rockrun Ct	\

After the query statement has been generated you can close the results and select the **LABELS** button. The following Report Viewer box will appear:

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

Click on the **Run Report** button. You can either select **View Report** or **Download Report**. The labels will open in a new window.

### **SPECIAL CHARACTERS**

There are Special Characters that can be utilized within a query statement that will provide shortcuts to the final query generated.

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)

- ? will connect a field to the **COD** table and display the code description.
- **STU.NM** will join **LN** with **FN**, for example: Williams, Lori
- **STU.MI** will only display the first letter of the **MN**.
- \ forces the print line to drop down one line
- **Barcode** will generate a number into a scanning barcode on a label **Rswide39** font must be in the windows/fonts/ director
- **.Day** will only display the Day from the date
- **.Month** will only display the Month from the date
- **.Year** will only display the Year from the date
- **.Years** will calculate the number of years from the date

### **USER SUPPLIED QUERIES**

Queries have been posted on the Aeries web site that have been created by Aeries users. These queries can be located at the website <http://www.aeries.com/training-support/queries> These Queries can be hi-lighted, copied and pasted into query. The query can then be generated and saved.



**EXAMPLE QUERIES**

Parents who have a different last name than the student

**LIST STU NM GR PG IF PG ; LN**

Search for an address with a certain street name

**LIST STU NM PG AD IF AD : "(Type in the street name)"**

List a total number of students by Ethnic Code and by Sex

**TOTAL STU EC SX BY EC SX**

Class list by teacher and by sex

**LIST STU TCH STU.SN STU.LN STU.FN STU.GR STU.SX TCH.TE BY TCH.TE STU.SX**

Students enrolled in GATE (Example has student flagged with G in U4)

**LIST STU SN LN FN TL PG U4 IF U4 > " "**

Students with a health concern

**LIST STU MED STU.SN STU.LN STU.FN MED.CD MED.CO IF MED.CD # "**

Class Directory by Teacher

**LIST STU TCH STU.NM STU.AD STU.CY STU.ZC STU.TL STU.PG TCH.TE BY TCH.TE**

Listing of students and EL level

**LIST STU SN LN FN SX GR U2 IF U2 > " "**

Listing of teachers and courses by teachers for a select period

**LIST MST CRS TCH MST.TN TCH.TE MST.RM MST.SE CRS.CO BY TCH.TE IF MST.PD = 1**

List all students in grade 9 -11 with math course student currently enrolled in

**LIST STU SEC MST CRS TCH STU.SN STU.LN STU.FN STU.GR MST.SM CRS.CO TCH.TE  
MST.PD BY STU.LN IF CRS.S1 = E OR CRS.DE = M AND STU.GR < 1**