

Aeries.net™ Student Information System Query – User Manual April 29, 2009

The **Aeries.net Query** option enables you to create queries from data stored within the database tables. This process generates a query statement and collects the data, which will allow you to create a report or excel spreadsheet.

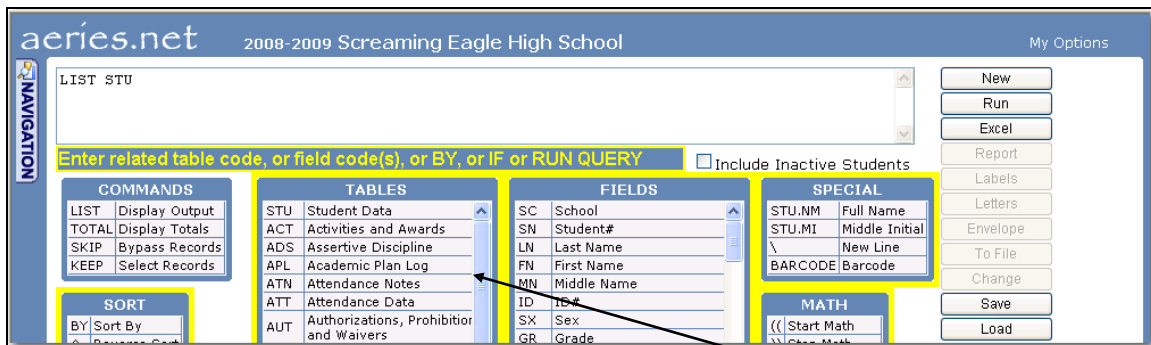
The following documentation will provide you with information on some of the general functions available to you through **Query**.

WHAT IS A QUERY

A query is a statement that gets entered onto the **Query** screen. The statement will contain a **Command** that will instruct **Aeries.net** to pull specific data from tables entered into the query statement.

WHAT IS A TABLE

A table is a file that stores certain data entered into the **Student Information System**.



The **Query** form above displays some of the **tables** that are contained within **Aeries.net**.

Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within **Aeries™**. However, Eagle Software recognizes that each school and district using **Aeries™** has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

HOW IS A TABLE CREATED

The form displayed below is the **Teachers** form. When you click on the **Add** button the screen allows you to enter specific data about a teacher.

The screenshot shows the Aeries.net interface for the 2008-2009 school year at Screaming Eagle High School. The 'Teacher Data' form is displayed, allowing users to enter information for a new teacher. The form includes a 'Go' button at the top left, a 'My Options' link at the top right, and a 'NAVIGATION' sidebar on the left. The main form area contains several sections: 'Teacher Data' with fields for Tch#, Teacher Name, First Name, Last Name, Title, and Tag; 'Room' (A5), 'Grades' (10), 'Track' (dropdown), 'Max' (25), 'Total' (0), 'Left' (0), 'Boys' (0), and 'Girls' (0); 'CBEDS' (dropdown), 'NCLB Core' (dropdown), 'Elec Tag' (dropdown), and 'Email Address' (abbott@aeries.com); 'Staff ID' (12345678), 'Highly Qlfd Tch' (H), 'Staff ID 2' (dropdown), 'Highly Qlfd Tch 2' (dropdown), 'Staff ID 3' (dropdown), 'Highly Qlfd Tch 3' (dropdown), and 'Multi Tch' (01); and a 'Photo File' field. At the bottom right, there are 'Insert' and 'Cancel' buttons. A 'Search Sort Options' section is visible at the bottom left.

After you have typed information into the different **fields** and clicked on **Insert** a record is created and saved in the **TCH** table. As you keep entering teachers a new record is created for each teacher. After the first record is created, essentially you have created the **TCH** table.

WHY IS THERE MORE THAN ONE TABLE?

Instead of creating one large table that contains all of the student's data, smaller tables are created. Having multiple tables increases processing time that allows you to pull data from specific tables instead of one large table.

To access information from various tables a field has been flagged that will create a link between the tables. For instance, the **MED** and **STU** tables both contain the student number (**SN**) field which creates a link that allows you to pull data from both tables.

QUERY PROCESS

To begin the query process, click the mouse on the **Query** node from the **Navigation Tree**.



The following screen will display. Various **commands** can be selected by using the mouse or you can type the query by hand.

The screenshot shows the 'aeries.net' interface for '2008-2009 Screaming Eagle High School'. The 'NAVIGATION' sidebar is on the left. The main area is titled 'Enter Command' and includes a search bar, a checkbox for 'Include Inactive Students', and several panels: COMMANDS, SORT, IF, COMPARISON, TABLES, FIELDS, SPECIAL, and MATH. The 'COMMANDS' panel is highlighted with a yellow box. On the right, there is a 'My Options' section with buttons for New, Run, Excel, Report, Labels, Letters, Envelope, To File, Change, Save, Load, Startup, Reset, and Tables.

COMMANDS	
LIST	Display Output
TOTAL	Display Totals
SKIP	Bypass Records
KEEP	Select Records

SORT	
BY	Sort By
^	Reverse Sort

IF	
IF	
OR	
AND	
(
)	

COMPARISON	
=	Equals
#	Not Equal
>	Greater Than
<	Less Than
:	Contains
;	Not Contains

TABLES	
STU	Student Data
ABS	Absence Codes
ACL	Attendance Create Log
ACT	Activities and Awards
ADR	Name and Address
ADS	Assertive Discipline
APC	Academic Plan Course Requests
APL	Academic Plan Log
ASL	Attendance Submit Log (ABI)
ATN	Attendance Notes
ATT	Attendance Data
AUT	Authorizations, Prohibition and Waivers
BEL	Bell Schedule
BIL	Billing
BSD	Bell Schedule Definition
BST	Bell Schedule Times
CAR	Course Attendance Record
CHI	Course History Institution
CNF	Conference
COD	Code Table
COL	Colleges
COM	Comments

SPECIAL	
STU.NM	Full Name
STU.MI	Middle Initial
\	New Line
BARCODE	Barcode

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

The commands available are:

- **LIST** performs a display function.
- **TOTAL** will calculate a total amount of specific records.
- **SKIP** will bypass specific records.
- **KEEP** will select specific records.

A **text box** is displayed at the top of the form. This area is where the query will be entered. Below the text box, **messages** display indicating the steps to be performed.

The screenshot shows the Aeries.net interface for the 2008-2009 school year at Screaming Eagle High School. A large text box at the top is labeled 'Enter Command' in yellow. Below it, the 'COMMANDS' tab is selected, showing a list of commands: LIST, TOTAL, SKIP, and KEEP. To the right of the text box is a checkbox labeled 'Include Inactive Students'. On the far right, there are buttons for 'New', 'Run', 'Excel', 'Report', and 'Labels'. A black arrow points from the text box to the 'Enter Command' label.

TO CREATE A QUERY

Click the mouse on the **Command** selected. The command will display in the **text box** at the top of the form.

The screenshot shows the Aeries.net interface with the 'LIST' command entered in the text box. The 'COMMANDS' tab is still selected, and the 'Include Inactive Students' checkbox is visible. The 'Run' button is highlighted. The 'COMMANDS' list shows 'LIST' as the selected command, with 'Display Output' as the description. The 'TOTAL' command is also visible with 'Display Totals' as the description. The 'TABLES' tab is also visible, showing 'STU' for 'Student Data' and 'ABS' for 'Absence Codes'. The 'SPECIAL' tab is also visible, showing 'STU.NM' for 'Full Name' and 'STU.MI' for 'Middle Initial'.

A message will display below the text box to **Enter Table Code**. A listing will display of all **TABLES** available and will be outlined with a yellow border. A 3-character code will display under the **TABLES** heading. The **Table Name** will display to the right.

Use the up and down arrows or the scroll bar to locate the table. Click the mouse on the **Table** selected.

The screenshot shows the Aeries.net interface for the 2008-2009 school year at Screaming Eagle High School. The 'LIST' text box is empty. Below it, a yellow box contains the text 'Enter table code'. To the right of this box is a checkbox labeled 'Include Inactive Students'. Below the yellow box are four panels: 'COMMANDS' (with options like LIST, TOTAL, SKIP, KEEP), 'TABLES' (a list of tables with a yellow border, including STU, ABS, ACL, ACT, ADR, ADS), 'FIELDS' (empty), and 'SPECIAL' (with options like STU.NM, STU.MI, \, BARCODE). To the right of these panels are buttons for 'New', 'Run', 'Excel', 'Report', 'Labels', 'Letters', 'Envelope', 'To File', 'Change', and 'Save'.

The 3-letter code for the table selected will display in the text box after the command selected. The next **available steps** that can be performed will display below the text box.

The screenshot shows the Aeries.net interface after a table has been selected. The 'LIST' text box now contains 'STU'. Below it, a yellow box contains the text 'Enter related table code, or field code(s), or BY, or IF or RUN QUERY'. To the right of this box is a checkbox labeled 'Include Inactive Students'. Below the yellow box are four panels: 'COMMANDS' (with options like LIST, TOTAL, SKIP, KEEP), 'TABLES' (a list of tables with a yellow border, including STU, ACT, ADS, APL, ATN, ATT, AUT, BIL, CAR, CNF, CON, CRT, CSE, CST, CTS, DAC, DIS, DSD, ENR, FAR, FAN), 'FIELDS' (a list of fields with a yellow border, including SC, SN, LN, FN, MN, ID, SX, GR, BD, PG, AD, CY, ST, ZC, ZX, TL, FW, FX, MW, MX, T1, T2, T3, T4), and 'MATH' (a list of math operations with a yellow border, including ((Start Math,)) Stop Math, { Open Parenth, } Close Parenth, + Add, - Sub, * Mult, / Div). To the right of these panels are buttons for 'New', 'Run', 'Excel', 'Report', 'Labels', 'Letters', 'Envelope', 'To File', 'Change', 'Save', 'Load', 'Startup', 'Reset', and 'Tables'.



NOTE: After a table is selected only related tables will display.

A listing will display of all **FIELDS** that are available. A 2 or 3 character field name will display on the left under the **Fields** heading. The **Field Name** will display to the right of the **Field** column.

The screenshot shows the aeries.net interface for the 2008-2009 Screaming Eagle High School. The main query area contains the text "LIST STU". Below this is a yellow bar with the prompt "Enter related table code, or field code(s), or BY, or IF or RUN QUERY". To the left of the main area are several panels: "COMMANDS" with options like "LIST Display Output", "TOTAL Display Totals", "SKIP Bypass Records", and "KEEP Select Records"; "SORT" with "BY Sort By" and "Reverse Sort"; "IF" with "IF", "OR", "AND", and parentheses; and "COMPARISON" with options like "Equals", "Not Equal", "Greater Than", "Less Than", "Contains", and "Not Contains". In the center are two columns: "TABLES" and "FIELDS". The "TABLES" column lists various tables, with "STU Student Data" highlighted. The "FIELDS" column lists various fields, including "SC School", "SN Student#", "LN Last Name", "FN First Name", "MN Middle Name", "ID ID#", "SX Sex", "GR Grade", "BD Birthdate", "PG Parent/guardian", "AD Mailing Address", "CY City", "ST State", "ZC Zip code", "ZX Extn", "TL Home Phone", "FW Fathers work", "FX Extn", "MW Mothers work", "MX Extn", "T1 Test1", "T2 Test2", "T3 Test3", and "T4 Test4". To the right of these columns are "SPECIAL" and "MATH" panels. The "SPECIAL" panel shows "STU.NM Full Name", "STU.MI Middle Initial", "\ New Line", and "BARCODE Barcode". The "MATH" panel shows "((Start Math", ")) Stop Math", "(Open Parenth", ") Close Parenth", "+ Add", "- Sub", "* Mult", and "/" Div. On the far right is a "My Options" section with buttons for "New", "Run", "Excel", "Report", "Labels", "Letters", "Envelope", "To File", "Change", "Save", "Load", "Startup", "Reset", and "Tables".

Click the mouse on the fields selected and the field name will display to the right of the table in the **text box**.

This screenshot shows the same aeries.net interface after several fields have been selected. The query in the main area now reads "LIST STU SN LN FN MN ID SX GR". The "FIELDS" column lists "SC School", "SN Student#", "LN Last Name", "FN First Name", "MN Middle Name", "ID ID#", "SX Sex", and "GR Grade", all of which are highlighted. The other panels (COMMANDS, SORT, IF, COMPARISON, SPECIAL, MATH) remain the same as in the previous screenshot. An arrow points from the text above to the "GR Grade" field in the "FIELDS" column.

When clicking the mouse on the fields a space will automatically be placed in between each field.

TO SORT A QUERY

A query can also be sorted in order by a particular field. To sort the query, click the mouse on the **BY** option under **SORT**.

The screenshot shows the aeries.net interface for the 2008-2009 Screaming Eagle High School. The main query bar contains the text "LIST STU SN LN FN MN ID SX GR BY". Below the query bar, the "Enter field code(s) to sort by" prompt is visible. The "SORT" menu is open, and the "BY" option is selected. The "FIELDS" menu is also open, showing a list of fields including SC (School), SN (Student#), LN (Last Name), FN (First Name), MN (Middle Name), ID (ID#), SX (Sex), GR (Grade), and BD (Birthdate). The "COMMANDS" menu is open, showing options like LIST, TOTAL, SKIP, and KEEP. The "TABLES" menu is open, showing options like STU, ACT, ADS, APL, ATN, ATT, AUT, and BIL. The "SPECIAL" menu is open, showing options like STU.NM, STU.MI, and BARCODE. The "MATH" menu is open, showing options like ((Start Math and)) Stop Math. The "My Options" menu is open, showing options like New, Run, Excel, Report, Labels, Letters, Envelope, To File, Change, Save, Load, and Startup.

Determine the order that you want this query to be sorted and click the mouse on the field selected. The field will display to the right of the **BY** statement. For example, **BY GR** will sort the query in order of grade level.

TO SELECT SPECIFIC RECORDS

For this query to utilize only specific records, click the mouse on the **IF** option and **IF** will display at the end of the query.

The screenshot shows the aeries.net interface for the 2008-2009 Screaming Eagle High School. The main query bar contains the text "LIST STU SN LN FN MN ID SX GR BY GR IF". Below the query bar, the "Enter first field code in condition" prompt is visible. The "IF" menu is open, and the "IF" option is selected. The "COMPARISON" menu is open, showing options like = Equals, # Not Equal, > Greater Than, < Less Than, : Contains, and ; Not Contains. The "FIELDS" menu is open, showing a list of fields including SC (School), SN (Student#), LN (Last Name), FN (First Name), MN (Middle Name), ID (ID#), SX (Sex), GR (Grade), BD (Birthdate), PG (Parent/guardian), AD (Mailing Address), CY (City), ST (State), ZC (Zip code), ZX (Extn), TL (Home Phone), FW (Fathers work), and EV (Fathers). The "COMMANDS" menu is open, showing options like LIST, TOTAL, SKIP, and KEEP. The "TABLES" menu is open, showing options like STU, ACT, ADS, APL, ATN, ATT, AUT, and BIL. The "SPECIAL" menu is open, showing options like STU.NM, STU.MI, and BARCODE. The "MATH" menu is open, showing options like ((Start Math and)) Stop Math. The "My Options" menu is open, showing options like New, Run, Excel, Report, Labels, Letters, Envelope, To File, Change, Save, Load, and Startup.

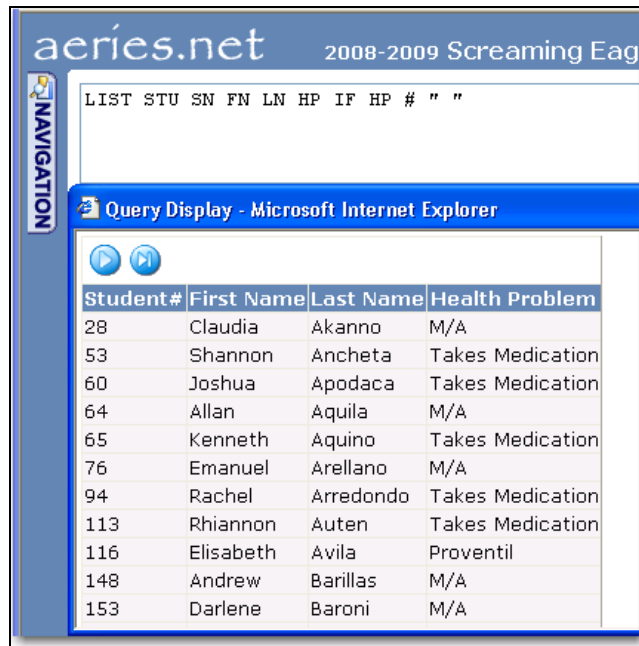
Click the mouse on a field for specific record selection. Type the criteria necessary to select specific records.

EXAMPLE: For a listing of only female students, type

IF SX = F

The query listed below displays: **IF HP # “ “**

When this query is **RUN** any student record that is **Not Equal** to a **blank** in the Health Problem field will display as in the example below.

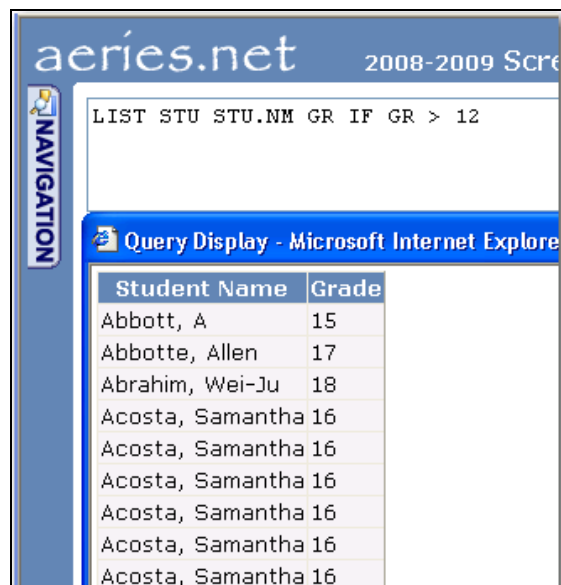


The screenshot shows the aeries.net interface with a query result displayed in a Microsoft Internet Explorer window. The query is "LIST STU SN FN LN HP IF HP # \" \"". The result is a table with columns: Student#, First Name, Last Name, and Health Problem.

Student#	First Name	Last Name	Health Problem
28	Claudia	Akanno	M/A
53	Shannon	Ancheta	Takes Medication
60	Joshua	Apodaca	Takes Medication
64	Allan	Aquila	M/A
65	Kenneth	Aquino	Takes Medication
76	Emanuel	Arellano	M/A
94	Rachel	Arredondo	Takes Medication
113	Rhiannon	Auten	Takes Medication
116	Elisabeth	Avila	Proventil
148	Andrew	Barillas	M/A
153	Darlene	Baroni	M/A

The query listed below displays: **IF GR > 12**

When this query is **RUN** only students in a grade **Greater Than 12** will display as in the example below.

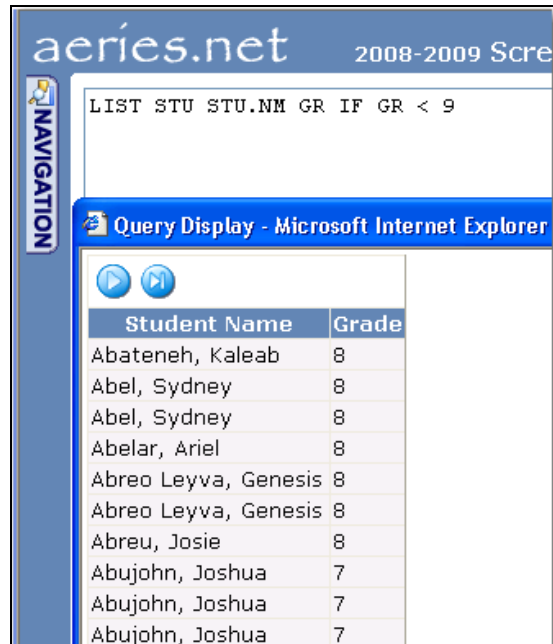


The screenshot shows the aeries.net interface with a query result displayed in a Microsoft Internet Explorer window. The query is "LIST STU STU.NM GR IF GR > 12". The result is a table with columns: Student Name and Grade.

Student Name	Grade
Abbott, A	15
Abbotte, Allen	17
Abraham, Wei-Ju	18
Acosta, Samantha	16
Acosta, Samantha	16
Acosta, Samantha	16
Acosta, Samantha	16
Acosta, Samantha	16
Acosta, Samantha	16

The query listed below displays: **IF GR < 9**

When this query is **RUN** only students in a grade **Less Than 9** will display as in the example below.

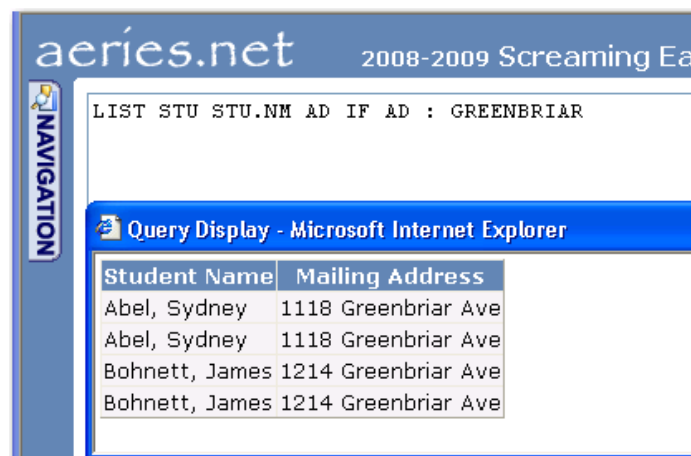


Query Display - Microsoft Internet Explorer

Student Name	Grade
Abateneh, Kaleab	8
Abel, Sydney	8
Abel, Sydney	8
Abelar, Ariel	8
Abreo Leyva, Genesis	8
Abreo Leyva, Genesis	8
Abreu, Josie	8
Abujohn, Joshua	7
Abujohn, Joshua	7
Abujohn, Joshua	7

The query listed below displays: **IF AD : GREENBRIAR**

When this query is **RUN** only students that **Contains GREENBRIAR** in the address field will display as in the example below.

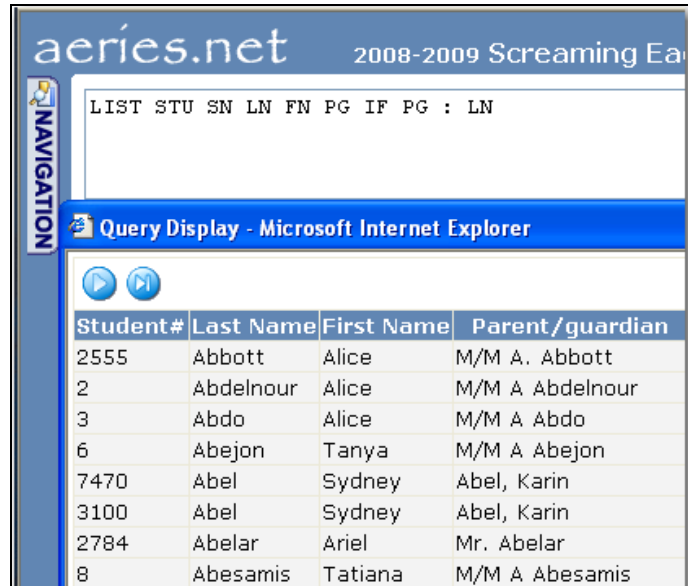


Query Display - Microsoft Internet Explorer

Student Name	Mailing Address
Abel, Sydney	1118 Greenbriar Ave
Abel, Sydney	1118 Greenbriar Ave
Bohnett, James	1214 Greenbriar Ave
Bohnett, James	1214 Greenbriar Ave

The query listed below displays: **IF PG : LN**

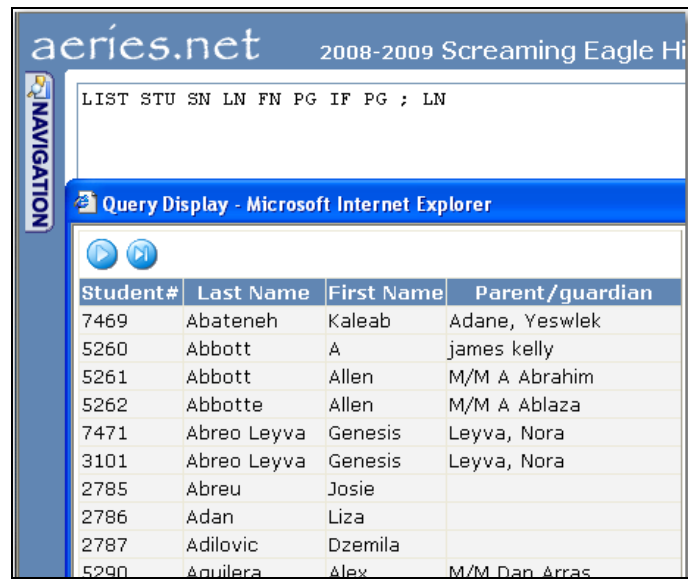
When this query is **RUN** only students that **Contains** the students **Last Name** in the **Parent/Guardian** field will display as in the example below.



Student#	Last Name	First Name	Parent/guardian
2555	Abbott	Alice	M/M A. Abbott
2	Abdelnour	Alice	M/M A Abdelnour
3	Abdo	Alice	M/M A Abdo
6	Abejon	Tanya	M/M A Abejon
7470	Abel	Sydney	Abel, Karin
3100	Abel	Sydney	Abel, Karin
2784	Abelar	Ariel	Mr. Abelar
8	Abesamis	Tatiana	M/M A Abesamis

The query listed below displays: **IF PG ; LN**

When this query is **RUN** only students that does **NOT Contain** the students **Last Name** in the **Parent/Guardian** field will display as in the example below.



Student#	Last Name	First Name	Parent/guardian
7469	Abateneh	Kaleab	Adane, Yeswlek
5260	Abbott	A	james kelly
5261	Abbott	Allen	M/M A Abraham
5262	Abbotte	Allen	M/M A Ablaza
7471	Abreo Leyva	Genesis	Leyva, Nora
3101	Abreo Leyva	Genesis	Leyva, Nora
2785	Abreu	Josie	
2786	Adan	Liza	
2787	Adilovic	Dzemila	
5290	Aguilera	Alex	M/M Dan Arras

SPECIAL CHARACTERS

There are **Special Characters** that can be utilized within a query statement that will provide shortcuts to the final query generated. These characters are displayed on the right hand side of the form under **Special**.

SPECIAL	
STU.NM	Full Name
STU.MI	Middle Initial
\	New Line
BARCODE	Barcode

- **STU.NM** will join **LN** with a **comma** and the **FN**, for example:
Abbott, 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

The following is an example of a query utilizing the **STU.NM** and **STU.MI** Special Characters listed above:

The screenshot shows the aeries.net 2008-2009 Student Information System interface. On the left is a vertical 'NAVIGATION' menu. The main content area displays a query result for 'LIST STU STU.NM STU.MI'. A 'Query Display - Microsoft Internet Explorer' window is overlaid, showing a table with two columns: 'Student Name' and 'M/I'. The table contains the following data:

Student Name	M/I
Abateneh, Kaleab	A
Abbott, A	A
Abbott, Alice	A
Abbott, Allen	J
Abbotte, Allen	A
Abdelnour, Alice	
Abdo, Alice	A
Abejon, Tanya	A

TO GENERATE A QUERY

Once the query statement is entered, click the mouse on the **RUN** button and the query will begin to process.

aeries.net 2008-2009 Screaming Eagle High School My Options

NAVIGATION

LIST STU SN LN FN MN ID SX GR BY GR IF SX = F

Enter another field code, or type a value to compare to SX

☐ Include Inactive Students

New Run Excel Report

The following is the definition for this query:

LIST = select data to display
STU = from the Student Data table
SN = the student Number
LN = the students Last Name
FN = the students First Name
MN = the students Middle Name
ID = the permanent ID
SX = the sex
GR = the current grade
BY GR = In the order of grade
IF SX = F = only include female students

After the query is generated the screen will display the data selected. Compare the data and verify it meets the standards of the query that you are interested in. Click the mouse on the **Red X** to close.

Query Display - Microsoft Internet Explorer

Student#	Last Name	First Name	Middle Name	ID#	Sex	Grade
6921	williamson	lori		7547541	F	7
7470	Abel	Sydney		7548089	F	8
3100	Abel	Sydney		7543720	F	8
2784	Abelar	Ariel	Kristina	7543404	F	8
3101	Abreo Leyva	Genesis		7543721	F	8
7471	Abreo Leyva	Genesis		7548090	F	8
2785	Abreu	Josie	Allie	7543405	F	8
2786	Adan	Liza		7543406	F	8
2787	Adilovic	Dzemila		7543407	F	8
3102	Aguada	Lilibeth	T.	7543722	F	8
7472	Aguada	Lilibeth	T.	7548091	F	8
2791	Alaimo	Anna	J	7543411	F	8
3105	Alaniz Esparza	Nancy		7543725	F	8
7475	Alaniz Esparza	Nancy		7548094	F	8
2792	Albers	Paige	N	7543412	F	8
2793	Alcocer	Jennifer	L	7543413	F	8
2795	Alderese	Jaclyn	Caroline	7543415	F	8
3109	Allen	Krystal	M	7543729	F	8
7479	Allen	Krystal	M	7548098	F	8
7480	Almash	Meghan		7548099	F	8
3110	Almash	Meghan		7543730	F	8
3111	Alvarado	Evelyn		7543731	F	8
7481	Alvarado	Evelyn		7548100	F	8
7483	Amara	Janet		7548102	F	8
3113	Amara	Janet		7543733	F	8

ADDITIONAL FUNCTIONS

There are buttons in a column on the right side of the **QUERY** screen. These buttons are used to generate **reports, labels, excel spreadsheets**, etc. after the query statement has been generated.



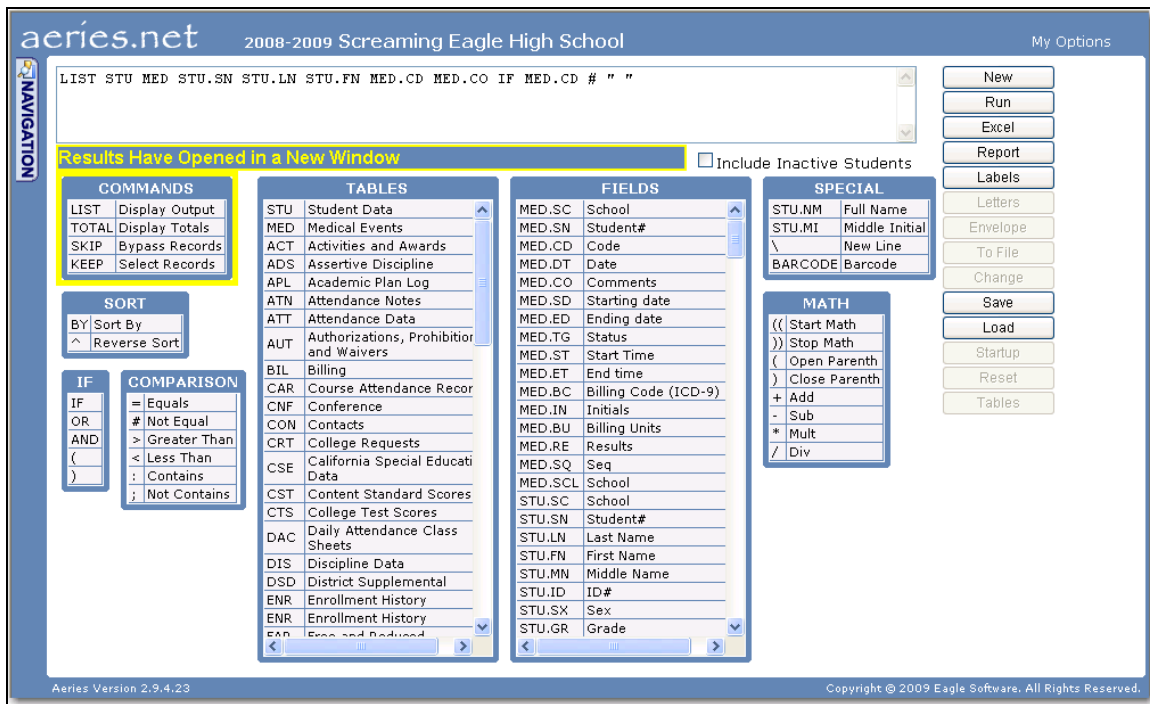
The following are the **ADDITIONAL FUNCTIONS** available:

- **NEW** will clear the text box area of any query displayed to enter a new query statement.
- **RUN** will generate the query statement and display the data.
- **EXCEL** will generate an excel spreadsheet.
- **REPORT** will generate a formatted report from the data displayed.
- **LABELS** will generate formatted labels from the data displayed.
- **SAVE** allows you to save the query for later use.
- **LOAD** will allow you to re-load a query previously saved.

CREATING A MULTIPLE TABLE QUERY

A **Multiple Table Query** uses more than one table to access different information. For example, the query below will create a list of students having a medical condition by accessing data from the **STU** and **MED** tables. The link between these two tables is the **Student Number (SN)**.

When two tables are selected notice the change in the field names. They now contain the table name first, a period, then the field name, such as **MED.SN**. This is to make sure query pulls the right data from the right table. Two tables could have a field with the same name but each holds different data.

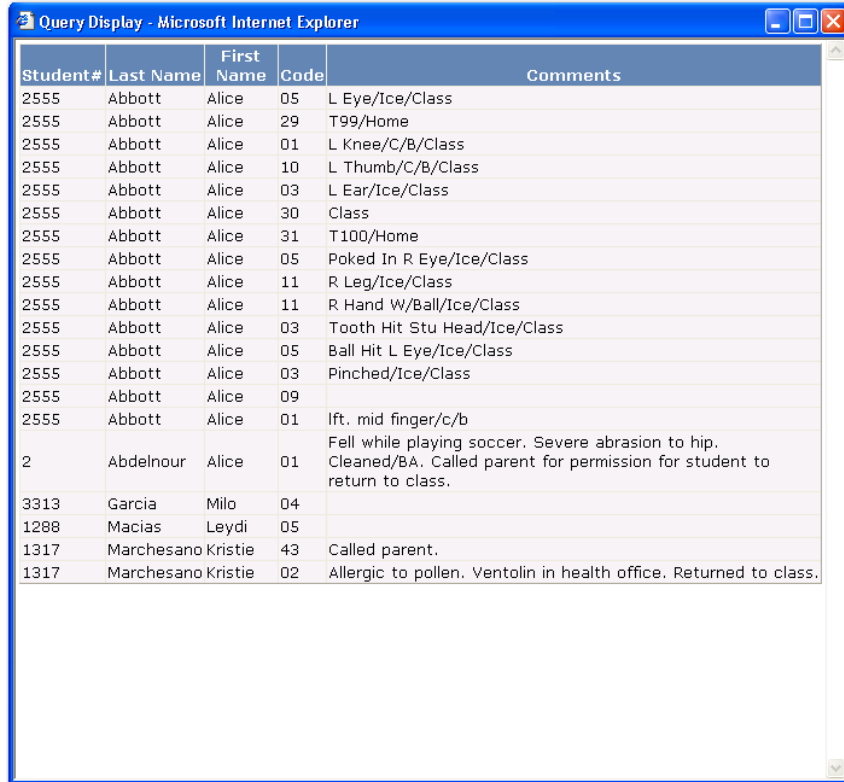


The following is the definition for this Query:

LIST	= display on the screen
STU MED	= using two tables, student and medical data
STU.SN	= student number from the STU table
STU.LN	= student last name from the STU table
STU.FN	= student first name from the STU table
MED.CD	= medical code from the MED table
MED.CO	= medical comment from the MED table
IF MED.CD # ' '	= if the medical code is not blank

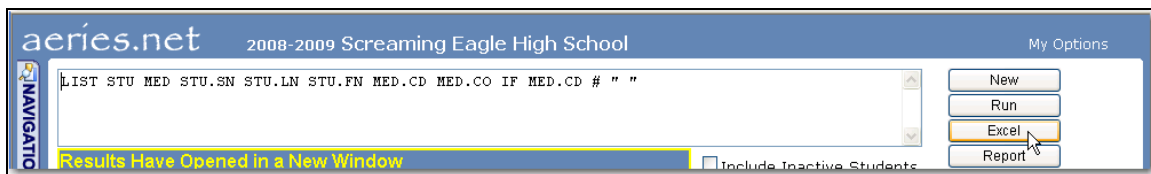
This Query will display the student number, last name, first name, medical code and any medical comments for students with a medical condition.

After the **RUN** button is clicked and the query is generated the screen will display the data selected. Compare the data and verify it meets the standards of the query that you are interested in. Click the mouse on the **Red X** to close.



Student#	Last Name	First Name	Code	Comments
2555	Abbott	Alice	05	L Eye/Ice/Class
2555	Abbott	Alice	29	T99/Home
2555	Abbott	Alice	01	L Knee/C/B/Class
2555	Abbott	Alice	10	L Thumb/C/B/Class
2555	Abbott	Alice	03	L Ear/Ice/Class
2555	Abbott	Alice	30	Class
2555	Abbott	Alice	31	T100/Home
2555	Abbott	Alice	05	Poked In R Eye/Ice/Class
2555	Abbott	Alice	11	R Leg/Ice/Class
2555	Abbott	Alice	11	R Hand W/Ball/Ice/Class
2555	Abbott	Alice	03	Tooth Hit Stu Head/Ice/Class
2555	Abbott	Alice	05	Ball Hit L Eye/Ice/Class
2555	Abbott	Alice	03	Pinched/Ice/Class
2555	Abbott	Alice	09	
2555	Abbott	Alice	01	lft. mid finger/c/b
2	Abdelnour	Alice	01	Fell while playing soccer. Severe abrasion to hip. Cleaned/BA. Called parent for permission for student to return to class.
3313	Garcia	Milo	04	
1288	Macias	Leydi	05	
1317	Marchesano Kristie		43	Called parent.
1317	Marchesano Kristie		02	Allergic to pollen. Ventolin in health office. Returned to class.

CREATE EXCEL SPREADSHEET After generating your query statement, an Excel spreadsheet can be created by clicking the mouse on the **EXCEL** button.



aeries.net 2008-2009 Screaming Eagle High School My Options

NAVIGATOR

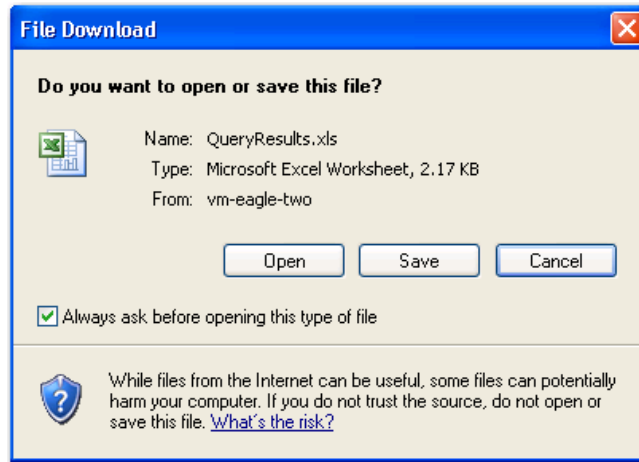
LIST STU MED STU.SN STU.LN STU.FN MED.CD MED.CO IF MED.CD # " "

Results Have Opened in a New Window

☐ Include Inactive Students

New Run Excel Report

The option will display to **Open** or **Save** the file.

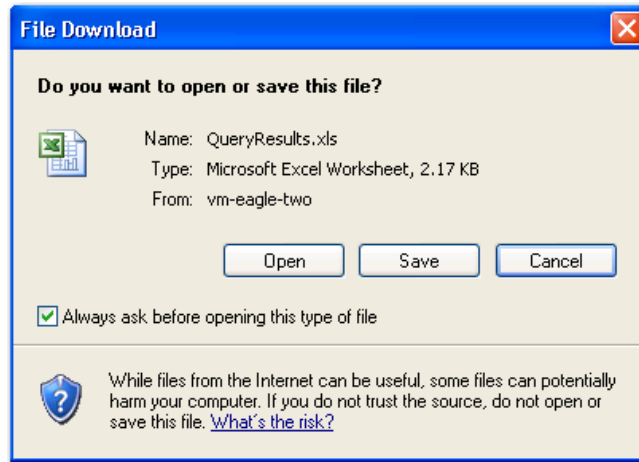


To open the file, click the mouse on the **Open** button. The **Spreadsheet** will display.

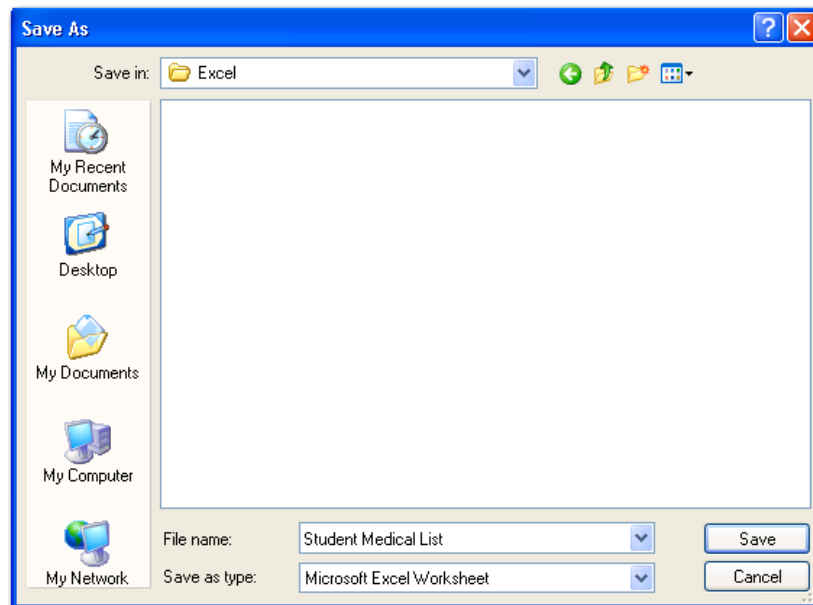
http://vm-eagle-two/aeries.net/QueryDisplayCSV.aspx - Microsoft Internet Explorer

	1	2	3	4	5	6	7	8	9
1	Student#	Last Name	First Name	Code	Comments				
2	2555	Abbott	Alice	5	L Eye/Ice/Class				
3	2555	Abbott	Alice	29	T99/Home				
4	2555	Abbott	Alice	1	L Knee/C/B/Class				
5	2555	Abbott	Alice	10	L Thumb/C/B/Class				
6	2555	Abbott	Alice	3	L Ear/Ice/Class				
7	2555	Abbott	Alice	30	Class				
8	2555	Abbott	Alice	31	T100/Home				
9	2555	Abbott	Alice	5	Poked In R Eye/Ice/Class				
10	2555	Abbott	Alice	11	R Leg/Ice/Class				
11	2555	Abbott	Alice	11	R Hand W/Ball/Ice/Class				
12	2555	Abbott	Alice	3	Tooth Hit Stu Head/Ice/Class				
13	2555	Abbott	Alice	5	Ball Hit L Eye/Ice/Class				
14	2555	Abbott	Alice	3	Pinched/Ice/Class				
15	2555	Abbott	Alice	9					
16	2555	Abbott	Alice	1	1ft. mid finger/c/b				
17					Fell while playing soccer. Severe abrasion to hip. Cleaned/BA. Called parent for permission for student to return to class.				
18	3313	Abdelnour	Alice	1					
19	1288	Garcia	Milo	4					
20	1288	Macias	Leydi	5					
21	1317	Marchesano	Kristie	43	Called parent.				
22					Allergic to pollen. Ventolin in health office.				
23	1317	Marchesano	Kristie	2	Returned to class.				

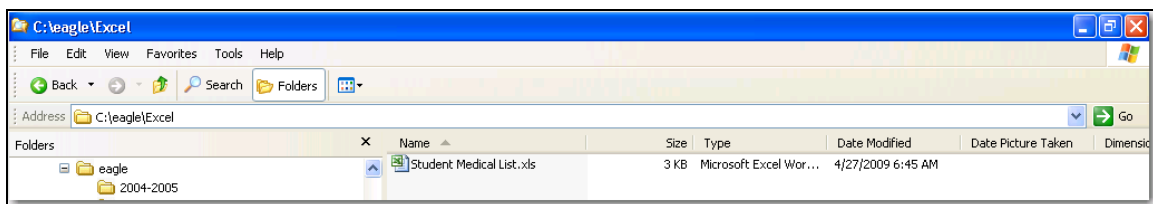
To save the file click the mouse on the **Save** button.



The **Save As** box will display. Select the folder where the file will be saved. Enter the **File Name**. Click the mouse on the **Save** button.

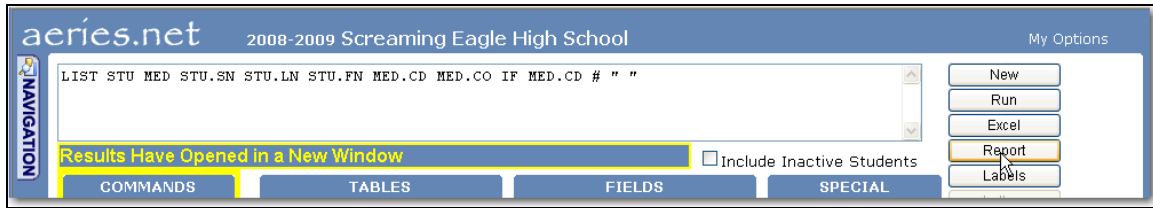


The file will now be saved in the folder selected.



CREATING A REPORT

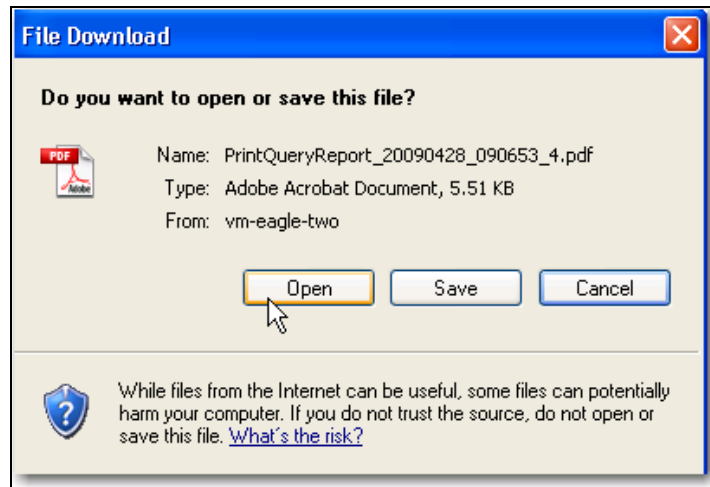
After generating your query statement, a formal looking report can be created by clicking the mouse on the **REPORT** button.



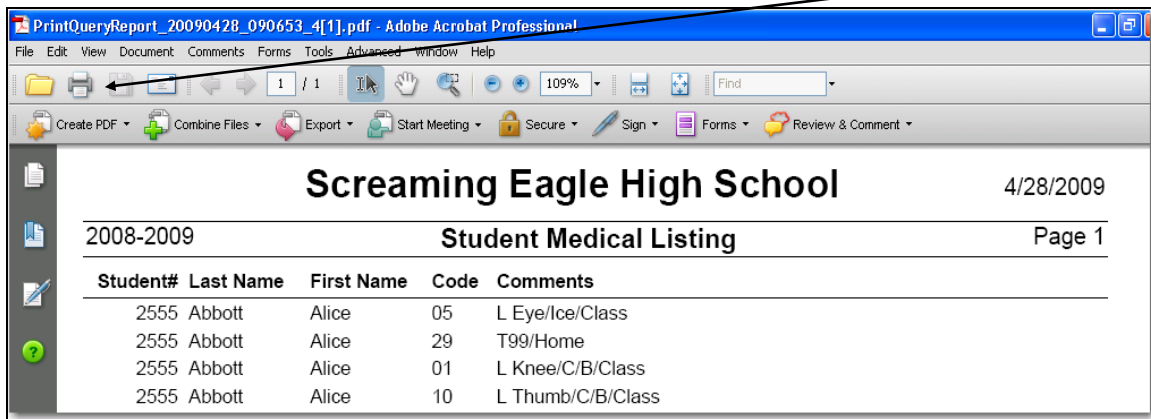
The following report options will display. In the **Report Title** type the **Title** to be printed at the top of the report. Select the report line spacing, Single, Double or Triple spaced. Select the Report Orientation, Automatic, Portrait or Landscape. Click the mouse on the **Run Report** button.

A dialog box titled 'Print Query Report Report Options'. It contains a 'Report Title:' text input field. Below it, under 'Line Spacing:', are three radio button options: 'Single Spacing' (selected), 'Double Spacing', and 'Triple Spacing'. Under 'Report Orientation:', there are three radio button options: 'Automatic' (selected), 'Portrait', and 'Landscape'. At the bottom is a 'Run Report' button.

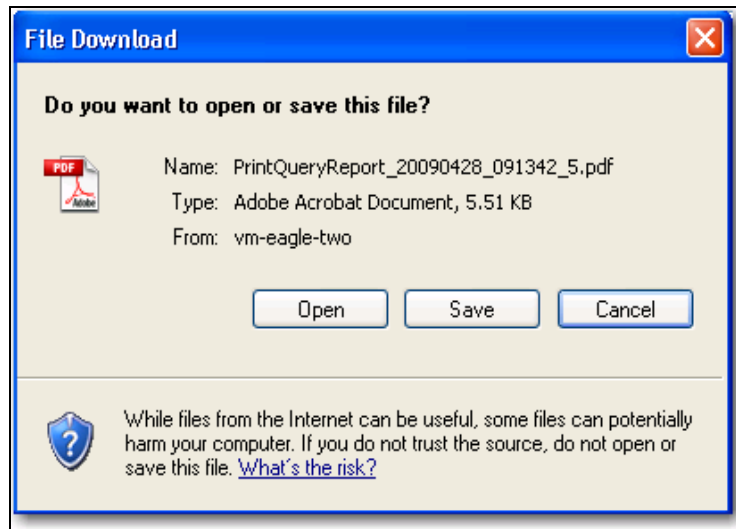
A **PDF File** will be generated and the option will display to **Open** or **Save** the file.



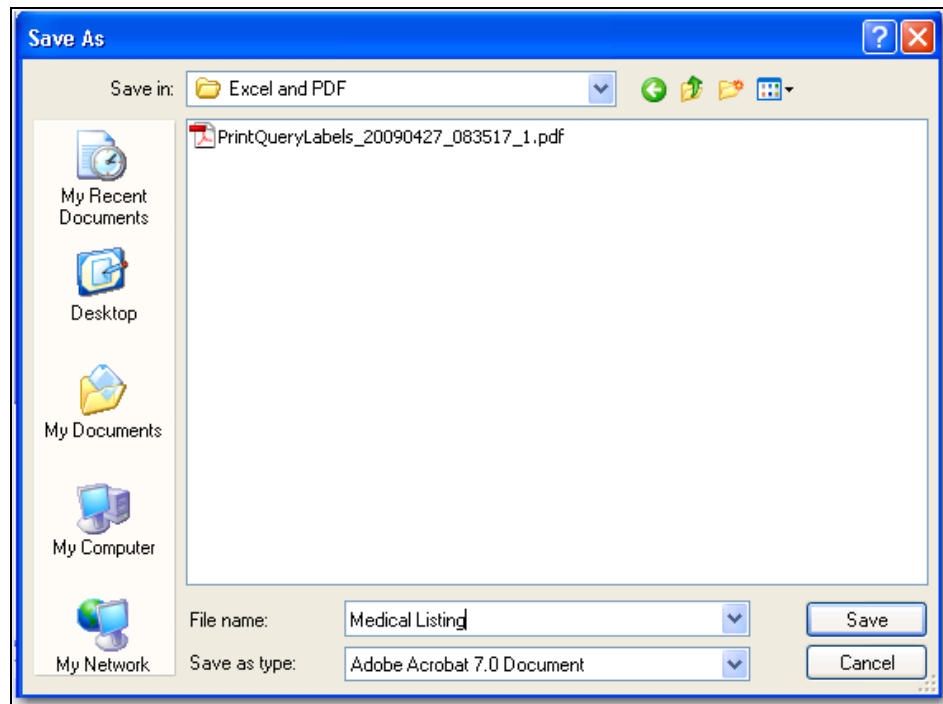
To open the file, click the mouse on the **Open** button. The **PDF file** will display. To print the report, click the mouse on the **Printer icon**.



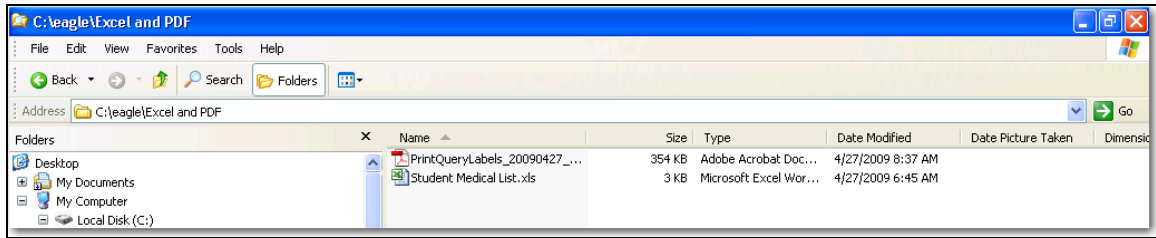
To save the file click the mouse on the **Save** button.



The **Save As** box will display. Select the folder where the file will be saved. Enter the **File Name**. Click the mouse on the **Save** button.



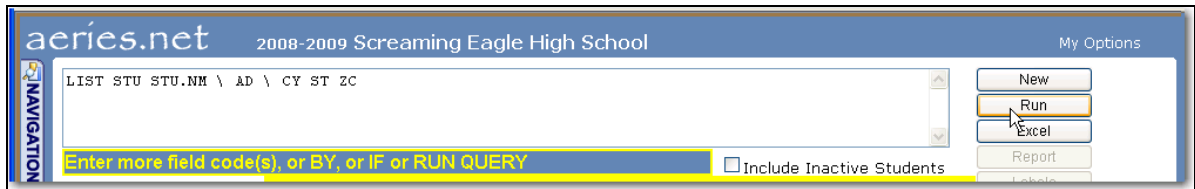
The file will now be saved in the folder selected.



LABELS BUTTON

After generating a query statement, the **LABELS** button will allow you to create labels, such as, mailing labels, student folder labels, etc. Listed below is an example of a **Query** to print mailing labels.

To create mailing labels or any label containing more than one line, you must use the 'V' in your query statement.



This will force the query to drop down to the next line when printing the label. The following is the definition for the above query:

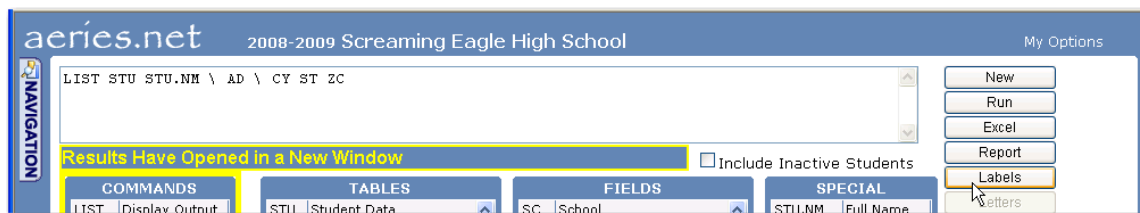
LIST	= select data to display
STU	= using the student data table
STU.NM	= students full name from the STU table
\	= drops down to the next line
AD	= students address from the STU table
\	= drops down to the next line
CY	= students city from the STU table
ST	= students state from the STU table
ZC	= students zip code from the STU table

To generate the query statement, click the mouse on the **RUN** button. The following query result will display.

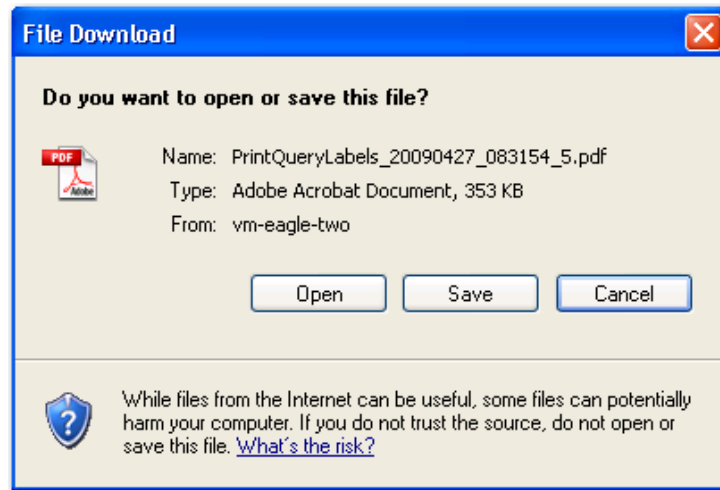
Student Name	Column1	Mailing Address	Column2	City	State	Zip code
Abateneh, Kaleab	\	975 Sharmen Palms Ln Apt D	\	Eagle Rock	CA	95994
Abbott, A	\	550 E Claraday St #9	\	Campbell	CA	
Abbott, Alice	\	1881 Mitchell #134	\	Eagle Point	CA	99999
Abbott, Allen	\	663 N Ride Road	\	Eagle Point	CA	99998
Abbotte, Allen	\	22210 E. Arrow Hwy. #119	\	Eagle Point	CA	99998
Abdelnour, Alice	\	PO Box 90239	\	Eagle Point	CA	99998
Abdo, Alice	\	4475 N Castleview	\	Eagle Point	CA	99998
Abejon, Tanya	\	112 W Callaman Dr	\	Eagle Point	CA	99998
Abel, Sydney	\	1118 Greenbriar Ave	\	San Jose	CA	
Abel, Sydney	\	1118 Greenbriar Ave	\	San Jose	CA	95128
Abelar, Ariel	\	500 Manzanita	\	Eagle Point	CA	99998
Abesamis, Tatiana	\		\			
Abraham, Wei-Ju	\	663 N Reeder Ave	\	Eagle Point	CA	99998
Abrego, Alice	\	115 W Norgate St	\	Eagle Point	CA	99998
Abrego, Jennifer	\	1111 Camino Del Sur	\	Eagle Point	CA	99998
Abreo Leyva, Genesis	\	701 Menker Ave Apt 3	\	San Jose	CA	
Abreo Leyva, Genesis	\	701 Menker Ave Apt 3	\	San Jose	CA	95128
Abreu, Josie	\	1771 Nelson Way	\	San Jose	CA	95124
Abruzzese, Alice	\	1103 N Stephora Ave	\	Eagle Point	CA	99998
Abujohn, Joshua	\	1023 N Barston	\	Covina	CA	91724
Abujohn, Joshua	\	1023 N Barston	\	Covina	CA	91724
Abujohn, Joshua	\	1023 N Barston	\	Covina	CA	91724
Aceves, Joemar	\	22260 E Nubia St	\	Eagle Rock	CA	99999
Aceves, Valerie	\	21260 Nubia	\	Covina	CA	91724

The backslashes ‘\’ entered into the query create their own column for each student record. The ‘\’ column is read by query and forces the program to drop down one line when printing labels.

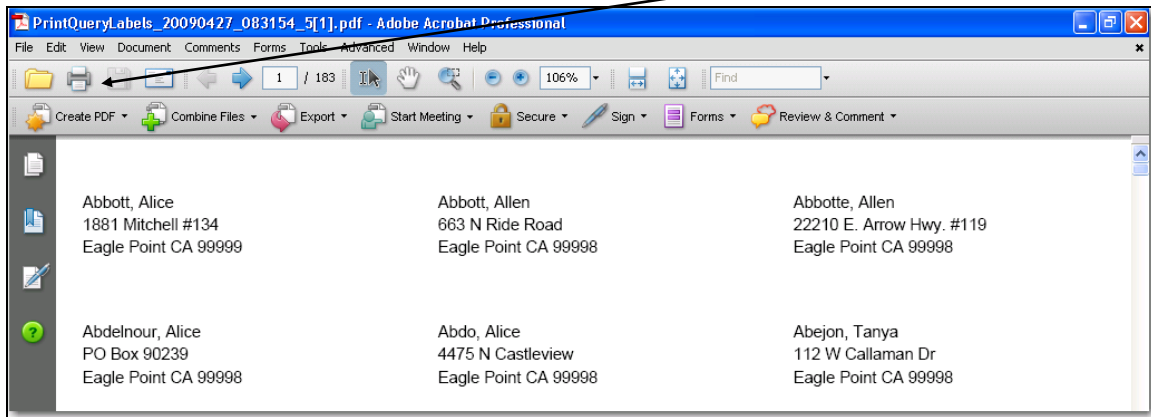
After you **RUN** the query statement, close the result window then click the mouse on the **LABELS** button.



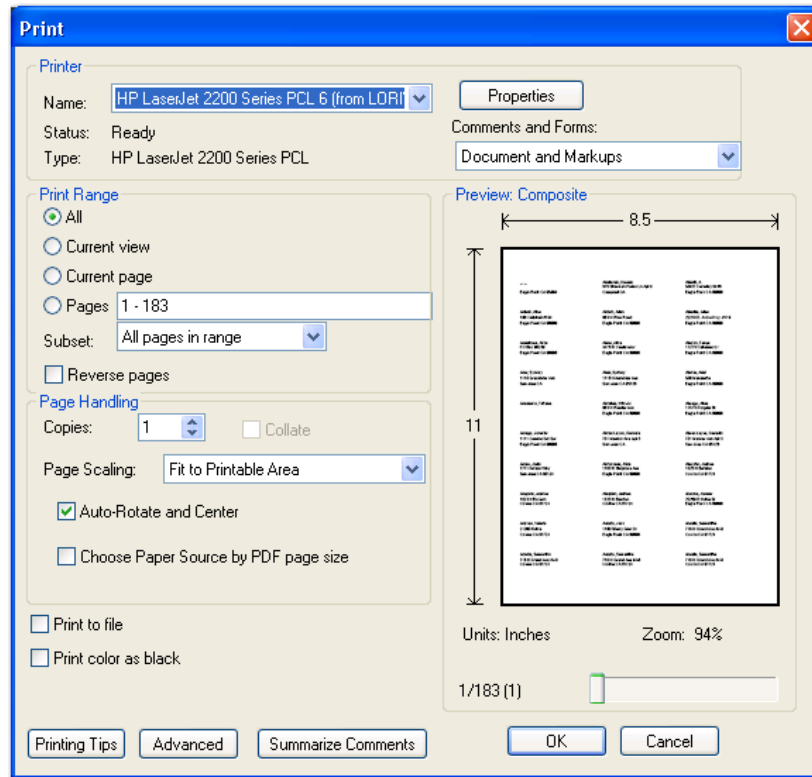
A **PDF File** will be generated and the option will display to **Open** or **Save** the file.



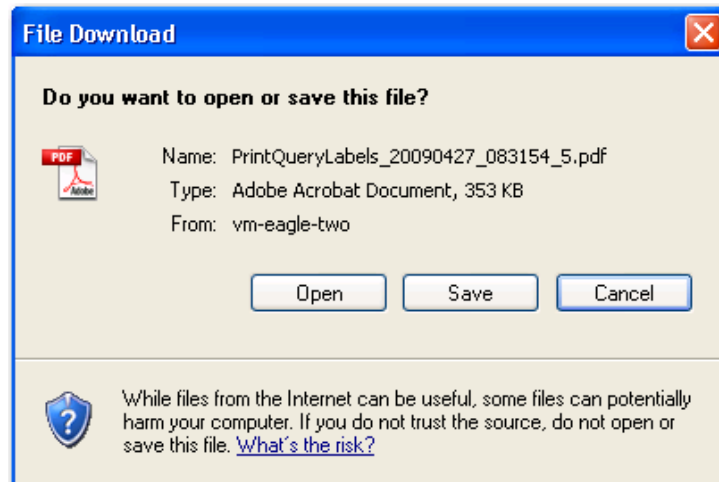
To open the file, click the mouse on the **Open** button. The **PDF file** will display. To print the labels click the mouse on the **Printer icon**.



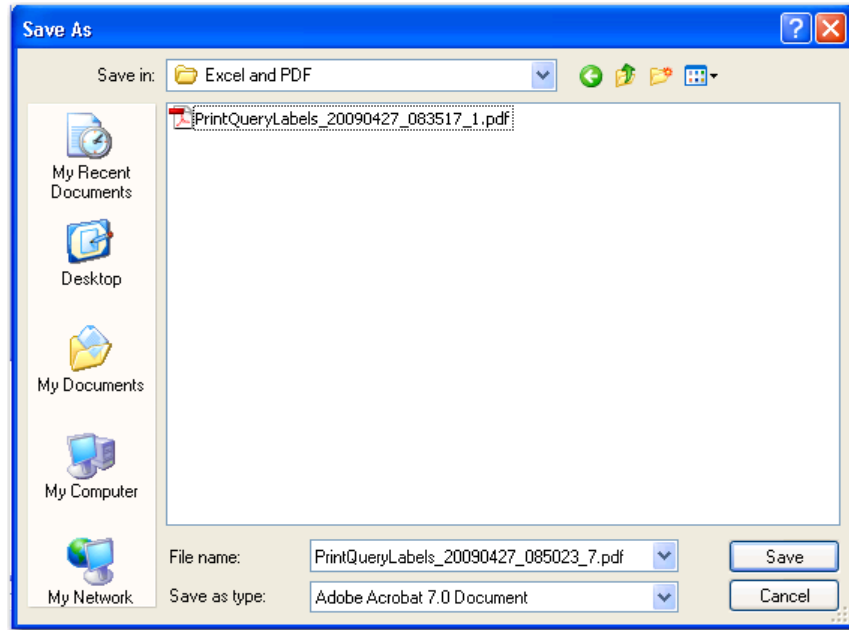
The **Print** options will display. Set up the labels to print and click the mouse on the **OK** button.



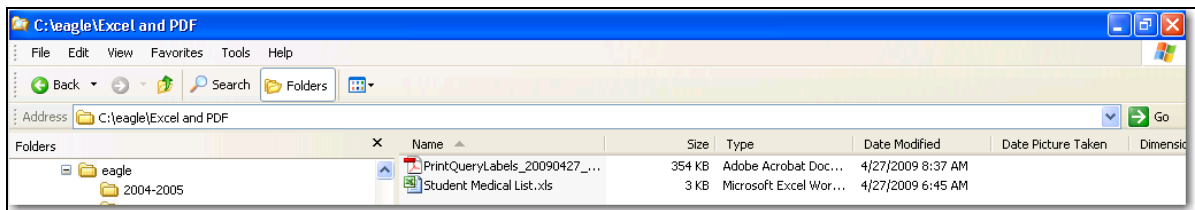
To save the file click the mouse on the **Save** button.



The **Save As** box will display. Select the folder where the file will be saved. Enter the **File Name**. Click the mouse on the **Save** button.



The file will now be saved in the folder selected.

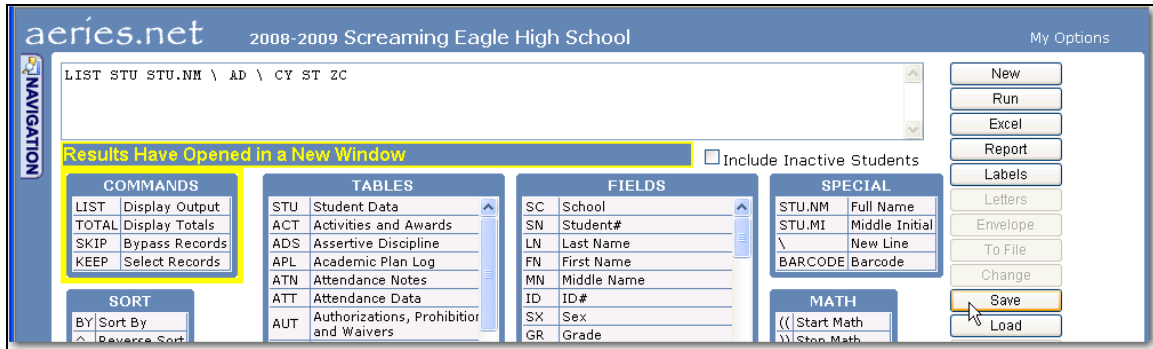


NOTE:

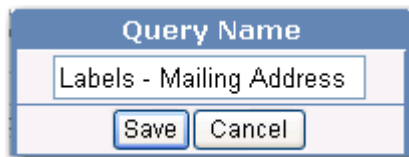
Please be advised that labels are only formatted to be printed on only AVERY 5160 laser-printer labels.

SAVE QUERY STATEMENTS

Once you have created a query statement, you can save the query and access this query for later use.



To save a query, you must first generate the **Query** using the **RUN** button. Click the mouse on the **SAVE** button. The following text box will display. Type a descriptive name for the query to assist you in locating your query after being saved. Click the mouse on the **SAVE** button.

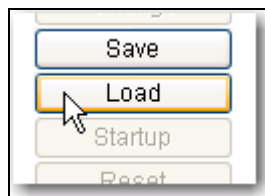


The following message will display when the query has been saved.



LOADING SAVED QUERIES

To **LOAD** a saved **Query** statement, click the **LOAD** button on the right side of the form.



The following form will display. The saved queries can be displayed by the name of the **Query** or by the **Author's** name.

Sort By:	Query Name	Query Name Filter:	Author Filter:
Query Name	Author	Query	
11th Grade Students	Demo	LIST STU FN LN PG IF GR = 11	
2nd period student list	Demo	LIST STU SEC MST TCH CRS STU.LN STU.FN TCH.TE MST.RM MST.PD IF MST.PD = 2	
9th Grade Student Enrollment	Demo	LIST STU LN FN GR IF GR = 9	
Academic Team Roster	Demo	LIST STU GRD CRS STU.SN STU.NM STU.U8 GRD.CN CRS.CO CRS.NA GRD.M3 IF CRS.NA # N	
Admin drop list	Demo	LIST STU SEC MST CRS TCH STU.SN STU.LN STU.FN STU.MN TCH.TE MST.PD CRS.CO STU.GR IF MST.CN = 0982	
ADS - SUS TOTAL	Demo	LIST STU ADS ADS.SN ADS.CD ADS.DS ADS.DT ADS.DY BY ADS.DT IF ADS.DS = SUS AND ADS.DT > 09/04/00	
ADS: ID photo by FN	Demo	KEEP STU IF FN :	
ADS: ID Photo by Last Name	Demo	KEEP STU IF LN :	
Algebra A grades	Demo	LIST STU GRD CRS STU.NM GRD.M2 IF GRD.CN = 0625	
All day truanancies/w date	Demo	LIST STU ATT STU.NM ATT.AL ATT.DT IF ATT.AL = S OR ATT.AL = W OR ATT.AL = U AND ATT.DT > 1/11/1999 AND ATT.DT < 3/5/1999	
Athletics list	Demo	LIST STU SEC MST CRS TCH STU.SN STU.LN STU.FN STU.GR CRS.CN CRS.CO MST.PD TCH.TE IF MST.CN = 0090	
ATT A by pd	Demo	LIST STU ATT STU.SN STU.LN STU.FN STU.GR STU.PG STU.TL STU.FW STU.MW ATT.A2 IF ATT.A2 = "a" AND ATT.DY = 91 AND ATT.A3 # "a"	
ATT Absence Letter List	Demo	LIST STU SN LN FN GR LT BY LT IF LT # 0	
ATT Tardy Letter List	Demo	LIST STU SN LN FN GR L2 BY L2 IF L2 # 0	
Change querv	Demo	CHANGE STU SUP LF TO L IF SUP.LP : F AND TG # "\$"	

Close

If many **Query** statements have been saved you may want to **Sort By Author's** name to have all personal Queries listed together. A filter can also be added for the **Query Name** or **Author** to help locate specific queries.

Once the query is located click the mouse on the **Query**.

Sort By:	Author	Query Name Filter:	Author Filter:
Query Name	Author	Query	
IDT labels	Demo	LIST STU SUP STU.LN STU.FN \ STU.PG \ STU.AD \ STU.CY STU.ST STU.ZC IF SUP.DT : 0	
Labels-Parents-Course	Demo	LIST STU SEC MST CRS STU.PG \ RE: STU.NM \ STU.AD \ STU.CY STU.ST STU.ZC IF CRS.CN : 0331	
Labels - Mailing Address	lori	LIST STU STU.NM \ AD \ CY ST ZC	

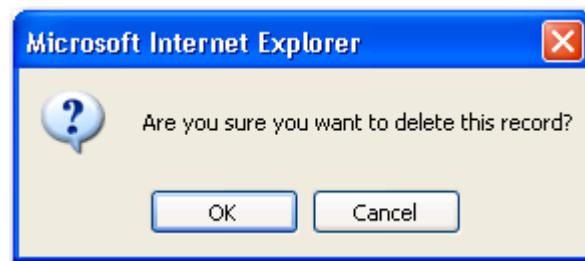
The **Query** statement will now display on the main **Query** form and can be generated by clicking the mouse on **RUN**.

aeries.net		2008-2009 Screaming Eagle High School	My Options
NAVIGATION	LIST STU STU.NM \ AD \ CY ST ZC	Enter Command	<input type="button" value="New"/> <input type="button" value="Run"/> <input type="button" value="Excel"/> <input type="button" value="Report"/> <input type="button" value="Labels"/>
		<input type="checkbox"/> Include Inactive Students	

Make sure when saving queries that you only save the queries that were hard to create. Queries can be deleted but you can only delete the queries that you created. To delete a query click the mouse on the **X** to the left of the query statement.

Sort By:	Query Name	Query Name Filter:	label	Author Filter:	
	Query Name	Author	Query		
	IDT labels	Demo	LIST STU SUP STU.LN STU.FN \ STU.PG \ STU.AD \ STU.CY STU.ST STU.ZC IF SUP.DT : 0		
	Labels - Mailing Address	Iori	LIST STU STU.NM \ AD \ CY ST ZC		
	Labels-Parents		LIST STU SEC MST CRS STU.PG \ PE STU.NM \ STU.AD \ STU.CY		

The following message will display. Click the mouse on the **OK** button and the query will be deleted.



To exit the **LOAD** screen click the mouse on the **CLOSE** button.



SKIP OR KEEP COMMANDS

The **SKIP** and **KEEP** commands are used to create temporary tables that will only contain certain “groups” of data such as a particular grade. For example, a **QUERY** using **SKIP** to “**NOT include**” students in grades 11 and 12 would be:

SKIP STU IF GR > 10

This will allow you to run queries and access student data for students who are currently in grades less than grade 11.

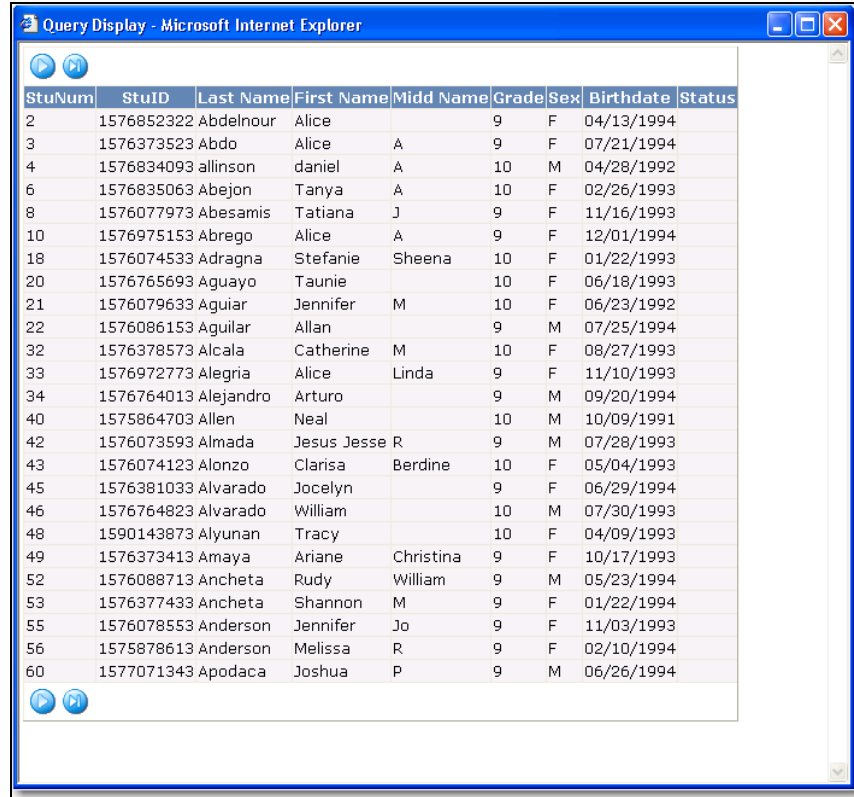
SKIP COMMAND

Using the **SKIP** command, the query or student data will not access the students selected. In the query option type:

SKIP STU IF GR > 10

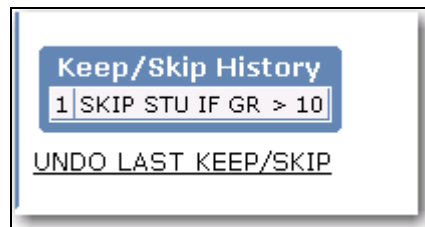
Click the mouse on the **RUN** button.

The following Query results will display. Take note that the grade level of the students displayed is only for grades 9 and 10. All other grade levels above grade 10 are skipped.



StuNum	StuID	Last Name	First Name	Midd Name	Grade	Sex	Birthdate	Status
2	1576852322	Abdelhour	Alice		9	F	04/13/1994	
3	1576373523	Abdo	Alice	A	9	F	07/21/1994	
4	1576834093	allinson	daniel	A	10	M	04/28/1992	
6	1576835063	Abejon	Tanya	A	10	F	02/26/1993	
8	1576077973	Abesamis	Tatiana	J	9	F	11/16/1993	
10	1576975153	Abrego	Alice	A	9	F	12/01/1994	
18	1576074533	Adragna	Stefanie	Sheena	10	F	01/22/1993	
20	1576765693	Aguayo	Taunie		10	F	06/18/1993	
21	1576079633	Aguiar	Jennifer	M	10	F	06/23/1992	
22	1576086153	Aguilar	Allan		9	M	07/25/1994	
32	1576378573	Alcala	Catherine	M	10	F	08/27/1993	
33	1576972773	Alegria	Alice	Linda	9	F	11/10/1993	
34	1576764013	Alejandro	Arturo		9	M	09/20/1994	
40	1575864703	Allen	Neal		10	M	10/09/1991	
42	1576073593	Almada	Jesus Jesse R		9	M	07/28/1993	
43	1576074123	Alonzo	Clarisa	Berdine	10	F	05/04/1993	
45	1576381033	Alvarado	Jocelyn		9	F	06/29/1994	
46	1576764823	Alvarado	William		10	M	07/30/1993	
48	1590143873	Alyunan	Tracy		10	F	04/09/1993	
49	1576373413	Amaya	Ariane	Christina	9	F	10/17/1993	
52	1576088713	Ancheta	Rudy	William	9	M	05/23/1994	
53	1576377433	Ancheta	Shannon	M	9	F	01/22/1994	
55	1576078553	Anderson	Jennifer	Jo	9	F	11/03/1993	
56	1575878613	Anderson	Melissa	R	9	F	02/10/1994	
60	1577071343	Apodaca	Joshua	P	9	M	06/26/1994	

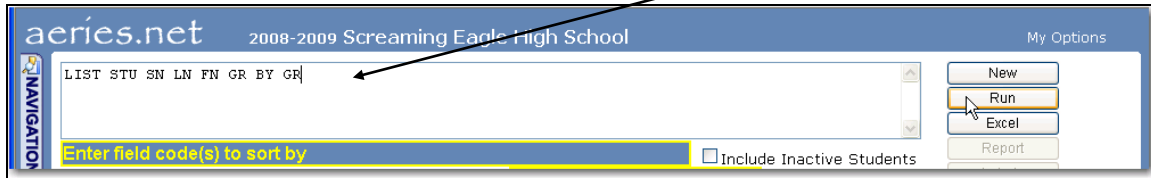
Close this screen by clicking the “X” in the upper right-hand corner of the result window. At the bottom right of the Query screen the **Keep/Skip History** will display the **SKIP** statement generated.



Any further queries or access to student data will skip all grades greater than grade 10

RUN QUERY USING SKIP

To give you an example of how a **SKIP** statement works, now type the following query statement: **LIST STU SN LN FN GR BY GR.** Click the mouse on the **RUN** button.



aeries.net 2008-2009 Screaming Eagle High School My Options

NAVIGATION

LIST STU SN LN FN GR BY GR

Enter field code(s) to sort by

☐ Include Inactive Students

New Run Excel Report

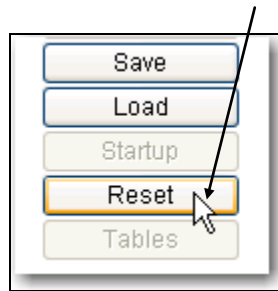
Notice there is no **IF** in the query statement. When the Query results displays click the mouse on the **End of File** button. The highest grade to be displayed will be the students up to grade 10.

2291	Wu	George	10
2293	Wu	Richard	10
6943	Yang	Newton	10
6946	Zacarias	Kelsey	10
2302	Zagala	Ronald	10
6948	Zakhia	Kevin	10
6949	Zalibra	Talia	10

Navigation buttons: Previous, First, Next, End of File (being clicked)

All query statements will utilize the **SKIP** statement until **RESET**.

RESET SKIP When you are finished running queries and/or reports, **you must RESET query** by clicking the **RESET** button.



The **Keep/Skip History** will **NO LONGER** display at the bottom right corner.



NOTE:

If you do not perform reset, the only data accessible will be the data entered in the **SKIP** command.

KEEP COMMAND

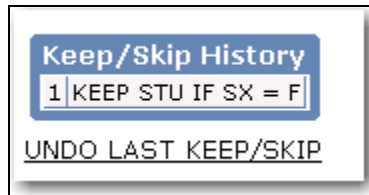
The **KEEP** command will give access to only the students selected. In the query text box type **KEEP STU IF SX = F** and click the mouse on the **RUN** button.

Notice that the only students displayed are Female students. Any query statement or program will only look at these students.

StuNum	StuID	Last Name	First Name	Midd Name	Grade	Sex	Birthdate	Status
2	1576852322	Abdelhour	Alice		9	F	04/13/1994	
3	1576373523	Abdo	Alice	A	9	F	07/21/1994	
6	1576835063	Abejon	Tanya	A	10	F	02/26/1993	
8	1576077973	Abesamis	Tatiana	J	9	F	11/16/1993	
10	1576975153	Abrego	Alice	A	9	F	12/01/1994	
17	1576069673	Adame	Nambia	A	11	F	12/23/1991	
18	1576074533	Adragna	Stefanie	Sheena	10	F	01/22/1993	
20	1576765693	Aguayo	Taunie		10	F	06/18/1993	

Close the results screen by clicking the **Red “X”** in the upper right corner of the result window.

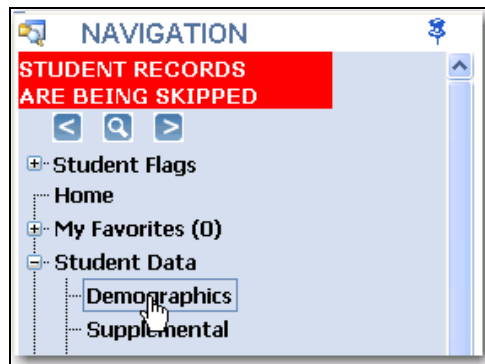
At the bottom right of the **Query** screen the **Keep/Skip History** will display the **KEEP** statement generated.



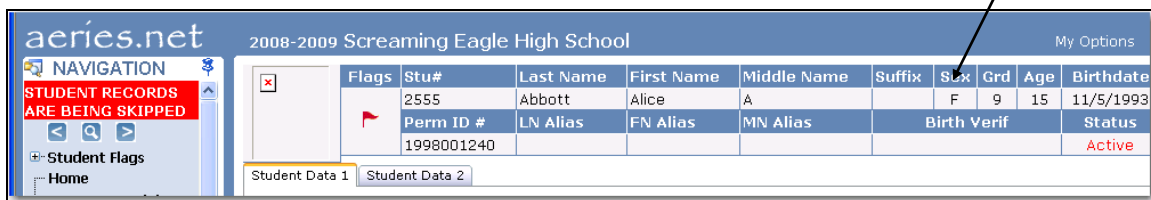
Any further queries or access to student data will only be for female students.

ACCESSING DATA USING KEEP

To give you an example of how a **KEEP** statement can also work when accessing data, click the mouse on the **Navigation Tree**. Select **Student Data** then **Demographics** node.



The **Student Data Demographics** form will display only **female** students.

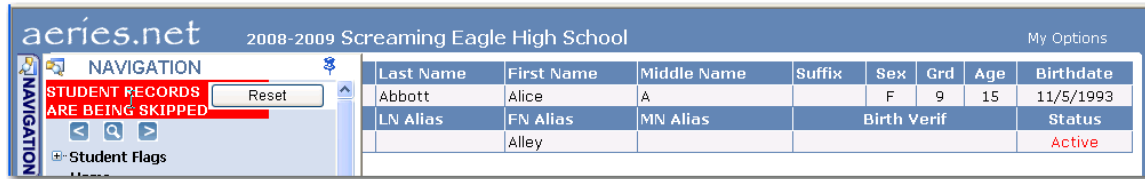


The **Navigation Tree** will display **STUDENT RECORDS ARE BEING SKIPPED**.

RESET SKIP OR KEEP

When you are finished running queries and/or reports, **you must RESET query**. Drag the mouse over the message **STUDENT RECORDS ARE BEING SKIPPED** at the top of the **Navigation Tree**.

Click the mouse on the **RESET** button.



Student Records Are Being Skipped will no longer display. Any further queries or accessing data will now include all students.

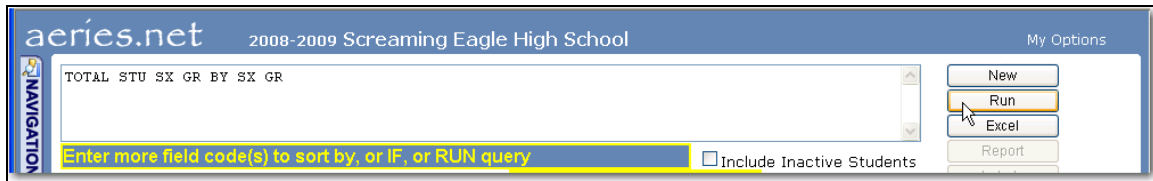


NOTE:

If Reset is not performed the only data accessible will be the data entered in the **KEEP** command.

TOTAL COMMAND

The **TOTAL** command can be utilized to add up a specific series of students to create a running total on the screen. For example, to determine the number of male and female students for each grade type the following **TOTAL** query.



aeries.net 2008-2009 Screaming Eagle High School My Options

NAVIGATION

TOTAL STU SX GR BY SX GR

Enter more field code(s) to sort by, or IF, or RUN query

☐ Include Inactive Students

New Run Excel Report

Take note to the **SORT** order selected, **BY SX GR**. These fields **must** be selected in the **TOTAL** query statement.

Click the mouse on the **RUN** button. The following calculation will be generated and will display. A report can be created and printed out with the Query results.

Query Display - A

TOTAL	SX	GR
551	M	9
301	M	12
518	F	10
4	M	0
1	M	15
6	F	16
469	F	11
4	F	17
3	M	7
903	F	8
575	M	10
484	F	9
280	F	12
1	F	7
1	F	18
941	M	8
447	M	11
1		0