


# STIDistrict – Query Tools

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## Creating a Basic Query

To create a basic query in the Query Builder, open the STIDistrict workstation and click on **Utilities – Query Builder**. Then perform the following steps:

1. When the program opens, database objects called ‘views’ are displayed in the top left window of the form. These views are designed to reference data in the STIDistrict database and display the data in a way that is easier for users to understand. Users may also select the ‘...All Tables and Views’ checkbox to allow the use of any data in the STIDistrict database in a query.
2. On the design tab, highlight the desired view in the top left window. For example, qryStudent\_Demographics.
3. Drag and drop the view into the blank space on the right.
4. Select the fields you wish to query by placing a checkmark beside the field.
5. Click the  button to run the query.

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## Setting Criteria Options

Follow the instructions to create a basic query (see above), then perform the following steps:

1. In the grid in the lower half of the screen, find the field you wish to set criteria against.
2. Follow the row across to the **Criteria** column.
3. Set your criteria accordingly using the **Criteria** and/or the **Or...** columns.

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## Setting Sorting Options

Follow the instructions to Create a Basic Query and Set Criteria Options, then perform the following steps:


1. In the grid in the lower half of the screen, find the field you wish to sort.
2. Follow the row across to the **Sort Type** column.
3. Select your sorting preference, sorting as many fields as desired.
4. Select your sort order by adjusting the numbers in the **Sort Order** column.

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## Setting Grouping Options

To set grouping options:

1. Select the fields to query.

2. Click the  button.
3. Find the field you wish to group.
4. Follow the row across to the **Group By** column.
5. Set your grouping options accordingly.

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## Linking Views and/or Tables


When using more than one view or table within a query, the views and/or tables will need to be linked together. Perform the following steps:

1. Select the tables you wish to query.
2. Find a common field between the two tables, such as **Student\_Number**.
3. Highlight the field on one of the tables.
4. Drag and drop the field from one table to the other.
5. Double click on the link between the two tables, and set **Join Properties** accordingly.

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## Saving a Query


To save an existing query:

1. Click the  button.
2. Enter all desired information and click **OK**.

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## Opening a Saved Query


To open a saved query through the STIDistrict Query Builder:

1. Click the  button.
2. Name the Query.
3. Select the category in which to save the query. (You can create new categories from within STIDistrict Workstation, Utilities menu, Query List.)
4. Enter a description of the query. This description will be printed in the header portion of the printed query. It is therefore a useful way to communicate to the end user of the data in the query exactly what the data represents. Suggested content of this area might include the person who developed the query, the criteria for data within the query, and any other information useful to the end user.
5. Select “Locked” to deny anyone not in your security group the ability to open and modify the query.
6. Select “Private” to deny anyone not in your security group the ability to open the query.


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## Printing and Exporting Query Results

To print query results, perform the following steps:

1. Click the  button.
2. This will print the results to screen.
3. Click the **Print** button to send the results to the printer.

To export query results, perform the following steps:

1. Click the  button.
2. Select your export options and click **OK**.

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## Export Manager

The Export Manager provides many options for exporting data from the STIDistrict database. Users may export data to XML, Fixed Width, or Character Delimited files, and may also introduce VB Script into the output to manipulate data prior to printing. Export file definitions are then saved, and can be run as needed from the menu. Data in the export is refreshed against the current database at run time.

To open and use the Export Manager:

1. Open the STIDistrict Workstation program.
2. Open the Query Builder, then build and save a query that includes the data to be exported.
3. Close the Query Builder. Then select Utilities, Exports, and Export Manager.
4. Click the New button to create a new export.
5. Give the export a name.
6. Select a File type (Fixed width, XML, Delimited)
7. Select the saved query upon which to base the exported data upon.
8. Define attributes of the export using the form provided.
9. Save and exit the Export Manager by clicking Save.

To execute an export:

1. Select Utilities, Exports, and Export Manager.
2. Select the export from the list.
3. Click on the Start button.
4. A message will prompt the user showing the path to the exported data.

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## Security

Because the Query Builder and the Export Manager give great access to the database, security is an important feature. Districts should take care to only allow trusted users access to the Query Builder and Export Manager menus.

Users may also limit access to saved queries. This can be done by explicitly denying access (either editing and/or viewing access) to the query upon saving it, or by saving to a Query Category and limiting access to that category using STIDistrict security.