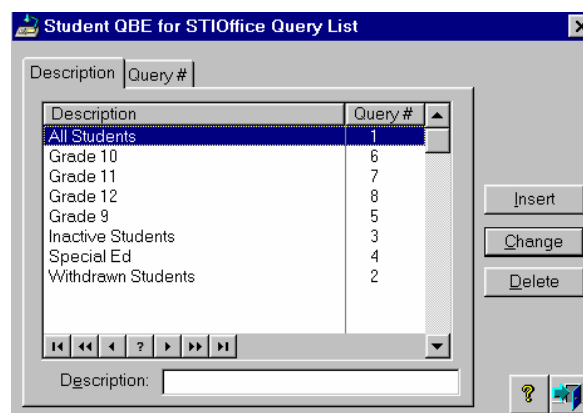


STIOffice – Student QBE Filters

Pre-Installed Filters

New installations of STIOffice contain a selection of pre-installed standard *QBE (Query by Example) Filters*. These include:

- All Students
- Withdrawn Students
- Inactive Students
- Special Education Students
- Each Individual Grade Level (based on information drawn from your System File)



Note: STI strongly recommends that users DO NOT alter or delete any of these pre-installed filters. To prevent any non-administrative users from making changes to a filter, check the *Read Only* box in the filter record.

Viewing Student QBE Filters

Under **Utilities** in the main menu, click **Student QBE Maintenance**. Two display/lookup tabs are available to locate specific filters:

- **Description Tab:** Displays filters alphabetically based on description. To locate a specific filter, click in the *Description* field located at the bottom of the window and type in the name or the first few letters of a specific filter and press the *Tab* key. Filters beginning with those letters will appear at the top of the *Query List* screen.
- **Query # Tab:** Displays filters numerically based on the filter number. To locate a specific filter number, click in the number field located at the bottom of window and type in the query number and press the *Tab* key. The filter will appear highlighted in the *Query List* screen.

Building Student QBE Filters

To create a new filter, select **Utilities** in the main menu, then click **Student QBE Maintenance**.

To illustrate the process for create a basic filter, the steps below describe how to create a filter that includes *12th grade Male* students only:

- Click **Insert** to open a blank QBE Filter record. A query number will automatically be assigned to the filter.
- Press the *Tab* key to move to *Description*. Enter a description for this filter. For our example, enter: *12th Grade Males*.
- Select the *Read Only* box (if the school is using individual user codes and passwords) to prevent the filter from being modified. Only the filter creator and a user signed in as supervisor will be able to alter the filter.
- Seven tabs are displayed, containing different areas and their respective fields from the STIOffice program to use in building QBE filters. It will default to *Students*.

The screenshot shows the 'QBE Edit' window with the following configuration:

- Number: 18
- Description: 12th Grade Males
- Read Only:
- User Disp: Students (selected)
- Filter Type: Both
- Order: Last Name
- Gender: Male
- Home Room: Start: [], End: []
- Grade: Start: 12, End: 12
- Withdrawn:
- Count: 26

Student Name	Student #	Gd	Home R.	Course #	P	Zip Code
BAIRD, DAVIDS MICHAEL	403	12	1201			
BRIGHT, RANDY LEE	414	12	1203			
CARMACK, FORBIS P	424	12	1202			
CARROLL, LARRY J	426	12	1201			
DOTY, KEITH L	441	12	1201			
EVANS, LARRY PARKER	444	12	1201			

- Leave *Filter Type* set to the default of *Both*. Other choices are *Standard* and *Advanced*.
- Under *Order*, leave the default setting of *Last Name*. Here you could also choose *Number* (that is, *Student Number*), *Grade*, *Home Room*, *Course Number*, *Zip Code*, *Phone Number* or *Group*. This sets the print order for student names.

- In the *Gender* field, change from the *Both* default to *Male* for this filter.
- The *Name* fields do not need an entry unless you want to include ONLY students within a certain alphabetical name range. Leaving the *Name* field blank will include ALL students who fit the selected requirements.
- The *Start* and *End* fields under *Home Room* should have data entered if including ONLY students who are in a certain range of homerooms. Leaving the *Home Room* field blank will include ALL students who fit the selected requirements.
- The *Start* and *End* fields under *Grade* should have data entered to include ONLY students who are in a certain range of grades levels. For this example, *12* would be entered in the *Grade* area for both *Start* and *End*. Leaving the *Grade* field blank will include ALL students who fit the selected requirements.
- Click the **Test** button to view the results of your filter settings. The names of male students in Grade 12 should be displayed onscreen. If the results are correct, click **OK** to save. This filter may now be used for any report in the program, simply by choosing this description under the *Select Filter* field.
- Additionally, you may choose the *More Students* tab to filter by *Race Codes*, *Zip Codes*, *Attendance Groups*, *Phone Numbers* or *Student Groups*. The *Not in Group* option will include all students except those in the selected group.

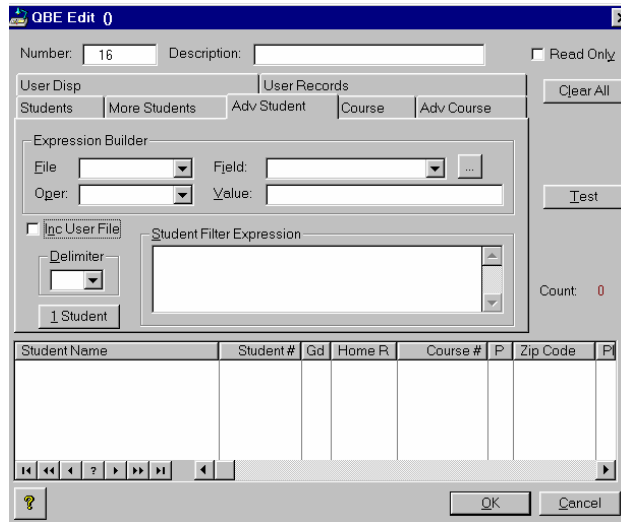
The screenshot shows the 'QBE Edit' dialog box with the following settings:

- Number: 16
- Description: (empty)
- Read Only:
- User Disp: (empty)
- User Records: (empty)
- Clear All: (button)
- Students: (selected tab)
- More Students: (tab)
- Adv Student: (tab)
- Course: (tab)
- Adv Course: (tab)
- Race Codes: (empty)
- Zip Codes: Who: (empty)
- Attendance Group: (empty)
- Phone to Use: (empty)
- Test: (button)
- Student Group: Start: (empty), End: (empty), Not in Group:
- Count: 0

Student Name	Student #	Gd	Home R	Course #	P	Zip Code	Pt

Navigation buttons: [Home], [Left], [Right], [End], [F1], [F2], [F3], [F4], [F5], [F6], [F7], [F8], [F9], [F10], [F11], [F12], [Print], [Help], [OK], [Cancel]

- Using the *Advanced Student* tab, filter by specific data elements selected in the student info, medical info, transcripts and user files fields. Select the file, the specific field and appropriate operand. Enter the value to include or exclude from this QBE. Click on the **Ellipsis** button to add the expression to the Student Filter Expression Window.



- If selecting more than one value, a delimiter must separate the filter expression. Choose the appropriate delimiter from the pull down. Also, on this tab is the **One Student** button, which may be used to build a QBE filter for a group of 39 students or less in a random (one by one) manner. The *Include User File* checkbox is used when pulling data from User Files.
- Also, you may use *Course*, *Advanced Course*, *User Display* or *User Records* tabs when building queries.

Modifying Student QBE Filters

To modify an existing filter, select **Utilities** in the main menu, then click **Student QBE Maintenance**. Perform the following steps:

- In the Query List, select the filter to be altered and click the **Change** button.
- The filter will open in edit mode.
- Make any desired changes. (You may first clear all current settings by clicking the **Clear All** button.)
- Click the **Test** button to view the new list of students generated by the filter. If the results are correct, click **OK** to save.
- Click the **Clear All** button if the test results are incorrect. All settings will be deleted * and you may then revise the filter.
- Click **Cancel** to abandon all changes and return to the *Student QBE for STIOffice Query List* window.

*Note: Student names will appear on display even after **Clear All** has been clicked.

Deleting Student QBE Filters

To delete an existing filter, select **Utilities** in the main menu, then click **Student QBE Maintenance**. Perform the following steps:

- In the Query List, select the filter to be deleted and click **Delete**.
- A message will appear onscreen prompting you to confirm the deletion of the record. Click **OK** to complete the deletion or click **Cancel** to return to the *Student QBE for STIOffice Query List* window.

Note: If you want the program to rebuild the default filters, **Delete** all filters and close the filter list. When the filter list is opened the next time, all pre-loaded program filters will be rebuilt. This will NOT rebuild any user-defined filters.
