

# STIQuery – Basics

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## Using STIQuery

A wide variety of reports may be generated via STIQuery. With this tool, the user can retrieve data from different areas of the program and combine the information together in one report.

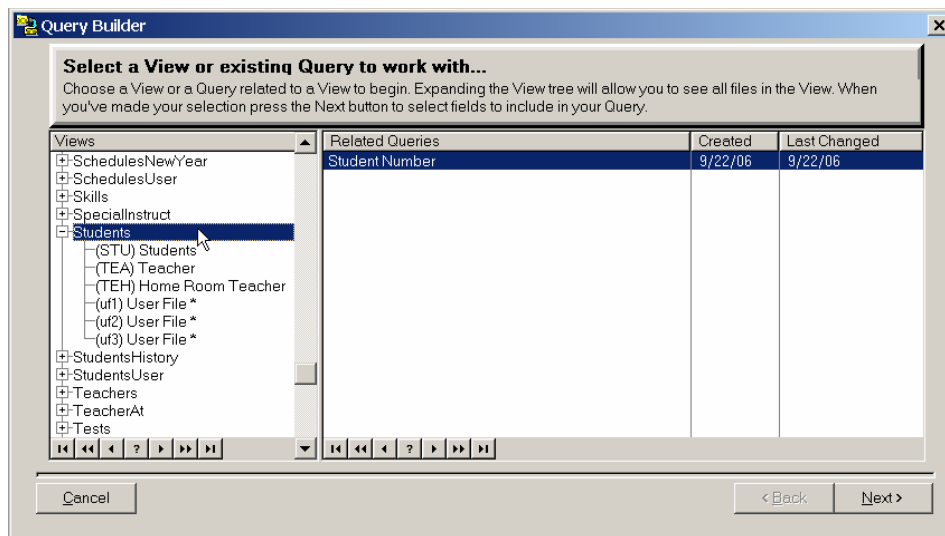
As the steps are described in this document, we will outline a student report that includes a locker combination, parking sticker number, the individual with whom the student lives and the student's birthplace. We will also set up the query to ONLY include students for whom the *Lives With* field is marked *Parents*.

A second example is included at the end of this document.

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## Select a View or an Existing Query

Choose a *View* or a *Query* related to a view to begin. Click on the + sign to expand the view tree, which will allow you to see all files in the view.



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Note: All views contain student demographic information, with the exception of the *Alumni* view.

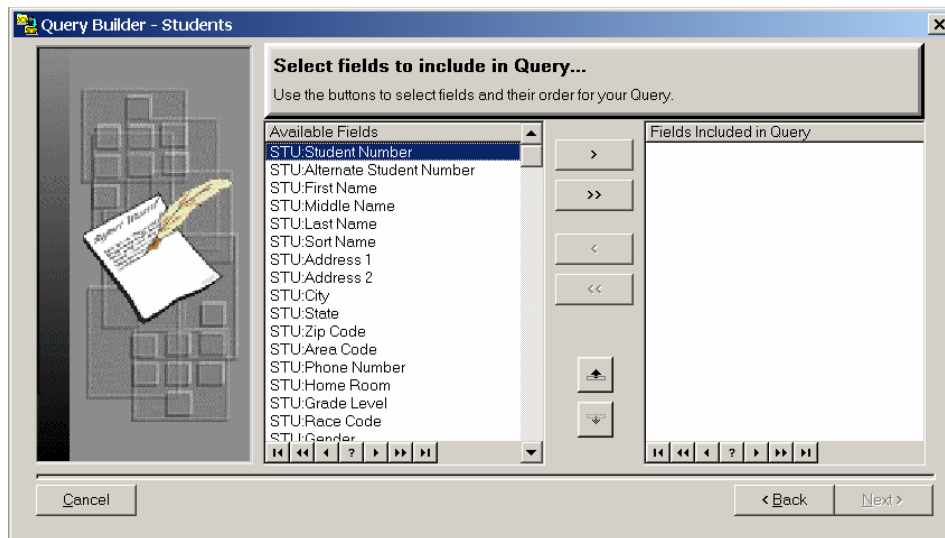
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Once you have made your selection, click the **Next** button to select fields to include in your query.

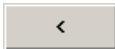
- For our example, select **Students**, then click **Next**.

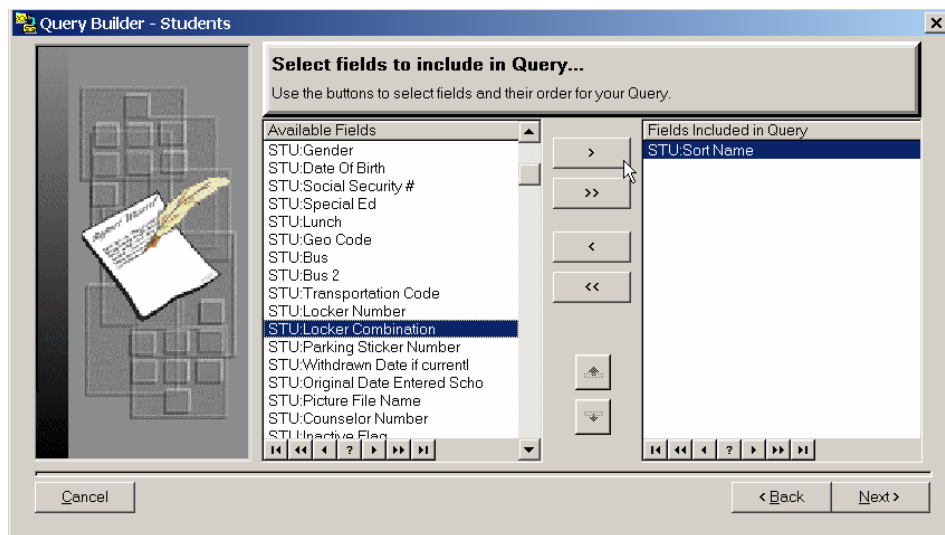
# Select Fields



You will then see a listing of all related fields that may be used in this query.



Scroll through the list and click on each field to include. Click the  button after each choice. This will add your choice in the *Fields to Include in Query* list.

To remove any fields from the query, select the field in the window on the right and click the  button.



These fields will print on the report in the order chosen. To change the order, highlight an included field and then click the  or  buttons to move the field's print position.

Click **Next** when ready to continue.

- For our example, Choose *STU: Sort Name*, *STU: Locker Combination*, *STU: Parking Sticker Number*, *STU: Lives With* and *STU: Birthplace*, then click **Next**.

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## Select Order and Report Breaks

You may select up to six fields with which to order your query. Within each field, you may choose to sort by ascending (*A to Z*) or descending (*Z to A*) order. You may also choose whether to include *breaks* in the report.

The screenshot shows the 'Query Builder - Students' dialog box with the 'Select an order and report breaks' screen. The dialog has a title bar with a close button. On the left is a preview area with a grid and a sticky note. The main area contains a list of fields with dropdown menus for sorting and checkboxes for 'Break', 'New Page', 'Header', and 'Footer'. A 'Summary Only' checkbox is at the bottom right. Navigation buttons 'Cancel', '< Back', and 'Next >' are at the bottom.

| Field                      | Sort   | Break                               | New Page                 | Header                              | Footer                              |
|----------------------------|--------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| STU:Sort Name              | A to Z | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| STU:Locker Combination     | A to Z | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| STU:Parking Sticker Number | A to Z | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| STU:Lives With             | A to Z | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| STU:Birthplace             | A to Z | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                            | A to Z | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

- Only fields that you have chosen for your query will be available here. You may also have STIQuery split your report up into several pages, using the *Break* and *New Page* checkboxes.
- If you wish, you may add a *Header* or *Footer* at the top or bottom of each page of the report.
- Click **Next** to continue.


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## Build a Filter

Filter your query by any special field values, using delimiters if you wish to build more complex filters. If you would like to include ALL students in the query, skip this screen.

The screenshot shows the 'Query Builder - Students' dialog box with the 'Build a filter...' screen. The dialog has a title bar with a close button. On the left is a preview area with a grid and a sticky note. The main area has input fields for 'Field', 'Operator', 'Value', and 'Delimiter'. A 'Filter' list box shows the current filter: 'STU:Lives With | Equal To | PARENTS'. Navigation buttons 'Cancel', '< Back', and 'Next >' are at the bottom.

For our example, perform these steps:

- Under *Field*, scroll down the drop-list and select *STU: Lives with*.
- Under *Operator*, scroll and choose *Equal To*.
- Under *Value*, enter *Parents*.
- Click on the  button to add these settings to the filter.

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**Note:** To add additional criteria to the filter, you could use the *Delimiter* drop-down list to choose from *And*, *Or* or the *Group* and then repeat the above steps. If necessary, click the **Clear Filter** button to remove all filters and begin again. Use the **Up** and **Down** arrows to move criteria up or down in priority. Use the **Remove Selected Filter Component** button to remove a selected criterion from the filter.

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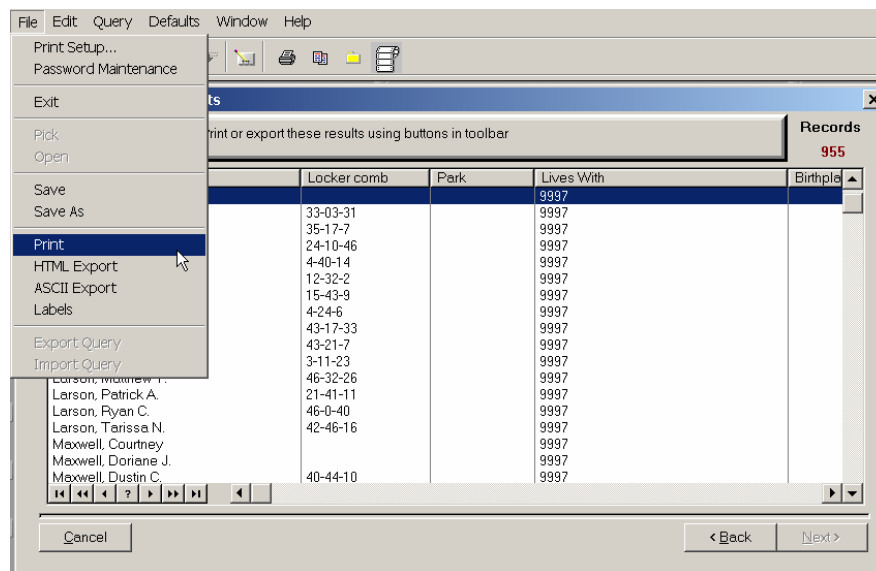
- Click **Next** to continue.

This concludes the data entry portion that is specific to the example described thus far.

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## Query Results

Once the results of the query appear onscreen, the user has several options.

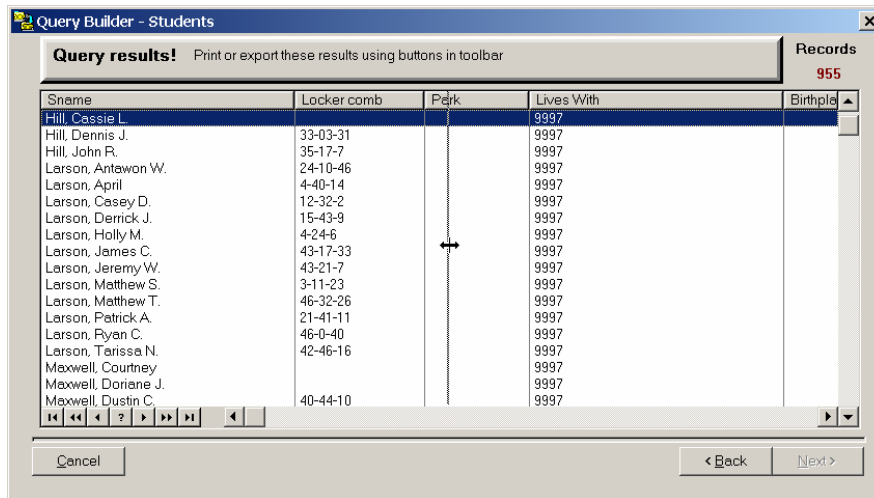


Click **File** and choose from the following options. Most of these options are also available via shortcut icons on the toolbar, as shown below. Hover your mouse cursor over any active shortcut icon to see a popup caption that describes the icon's function.



- Click **Print** to send the report to the printer.
  - To change the report to *Landscape* layout, click **File | Print Setup**. Select **Landscape**, click **OK** and then click the **Printer** icon to send the report to the printer.
- **HTML Export:** Select this option to e-mail query results.
- **ASCII Export:** Select this option to export the results to an *ASCII* format.


- **Labels:** Select this option to allow the information to print on a label.
- **Column Width:** To edit the column width, place the cursor between column headings. When the cursor changes from the pointer to a left/right arrow, click and drag to adjust the width.

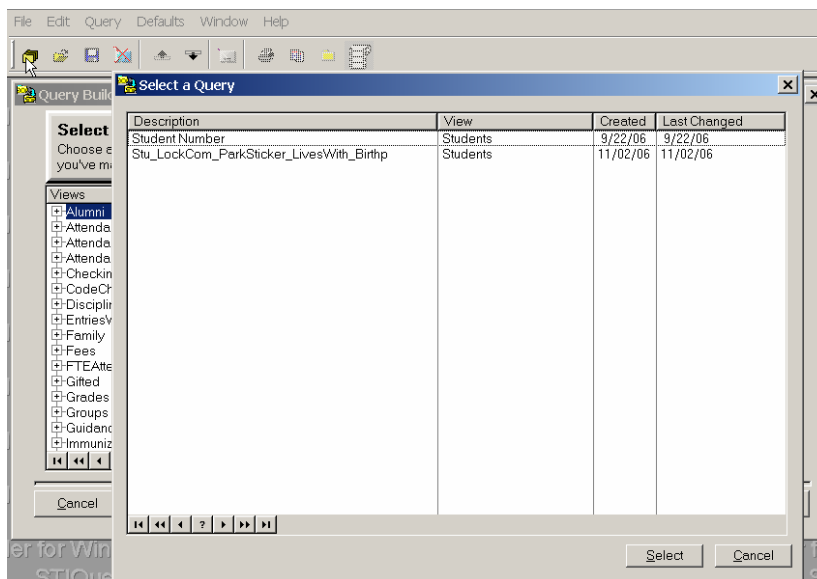


- **Save:** If you wish to save the query (not the results, but the actual query parameters) for future use, click the **Save** button and enter a query *Description*.
- **Column Format:** The format of columns may be adjusted.

## Accessing Saved Queries

Once a query has been saved, it may be used for any subsequent query. If the sample query described in this document were saved, the next time a user opens STIQuery and chooses *Students*, the saved filter could be selected. There are three ways to access saved queries:

- Click the  button on the toolbar. Choose the saved query from the list and click **Select**.

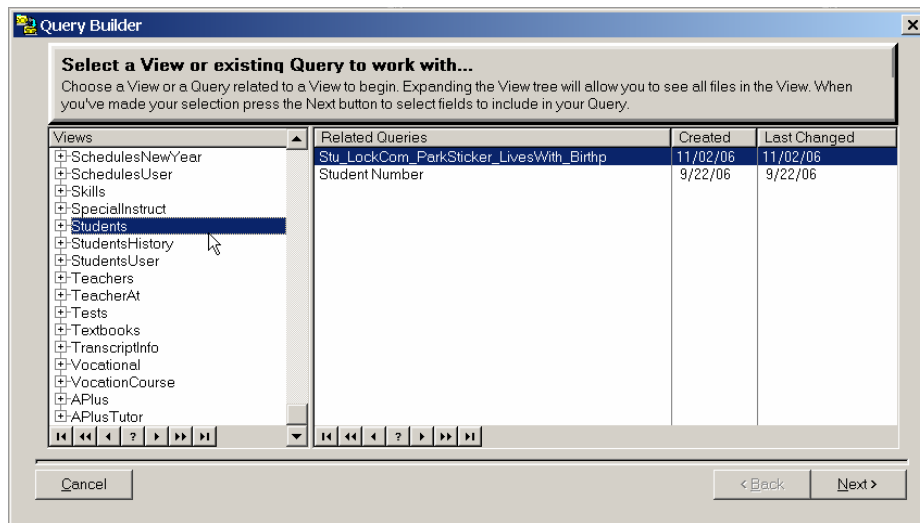


- Select **File** from the toolbar and select **Pick**. Choose the query from the list and click **Select**.
- Select a *View* from the initial query builder screen. A list will be displayed of queries that have been created and saved using that view. Choose a saved query from the list and click **Next** to open it.

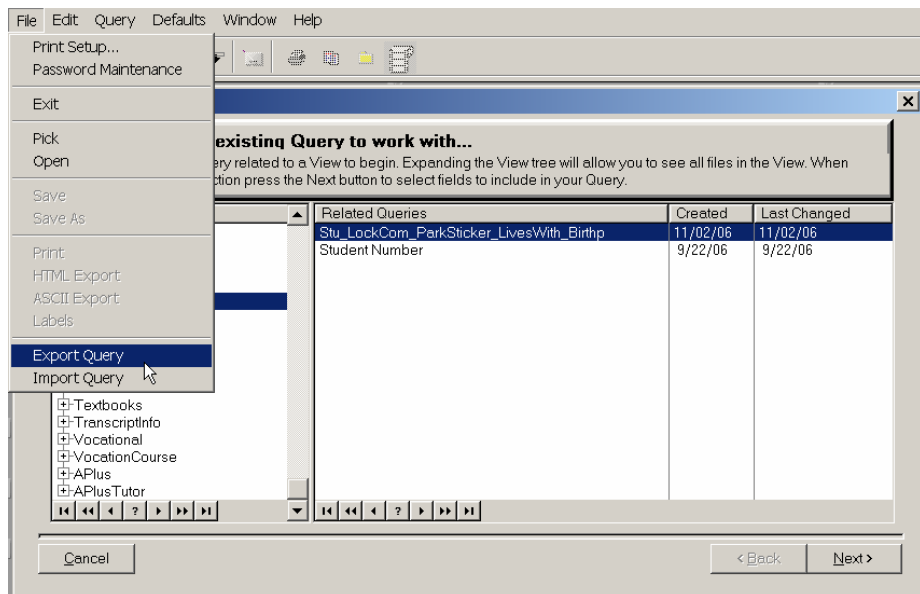
## Exporting and Importing Query Definitions

Once a query has been created and saved, the setup of the query may be exported to be imported to another installation of the STIQuery program.

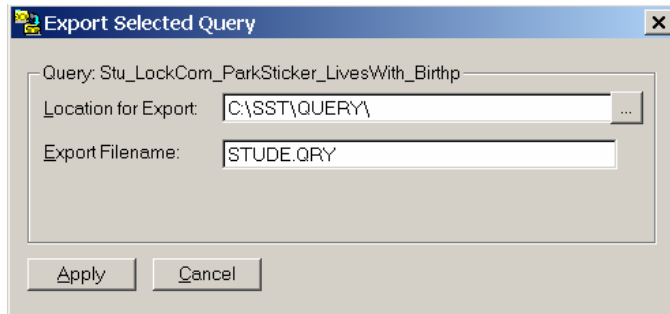
To export a query, select a *View* from the initial query builder screen. A list will be displayed of queries that have been created and saved using that view.



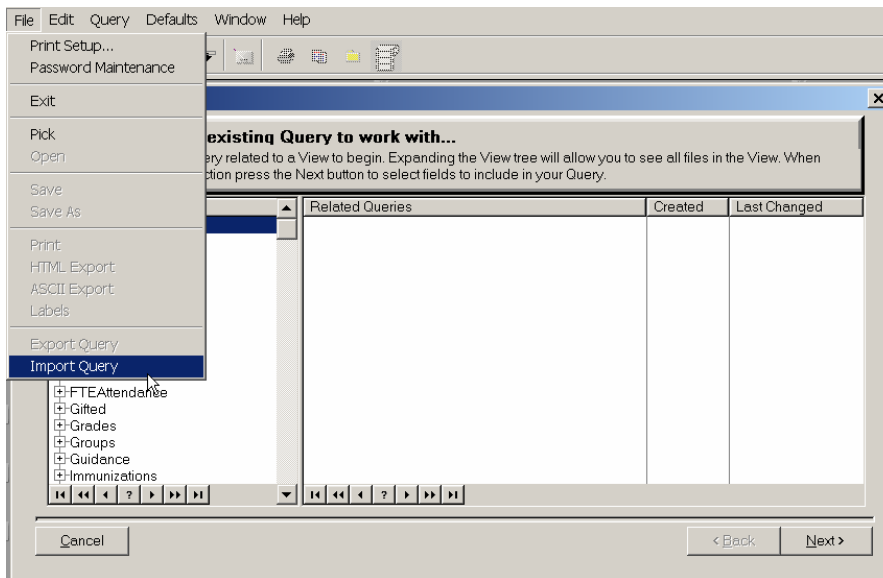
Choose a saved query from the list. Select **File** from the menu bar and then click **Export Query**.



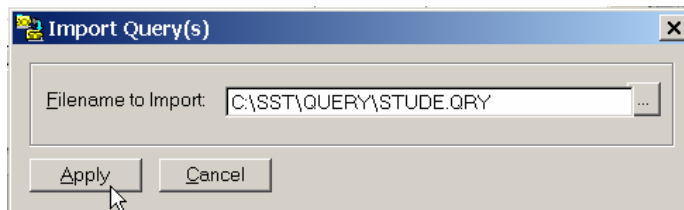
Enter the destination or click the **Ellipsis** button to navigate to the folder to which to export the query setup. Click **Apply**.



To import an exported query, select **File** from the menu bar and then **Import Query**.



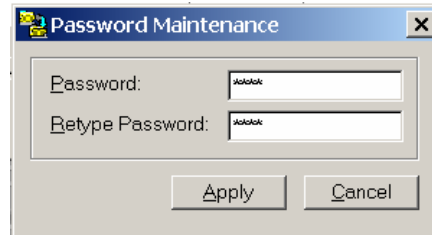
Enter the path and filename of the *fam qry* file that was created following the steps above. Click **Apply**.



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## Setting A Password for STIQuery

A password may be entered in STIQuery to limit access to the program. Open STIQuery and select **File** from the menu bar. Click **Password Maintenance**.



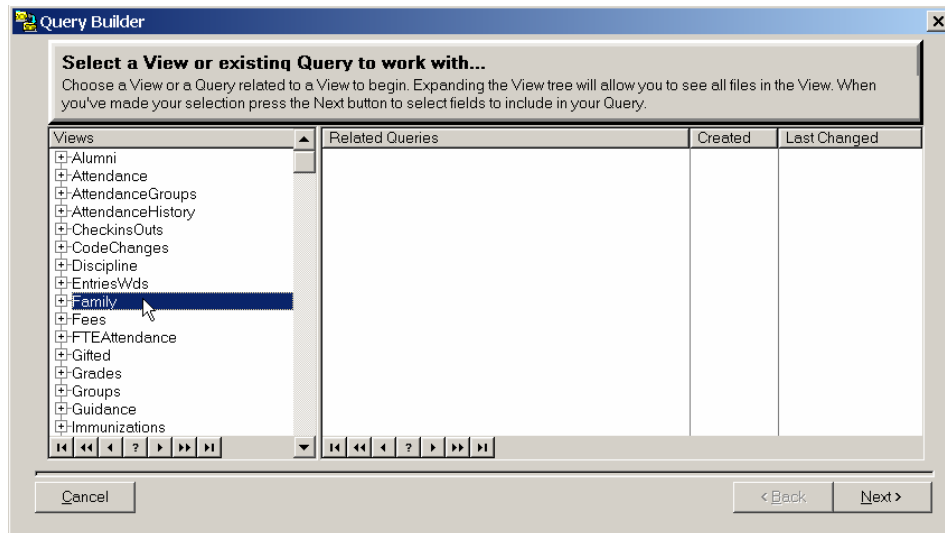
Enter the password. Retype the password in the field provided. Click **Apply**.

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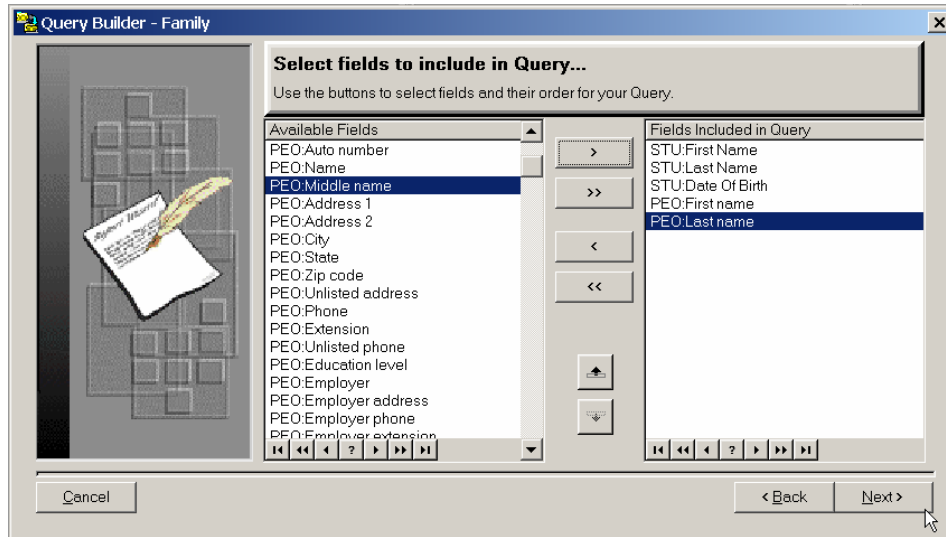
## Second Sample Query

Perform the steps listed below to create a query sorted by *Last Name* and displaying the student's *First Name*, *Last Name* and *Date of Birth*, along with the *Primary Guardian* for *Sophomores* who were born before *10/31/89*:

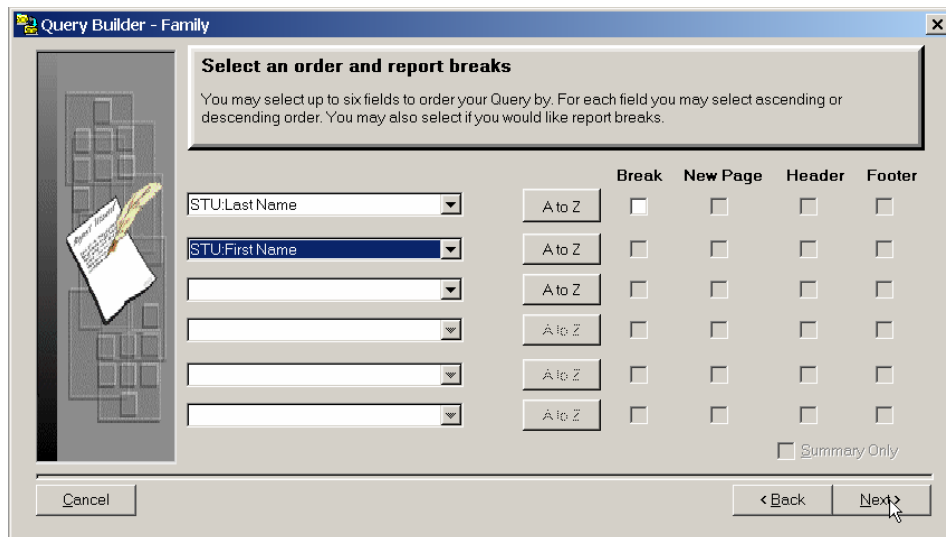
- Select the *View of Family* in order to include *Guardian* information. Click **Next**.



- Select the fields to be displayed in the report. In this example, choose *STU: First Name*, *STU: Last Name*, *STU: Date of Birth*, *PEO:First Name* and *PEO:Last Name*.

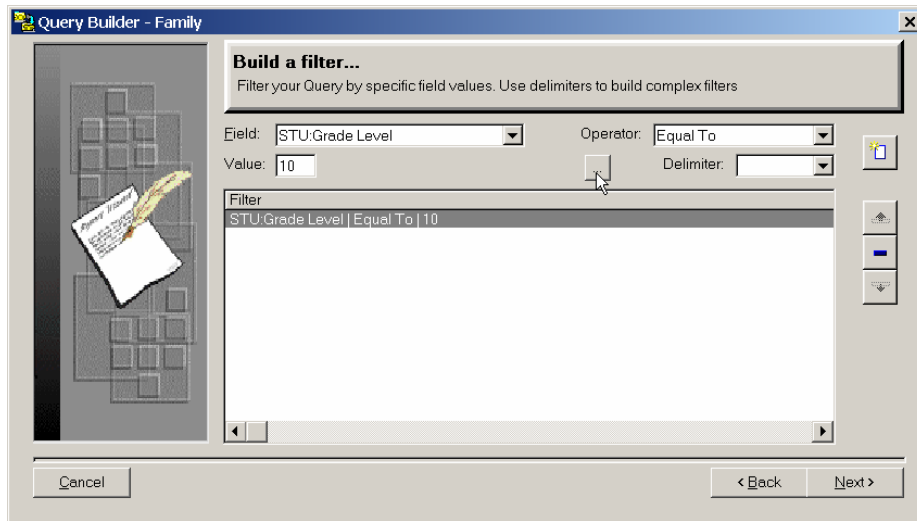




- Click **Next**.

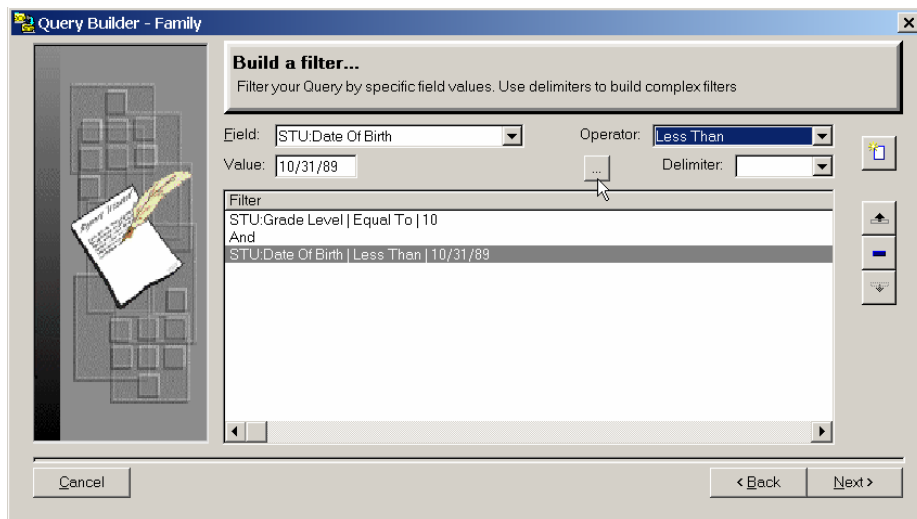


- On the *Select an order and report breaks* screen, select *STU:Last Name* to sort the report by last name. You may also select *STU:First Name* in order to sort the report by first name within last name order, in case there are multiple students who have the same last name.
- Click **Next**.

- On the *Build A Filter* screen, make the following selections:

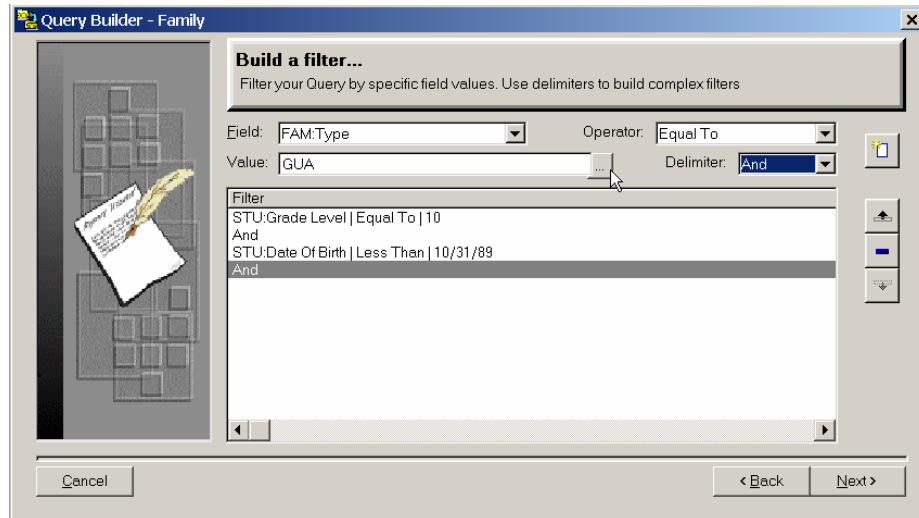


- Select *Field* of *STU:Grade Level* and *Operator* of *Equal to*. Enter a *Value* of *10*. Click the  button to add to the *Query Filter Expression* box. These settings will limit the report to *Sophomores*.
- Click the *Delimiter* drop-down arrow and select **And**.
- Select *Field* of *STU:Date of Birth* and an *Operator* of *Less Than*. For *Value*, enter *10/31/89*. Click the  button to add to the *Query Filter Expression* box. These settings will limit the report to students who were born before 10/31/89.

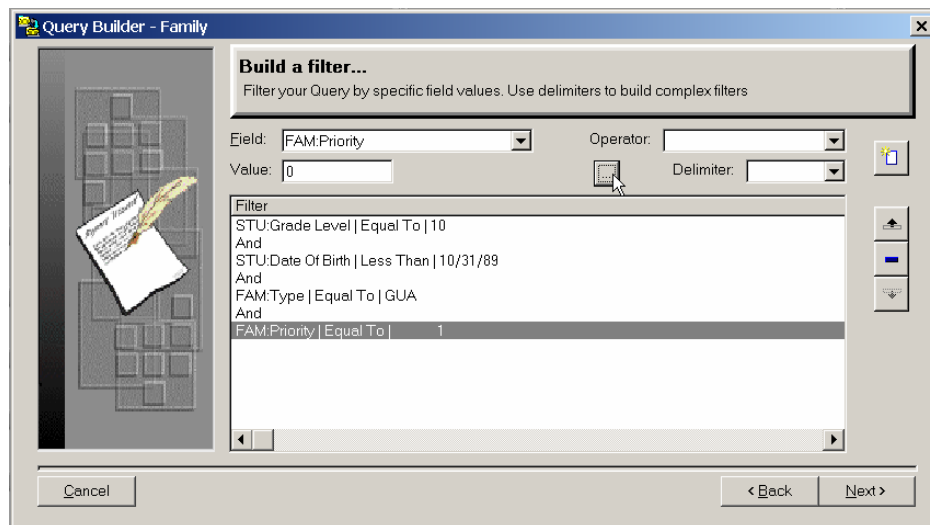


- Once again, click the *Delimiter* drop-down arrow and select **And**.

- Select *Field* of *FAM:Type* and an *Operator* of *Equal To*. Enter *GUA* in the *Value* box. Click the **...** button to add to the *Query Filter Expression* box. These settings will limit the report to display only *Guardian* contacts (excluding contact types of *Emergency* or *Doctor*).



- Click the *Delimiter* drop-down arrow and select **And**.
- Select *Field* of *FAM:Priority* and an *Operator* of *Equal To*. For *Value*, enter *1*. Click the **...** button to add to the *Query Filter Expression* box. These settings will limit the report to display only those guardians who have been assigned a *Priority* of *1* via the *Guardian+* menu in the student's record in STIOffice.



- Click **Next** to view the query results.