# **VDF Query User Manual**



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# Introduction

Available in all the main Modules, security is required to use this feature.

If a Report is not currently available in PCSchool the VDF Query feature allows you to create your own. This is a very powerful tool and a basic knowledge of its use is essential.

# © PCSchool Quick Start

#### Path:

Utilities → VDF Query Generator

## This is an Overview only please read the full instructions if you need further Help to Create a VDF;

Main File: SF: Student File		1					• Q	🖻 🖬	
Query Title:									
elds   Calactian   Ordaring   Tarta	0.444								
cids   Selection   Urdening   Texts	[ Output ]								
able	_	- Printed Fel	do						
SF: Family		Field nat	ue .		Sum	G	Start	Width	~
2		Surname					0.0	7.6	-
		Given nan	ne				5.0	7.6	
		Sex			_		10.0	0.7	
ields		Birth date					12.0	23	
Sex	^						4		
Siven name	-						4		
Known as name 3									-
Middle name	_	1					1		
Birth date	-		Add	Insert	Delete	Exp	pression	Adjust bel	wo
nge	~								
						Ru	n	Clos	e

1.	Select the Main File.
2.	Highlight the Table you wish to take the data from.
3.	Double click the Field that holds the data.
4.	Change the Start Column so it will fit onto an A4 piece of paper.

Main File: SF: Student File         Query Title:         Fields       Selection         Ordering Texts       Dutput         Field name       Type Value         SF: Student File       Field name         Fields       Selection         SF: Student File       Field name         Field name       Type Value         Outently year       Field name         Fields       Selection Operators         Fields       Selection Operators         Fields       Selection or equal (<=)         Greater than or equal (<=)       Greater than or equal (<=)         Greater than or equal (<)       Sting does not include (CIN)         Between (xy)       Utside interval (CBT)       Expression Default value         Utside interval (CBT)       OK       Cancel         Night the Table you wish to take the data from.       tble click the Field that holds the data.         pet from the list.       Section the list.	Query Definition (SF: Student File)				
Query Title:         Fields       Selection         Ordering       Texts         Output       Field name         Field name       Type         Value       Field name         Fields       Selection Operators         Campus       Home class         Home class       Sting includes (IN)         Status       Otto cancel         Outide interval (CBT)       Selection Class         Hight the Table you wish to take the data from.         tble click the Field that holds the data.         pact from the list.	Main File: SF: Student File			- Q (	ê 🖬 🖸 🕯
Fields       Selection       Ordering       Texts       Output         Table       Field name       Type       Value       Value         Fields       Field name       Type       Value       Texts       Texts         Fields       Field name       Type       Value       Texts       Texts       Texts         Bith date       Fields       Fields       Fields       Fields       Texts       Texts <td>Query Title:</td> <td></td> <td></td> <td>_</td> <td></td>	Query Title:			_	
Birth date Age Campus Home class Home class Home room Status Default value Default value	Fields     Selection     Ordering     Texts     Output       Table     SF: Student File     1       SF: Family     1       Fields	Selections Field name Current year Selection Operators Equal to (=)	Type Value	12" (both mcl)	
hlight the Table you wish to take the data from. Ible click the Field that holds the data. act from the list.	Birth date Age Current year Campus Home class Home room Status	Less than (<) Less than or equal (<=) Greater than or equal (>=) Greater than (>) Not equal to (<>) String includes (IN) String does not include (CIN) Between (x-y) Outside interval (CBT)	3	Expression De Sel Open 5	fault value
hlight the Table you wish to take the data from. Jble click the Field that holds the data. ect from the list.		ОК	Cancel		
uble click the Field that holds the data. ect from the list.	hlight the Table you wish to take	the data from.			
ect from the list.	uble click the Field that holds the	data.			
	ect from the list.				

1. 2. 3.

#### Security

**Path:** Utilities  $\rightarrow$  User Security Setup (security is required to see this)

Available in all the main Modules, security of Ad Hoc Reporting is required to use this feature. If the group ADHOC is not available please create it. Access can be denied to

PCSchool Security Prof	🛿 PCSchool Security Profile Management 👘 🔛 🔀					
System Profile Group Profiles	User Profiles Group Protect	Global Prote	ct Audit			
Enter a New Group, or Select						
Secureable Items	Selected Views for this Group	Access	Create	Delete	Edit	
Audit log View System File View Report Alias Maintenance Report Alias Listing Work Areas Maintenance	Ad Hoc Reporting		V	V		
PCSchool Backup Ad Hoc Reporting Reindex Files File Update PCSchool Explorer						
Add Item Add All	Clear Remove Item		Exi	Panel	Exit Prog	ram

If a Report is not currently available in PCSchool the VDF Query feature allows you to create your own. This is a very powerful tool and a basic knowledge of its use is essential.

### © PCSchool

# Main File:

You may require assistance from PCSchool's Help Desk when selecting the Main File.

The main file can be selected in two different ways:

- From the Table Selector Icon
- From the Drop Down list

For those wishing to view the list alphabetically the Table Selector Icon is a good option.

	Query Title:				
lect	table				E
#	Display name 2	DF name	Root name		· ·
4	Absent	ABSENT	ABSENT		9
0i	Accreations rile	ACCILED	ACCINED		-
176	Activity	ACTIVITY	ACTIVITY		
305	ALHCODE	ALHCODE	ALHCODE		
307	ALPPLAN	ALPPLAN	ALPPLAN		
306	ALPROG	ALPROG	ALPROG		
802	ALUMHIST	ALUMHIST	ALUMHIST		
303	ALUMNOTE	ALUMNOTE	ALUMNOTE		
01	ALUMREL	ALUMREL	ALUMREL		
804	ALUMTRIG	ALUMTRIG	ALUMTRIG		
50	Alumni - Past Pupils	ALUMNI	ALUMNI		
41	AS: Asset Additions	ASSETADD	ASSETADD		
31	AS: Asset File	ASSET	ASSET	2	
39	AS: Asset Item File	ASSITEM	ASSITEM	3	~
					-

1.	Click the Table Selector Icon.
2.	Click a column heading to arrange the sort order.
3.	Highlight the data file you want and click OK to select it.



You can	You can select different Main Files to view the Data files that are available with the Main File.					
		Select the Main file from the drop down list:				
		<ul> <li>Scroll up and down by using the mouse wheel</li> </ul>				
1.	Main File	<ul> <li>Use the slide of the right hand side of the drop down window to find the</li> </ul>				
		Data file you want				
		<ul> <li>Highlight a Data file and use the arrow keys</li> </ul>				
2.	Table	Displays the Data files available with the selected Main File.				
3.	Fields	Highlight the different Data Files to view the available fields.				

Selecting the Main File can take time, below are some of the more common features for selecting files;

- SF: Student and family
- DE: Debtors information
- CB: or Ledger: General Ledger information
- CS: Student subject information
- AS: Asset register
- LB: Library

# **Query Title:**

- Optional
- Will display on a report printed through PCSchool

It is optional to add a Title to the report.

Query Definition (Exam	iple VDF)					
Main File: SF: Stu	dent File				• •	
Query Title: Example	VDF					
ields Selection Ordering	Texts   Output					
Table						
SF: Student File SF: Family	Tit	le will dis printed	splay on report	Sum	Cr Start	Width ^
Fields						
Hechum Studkey	<b>a</b>					
Student≣						
neg no Barcode						9
Home teacher Family code	~	Add	Insert	Delete	Expression	Adjust below
				1		0
					Bun	Close

# Fields Tab

Select the information you will want on the report from the fields, you may need to scroll down the list to find the fields.

📕 Query Definition	(SF: Student File)
Main File: S Query Title:	iF: Student File 📃 🔍 📽 🖬 🗅
Fields Selection Ord Table SF: Student File SF: Family	Printed fields Field name Sum Cr Start Width Surname 2 7.8 7.6
Fields Family code Sex Surname Given name Known as name Middle name Birth date	Add Insert Delete Expression Adjust below
	<u>B</u> un Close
Field	Scroll to find the Field and; • Double click or • Highlight and click Add
Printed Field	Once selected you can view the information in the Printed Fields.
Name Change	You can highlight a name in the Printed Fields and overtype to change it.

# **Printed Fields**

The columns in the printed fields can be adjusted.

Query Definition (Example VDF)					
Main File: SF: Student File			•	् 🛩 🖬	D
Query Title: Example VDF					
Fields Selection Ordering Texts Out	put				
Table		2	21		
SF: Student File	Printed fields	2	3 4	· 3	
SF: Family	Field name	Sum	Cr Star	t Width	~
	First Name			0.0 7.6	
	Given name			7.8 7.6	
1	Birth date			5.6 2.5	
Fields	Famkey	_		8.4 2.0	
Family code	A LE			20.6 2.8	
Sex				(3.7 7.6	
Surname	0				
Given name					~
Known as name					-
Middle name	Add Insert	Delete	Expression	n Adjust be	low
Birth date	×				
					-
			Run	Clos	e

If the report is to be printed in PCSchool you may need to make adjustments to the columns if printing to Excel this is not necessary.

1.	Field name	Can be changed to have more meaning.
2.	Sum	<ul> <li>If you have radio box in the column, checking it will calculate totals;</li> <li>Dollar values will be added</li> <li>Number values will be added</li> </ul>
3.	Cr	<ul> <li>Carriage Return; if checked a new line will be started</li> <li>Click into the start column on the same line</li> <li>Click Adjust below to reset Start to zero</li> <li>This is not necessary for Excel</li> </ul>
4.	Start	<ul> <li>This is the cm start point for the printed information on an A4 sheet.</li> <li>Start points can be adjusted if the gap between the printed columns is too big, this allows more to be printed across a page.</li> <li>Nothing over 15cm will print on an A4 portrait sheet</li> <li>Check CR radio box to start a new line</li> <li>This is not necessary for Excel</li> </ul>
5.	Width	<ul> <li>The width is the cm allowance for the selected field.</li> <li>Adjust the width for the information to display better</li> <li>If the width is adjusted in the next width down click Adjust Below</li> <li>This is not necessary for Excel</li> </ul>
6.	A15	If you need a blank line between the lines of data select a field that is not used and check the CR Radio box.

#### Start

When printing through PCSchool too much space between the data printout can be reduced by entering a new value in the Start column. You can also alter the Width if the report appears 'messy'.

Sumane	Given name	Final year	Date depart	Initial year	Date arriva
			Initial year: 2		
Ward	Simon			2	28/01/1994
			Initial year: 9		
Hill	Shaun			9	31/01/2002
James	Andy Jr.			9	31/01/2002
Nash	Albert			9	31/01/2002
Suthicheti	Simponne			9	17/07/2002

#### Task buttons

Main File: SF: Student File				- Q	🗳 🖬	
Query Title: Example VDF			_			
	and the second s					
ias   Selection   Urdening   Texts   U	utput					
sble						
F: Student File	Printed fields					_
F: Family	Field name	Sum	Cr	Start	Width	0
	First Name			0.0	7.6	
	Given name			7.8	7.6	
	Birth date			15.6	2.5	
ids.	Famkey			18.4	2.0	
milu code	Balance			20.6	2.8	
anny code	A15			23.7	7.6	
uen name			E D			
	1 2	3		4	5	~
idde name			1 -	. 1		1
de data	Add Ins	ert Delete	Exp	ression	Adjust bel	0W
nn date	<b>M</b>					

1.	Add	Use this button to Add highlighted Fields.
		To insert a field in the already selected Printed Fields, this is the sequence the data will print in:
2.	Insert	<ul> <li>Highlight the line you wish to Add it above</li> </ul>
		<ul> <li>Highlight the Field you wish to Add</li> </ul>
		Click Add
3.	Delete	Highlight a Printed Field and click delete to remove it.
4.	Expression	Click to Add an Expression.
		After modifying the Start and/or Width columns;
5.	Adjust Below	<ul> <li>Click into the next line down in the same column</li> </ul>
		Click Adjust below to reset the cm
6.	Run	Only used after a selection has been entered.

### Expression

Using an expression will allow two or more Fields to merge.

Student# Ethnic id# Type Priority Owner Source	Add Insert Dele e Expression Add Insert Edit Edit Close
Click Expression     Select Ac     Highlight	then: Id to create a new Expression on the next free line a Printed Field and select Insert to Insert a new expression above a printed

• Select Edit to modify a highlighted expression.

ong label:	Origins 1	
Short label:	Origins 2	- 
Width: 3	20 characters	5
Return type:	String 4 - Decimal	places: 0
	6 Edit	

1.	Long label	Enter your name for this expression.
2.	Short label	Enter a name for the Printed Field.
3.	Width	Enter the width in character format for this expression.
4.	Return Type	<ul> <li>Select;</li> <li>Numeric: Numbers</li> <li>String: Include Alpha and Numeric Fields for example Students name and Date of Birth</li> <li>Text: Add Text to the Report for example New Zealand</li> <li>Date: Date related</li> </ul>
5.	Decimal Place	Only active if Numeric is selected.
6.	Edit	Click to add the Fields.

	Edit string expression	IC.DESC)	
	Tables Fields	Functions	3
	STUDETH STUDENT FAMILY ETHNIC 2 ETHNIC	Mid(s,i,i) Left(s,i) Right(s,i) Uppercase(s) Lowercase(s) Length(s) Trim(s) SysDate() DateIncrement(d,i,i) FirstDayInMonth(d) DateWeekNumber(d)	
		OK Clear Cancel	
	Start with a bracket.		
2.	Highlight the Table you want to selec	t the Fields from.	
3.	Click the Field once.		
	Use a + to add another Field.		
	Use inverted commas to add a space	Э.	
	End with a bracket.		
	Click Ok and if the expression is corr	rect you will be allowed to continue.	

When you return to the VDF the line will be created

viteri you return to the vDi	the line will be created.
Di Ouerre Definition	(Churdwest Ethnia and Language Verse)

main rile. Jotudei	nt Origins		-	Q 🚔 🖬	
Query Title: Studer	nt Ethnic and Language Year 10 and 12		_		
elds Calaction Ordering	Tauta   Outrue				
side   Selection   Urdening					
able	Printed fields				
student Urigins	Pata	Sum	0 9	ut Width	
E- Student File	h said to aroun		G 310	IL WIDT	1.000
SF: Student File SF: Family	Origin			0.0 5.1	

# Selection

Use the Selections tab to add filters to the Printed Fields. If your selection is part of the Indexes available in Ordering it will speed up the data collection.

	📕 Query Def	inition (Example VDF)
	Ma	in File: SF: Student File 💽 🔍 😅 🖬 🗅
	Que	y Title: Example VDF
	Fields Selec	tion Ordering Texts Output Selection Operators
	Table SF: Student F SF: Family Fields Birth date Age Current year Campus Home class Home room Status	ile          Field name         Current year         Current year         Greater than or equal (<=)         Greater than or equal (>=)         String includes (IN)         String does not include (CIN)         Between (x-y)         Outside interval (CBT)         Add         Student Tag Se
		Run Close
1.	Fields	Select the Field and double click or click Add. If you are going to use the Ordering feature to speed up the running process check the placement of the Fields. The first selected field needs to be the First position in the Ordering tab.
2.	Selection Operators	<ul> <li>Select from the generated list, the most common are:</li> <li>Equal to: Used to select by a single value.</li> <li>Less than: Select everything less than a value.</li> <li>Less than or equal: Select the value entered and everything of a lesser value.</li> <li>Greater than or equal: Select the value entered and everything of a greater value</li> <li>Greater than: Select everything greater than a value.</li> <li>Not equal to: Exclude a single value.</li> <li>String Includes: Single value of a string.</li> <li>String does not include: Excludes a single value from a string.</li> <li>Between: Select the values entered and everything in between.</li> <li>Outside Interval: Exclude all values entered and everything in between.</li> </ul>
3.	OK	Click OK when your selection is complete.

Enter a Value parameter for the Selection. Values can be Alpha, Numeric or Dates depending upon the Field you have selected.

📕 Query Definition (	Example VDF)
Main File: Si	F: Student File 💽 🔍 😂 🖬 🗅
Fields Selection Orde	sting Texts Output
Table SF: Student File SF: Family	Selections 1 Field name Type Value Balance 500
Fields Recnum Studkey Student# Reg no Barcode Home teacher Family code	Balance (>): 3 4 OK Cancel ression Default value Student Tag St Open Family Tag Set Open
	Run Close
I ype Dofault Value	Click to open the Selection window
Selection	This field is case sensitive and must match PCSchool exactly

### Tag Set

4.

OK

Tag Set can be used for selecting Students or Families in any VDF Query where SF:Student File or SF:Family File are available as part of the main file selected.

Click to accept the entry.

Fields     Selection     Ordering     Texts     Output       Table     Student of Family       CS: Current Subject Information     Files must be     Type       SF: Student File     Type     Value	
CS: Subject Codes CS: Curriculum Key Areas	~
Fields Recnum Student# Period id Campus Year Studkey Average V Student Tag Se Open  Family Tag Sel 0	nts Set refault value

# Ordering

Ordering has several useful features:

- Ordering determines the **Order** the information appears in the report; this does not affect the fields selected.
- Placing a tick in the order value places a break in the report making it easier to read.
- If Ordering has an Index that matches the Selection then it will speed up the data collection process.
- You can use **Ad Hoc** to give you a greater range for ordering.
- You can place a **line break** in the printed report.
- If you are creating a VDF for eMerge using a seed value you must select the seed in the first position in ordering.
- Ordering speeds up the time the report takes to run, for maximum speed have the **First Selection** line in the **First position** in the Ordering tab.

In the Selection tab Datedue has been selected in the first line.

📕 Query Definition (Example VDF)			- 🗆 ×
Main File: LB: On Hire File Query Title: Example VDF Fields Selection Ordering Texts Ou	iput	•	0, 🗃 🖬 🗅
Table LB: On Hire File LB: Patron File LB: Master Item File LB: Loan Codes LB: Publisher File Fields Recnum Patnum Patnum Patkey Accno Dateout Dateout Datedue Status	Selections Field name Datedue Dateout Add	Type Value Control V	rst Line n tab 
		Run	Close

#### Order

Selecting an Indexed field from the drop down list determines the order the information prints in the report this does not affect the print sequence of the selected fields. If you select Current\_year, Studkey the information will print in Year level order then alphabetically by the Students key. Selecting the correct Index speeds up the generation of data by prompting the program to search the database in the most efficient manner.

Select the order that best suits your selection.

🛄 Query Definition (Example VDF)		- 🗆 ×
Main File: LB: On Hire File Query Title: Example VDF Fields Selection Ordering Texts Output	C	) 📽 🖬 🗅
Ordering: Status, Patkey, Accno, Recnum Status, Patnum, Accno, Recnum Status, Patnum, Accno, Recnum Status, Accno, Recnum Maccno, Dateout, Recnum Status, Dateout, Recnum Patnum, Accno, Recnum Teach_no, Status, Patnum, Accno, Recnum Datedue, Accno, Recnum Status, Maccno, Patkey, Recnum Status, Patkey, Accno, Recnum		hoc
	Run	Close

### Index

When searching the data using an Indexed field in the First position of the selection only relevant records will be searched.

Main File: LB: On Query Title:	Hire File		Q 📽 🖬 D
Fields Selection Ordering Ordering: Datedue, A	Texts   Output		Ad hoc
Search order: Status, Path	Break Field name Datedue: Accno:	LB: On Hire File Reading record <mark>s (1755/1754)</mark> 20080609 1013666 4969 Cancel	
		Bun	Close

If the Indexed field is not in the First position of the selection the search will take longer.

Main File: LB: Or	n Hire File	- Q 📽 🖬 D
Query Title:		
Fields Selection Ordering	Texts   Output	
Ordering: Maccno, D	Dateout, Recnum	Ad hoc
	Break Field name	
	Maccno: LB: On Hire File	
	Dateout:	
	Beading records (3764/17)	381
		<del>~</del>
	1018491 20080516 4688	8
	Cancel	
Search order: Status, Pa	itkey, Accho, Rechum	<b>*</b>
		<u>R</u> un Close

### Ad Hoc

You also have the option of selecting Ad Hoc. Using this feature means you can select the order from any field available.

📕 Query Definition	(SF: Student File)	🛛
Main File:	SF: Student File	
Query Title: Fields Selection On Ordering: Ad H Specify ad hoc Table SF: Student File SF: Family Fields Fields Fields Studkey Studkey Student# Reg no Barcode Home tascher	dering Texts Output	Ad hoc 2 Reverse 6 Close
Ordering Ad Hoc Table Field	Select Ad hoc index from the drop down list. Click to open the Specify ad hoc index window. Highlight the file you wish to use for ordering. Double click a field.	Delete Cancel
Reverse	List of selected fields for the order the information we Place a Tick to reverse the order.	/III print.
Buttons	Highlight a selected Field to move or delete.	
OK	Click to accept the information.	

### Line Break

This selection will print the Students in Year Level order then by the Students Surname then by their given name.

🛄 Query Definition (Stud	ent Ethnic and Language Year 10 a	ind 12)	_ 🗆 🗙
Main File: Student Query Title: Student Fields Selection Ordering	Origins Ethnic and Language Year 10 and 12 Texts   Output	(	) 🖻 🖬 🗅
Drdering: Ad hoc inde	Break       Field name         Current year:       Surname:         Surname:       Given name:         Given name:       Given name:         ype, Priority, Ethnic_id#, Owner		1 hoc
		Run	Close

If there is a tick in Break it will create a heading and place a line between the data for each Tick.

Constant The second sec	
Ethnic and Langu	lage Codes for August 2008. This Report is for year 10 - 11 - 12
	Current year: 10, Surname: Baars
	Given name: Willem
E DEU German L GER German	
	Current year: 10, Surname: Bradstreet
	Given name: Shaun

1

## Text

Text can be added to the top or bottom of the report. This is a useful feature for future reference.

Fields       Selection       Ordering       Texts       Output         Before report:       Ethnic and Language Codes for August 2008. This Report is for year 10 - 11 - 12       Use Shift + Enter to go to	3
Before report: Ethnic and Language Codes for August 2008. This Report is for year 10 - 11 - 12 Use Shift + Enter to go to	2
the next line	
After report: Created by Chris Simpson 29/04/2008	3

# Output

Several features are available for selection in the Output tab.

### Font

You can change the Font to one of those available in the drop down list, you can also change the Font Size.

Query Definition (CS: Current Subject Infor	
Main File: CS: Current Subject Information Query Title:	Q, ⊯ <b></b> D
Fields Selection Ordering Texts Output Font: Times New Roman Arial Courier New Times New Roman I C Landscape Report destination	
C Printer @ Preview C File	Comma delimited 💌
	Upen Save

### Selection Criteria

The Selection Criteria defaults to print at the bottom the printed report, this can be useful if you need to run the report again but did not save it.

Query Definition (Student Origins Year 10 and 12)		
Main File: Student Origins Query Title: Student Origins Year 10 and 12 Fields Selection Ordering Texts Output	•	Q 📽 🖬 D
Font:       Arial       12         Include selection criteria in printed report       Use ANSI characters         Print totals only       Include column names         Report       Selection criteria: Type, greater than: "D" Type, less than: "M" Current year, between: "10" - "12" (both incl) Records: 121		Save
	nun	Liose

#### Print Totals Only

If the Sum Column is available and Ticked in the Fields Tab you can select to Print totals only.

Example of a report with a tick in Sum in the Fields tab.

GM & D-L Yates Mr GP Young Mr & Mrs L Zhao	13706.00 9866.00 0.00	
	1167884.10	ן

The same report with a tick in Sum in the Fields tab and **Print totals only** checked.

Acc title	Balance
	1167884.10

#### Landscape

VDF reports default to print in Portrait format but this can be changed to landscape, if you have many fields selected this choice will allow more information on each line.

Check the Landscape box to print in Landscape format.

In Landscape a report can often be spaced out better.

or . oruu	entrite		r ağa.		
Sumane	Given name	Final year	Date depart	Initial year	Date arriva
			Initial year: 2		
Ward	Simon			2	28/01/1994
			Initial year: 9		
Hill	Shaun			9	31/01/2002
James	Andy Jr.			9	31/01/2002
Nash	Albert			9	31/01/2002
Suthichoti	Siriponne			9	17/07/2002

The same report in Portrait makes the headings hard to read.

SF. Slud	entrie		Page: 1
Surname	Given name	Final yearDate depair	itial yeaPate arriv
	Init	ial year: 2	
Ward	Simon	2	28/01/1994
	Init	ial year: 9	
HШ	Shaun	9	31/01/2002
James	Andy Jr.	9	31/01/2002
Nash	Albert	9	31/01/2002
Suthichoti	Siriponne	9	17/07/2002

#### Print to Window

The Report destination will default to Preview, while in this default click Run in any tab to print the report.

Once all the information is in the report you can print it to window, once printed you have the option to select the printer, if you have PDF995 (free program) you can also select to print to a PDF.

	Print Preview	
	Set ← → Whole page → Page ?	
	1234	
	Print Setup	_
	Printer	
	Name: Canon i865    Properties	-
	Status: Auto Canon Bubble-Jet S400 on SPIDER Auto Microsoft Office Document Image Writer of	
	Type: Auto Microsoft Office Document Image Writer o	
	Where: Auto PDF995 on SPIDER	
	Comment: Auto Snagit 8 on SPIDER	-
	Paper PDF995 Microsoft Office Document Image Writer	
	Size: Snaglt 8 C Portrait 1999	
	A 5 1999	
	Source: Auto Sheet Feeder   Candscape 2001 2001	
	2001	
	Network / OK Cancel 2002	
1.	When in the Report click the Printer Icon to Print.	
2.	Click the Printer Setup Icon to Your options.	
3.	Click on the Arrow Icons to move between pages.	
4.	Click on the Drop Down of Whole Page to view the report in different sizes.	
5.	Click for the report to be printed or viewed in portrait or landscape.	
6.	Select the printer format.	
7.	Click OK to accept the changes.	

## © PCSchool Export to Excel

1. 2.

Once the report has been created it can be exported as a CSV and then opened in Excel.

Main File: SE: Student File	
Query Little:	
lds Selection Ordering Texts Output	
Font Arial	
Include selection criteria in printed report     Use ANSI	I characters
T Print totals only 2 🔽 Include or	olumn names
Landscape     Semicolor	n as delimiter
Report destination	
Printer C Preview C File	Comma delimited 💌
4	2
	<u> </u>
	Open Save
	OpenSave
	Open Save
the report destination of File	Open Save

Leave the default of Comma delimited.
 Click on the Selection box of the blank file field.

ot Ki	Print to file Save in:	Desktop		1	<b>-</b> 6			2 🔀	telp
Fie	My Recent Documents	My Documen My Computer My Network I AAA Add to h Alex	is , Places help pture						
[	My Documents My Computer	Chursed Shortcut to A	AAAWorkingon Ielp Documents						
	My Network Places	File name: Save as type:	Testing.csv Text files	2	]	•	3 Sav Cano	ve xel	e
_						4	Run	C	lose

1	Select to save the file where you can find it.
1.	<ul> <li>The default is PCSchool/Data/Query Output/(Your name)Output on the server.</li> </ul>
2.	Enter a name for the report ending with .csv.
3.	Click Save.
4.	Once back in the VDF click Run to create the Report.
•	When the file is finished you will receive a File Complete message.

#### Create a Tag Set

The Student/Family/Staff list you create can be saved as a Tag Set for using in the appropriate Tag Set within PCSchool.

🛄 Query Definitio	on (SF: Family)		- 🗆 ×
Main File:	SF: Family	- Q	🖙 🖬 🗅
Query Title:			
Fields Selection 0	Indering Texts Output		
Font: Tip	nes New Roman 💌 🗾 12	Ψ.	
M	Include selection criteria in printed report	Use ANSI characters	
Г	Print totals only	Include column names	
Г	Landscape	Semicolon as delimiter	
C Printer C Pre	view © File C:\Documents and Setting	s\Chris\Desktop Comma delimited Comma delimited Line delimited Formatted HTML XML Student Tagset Family Tagset Staff Tagset	Save
		<u>B</u> un	Close
Check the repor	t destination of File.		

Save the File where you will be able to find it.

·	Print to file					? :	× 🗖
10	Save in:	🚱 Desktop	1	•	🗢 🖹 📩	<b>III</b> •	-1
Fie	My Recent Documents Desktop	My Documents My Computer My Network Pla PCSchool Expo Unused EOY 2008 Shortcut to Hel Shortcut to Hel	aces rt Files  p Documents  p Documents 2009 Playlists				
¢	My Computer						
	My Network	File name:	Debtors.FLF	2	-	Save	ונ
	Places	Save as type:	Text files		•	Cancel	
					4	<u>R</u> un	Close

1.	<ul> <li>Select to save the file where you can find it;</li> <li>The default is PCSchool/Data/Query Output definitions/(Your name) on the server.</li> </ul>
2.	<ul> <li>Enter a name for the report ending with:</li> <li>.FLS – Student Tag Set</li> <li>.FLF – Family Tag Set</li> <li>.FLT – Teacher/Staff Tag Set</li> <li>This extension must match the Tag Set format you selected.</li> </ul>
3.	Click Save.
4.	Once back in the VDF click Run to create the File.
•	When the file is finished you will receive a File Complete message. The file can now be opened by the appropriate Tag Set.

#### Create the file as a HTML

The file can also be saved in HTML format for a different appearance.

🏙 Query Definition (Student Ethnic and Langua	ge Year 10 and 12) 🛛 💶 🗙
Main File: Student Origins	🔍 🔍 🚔 🖬 🗅
Query Title: Student Ethnic and Language Year 10	) and 12
Fields Selection Ordering Texts Output	
Font: Times New Roman	12 💌
Include selection criteria in printed report	nt 🔲 Use ANSI characters
Frint totals only	Include column names
🗖 Landscape	🔲 Semicolon as delimiter
Report destination Printer C Preview  File Student Origins.HTM 1	ML 3 HTML 2 Comma delimited Line delimited Formatted HTML XML Student Tagset Family Tagset Staff Tagset Staff Tagset
	4 <u>B</u> un Close
Check the report destination of File.	
Select HTML.	
dive the file a name and end it with .HTML.	
JIICK HUN.	

### Sample HTML Report

Student Ethnic and Language Ye	ar 10 and 12
Generated on: 21/03/2009, 09:22:04	
Ethnic and Language Codes for August 2008. This Report is for	year 10 - 11 - 12
Origins	
Current year: 10, Surname: Ba	ars
Given name: Willem	
E DEU German	
L GER German	
Current year: 10, Surname: Brad	street
Given name: Shaun	
L ENG English	
E EUR European	

# Save/Open

Once the File is created it is best to save it you can then open and run it whenever you wish.

You can use the Open and Save Icons or if in the Output tab the Open and Save Buttons to perform these tasks.

Query Definition (SF: Student File)	
Main File: SF: Student File	
Query Title:	
Fields Selection Ordering Texts Output	File File
Font: Times New Roman 💌 1	2 💌
Include selection criteria in printed report	🔽 Use ANSI characters
Print totals only	🗖 Include column names
Landscape	F Semicolon as delimiter
Report destination	
C Printer @ Preview C File	Comma delimited 💌
	Open Save Button Open Save
	<u>B</u> un Close
When Saving the File the Default is within PCS available.	chool and when you are logged on this will alw
You can select a different destination for Saving	g the File.
When Opening a saved file find the file highlig	ht and click Open.